

SPECIAL EVENT APPLICATION

NOTE: APPLICATION IS DUE 45 DAYS PRIOR TO EVENT

A Special Event Application MUST be completed for any event that is planned to take place on Ogden City property when the public is invited to attend or any event that involves blocking public streets or sidewalks. It is also required for a private event that involves more than 200 people.

Name of Event: _____	Event Date(s): _____	Time: _____
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Type of Event: Public Gathering Private Gathering Parade (include map)
 Walk or Run (include map) Demonstration or rally Other: _____
 Tent or Parking Lot sale (not held on your own property)

Please note that a waiver of certain requirements may apply pursuant to Ogden municipal code section 6-5-20.

Location (City Park, street location or starting point) Include a map with this application that shows all items checked on the following pages:

Description of assistance requested from Ogden City departments (Police, Fire, Streets, Parks, etc.). Additional details should be provided on subsequent pages:

Note: Unless the City has agreed to provide such services, you are responsible for cleaning the special event area of clutter & debris and disposing of all waste in accordance with city rules and regulations. You are also responsible for any property damage.

Set-Up: Day of week: _____ Date: _____ Time: _____	Take Down: Day of week: _____ Date: _____ Time: _____	Estimated Attendance If expected attendance is 500 or more, mass gathering rules may apply.	
		Participants: _____	Spectators: _____

Organization:
Name: _____ Phone: _____

Contact:
Name: _____ Daytime Phone: _____
Street: _____ Cell or Evening Phone: _____
City: _____ State: _____ Zip: _____ FAX: _____
Email: _____ Website: _____

Secondary Contact:
Name: _____ Phone: _____
Email: _____

Each party shall be responsible for its own negligent acts in conjunction with this special event and agrees to indemnify and hold the other party harmless therefrom. Nothing in this agreement shall be construed as a waiver by any party of any rights, limits, protections or defenses provided by the Utah Governmental Immunity Act found in Title 63G, Chapter 7 of the Utah Code. Nor shall this agreement be construed, with respect to third parties, as a waiver of any governmental immunity to which a party to this agreement is otherwise entitled. Subject to the Act, each party will be responsible for its own actions and will defend any lawsuit brought against it and pay any damages awarded against it.

Signature (or name if form is transmitted electronically): _____ **Date:** _____

Received by:: _____ **Date:** _____

WARNING: SUBMISSION OF THIS FORM DOES NOT GUARANTEE APPROVAL OF THE EVENT

Failure to complete all sections of this form and meet all requirements may result in delay, limitations or cancellation of your event. Ogden City Corporation reserves the right to deny approval of special events that do not comply with Ogden City ordinances and/or policies.

OGDEN CITY CORPORATION

SPECIAL EVENTS

2549 Washington Blvd. Ste. 941
Ogden, Utah 84401

Name of Event:	Date(s) of event:
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Yes	No	ITEM	DETAILS	Fee
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Please answer yes or no on all items below as they relate to your event. If requested, provide a detailed explanation under “details” for each “yes” item. Refer to the individual requirements in each section. The information you give us will help us to provide you the best service possible. If we require additional information or if there are restrictions associated with any of the items checked, you will be contacted. Some items may require additional permits, licenses, or insurance. Events that require extra city support may be assessed fees for services. You will be notified of any fees and they will be payable before your event permit can be issued. If you have questions, please contact the Ogden City Special Events office. Your permit will be issued after all necessary departments have responded with their recommendations or approval.

		Liability Insurance <u>SEE ATTACHMENT “ A”</u>	Certificate of insurance must be provided. See insurance Attachment A for details. Please complete information below and submit the Special Event Application even if you have not received your certificate of insurance. The certificate should be provided to Ogden City no less than one week before the event. If you are unable to provide your own insurance, contact the Special Event Coordinator for additional information.	Events must provide their own insurance.
		Company/Agent: Telephone #: _____ Fax #: _____ Address: _____ City: _____ State: _____ Zip: _____		
		Sales Tax	Utah State Tax Commission has been contacted. Call their special events office for tax reporting requirements – 801-297-6303	
		Admission to be charged	Prices:	No Fee
		Special Event Business License application submitted <u>SEE ATTACHMENT “B”</u>	A temporary \$83.00 license is required for every event where money is exchanged. Application is attached - Attachment B or can be obtained from Ogden City Licensing – call 801-629-8687 if you have questions. Payment is made to the licensing department.	Payable to Licensing Dept
		Sales – Merchandise, food and/or vendors <u>SEE ATTACHMENT “ C”</u>	Each vendor is required to have a temporary Special Public or Civic Event License. See Attachment C The cost is either \$5 per day, \$15 for up to 7 consecutive days, or a series of weekends up to 15 weeks for \$25. It is preferable that the event coordinator obtain the licenses for all vendors prior to the event. Contact Ogden City Business Licensing for questions - 801-629-8687. Attachment C Payment is made to the licensing department.	Payable to Licensing Dept
		Alcoholic Beverages	Alcohol in parks: Alcoholic beverages are permitted to be served at private events only at MTC Park and the Amphitheater with the purchase of an Alcoholic Beverage Permit available through the Parks Department. 801-629-8284 Alcoholic beverages are not allowed in any other park. Special requests for serving alcoholic beverages at any event must be approved through the special event application process. If alcoholic beverages are to be sold, liquor liability insurance is required in addition to general liability. For public events A liquor sales application must be made 30 days in advance of the event to the Ogden City Licensing Department (801-629-8959 or 8962) and the Utah Division of Alcoholic Beverage Control (801-977-6800). Event must provide its own security guards for controlling beer gardens. Beer Garden policies will be discussed on an individual basis per event. Ogden Police Department will coordinate with event coordinators. If the police department determines that police presence is necessary or if the event requests police presence, a fee will be assessed. Name of Security Company: Contact name & phone number: Number of private security guards requested for event: Comments:	Local Consent License fee payable to Ogden City Licensing Dept UDABC fees payable to State of Utah

