



118 Lion Blvd PO Box 187 Springdale UT 84767 435-772-3434

## **APPLICATION FOR LARGE OUTDOOR EVENT**

FOR OFFICIAL USE ONLY	File # _____
Brief Description of Project: _____	
Application Date: _____ Completed File Date: _____ Review Date: _____	
Notes: _____	
Authorization: _____ Revised 02/05	

Application is hereby made to the Director of Community Development of Springdale, Utah for a special event permit pursuant to Section 10-22-4 of the Springdale Town Code for the following:

### APPLICANT INFORMATION:

Name: \_\_\_\_\_  
Organizational  
Affiliation: \_\_\_\_\_  
Street  
Address: \_\_\_\_\_  
Mailing  
Address: \_\_\_\_\_  
Email  
Address: \_\_\_\_\_  
Phones  
(Home) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Business) \_\_\_\_\_

### ON-SITE MANAGER:

The applicant must designate an on-site manager who will be the event day contact for the Town and who will be responsible for ensuring the event complies with all applicable standards and ordinances at all times during the event.

Name: \_\_\_\_\_

Cell Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

### APPLICATION FEE

Non-refundable fee of \$250.00 must be paid to the Town at the time this application is filed.

SITE INFORMANTION

Location of proposed event: \_\_\_\_\_  
Street  
Address: \_\_\_\_\_  
Tax code  
Number: \_\_\_\_\_ Zone: \_\_\_\_\_

PROJECT OR EVENT DESCRIPTION

Number of participants (including guests, hosts, service staff, event promoters, vendors, performers, etc.): \_\_\_\_\_

Briefly describe the proposed use: \_\_\_\_\_

ADDITIONAL INFORMATION

Please attach the following information to this application:

1. Cover letter and narrative describing the proposed large outdoor event.
2. Written letter of authorization from the owner of the property where the event will take place.
3. Site plan, to scale, showing the property and location of Special Event facilities and any temporary structures.
4. Name and cell phone number of on-site event manager who will be responsible for ensuring the use complies with all applicable standards and ordinances and who will be onsite at all times during the use.
5. UDOT Approval, if utilizing the SR-9 right-of-way.
6. Sanitary facilities plan.
7. Trash and recycling plan.
8. Health Department approval, if food items are sold or handled or in other situations that require health department approval.
9. Insurance certificate in the amount of \$3,000,000 listing the Town of Springdale as an additional insured under a commercial general liability policy.
10. Application fee.

Anticipated date(s) of the event or installation of temporary structures: \_\_\_\_\_

Anticipated date the event shall cease or temporary structures be removed: \_\_\_\_\_

LARGE OUTDOOR EVENT STANDARDS

A large outdoor event permit may only be issued if the Director of Community Development finds:

1. The use cannot last more than three calendar days, and must be the shortest possible duration necessary based on the type of event.
2. The use will not cause an unreasonable impact on traffic, access to properties, parking, or other transportation systems.
3. The use will not cause an unreasonable impact on surrounding properties in loud or unusual noises, odors, vibrations, or other similar annoyances.

4. The applicant must provide sufficient on-site sanitary facilities to accommodate the anticipated number of event participants. A plan for the provision of sanitary facilities must be provided with the application.
5. The applicant must provide sufficient on-site trash and recycling facilities. The applicant is responsible for ensuring the trash and recycling facilities are emptied on a regular basis to prevent trash and debris from accumulating in the area of the event.
6. If taking place in the UDOT right-of-way, approval from UDOT is required.
7. Written authorization from owners of property where the use will be located is required.
8. The applicant must provide a certificate of insurance evidencing general liability coverage of at least \$3,000,000 listing the Town of Springdale as an additional insured, and if requested, a copy of the policy. Greater liability limits may be required based on the nature of the use.
9. The applicant must designate an on-site event manager who will be the event day contact for the Town and who will be responsible for ensuring the event complies with all applicable standards and ordinances.
10. The application must be submitted a minimum of six weeks prior to the event. The Town assumes no responsibility for investment, advertisement, publicity, registrations accepted, etc. prior to the approval of the event permit. Nor shall such be used as justification for approval of the event permit.

APPLICANT CERTIFICATION

I certify that the information contained in this application is true and correct.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_