

FOR OFFICE USE ONLY

APPROVAL	<input type="checkbox"/> Community Development	<input type="checkbox"/> Fire	<input type="checkbox"/> Legal	<input type="checkbox"/> Police
<input type="checkbox"/> Recreation	<input type="checkbox"/> Engineering	<input type="checkbox"/> Recorder	<input type="checkbox"/> Neighborhoods	<input type="checkbox"/> Building
<input type="checkbox"/> Bus. License				

South Salt Lake Special Events
 Recorder's Office, Suite 200
 220 East Morris Ave. #200
 South Salt Lake, UT 84115

Special Event Permit Application City of South Salt Lake



Phone: 801-483-6019
 Fax #: 801-464-6770
 aandrus@sslc.gov

Event Title:

Location:

(Please reserve City facilities including Columbus Center and Fitts Park with SSL Parks & Rec: 801-483-6021)

Event	Date(s):	Start Time:	End Time:
Set-up	Date(s):	Start Time:	End Time:

Number of Participants Expected:		Number of Volunteers/Event Staff:			
Type of Activity <i>(check all that apply):</i>		<input type="checkbox"/> Block Party	<input type="checkbox"/> Concert	<input type="checkbox"/> Demonstration	<input type="checkbox"/> Festival
<input type="checkbox"/> Filming	<input type="checkbox"/> March	<input type="checkbox"/> Parade	<input type="checkbox"/> Protest	<input type="checkbox"/> Rally	<input type="checkbox"/> Walk/Run
<input type="checkbox"/> Other:					

Applicants Name:

Organization:

Mailing Address:

City, State, Zip:

Day Phone:

Cell/Other:

E-mail

Fax:

Alternate Contact:

Phone Number:

Event Web Address:

Set-Up:

<input type="checkbox"/> Vendors / Merchants	Phone Numbers:	SSL Business Licenses, 801-483-6063
<input type="checkbox"/> Vendors giving away products/services		Utah St. Tax comm., 801-297-6303
<input type="checkbox"/> Food		<input type="checkbox"/> Vendors selling products / food
<input type="checkbox"/> Catered by Restaurants/Vendors		SL Valley Health Dept., 801-313-6620 <i>See attached form.</i>
<input type="checkbox"/> Music	Type:	<input type="checkbox"/> Given Away <input type="checkbox"/> Prepared on Site
		<input type="checkbox"/> Acoustic <input type="checkbox"/> Amplified
		<input type="checkbox"/> Outdoor <input type="checkbox"/> Indoor
		SL Valley Health Dept., 801-313-

		6620
<input type="checkbox"/>	PA/Audio System	Type:
<input type="checkbox"/>	Fencing/Scaffolding	<i>(please include details on site map)</i>
<input type="checkbox"/>	Electrical Requirements	<i>(check availability and potential costs with location)</i>
<input type="checkbox"/>	Portable Sanitary Units	SL Valley Health Dept., 801-313-6629
<input type="checkbox"/>	Garbage Cans/Collection/Recycling	<i>(must obtain privately)</i>
<input type="checkbox"/>	Temporary Stage	Dimensions: <i>(please include details on site map)</i>
<input type="checkbox"/>	Propane/gas or Liquid Used or Stored	SSL Fire Marshal, 801-483-6012
<input type="checkbox"/>	Tents/Pop-up Canopies	Number: Dimensions: <i>The City does not have any available to rent.</i>
<input type="checkbox"/>	Temporary Structures	Number: SSL Fire Marshal, 801-483-6012 Dimensions:
Road Use and Security:		SSL Public Works Dept., 801-412-3210
<input type="checkbox"/>	Road Closure	Location: <i>(traffic plan required, see separate included page)</i>
<input type="checkbox"/>	Barricades	<i>(must obtain privately)</i>
<input type="checkbox"/>	Sidewalk Usage	Location: <i>(please include details on site map)</i>
<input type="checkbox"/>	UDOT Road / Use Permit	UDOT, 801-887-8763 <i>(State St., 700 East, 3300 South, etc.)</i>
<input type="checkbox"/>	Off Duty Police Officers for Additional Security	SSLPD, 801-412-3606
<input type="checkbox"/>	Private Security Hired	Company Name: _____ Number of Personnel: _____
Races:		
<input type="checkbox"/>	Competitive Walk/Run	
<input type="checkbox"/>	Walk: Non-Competitive	<input type="checkbox"/> Will stay on sidewalks and follow pedestrian laws
<input type="checkbox"/>	Monitors: provided by you for race	How Many?: _____
Miscellaneous:		
<input type="checkbox"/>	Open to the Public	<input type="checkbox"/> Private Group / Party
<input type="checkbox"/>	Admission Charged?	How Much?: _____
<input type="checkbox"/>	Alcoholic Beverages	<i>Alcohol Permits are a separate process.</i> Utah DABC, 801-997-6800 SSL Recorder's Office, 801-483-6019
<input type="checkbox"/>	Animals	Number: _____ What Kind: _____
<input type="checkbox"/>	Prize Drawing? Y N	Provide Details: _____ SSLPD, 801-412-3606
<input type="checkbox"/>	Fireworks / Fire Performances / Open Flame	SSL Fire Marshal, 801-483-6012
<input type="checkbox"/>	Motion Pictures / Videos	<input type="checkbox"/> Public Showing
<input type="checkbox"/>	Other:	
My signature verifies that I have completed this application to the best of my knowledge and I am aware that I am responsible for paying for city services beyond "basic city services: (if applicable to my event)		
Print Applicant's Name	Applicant's Signature	Date

Applications must be submitted at least ten (10) days before any advertising for the event. The city recorder will notify the applicant of approval or disapproval within seven (7) calendar days. Events which require special accommodations, such as pyrotechnics or substantial use of city resources, may require additional time for review.

EVENT DESCRIPTION

Please describe your event in detail and any additional information or pages

Please be sure to include any elements of your event that will help our review committee

DETAILED SITE MAP / Traffic Plan

PLEASE INCLUDE OR ATTACH A DETAILED SITE PLAN AND/OR ROUTE MAP. COMPUTER OR HAND-DRAWN SITE PLANS ARE APPROPRIATE. CALL ED RUFENER AT PUBLIC WORKS WITH QUESTIONS: 801-412-3210. *Be aware that if you are faxing a map, many elements may not be visible.* Your map should include:

- The names of streets, placement of barricades, and/or road closures
- The areas where participants and vendors/merchants will park
- Parade forming and disbanding areas, bleacher, etc.
- Vendor and booth placement

Mass Gathering Permit/SLVHD

IF YOUR GATHERING LASTS MORE THAN 2 HOURS AND WILL BE ATTENDED BY MORE THAN 500 PEOPLE, YOU MUST OBTAIN A TEMPORARY MASS GATHERING PERMIT. *Please see attached form.*