



Tuesday, March 31, 2020

Special Event Applicants:

We appreciate you choosing Park City to host your Special Event. These are extraordinary times but we are hopeful we can get through these uncertainties and look forward to a successful summer event season. We understand you may have concerns regarding the effects of COVID 19 on your special event (including on your overall business, sponsors, vendors, volunteers, employees and guests) and we will do our best to continue communicating with you as we have updates. We recognize the cultural and economic value of special events in Park City and are focused on getting things back to normal as soon as we can. Our priorities are focused on the health and safety of our community.

The [Summit County Health Department](#) is lead in this health emergency and Park City is working to support it. As part of the [current Health Order](#), jurisdictions within Summit County (which include Park City) are not permitted to approve special events or have gatherings over ten (10) people. Based on the information we have, the City is continuing to accept and review applications and follow up with operational planning. Our intent is to uphold the [significant changes](#) to [Park City Municipal Code Title 4A](#) regarding special events that were adopted in 2018, and continue to work towards additional changes requested by our community and the City Council.

**Deadlines Approaching** – (If you have trouble meeting these, please inform us before the deadlines)

**Wednesday, April 1, 2020: Fee Reduction Deadline (all events July to December, 2020)**

- Please ensure you are using the current [application, as](#) we will not accept old applications.
- If you need a fee estimate for your event, please contact [Chris Phinney](#) no later than Wednesday, April 1, 2020. You may use your 2019 invoice as a guide for your 2020 event if you do not anticipate any significant changes, but please note potential fee changes below.
- We are entering Year 2 of reducing City subsidies on City Service Fee Reduction for Special Events, and currently, organizers should continue to plan for less City financial support and more rigorous standards in Sustainable Tourism, Environmental Sustainability, Transportation and Reducing Residential Impacts.

**Friday, April 3: Special Event Application Deadline for events occurring between July and October**

- New applications will not be accepted during defined [Peak Event Time Periods](#).
- All applicants must complete a [Special Event Date Request Form](#) prior to submitting their [Special Event Application](#).
- Date changes in the calendar are a red flag for our team and how the overall event calendar is balanced, so if you are a returning event looking to change your date, please let us know why you are looking to do so for best coordination and response times.

**Other Items of Note:**

**Managing the Event Calendar and Alternative Dates or Plans** –

- We are reviewing the City's special event calendar on a weekly basis and will be following up with you as your events approach. If you have a postponement or cancellation protocol that you have not provided, please do so.
- We have a busy event calendar especially between the months of May through October. Many special events have reached out and asked to move their date or choose alternate dates. During this time, we cannot guarantee alternative dates, and will have to address conflicts in venues and manage resources.
- We encourage you to plan ahead. Every special event applicant is required to provide an Emergency Conditions and Contingency Plan. This should include alternate dates or plans should your event get postponed or cancelled, regardless of circumstance. If you have already submitted your application and did not include this, please contact Chris Phinney to amend your application.

**City Fee increases** -



- The City's budget process is underway, but also changing. Fee increases in the Police Department are being reviewed. Rates were \$75 per hour and may increase to \$85 per hour. Please make appropriate budgeting updates with these possible changes. At this time, we are not aware of any other specific fee increases that will affect budgets, but we will advise as we have additional information.
- If such changes are approved by City Council in the budget process, change of fees is anticipated to go into effect beginning July 1, 2020.

#### Sustainable Events –

- In 2017, the City provided all applicants with the [Sustainable Event Checklist](#) and [Transportation, Energy and Residential Impact Reduction Ideas](#).
- We are working towards bold changes in our community; the expectations of events to become more sustainable are going to increase. We anticipate implementing additional requirements for all events to meet in the Municipal Code this summer.
- Please reach out to us if you are interested in participating in a group round table of event applicants to help provide input to the City to set new standards for all events.

#### Insurance Standards – The City's special event insurance standards have been revised as follows:

- The special event applicant's insurance shall be primary insurance coverage and any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the applicant's insurance and shall not contribute with it.  
Increase to \$1M for workers compensation coverage and the applicant's policy shall be endorsed with a waiver of subrogation in favor of the City. We will still accept State waivers as appropriate.
- For more information or if you have additional questions, please contact Chris Phinney.

#### Forms that Require Notarization -

- During the current Health Order, notarization of Hold Harmless Agreements will not be required until one (1) week before your event. We will follow up with permittees individually as each event approaches.
- Per Park City Licensing Code 4-3-2, a notarized statement certifying criminal history is legally required for Single Event Temporary Liquor Applications. If you need to get your liquor permitting in before May 1, please reach out to us directly so we can help you through this process.

We are always here to help and serve as a resource to you. Please do not hesitate to contact us with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Jenny Diersen".

Jenny Diersen  
Special Events & Economic Development Program Manager  
[Jenny.diersen@parkcity.org](mailto:Jenny.diersen@parkcity.org) / 435.640.5063 (cell)  
[Link to COVID19 Information](#)

#### **Special Events Department**

The Special Events Department is part of the Sustainability and Economic Development Department in Park City. We create a place to work, live and play that strengthens the character and vibrancy of our community. Our goal is to create a balanced and viable mountain resort community. The Special Events Department permits events within Park City limits and coordinates impacts of events with our community partners, neighborhoods and surrounding City, County and State jurisdictions. In 2019, the Special Events Department permitted 72 events, with an overall attendance of more than 500,000 attendees.