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OGDEN CITY CORPORATION

SPECIAL EVENTS

2549 Washington Blvd. Ste. 941
Ogden, Utah 84401

Name of Event:		Date(s) of event:		
Yes	No	ITEM	DETAILS	Fee
		Park Reservation Which Park is reserved? _____	If the event includes use of an Ogden City Park, the park must be reserved by contacting the Ogden City Parks Department at 801-629-8284. All applicable reservation fees will be charged and must be paid before the reservation can be confirmed. Small, non-reservable parks are not available for special events because of the lack of sufficient facilities and services required for large functions. A site map showing planned location of booths, activities, participants, etc. must accompany the Special Event Application.	Fees payable to Parks Dept
		Amphitheater Rental & Reservation	To reserve the Ogden Amphitheater you must call 801-629-8548. Rental fees start at \$500 and are determined based on the Amphitheater Rental Agreement. A deposit is required to confirm reservation.	Fees payable to Ogden City
		Stage (portable) <input type="checkbox"/> Small Stage 12x12 <input type="checkbox"/> Large Stage 16x20 <input type="checkbox"/> Weber County Stage 24x20	Location must be shown on event layout map. A \$200 rental fee and labor fees apply. Total fees will be determined by Amphitheater Rental Agreement. Call 801-629-8548 for more info. Weber County also has a professional fold-out portable stage with a top cover that is available. Call 801-399-8491 or email aearl@co.weber.ut.us http://www.webercountyutah.gov/parks/stage.php for more Weber County Stage rental info.	Fees payable to Ogden City or Weber County
		Bleachers (portable)	Arrangements for bleacher rental must be made through the Parks Dept – Call for information: 801-629-8284.	Rental Agreement
		Electrical requirements	Identify electrical needs and they will be accommodated if possible. Otherwise, generators must be provided by the event organizers.	
		Trash Cans / Collection	Tipping fee is \$10 per can if extra trash cans are provided by the city. Parks normally have sufficient trash cans provided with a paid reservation. Number & locations of extra trash cans requested:	Fees payable to Parks Dept
Fire Marshal Concerns:				
		Canopies or Tents Quantity Size _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	Per the fire code, a permit from the Fire Department is required for any membrane structure or tent with sides and an area of more than 400 square feet; Tents without sides over 700 square feet require a permit. Multiple tents placed side by side (grouped together) may not exceed 700 square feet in combined area. A clearance of at least 12 feet between structures, other tents or groups of tents is required. Please contact the Fire Marshal’s office for permits or questions- 801-629-8070. <input type="checkbox"/> Yes <input type="checkbox"/> No Tents will have side walls. <input type="checkbox"/> Yes <input type="checkbox"/> No Heaters will be utilized.	
		Fencing or scaffolding	List sizes. May require Fire Marshal inspection.	
		Fire (candles, heaters, fireplace, campfire, etc.)	Describe in detail:	
		Fireworks / pyrotechnics	Special permits required – Contact the Fire Marshal at 801-629-8070.	
		Propane gas	Tanks must be secured and may require inspection by the Fire Marshal. Fire extinguishers must be on site.	

