

SPECIAL EVENT PERMIT APPLICATION

(801) 569-5160 • 8000 SOUTH REDWOOD ROAD WEST JORDAN, UT 84088 • WESTJORDAN.UTAH.GOV

Εv	NT OVERVIEW
	ne of Event:
Fv	nt Date(s): Event Time(s):
	nt Location:
	e of Event: □ Public Gathering □ Private Gathering □ Parade □ Walk or Run □ Fair or Festival □ Other
Es	mated Number of Participants: Estimated Number of Spectators:
RE	PONSIBLE INDIVIDUAL
Na	ne: Organization:
	ress:
	ail Address:
	ne Phone: Cell Phone:
Oı	SITE CONTACTS
Na	ne: Organization:
Ac	lress: Email Address:
Ce	Phone: Other Phone:
Se	ondary Contact Name:
Ce	Phone: Other Phone:
Pι	BLIC FACILITY USE
Ρle	ase mark any or all that apply:
	Soccer Complex Phase 1
Lı	BILITY INSURANCE INFORMATION
du off co	eral liability insurance coverage in the amount of \$1 million may be required to be maintained throughout the ation of the event, including set up and tear down periods. An endorsement naming "West Jordan City, its cials, agents, employees and volunteers" must accompany the certificate of insurance. Discounted TULIP erage is available through the Utah Local Governments Trust, (801) 936-6400.
	npany/Agent:
	lress:
	ail Address:
۲h	ne Number: Fax Number:

NOTE: Include a copy of the insurance certificate with application.

EVENT DETAILS		
	your event. Provide a detailed explanatietails Guide (the following page) item nur	
 □ a. Admission to be charged (1) □ b. Alcoholic Beverages (2) □ c. Animals (3) □ d. Barricades □ e. Bicycles □ f. Bleachers □ g. Candles/Other Open Flame (4) □ h. Canopies or Tents (5) □ i. Car Show □ j. Crowd Control □ k. Drawing or Raffle □ l. Electrical Requirements (6) □ m. Fencing or Scaffolding (7) □ n. Filming Production □ o. Fireworks (8) 	 □ x. Live Entertainment □ y. Movie (11) □ z. Music – Amplification (12) □ aa. Parade – With Floats (13) □ bb. Parade – Without Floats (13) □ cc. Park Reservation □ dd. Parking □ ee. Portable Sanitary Units 	 □ gg. Road Closure (14) □ hh. Sidewalk Usage □ ii. Signage (15) □ jj. Sports Competition □ kk. Stage □ II. Street Usage □ mm. Total Attendance 500+(16 □ nn. Traffic Control (17) □ oo. Trash Cans/Collection □ pp. Vendors – Sales □ qq. Other:
□ p. First Aid Station	☐ ff. Private Security	
of this permit. I further certify that I have and the Applicant/Permit Holders hereby rules and regulations. Applicant/Permit Ho to, the actual cost of Additional City Service	authorized to sign as an agent of the Applicant/Pread and accept the Permit Terms and Conditions agrees to comply with the same and all applicable older further agrees to pay all required fees, deposes as defined in the West Jordan Facility Use Polication of the Coty of West Jordan required fees and the Coty of West Jordan required fees as defined in the West Jordan Facility Use Polication required to the Coty of West Jordan required fees as defined in the West Jordan required fees and the Coty of West Jordan required fees and t	and the West Jordan Facility Use Policy, e federal, state and local laws, ordinances, sits, and costs, including but not limited cy. The Permit is only valid for the
		Date:

EVENT DETAILS GUIDE

- 1. Item (a). Special Event Sales Tax License is also required. Please contact the Utah State Tax Commission, 210 N 1950 W, Salt Lake City, UT 84134, 801-297-6303, for details.
- 2. Item (b). Alcoholic beverages are only permitted on City property at Pioneer Hall with written approval from the current City Manager. If alcoholic beverages are to be served and/or sold on private property, application must be made in advance to the Utah Division of Alcoholic Beverage Control. Please contact them at 801-977-6800 to find out your event requirements.
- 3. Item (c). Please provide a plan to address nuisances or health hazards associated with the animals.
- 4. Item (g). May require a burn permit. Please contact the Fire Department at 801-260-7300 for details.
- 5. Item (h). Please provide a map showing the locations of canopies and/or tents, and any stakes you plan to put in the ground. (We prefer that you do not use stakes)
- 6. Item (I). May require additional fees for Electricians to be on site, as per the Uniform schedule of fees and service charges.
- 7. Item (m). Please provide a map showing all fencing and/or scaffolding.
- 8. Item (o). Must adhere to West Jordan City Code, Chapter 8.20, Fireworks. Contact the Planning Department at 801-569-5060 for information.
- 9. Items (q), (r), (s), and (t). A Temporary Food Service Permit must be obtained in any instance where food is prepared for sale to, or consumption by the public. Contact Utah County Health Department, Environmental Health Division, 151 S University Ave, Provo, UT 84601, 801-851-7525, to obtain the permit. Once the permit is obtained, a copy should be forwarded to West Jordan City Special Events.
- 10. Item (t). Temporary or Seasonal Business License may be required. Please contact the Business Licensing Department at 801-569-5005 for details. A Special Event Sales Tax License is required. Please contact the Utah State Tax Commission, 210 N 1950 W, Salt Lake City, Utah 84134, 801-297-6303, for details on obtaining this license.
- 11. Item (y). Must provide license to show movie to Special Events before screening.
- 12. Item (z). Must adhere to West Jordan City Code in regards to Noise. Contact the Planning & Zoning Department at 801-569-5060 for information.
- 13. Items (aa) and (bb). May require additional fees for Police Department personnel, as per the Facility Use Permit.
- 14. Item (dd), (gg), and (II). Please provide a traffic and parking plan. May require additional fees for Police Department, as per the Facility Use Policy.
- 15. Item (ii). Must adhere to West Jordan City Code, Chapter 17.80, Sign Regulations and Sign Permits. Contact the Planning Department at 801-789-6642 for information.
- 16. Item (mm). Mass Gathering Permit may be required. Please contact the Salt Lake City Health Department, Environmental Health Division, Salt Lake County, UT, 385-468-4100 to obtain the permit. Once the permit is obtained, a copy must be forwarded to West Jordan City Special Events, events@westjordan.utah.gov.
- 17. Item (nn). Road Closure will require an Encroachment Permit, please contact the Engineering Department at 801-569-5070

EVENT APPROVALS							
Department	Approved	Changes Needed	Denied	Comments (please include any personnel hours to be charged)			
Attorney's Office							
Business Licensing							
Electricians							
Engineering (Encroachment)							
Events Department							
Fire Department							
Parks & Recreation							
Planning & Zoning							
Police Department							
Public Relations							
Public Works							
Risk Manager							
Utilities Department							
FEES All Fees are based on the most recent version of the Uniform Schedule of Fees and Service Charges.							
Reimbursable Dep							
Electrician Fees:							
Facility Rental Fee							
Fire Department F	ees:						
Police Departmen	t Fees:						
Parks Department	Fees:						
Public Works Depa	artment F	ees:					
Total Due:							
Amount Paid:				Received by:			
Paid By: ☐ Check ☐ Cash ☐ Credit Card Receipt Number:							