



## Special Event Application Process

It is unlawful to promote, advertise or hold a special event without first obtaining a Special Event Permit and paying the required fees.

Any activity which is held on city streets and property shall require a Special Event Permit. “**SPECIAL EVENT**” means any athletic event, entertainment event or political event, whether held for profit, nonprofit or charitable purposes.

- Applications should be submitted to the office at least **30 calendar** days before the event is scheduled to take place, in order to allow sufficient time to process the application.
- Nonprofit organizations are exempt from applications fees, **proof of nonprofit status must be provided**. Other fee requirements or conditions may be required by other departments and agencies.
- Written permission from the property owner where the event is being held.
- Political events, parades of less than one mile, school events in the immediate area of the school, events sponsored by the city, and block parties are exempt from application fees and insurance requirements.
- Block party events must collect and submit with the application a list of signatures consenting to the street closure from all neighbors whose vehicular property access will be affected.
- A site plan or route map must be submitted with the application.
- An application processing fee of \$268.00 must be submitted with the application.
- Any events on public roadways, except as stated above or sponsored by the City must obtain a certificate of insurance listing the City as an additional insured, showing comprehensive general liability and property damage coverage for the event with minimum limits of: \$250,000 for injury or death for one person in any one occurrence; \$500,000 for injury or death for two or more persons in any one occurrence; and \$100,000 for property damage in any one occurrence.
- Upon receipt of application, copies are circulated to the required departments and agencies for proper approval.
- If you have any questions please contact Kory Solorio at (801)944-7020 or [ksolorio@cottonwoodheights.utah.gov](mailto:ksolorio@cottonwoodheights.utah.gov).

**Additional fees, requirements, or conditions may be required by other departments and agencies:**

- Events using tents are required to contact the Fire Department regarding applicable permits and fees, 3380 South 900 West, (801)743-7230.
- Events expecting 500 or more attendees; selling or serving food, drinks, or alcohol; utilizing amplified sound; or which involve physical hazards are required to contact the Salt Lake Valley Health Department regarding applicable permits and fees, 788 E Woodoak Lane (5380 So.), (801)468-2750.
- Events selling or serving alcohol are required to apply for a special event alcohol/beer permit with the Utah Department of Alcohol Beverage Control regarding applicable permits and fees, 1625 South 900 West, (801)977-6800.
- Events requiring traffic migration; security or large crowd control; selling or consumption of alcohol; are required to contact the Police Department regarding services and fees, 1265 E. Fort Union Blvd. #100, (801)944-7100.
- The Utah State Tax Commission requires a Temporary Sales Tax License for a one-time event where taxable sales are made. Vendors with a sales tax license must also obtain a Temporary Sales Tax License if participating in a one-time event. Contact the Special Events Taxation Section, (801)297-2200, 1-800-662-4335.
- Events involving motor vehicle sales are required to apply for a Special Event Permit with the Motor Vehicle Enforcement Department, 210 North 1950 West, (801)297-2600.
- Any solicitations for charitable donations must be registered with the Utah Division of Consumer Protection, 160 East 300 South 2<sup>nd</sup> Floor, (801)530-6601.

**IT IS THE RESPONSIBILITY OF THE APPLICANT TO CONTACT THE ADDITIONALLY  
REQUIRED DEPARTMENTS OR AGENCIES. FAILURE TO COMPLY MAY RESULT IN  
PENALTIES.**



# Special Event Application

1265 E Fort Union Blvd #250  
 Cottonwood Heights, UT 84047  
 p. 801-944-7000 f. 801-944-7007

Any activity held on city streets and property and defined as a "Special Event" meaning any athletic, entertainment or political event, whether held for profit, nonprofit or charitable purposes require a Special Event Permit. It is unlawful to promote, advertise or hold a special event without first obtaining a Special Event Permit and paying the required fees. Applications should be submitted at least 30 calendar days before the event is scheduled to take place, in order to allow sufficient time to process the application.

Type and description of event _____		
Location of Event _____ <i>Site plan or map route must be submitted with application.</i>		
Name of Sponsoring Entity _____		Contact Person _____
Address _____		Phone _____
Name of Promoting Entity _____		Contact Person _____
Address _____		Phone _____
Date of Event _____	Will Sales Tax Be Collected <input type="checkbox"/> Yes <input type="checkbox"/> No	Estimated Number of Attendees _____
Beginning Time _____ am / pm	Has a Temporary Sales Tax License Been Obtained? <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If 500 or More Attendees are expected, contact the Salt Lake Valley Health Department</i>
Ending Time _____ am / pm		
Will there be admission fees? <input type="checkbox"/> Yes <input type="checkbox"/> No      Amount _____      Are these fees for a Charity? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Name of Charitable Organization receiving funds _____		
Address _____		Phone _____
<i>Any solicitations for charitable donations must be registered with the Utah Division of Consumer Protection</i>		
Will tents be used? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will event require any traffic migration, security, large crowd control? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will alcohol be served? <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, contact the Fire Department regarding applicable permits and fees</i>	<i>If yes, contact the Police Department for applicable services and fees</i>	<i>If yes, contact the Utah Department of Alcohol Beverage Control for a Special Event Alcohol/Beer Permit.</i>
Will there be any physical hazards (marathon, walk, race)? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will there be selling or serving of food or drinks? <input type="checkbox"/> Yes <input type="checkbox"/> No	APPLICATION FEE (non-refundable) <b>\$268.00</b>
Will there be amplified sound? <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If yes to any of the above, contact the Salt Lake Valley Health Department for applicable permits and fees.</i>	
Nonprofit organizations exempt (status must be provided), other department or agency fees may apply.		
<b>***** OFFICIAL USE ONLY *****</b>		
RECOMMENDATION: _____		
COMMENTS: _____		
APPROVED BY _____ DATE _____		
DEPARTMENT _____		

