



**MIDWAY CITY
SPECIAL EVENT LICENSE
EVENT APPLICATION**
435-654-3223 x 6 midwaycityut.org

The Special Event License must be completed and submitted to Midway City no less than 75 days prior to a Special Event. This application will be reviewed by the City staff. Granting of the permit is not guaranteed.

NAME OF EVENT _____

APPLICATION FEES

DUE AT TIME APPLICANT SUBMITS PART I

All new applications require a \$50 non-refundable application processing fee. All applications for returning events require a \$25 non-refundable application processing fee. The application fee is non-refundable. A \$500 cleaning/damage/safety deposit is due 10 days prior to the event.

ADDITIONAL FEES

Additional fees for other services and licenses, including Midway Business License, Health Department, Fire Department, Mass Gathering Permit, etc. must be obtained from the appropriate agency.

APPLICANT AND SPONSORING ORGANIZATION INFORMATION

Name _____
 Street Address _____
 City, State, Zip Code _____
 Day Phone _____
 Fax Phone _____
 E-Mail Address _____
 Sponsoring Organization _____
 Contact Person "On Site" Day of Event _____ Cell Phone # _____

EVENT INFORMATION

Special Event Criteria – if one box is checked this event requires a completed and approved Special Event Application. Check all that apply.

- | | |
|---|---|
| <input type="checkbox"/> Attraction of crowds over 500 | <input type="checkbox"/> Temporary structures, tents, etc.; permit required |
| <input type="checkbox"/> Street Closure | <input type="checkbox"/> Events signs; permit required |
| <input type="checkbox"/> Necessitates temporary food or business license | <input type="checkbox"/> Use of outdoor amplified music |
| <input type="checkbox"/> Causes significant public impacts via disturbance, crowd, traffic/parking | |
| <input type="checkbox"/> Disruption of the normal routine of the community or affected neighborhood | |

EVENT TYPE

Check all that apply.

- | | | |
|--|----------------------------------|---|
| <input type="checkbox"/> Run/Walk | <input type="checkbox"/> Parade | <input type="checkbox"/> Town Square Event |
| <input type="checkbox"/> Road Bike Event | <input type="checkbox"/> Concert | <input type="checkbox"/> Other (Please specify) |
| <input type="checkbox"/> Street Fair | | _____ |

First Time Applicant: _____ or Annual Event _____

Event Dates(s): _____
 Event Hour(s) Start: _____ End: _____
 Set-Up Date: _____ Time: _____
 Break-Down Date: _____ Time: _____
 Attendance: Participants _____ Spectators: _____ Total _____

OVERALL EVENT DESCRIPTION

Briefly explain event and activities: _____

STREET CLOSURE INFORMATION - *A SITE PLAN IS REQUIRED WITH THE APPLICATION*

Names of Streets to be Closed
 _____ Between _____ and _____
 _____ Between _____ and _____
 _____ Between _____ and _____

PARADE/RUN/WALK/BIKE ROUTE (Please describe and attach route map)

Are you requesting a COMPLETE or ROLLING street closure? _____
 Why are you requesting this street closure? _____

Time of Street Closure _____ Start: _____ End: _____
 Assembly Area: _____ Disbanding area: _____
 Number of anticipated entries _____

TEMPORARY STRUCTURES - *SITE MAP MUST BE INCLUDED WITH APPLICATION*

Must be approved by the City Building Safety Department

- | | | |
|-------------------------------------|---|--|
| <input type="checkbox"/> Bleachers* | <input type="checkbox"/> Tents <200 sq. ft.** | <input type="checkbox"/> Tents >200 sq. ft.*** |
| <input type="checkbox"/> Stage | <input type="checkbox"/> Trailers(s) | <input type="checkbox"/> Inflatable(s) |
| <input type="checkbox"/> Generators | <input type="checkbox"/> Other Electrical Needs | <input type="checkbox"/> Temporary Lighting |
| <input type="checkbox"/> Other | | |

* If you are using County owned bleachers, you must make arrangements and meet any criteria.
 **Temporary structures less than 200 sq. ft. require 50 lbs. of weight per leg.
 ***Temporary structures greater than 200 sq. ft. require approval from the Building Department.

