



Park City Municipal Corporation

Master Festival & Special Event Application

Special Events
435.615.5150
specialevents@parkcity.org

Complete applications for Master Festival Licenses are due no later than 90 days prior to an event. **Complete** applications for Special Events are due no later than 60 days before an event. Incomplete applications cannot be reviewed. Applications submitted after the timeframe described above may be denied for approval. To view a list of items needed for complete applications, visit the Applications & Planning page under the Special Events tab at www.parkcity.org.

APPLICATIONS DO NOT CONSTITUTE AS A VALID PERMIT UNTIL APPROVED BY THE SPECIAL EVENTS DEPARTMENT

APPLICATION FEES

All new/ first time applications require a \$160.00, non-refundable application processing fee. All applications for annual/returning events require an \$80.00, non-refundable application processing fee. Additional fees for other services, including Health Department, Fire Department, and City Services will be estimated and provided to the applicant.

EVENT TYPE INFORMATION

| | | | | | |
|---|---|--|--|--|---|
| MASTER FESTIVAL CRITERIA | Attraction of crowds over 500 participants and or spectators | Requires Partial or Full Street Closure or use of Public Right of Way | Use of City park, buildings or other properties or transportation system | Use of off –site parking facility | Use of Amplified Music in or adjacent to a residential neighborhood |
| SPECIAL EVENT CRITERIA (PUBLIC OR PRIVATE EVENT) | Causes significant public impacts via disturbance, crowd, traffic, and or parking | Disruption of the normal routine of the community or affected neighborhood | Necessitates temporary business or liquor licensing in conjunction with public impacts | Necessitates the use of city personnel | |

EVENT TYPE

| | | | | | | |
|--|------------|--------|--|---------|-----------------|--|
| Street Fair/Festival | Run - Walk | Parade | Trail Event Additional regulations required; see Special Event Planning Guide for details or visit www.parkcity.org | Concert | Road Bike Event | |
| Other Type of Event (Please Specify): | | | | | | |

APPLICANT AND SPONSORING ORGANIZATION INFORMATION

| | | | | | | |
|---|--------------------------------------|---------------|--|----------|--|--|
| NAME: (FIRST, LAST) | | | TITLE/POSITION: | | | |
| STREET ADDRESS: | | | CITY, STATE, ZIP CODE: | | | |
| MAILING ADDRESS: (If different from above) | | | CITY, STATE, ZIP CODE: | | | |
| TELEPHONE (WORK): | | MOBILE PHONE: | | WEBSITE: | | |
| EMAIL ADDRESS: | | | SOCIAL MEDIA: | | | |
| BUSINESS OR ORGANIZATION: | | | Is organization a registered non-profit? Yes No (If yes, please provide copy IRS paperwork) | | | |
| ONSITE CONTACT: | | | MOBILE PHONE: | | | |
| NAME OF EVENT: | | | | | | |
| FIRST TIME EVENT | ANNUAL EVENT (How many years?) _____ | | Will a fee be charged for attendance or participation? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |

Overall Event Description (Briefly explain event and activities. This may be included in your operational plan or on a separate piece of paper):

EVENT DATES AND TIMES

EVENTS WITH ATTENDANCE GREATER THAN 500 REQUIRE A SUMMIT COUNTY MASS GATHERING PERMIT

| | | | | | | |
|---|---------|---------------------------|--|-----------|--|--|
| EVENT DATE(S): | | EVENT HOURS - START TIME: | | END TIME: | | |
| SET-UP DATE/S: | TIME/S: | BREAKDOWN DATE/S: | | TIME/S: | | |
| ESTIMATED ATTENDANCE - PARTICIPANTS: | | SPECTATORS: | | TOTAL: | | |
| EVENT LOCATION(S): PLEASE LIST SPECIFIC TRAILS, FIELDS, STREETS, PARKS, BUSINESS OR BUILDINGS | | | | | | |



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OPERATIONAL - PART B

WASTE MANAGEMENT & RECYCLING

The Park City Municipal Corporation encourages sustainable efforts in Waste Management including the recycling of as much event waste as possible. Please refer to the Park City Event Planning Guide for a list of local recyclers to find out how they may assist you.

All applications must include a waste management plan that includes pre and post event details

FOOD AND MERCHANDISE SALES

Will there be sale of Merchandise? YES NO | Will there be sale of or complimentary food? YES NO

Describe Items for sale :

Will food items be pre-packaged? YES NO

Will food items be cooked at event? YES NO

Will food items be prepared off site? YES NO

**All individual vendors must obtain a Park City Business License & Summit County Temporary Food Service Permit
If cooking onsite a permit may be required for use of appliances**

Will there be beer, wine, and/or liquor sales during the event? YES NO

The Park City Finance Department requires application for a Beer & Liquor License.

The Utah Dept. of Alcoholic Beverage Control (UDABC) may require application for a Single Event Liquor License or other state permit.