The undersigned acknowledges that the information in this application is true and correct and agrees to adhere to all rules, regulations, and policies established by Cottonwood Heights. Applicant also understands that an event permit does not authorize any violation of the provisions of Cottonwood Heights code or any other code or law, rules, regulations or ordinances. The undersigned agrees to waive and release all rights and claims that might be had against Cottonwood Heights for any and all injuries or losses suffered because of participation in or use of Cottonwood Heights facilities or services.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

## Chapter 14.56

### SPECIAL EVENTS

#### Sections:

- 14.56.010 Purpose.**
- 14.56.020 Application of provisions.**
- 14.56.030 Definitions.**
- 14.56.040 Permit required.**
- 14.56.050 Exemption from permit requirement.**
- 14.56.060 Permit—Application procedures.**
- 14.56.070 Permit—Application processing.**
- 14.56.080 Permit—Fees.**
- 14.56.090 Permit—Approval and issuance.**
- 14.56.100 Permit—Liability insurance and indemnification.**
- 14.56.110 Appeal procedures.**
- 14.56.120 City liability.**
- 14.56.130 Violation—Penalty.**

#### **14.56.010 Purpose.**

The purpose and intent of this chapter is to establish reasonable and uniform regulations governing the time, place and manner of holding special events on city streets and on city property, in order to promote, protect and assure the safety and convenience of the people in their use of public streets and places.

#### **14.56.020 Application of provisions.**

This chapter imposes regulatory requirements on certain activities which are held on city streets and property and which are defined as “special events.” The requirements imposed by this chapter do not alter, supersede or nullify any requirements contained in other statutes, ordinances or regulations which may also regulate these same activities. These requirements shall be applied in a content-neutral manner and without discrimination as to race, religion, sex, national origin, political affiliation or other unlawful discriminatory classification.

#### **14.56.030 Definitions.**

For the purpose of this chapter, the follow-

ing words shall have the following meanings:

A. “Athletic event” means an organized competitive or recreational event in which a group of people collectively engage in a sport or form of physical exercise, including but not limited to running, jogging, walking, bicycling or skating, on any city street.

B. “Entertainment event” means an organized event having as its primary purpose the entertainment or amusement of a group of people, including but not limited to parades, carnivals, fairs, concerts, block parties or neighborhood gatherings, on any city street.

C. “Political event” means an organized event, not including an athletic or entertainment event, having as its primary purpose the exercise of expressive activities of a political nature, including but not limited to speech-making, picketing, protesting, marching, demonstrating or debating public issues, on any city street.

D. “Special event” means any athletic event, entertainment event or political event, whether held for profit, nonprofit or charitable purposes.

#### **14.56.040 Permit required.**

It is unlawful for any person, corporation, partnership, association or other entity, public or private, to promote, advertise or hold a special event without first obtaining a special event permit and paying the fees as required in this chapter.

#### **14.56.050 Exemption from permit requirement.**

The provisions of this chapter shall not be applied to regulate the use of traditional public forums as alternative channels of communication by the public, provided such use is for the free exercise of constitutionally protected activities and does not disrupt or interfere with traffic on public streets or the use of public places by other members of the public.

#### **14.56.060 Permit—Application procedures.**

A. All applications for special event permits shall be made on a special event permit

application form prescribed by the city and shall include the following information:

1. Type and description of event;
2. Name of the sponsoring entity, contact person, address and telephone number;
3. Name of the promoting entity, contact person, address and telephone number;
4. Proposed date, together with beginning and ending times;
5. Proposed location, including barricade plan and route map;
6. Estimated numbers of event staff, participants and spectators;
7. Admission fee, donation, or other consideration to be charged or requested;
8. Signature of applicant; and
9. If the event is a block party, applicant must collect and submit with the application form a list of signatures consenting to the street closure from all neighbors whose vehicular access to their property is affected by the street closure.

B. Special event permit application forms may be obtained from the department.

C. Completed application forms shall be submitted to the department at least 30 calendar days before the event is scheduled to take place, in order to allow sufficient time to process the application and to allow timely appeal to the manager in the event the application is denied. Applications submitted less than 30 calendar days prior to the scheduled event shall be denied unless the applicant demonstrates to the manager that compliance with the 30-day deadline was impractical or impossible due to the nature of the event.

D. No advertising of a special event shall be permitted until city approval of the special event is granted and a special event permit is issued.