SALES AND FOOD VENDING

Will there be merchandise for sale? _____
 If yes, describe the items for sale _____
 Will there be sale of concessions or complimentary food? Yes No
 If yes, how many food vendors: _____
 What types of food will be served? _____
 If cooking on site, please describe types of *cooking appliances used (i.e. open flame or electrical)

*A Wasatch County Fire Department permit may be required depending on the cooking appliance.
 Individual vendors must fill out the local sales tax form.

Utah State Tax Commission 800.662.4335 or www.tax.utah.gov

Each food vendor must receive a Wasatch County Health Department temporary food service permit.

Wasatch County Health Department 435-654-2700

TEMPORARY SIGNS - *SITE PLAN MUST BE INCLUDED WITH APPLICATION*

Attach a Sign Plan that describes the location and sizes of all signs. Include pictures of signs.

Temporary signs for your event require a permit from the Midway City Planning Department.

MASS GATHERING PERMIT

A mass gathering permit is required when there is an assembly of 500 or more people for 2 hours or more. Contact the Wasatch County Health Dept for information at 435-657-3264 or

<http://www.wasatchcountyhd.org/Programs/EnvironmentalHealth/OtherServices/MassGathering.aspx>

The mass gathering permit governs solid waste management, site maintenance, emergency medical care requirements, food protection, wastewater disposal, etc.

WASTE MANAGEMENT PLAN

List the number of trash containers and dumpsters at the location: _____

Will additional trash containers and dumpsters be rented: Yes or No If yes, how many? _____

Name of Provider: _____

Contact Information: _____

Installation: _____ Date _____ Time _____

Removal: _____ Date _____ Time _____

PUBLIC FACILITIES

PUBLIC FACILITIES (Please contact Wasatch County Health Dept. for a mass gathering permit 435-654-2700)

Will portable toilets be rented? Yes No

Name of Provider _____ Contact Person _____ Phone # _____

Installation: Date _____ Time _____

Removal: Date _____ Time _____

SAFETY – SECURITY – VOLUNTEERS

Please describe your procedures for both crowd control and internal security:

Has the Wasatch County Fire Department been contacted regarding your event? Yes No

The Wasatch County Health Department may require on-site medical personnel at an additional charge.

List Fire Department person contacted: _____

Does your event require additional Law Enforcement? Yes No

If yes, have you contacted the Wasatch County Sheriff's Office? 435-654-1411 Yes No

EVENT LOGISTIC MEETING

Applicant is required to schedule a meeting with Midway City at least 45 days prior to the event. Please contact Georgia McGuire 435-654-3223 x 6 or gmcguire@midwaycityut.org to schedule your meeting.

INSURANCE REQUIREMENTS – *MUST BE SUBMITTED 10 DAYS PRIOR TO EVENT*

Midway City requires proof of liability insurance with limits of at least one million dollars (\$1,000,000) per occurrence/ two million dollars (\$2,000,000) aggregate and which names Midway City at P.O. Box 277, Midway, Utah, 84049 as an additional insured. If you do not have an insurance provider, you may be able to qualify for insurance from Midway City's carrier.

GOVERNING LAW AND INDEMNIFICATION

The Renter, its agents, vendors, employees, licensees, permittees, contractors, subcontractors and invitees shall comply with all applicable laws, ordinances, and statutes, regulations, permits and licenses of Midway City, State of Utah, and the United States applicable to the use of the premises and to pay any taxes or fees that may be imposed by law in connection with the use and occupancy of the facility. The Renter shall hold harmless, defend and indemnify the City and its officials, employees and agents from and against any and all claims, losses, causes of action, judgments, damages and expenses, including, but not limited to the attorney's fees, because of bodily injury, sickness, disease or death or injury to or destruction of property or any other injury or damage resulting from or arising out of (a) performance or breach of this Rental Contract by the Renter, (b) the Renter's use of the Facility or property adjacent thereto or (c) any act, error, or omission on the part of the Renter, or its agents, vendors, employees, licensees, permittees, contractors, subcontractors and invitees, except where such claims, losses, causes of action, judgments, damages and expenses result solely from the negligent acts or omissions or willful misconduct of the City and its officials, employees and agents.