TEMPORARY SIGNS

Will there be Temporary signs at the event? YES NO | If yes, attach sign plan describing sign content, sizes and locations

ANIMALS AT EVENT

Will there be animals at the event? YES NO | If yes, attach plan to address nuisances or health hazards associated with the animals.

COMMUNICATIONS NEEDS

Will there be installation of antenna for communications? YES NO | If yes, attach site plan and specifications of antenna.

SAFETY – SECURITY

An Operational Plan is required for all events outlining : Security and Crowd Control specifics, Fire District and Access Information, First Aid & EMT requirements (Refer to Park City Special Event Planning Guide for more information)

Does your event require Law Enforcement services beyond routine periodic patrol? YES NO

Upon review the Park City Police Department may require additional on-site personnel for event approval

MARKETING OF EVENT

Proper marketing your event is vital to its success. Please contact the Park City Chamber Bureau (www.parkcityinfo.com) as a resource.

Who is the target market for this event?

Where is the target market for this event? Local Regional National International

Will this event be televised? YES NO | Local Regional National International
Describe coverage:

Please list print advertisements including newspapers and magazines:

Social Media Links:

Please list range of marketing budget | < \$100 \$100 - \$500 \$500 - \$1000 > \$1000

Refer to Park City Special Event Planning Guide for answers to the most frequently asked event related questions.



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APPLICATION INFORMATION

INSURANCE REQUIREMENTS

INSURANCE MUST BE RECEIVED AT LEAST 10 DAYS PRIOR TO EVENT

Park City Municipal Corporation requires proof of liability insurance in the minimum amount of two million dollars (\$2,000,000) per occurrence, four million dollars (\$4,000,000) aggregate. The applicant shall name Park City Municipal Corporation, 445 Marsac, P.O. Box 1480, Park City, Utah 84060 as additionally insured.

RULES AND REGULATIONS

To insure prompt and accurate processing of your application, ensure that ALL support materials and documentation accompany your application. Failure to do so will constitute an incomplete application and may delay review and approval processes.

COMPLETE APPLICATIONS

A complete application must include an event site plan that includes, but may not be limited to the following: street closures, signs, operational vehicles, barricades, tents and other temporary structures, activity locations, bleachers, portable and fixed toilets, water stations, event headquarters, solid waste & recycle containers, entrances/exits, walkways, fire lanes, event route, security / crowd control personnel, power sources, cooking facilities, etc. Complete applications must also include the appropriate application fee, operations plan and timeline, parking and transit plan, road closure plan and schedule, safety and emergency plan, weather date and weather contingency plan, emergency plan, communication plan, route and trails map and/or parks and fields use schedule, volunteer and staff plan and schedule, residential and community notification and mitigation plan, permission letters from private land or property owners, sign and banner plans as well as trash, waste and recycling plan.

WE WELCOME YOUR INQUIRES - PLEASE CONTACT US AT SPECIALEVENTS@PARKCITY.ORG

Applicants are welcome to request a meeting to discuss the event prior to submitting applications.

EVENT COSTS

The Applicant shall assume and reimburse the city for any and all costs and expenses determined by Park City Municipal Corporation such as City's staff's time if required at event, additional garbage or waste in city receptacles, providing, erecting or moving equipment such as barricades, directional or event signs, garbage and waste receptacles. Park City Municipal Corporation may require a deposit that shall not exceed one thousand dollars (\$ 1,000.00) to cover such expenses. Events may incur costs from other departments or agencies.

AGREEMENT AND SIGNATURE

I, the undersigned representative, have read the rules and regulations with reference to this application and am duly authorized by the organization to submit this application on its behalf. The information contained herein, including supporting documentation is complete and accurate.

Name (Printed)

Signature:

Date:

Refer to www.parkcity.org and click on the Applications & Planning page to access the Special Event Planning Guide for answers to the most frequently asked event related questions.

Contact Information:

Tommy Youngblood, Special Events Coordinator & Filming Permits 435.615.5187 tommy.youngblood@parkcity.org

Jenny Diersen, Special Events Coordinator & Facility Rental 435.615.5188 jenny.diersen@parkcity.org

Website: www.parkcity.org – click Special Events under the Living Here tab

Complete Application Check List

We encourage you to contact us prior to submitting an application.

*Items marked with this symbol may not be required for all events.

- | | |
|---|--|
| Completed Application | Volunteer / Staff Plan and Schedule |
| Application Fee – with accounting code | Certificate of Insurance |
| Site Map with details as described above (google earth suggested) | Letters of Permission from Private Land or Property Owners |
| Road Closure Plan and Schedule* | Route and Trails Map* |
| Fields / Parks Use Plan and Schedule* | Operations Plan and Timeline |
| Parking and Transit Plan | Safety Plan – Police, EMS, Fire, Private Security |
| Emergency Plan | Weather Date and Weather Contingency Plan |
| Sign and Banner Plans* | Trash, Waste & Recycle Plan |
| Public / Community Outreach Plan | Bicycle Storage Security Plan* |

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