E. Special events which cross or involve multiple governmental jurisdictions shall be approved only if the applicant also obtains formal authorization from all respective governing bodies.

#### **14.56.070 Permit—Application processing.**

A. Upon receipt of a special event permit application, the department shall circulate copies of the application to the following agencies for the purpose of obtaining their approval or disapproval of the proposed special event:

1. The health department;
2. The police department; and
3. Any other city department which is to provide a service in connection with the special event.

B. In reviewing an application, the departments involved shall consider the following:

1. The impact of the special event on the traffic, security, health and safety of the public;

2. A determination by the department of appropriate and reasonable requirements for the mitigation of traffic, security, health and safety concerns, and an evaluation of the measures proposed by the applicant to satisfy those requirements;

3. The demonstrated ability of the applicant to comply with requirements necessary to protect the safety, health and welfare of the public;

4. The location and duration of the special event and the city's ability to accommodate the event with the necessary resources; and,

5. Other previously approved special events that could cause scheduling conflicts during the same period and cause over-extension of the city's resources.

C. The agencies or departments involved in reviewing an application may impose additional requirements or conditions necessary to protect the public interest by ensuring traffic management, security of property, or the health and safety of the public.

#### **14.56.080 Permit—Fees.**

A. Each initial application for a special event permit shall be accompanied by a nonrefundable fee of \$100 to defray the administra-

tive costs of processing the application.

B. In order to promote, protect and assure the safety and convenience of the people in their use of public streets and places, the city shall coordinate the use of professional peace officers if the special event requires traffic control or police protection and an additional fee shall be charged by the city to cover the costs incurred. The city shall specify the fee required upon its approval of the special event permit application, based upon the number of officers and amount of support equipment required by such factors as: the date and time of the event; the route location and length; the anticipated traffic and weather conditions; the estimated number of participants and spectators; the nature, composition, format and configuration of the event; and the estimated time for the event. The fee charged for traffic control or police protection shall be paid prior to the issuing of the special event permit.

C. Additional fees may be charged by the health department or other city departments or service providers. Such additional fees shall be specified at the time the department approves the special event permit application and shall be paid directly to the agency prior to the issuing of the special event permit.

D. The following special events shall be exempt from the fees set forth in this section:

1. Political events;
2. Parades of less than one mile in length;
3. School events in the immediate area of the school;
4. Events sponsored in whole by the city; and
5. Block parties.

#### **14.56.090 Permit—Approval and issuance.**

A. A special event permit application shall be approved and a permit shall be issued to the applicant by the department upon approval by all affected departments and compliance with the requirements of this chapter. The department shall notify the manager, the city council and all affected agencies of all special events permits issued pursuant to this

chapter.

B. If a special event permit application is denied by the department, the reason or reasons for denial shall be provided in writing to the applicant.

C. The city reserves the right to deny permit applications for proposed special events which pose a significant danger or threat to the public health, welfare or safety, or which may result in unreasonable inconvenience or cost to the public.

#### **14.56.100 Permit—Liability insurance and indemnification.**

A. No special event permit shall be issued unless and until the applicant has submitted to the department a certificate of insurance, listing the city as an additional insured, on an occurrence policy issued by an insurance company authorized to do business in the state, showing comprehensive general liability and property damage coverage for the event with minimum limits of: \$250,000 for injury or death for one person in any one occurrence; \$500,000 for injury or death for two or more persons in any one occurrence; and \$100,000 for property damage in any one occurrence.

B. The following special events shall be exempt from the insurance requirements set forth in this section;

1. Political events;
2. Parades of less than one mile in length;
3. School events in the immediate area of the school;
4. Events sponsored in whole by the city; and
5. Block parties.

C. In consideration for the issuing of a special event permit and the use of city streets or property, the applicant agrees to indemnify, save harmless and defend the city, its officers, employees, and volunteers against any claim for loss, damage or expense (including, without limitation, the city's attorneys' fees and costs, if any) sustained by any person on account of injury, death or property damage occurring by reason of or arising out of the spe-

cial event.

**14.56.110 Appeal procedures.**

Any permit applicant desiring to appeal an administrative decision of the department concerning the denial of a special event permit may petition the city council or its designee. All appeals shall be in writing, shall state the specific grounds for the appeal, and shall be filed in the city office within seven calendar days after the date the applicant received notice of the administrative denial. An applicant aggrieved by the decision of the city council or its designee may seek judicial review of such decision pursuant to Rule 65(b), *Utah Rules of Civil Procedure*, or any other applicable ordinance, statute or rule providing for such review.

**14.56.120 City liability.**

By issuing a special event permit, the city makes no guarantees and assumes no liability for the safety of participants or spectators of special events.

**14.56.130 Violation—Penalty.**

A violation of section 14.56.040 shall be a misdemeanor. Failure to obtain a permit as required by this chapter may also result in enforcement action by the city or its designee which, in its discretion, may stop an event which has not been issued a permit and/or may issue citations where event staff or participants violate other state statutes or city ordinances, including but not limited to traffic rules and regulations, disturbing the peace, public nuisance, failure to disperse, trespass, or other health and safety regulations.