RULES AND REGULATIONS

1. A non-refundable application fee is required at the time the application is submitted to Midway City. For new events, the application fee is \$50; for returning events, the application fee is \$25.
2. The application must be submitted a minimum of 75 days prior to a special event.
3. A site plan of your event is required with your application identifying street closures, signs, supply trucks, barricades, tents, activity location, portable toilets, bleachers, other temporary structures, water stations, headquarters, solid waste containers, entrance exits, walkways and any other details that would assist the Public Works Staff with understanding the setup of your event.
4. For bikes, runs, walks, and parades, a site plan outlining your route must be submitted along with your Special Event Permit application. If your event will generate additional traffic, or interrupt existing traffic on any city street, a traffic control plan outlining necessary street closures or additional law enforcement is required before a Special Event Permit will be issued.
5. Permit Applications may require review by the **City Council** for approval or denial. Need for review is based on size, location, scope, and impact of the event.
6. An applicant must schedule a meeting with the Public Works Department 30 working days prior to the event.
7. A certificate of insurance must be filed with Midway City ten working days before the event with limits of at least \$1,000,000 per occurrence / \$2,000,000 aggregate. Midway City requires all certificates of insurance to be submitted on a standard ACORD form, or on the insurance company's letterhead. Midway City must be listed as additionally insured.
8. All debris and trash must be removed from an event site immediately after the event. Failure to do so may require more City Services. All expenses will be the responsibility of the event applicant. It is highly recommended that the applicant provide recyclable receptacles at the event. Please contact a local recycling company.
9. Depending on the duration of your event and the availability of public restrooms, you may need to rent portable chemical toilets to accommodate participants. Midway City requires one (1) chemical toilet for every 65 people. The figure is based on the maximum number of your event during peak time. The total number of toilets will be determined on a case-by-case basis.
10. You must receive approval for your event before you promote, market, or advertise your event. Conditional approval will be made after the event organizer submits the application and it is initially screened. Acceptance of your Special Event Application by the City is not a guarantee of the date, location, or an automatic approval of your event.
11. Only readily removable barricades may be used for street closures and a 20-foot lane of clearance is required for emergency vehicle access at all times. You may be required to provide advisory signs if your event impacts a major use roadway. Advisory signs are intended to provide advanced notice to the regular users of a roadway of the scheduled closure.

12. In some case, the hiring of officers from Wasatch County Sheriff Department, a professional security company, or a combination of both may be required in order to obtain a Special Event Permit. Wasatch County determines the need, number, and type of security personnel based on expected attendance, location of the event, history of the event, nature of the event, street closures, and the amount of advertising used for an event.
13. The Wasatch County Health Department, through the mass gathering permit, must review and approve the following: your plans for first aid and/or emergency medical services; your route for emergency vehicle access.
14. The Building Department and/or the Wasatch County Fire Department must review parade floats; use of an open flame; use of fireworks or pyrotechnics; handling of vehicle fuel; cooking facilities; the location of power sources, the availability and location of on-site fire suppression equipment; the occupancy and spacing of tables or enclosures; and the use of tents, canopies or any fabric shelters. The Building Department will require an inspection before and/or during the event.
15. All temporary structures, i.e. tents, stages, platforms, etc. must be engineered and stamped by a State of Utah Licensed Engineer.
16. The applicant(s) shall assume and reimburse the City for any and all costs and expenses determined by the City to be unusual or extraordinary, and related to the event for which the permit is sought, including but not limited to:
 - The cost of providing, erecting, and moving barricades and/or signs;
 - The cost of providing and moving garbage or waste receptacles;
 - The cost of City personnel to meet requested services.
17. The City may require, as a condition to issuance of a permit, that a sum be deposited with the City to meet such costs. The required deposit shall not exceed \$1000.
18. Temporary Special Event signs require a permit from the Midway City Planning Department.
19. Failure to adhere to these rules and regulations will result in immediate closure of the event and forfeiture of all deposits.

AGREEMENT AND SIGNATURE

Failure to adhere to the rules and regulations will result in closure of the event and forfeiture of all deposits.

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 is complete and accurate.

(Name printed)

(Signature)

(Date)

APPROVALS, INSPECTIONS AND PERMITS AS NECESSARY FROM:

Midway City Building Inspector: _____

Midway City Planning Dept.: _____

Wasatch Co. Sheriff's Office: _____

Wasatch Co. Health Dept.: _____

Wasatch Co. Fire Dept.: _____

UDOT: _____

REMITTAL INFORMATION

Submit Completed Application(s) To:

Midway City
ATTN: Special Events
P.O. Box 277
Midway, UT 84049
435-654-3223 x 6

OFFICE USE ONLY

Permit Application #: _____

Notes: _____
