



City of South Salt Lake's Special Events Permit Application

Instructions, Processing & Insurance Requirements

INSTRUCTIONS AND PROCESSING REQUIREMENTS

Applications must be submitted no later than 14 days before the event set up date to allow adequate time for various City Departments and outside agencies to review the details of the permit request and make their recommendations. **Applications aren't considered ready for review until all items are clearly marked and both a map and event description are included.**

A Detailed Site Map must be included with the application before the review process begins. The site map should clearly include: proposed road closures, barricade plan, merchant booths, food vendors, portable toilets, tables, tents, fencing, stages, and any other activities or special requests. **Site maps for parades** must include information regarding **the number and type of floats and other entries, locations of advance staging and disbanding areas.** *Be aware that if you are faxing a map, many elements may not be visible.*

A Commercial General Liability Insurance Policy is required to hold an event within the City of South Salt Lake (see attached Insurance Requirement Instructions following the application). **Although you may receive your event permit, the permit itself is invalid if the Insurance Certificate is not received (7) days before the set up date of the event.**

A Park Reservation is required when requesting to use a City of South Salt Lake Park to hold a Special Event. Please contact Parks and Recreation to make that reservation.

COST RECOVERY ELEMENTS- Be aware that you may be responsible for paying for city services beyond "basic city services". A permit will not be issued until the cost of the estimate has been paid or security posted.

The City recommends that you do not print brochures, packets, maps, advertisements, etc., or circulate promotional information until you have City approval of your event. The City will not be responsible for those printed materials, promotional information, etc. if dates, sites, and/or other requested services are denied, amended, or changed during the permit process.

The City follows the Salt Lake Valley Health Department noise ordinance. This can be found at <http://www.slvhealth.org/envRegs/reg21CommunNoisePolluCtl.html>. Please refer to this for sound guidelines for your event. A copy is on file in the Recorder's Office for your reference.

If your event will last more than 2 hours and will be attended by more than 500 people, you must obtain a Temporary Mass Gathering Permit. This is obtained through the Salt Lake Valley Health Department. A form is on file in the Recorder's Office for your convenience.



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INSURANCE INSTRUCTIONS & REQUIREMENTS

The applicant for a special event permit must possess or obtain special event commercial general liability insurance. The policy must protect South Salt Lake City, the applicant, and anyone directly or indirectly employed by either of them. The insurance must provide coverage for premises operations, acts of independent contractors, and completed operations during the event time period. The event time period includes the dates of the set-up, scheduled event, take down, and clean-up operations. The coverage must be indicated on the certificate of insurance as "Special Event" coverage in the "Description of Operations" or the insurance company must supply the City with the original insurance policy evidencing the "Special Event" coverage.

Evidence of the required insurance must be provided to South Salt Lake City no less than (7) days before the event set up date. The event permit will be canceled if the City does not receive such evidence by that deadline. It is the applicant's responsibility to see that their insurance company/agent receives the proper insurance instructions and forwards the proper evidence of insurance to the City by the deadline.

INSURANCE REQUIREMENTS:

1. **Minimum coverage of \$1,000,000 per occurrence with a \$2,000,000 general aggregate.**
2. **The insurance must be issued by an insurance company licensed to do business in the state of Utah and either:** (a) currently rated A- or better by A.M. Best Company; or (b) listed in the United States Treasury Department's current Listing of Approved Sureties (Department Circular 570), as amended.
3. **The policy or endorsement must name as an additional insured the applicant, South Salt Lake City and its officers, employees, and agents, and as required, any other public entity involved in the event. The date and title of the event must be clearly stated.**
4. **If any work for the event is subcontracted to a separate company, the applicant must require the subcontractor to provide special event commercial general liability insurance with the City as an additional insured, in the required minimum amounts.**
5. **The certificate and policy must provide that coverage shall not be canceled or modified without providing 14 days prior written notice to the City in a manner approved by the City Attorney.**

FOR OFFICE USE ONLY

APPROVAL	<input type="checkbox"/> Community Development	<input type="checkbox"/> Fire	<input type="checkbox"/> Fire Marshal	<input type="checkbox"/> Police
<input type="checkbox"/> Recreation	<input type="checkbox"/> Engineering	<input type="checkbox"/> Recorder	<input type="checkbox"/> Neighborhoods	<input type="checkbox"/> Legal

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 (check all that apply):	<input type="checkbox"/> Block Party	<input type="checkbox"/> Concert	<input type="checkbox"/> Demonstration
<input type="checkbox"/> Filming	<input type="checkbox"/> March	<input type="checkbox"/> Parade	<input type="checkbox"/> Festival
<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:

Vendors / Merchants

Phone Numbers:

Vendors giving away products/services

SSL Business Licenses, 801-483-6063

Utah St. Tax comm., 801-297-6303

Vendors selling products / food

Food

SL Valley Health Dept., 801-313-6620 *See attached form.*

Catered by Restaurants/Vendors

Given Away

Prepared on Site

Music

Type:

Acoustic

Amplified

Outdoor

Indoor

SL Valley Health

Dept., 801-313-

			6620
<input type="checkbox"/>	PA/Audio System	Type:	
<input type="checkbox"/>	Fencing/Scaffolding	(please include details on site map)	
<input type="checkbox"/>	Electrical Requirements	(check availability and potential costs with location)	
<input type="checkbox"/>	Portable Sanitary Units	SL Valley Health Dept., 801-313-6629	
<input type="checkbox"/>	Garbage Cans/Collection/Recycling	(must obtain privately)	
<input type="checkbox"/>	Temporary Stage	Dimensions:	(please include details on site map)
<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., 801-412-3211
<input type="checkbox"/>	Road Closure	Location:	<i>(traffic plan required, see separate included page)</i>
<input type="checkbox"/>	Barricades	(must obtain privately)	
<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	Alcohol Permits are a separate process.	Utah DABC, 801-997-6800 SSLPD, 801-412-3606
<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:		
<p>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)</p>			
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-DRAW SITE PLANS ARE APPROPRIATE. CALL BEN VAEA AT PUBLIC WORKS WITH QUESTIONS: 801-412-3211. *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.*