



SPECIAL EVENT PERMIT APPLICATION

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

EVENT OVERVIEW

Name of Event: _____

Event Date(s): _____ Event Time(s): _____

Event Location: _____

Type of Event: ☐ Public Gathering ☐ Private Gathering ☐ Parade ☐ Walk or Run ☐ Fair or Festival
☐ Other _____

Estimated Number of Participants: _____ Estimated Number of Spectators: _____

RESPONSIBLE INDIVIDUAL

Name: _____ Organization: _____

Address: _____

Email Address: _____

Home Phone: _____ Cell Phone: _____

ONSITE CONTACTS

Name: _____ Organization: _____

Address: _____ Email Address: _____

Cell Phone: _____ Other Phone: _____

Secondary Contact Name: _____

Cell Phone: _____ Other Phone: _____

PUBLIC FACILITY USE

Please mark any or all that apply:

- | | | |
|---|---|---|
| <input type="checkbox"/> Soccer Complex Phase 1
7876 South 4000 West | <input type="checkbox"/> Veterans Memorial Park
1985 West 7800 South | <input type="checkbox"/> Ron Wood Baseball Park |
| <input type="checkbox"/> Soccer Complex Phase 2
8070 South 4000 West | <input type="checkbox"/> Constitution Park
7000 South 3200 West | <input type="checkbox"/> Rodeo Grounds |
| | | <input type="checkbox"/> Other: _____ |

LIABILITY INSURANCE INFORMATION

General liability insurance coverage in the amount of \$1 million may be required to be maintained throughout the duration of the event, including set up and tear down periods. An endorsement naming "West Jordan City, its officials, agents, employees and volunteers" must accompany the certificate of insurance. Discounted TULIP coverage is available through the Utah Local Governments Trust, (801) 936-6400.

Company/Agent: _____

Address: _____

Email Address: _____

Phone Number: _____ Fax Number: _____

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

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 (l). 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 (ll). 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 Deposit: _____

Electrician Fees: _____

Facility Rental Fees: _____

Fire Department Fees: _____

Police Department Fees: _____

Parks Department Fees: _____

Public Works Department Fees: _____

Total Due: _____

Amount Paid: _____ Received by: _____

Paid By: ☐ Check ☐ Cash ☐ Credit Card Receipt Number: _____