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OGDEN CITY CORPORATION

SPECIAL EVENTS

2549 Washington Blvd. Ste. 941
Ogden, Utah 84401

Name of Event:		Date(s) of event:		
Yes	No	ITEM	DETAILS	Fee
		First Aid Station	Requests for ambulance and EMT services must be submitted to the fire department. Call 801-629-8069 to make arrangements.	Fees payable to Fire Dept
Police Department Concerns				
		Music Amplification Or PA System Noise Variance Required	All events with amplified music after 10:00 PM or in a residential area or that will reach a high volume must apply for a Noise Ordinance Variance. Exception: Events held at the amphitheater are exempt from the Noise Ordinance Variance.	
		Parade	Please attach a map showing route, staging and disbanding areas.	
		Foot Race or Walk	Please provide a map showing route including start, finish, traffic control points, volunteer locations, and aid stations (if applicable). Course markings must be done with chalk. Entire course must be cleaned up after the event. In the description of your event on page 5, describe where participants will be on the roadways, number of volunteers or police officers, how you plan on controlling traffic, who has right- of-way, etc.	
		Vehicles <input type="checkbox"/> Cars <input type="checkbox"/> Bicycles <input type="checkbox"/> Motorcycles	Driving on lawns in parks is prohibited unless special permission has been granted. Describe vehicular activity:	
		Aircraft or Hot Air Balloon	Please provide detailed plan. Police presence may be required.	
		Road Closure Roads to be closed: <u>SEE ATTACHMENT "D"</u>	Please attach proposed road closure map. Traffic control plan must be approved by Ogden City before Event Permit will be approved. A 20 foot open fire lane must be maintained at all times. You must provide your own barricades and signs and labor to close and reopen the road. Signage and barricading must comply with UDOT standards. Closures of state highways require a UDOT encroachment permit as well as a traffic control plan. (See Attachment D for map of state highways.) Applications must be done online. Go to www2.udot.utah.gov/index.php/m=c/tid=680 or call 801-620-1600.	
		Signs	All temporary signage must comply with Ogden City Sign Ordinance Title 18. When promoting your event, please remember that it is illegal to fasten, attach, paint or place any sign, handbill, poster, advertisement or notice of any kind or sort in or on lampposts, telephone poles, electric light or power poles, hydrants, bridges, or trees or on any portion of any sidewalk, park strip or street. It is also illegal to paste, place, paint or attach any "sign" on any building, street or property owned by the city.	
		Security / Crowd Control	Events must provide their own security. If the police department determines that police presence is necessary or if the event requests police presence, a fee will be assessed. List assistance needed:	Fees paid to OPD
		Traffic Control	If traffic control is provided by police a fee will be assessed. List assistance needed:	Fees pd to OPD
Health Department Concerns:				
		Health Department	Health Department must be contacted if you are serving food or having food vendors at your event. Weber-Morgan Health District, 477 23 rd Street, Ogden, UT 84401, Phone 801-399-7160.	

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OGDEN CITY CORPORATION

SPECIAL EVENTS

2549 Washington Blvd. Ste. 941
Ogden, Utah 84401

Name of Event:		Date(s) of event:		
Yes	No	ITEM	DETAILS	Fee
		Mass Gathering Expected attendance:	If a public event has 500 people in attendance for over two hours, a mass gathering permit must be applied for through the Weber-Morgan Health District, 477 23 rd Street, Ogden, UT 84401, Phone 801-399-7160. Application is due at least 30 days before the event is to be held. Fees are determined by the health department and may vary according to activities at the event.	Fees payable to Health Dept
		Porta Potties / Toilets / Hand Washing Stations	If available permanent facilities do not meet the requirements of the mass gathering law, you must provide portable toilets and hand washing stations (hand sanitizers in winter) if available. Indicate quantity & locations on your map or list them below if a map is not required. Please note that portable toilets cannot be located within 100 feet of food. Quantities & Locations:	Event must provide its own portable units.
		Animals	Hand washing stations need to be near areas where participants engage in touching animals. You must also clean up and appropriately dispose of waste from the animals. List type of animals:	
		Food <input type="checkbox"/> preparation on site <input type="checkbox"/> sales <input type="checkbox"/> catered by restaurant <input type="checkbox"/> prepackaged food <input type="checkbox"/> food vendors	Health Department needs to be contacted - A Temporary Food Service Permit must be obtained in any instance where food is prepared for sale to or consumption by the public. Contact Weber-Morgan Health District, Environmental Health Division, 477 23 rd Street, Ogden, UT 84401, Phone 801-399-7160 to obtain the permit. When the permit is obtained, a copy should be forwarded to Ogden City Special Events. In addition to the Food Service Permit, at least one person with a valid food handler permit must be on site at all times. If cooking with oils, such as in a deep fryer, a pan with oil or other type of device with oil being over a ¼ inch in depth, a “K” type fire extinguisher is required. Street vendors are licensed to be in specific locations in the downtown area. However, events take precedence. Therefore, 30 days prior to the event, it is the responsibility of the event coordinator to contact vendors and give them event information including but not limited to fees, application process, site layout, etc. Vendors who wish to participate in an event will be required to adhere to all event rules and pay event fees as applicable. NOTE: If we do not receive your application 45 days prior to your event, licensed street vendors will be permitted to operate in their approved locations.	Fees payable to Health Dept

Please describe your event. Attach additional pages if necessary.

Publicity:

We really want to help publicize your event! Do you want this event added to the Ogden Community Calendar listings? No Yes (**You must add it yourself – See instructions below**) The community calendar is actually several venue calendars that “talk” to each other with all events shared on the Ogden City website. If you add your event to the Ogden City calendar, you do not need to add it to any other Ogden venue calendar.

Instructions for adding your event to the Ogden Community Calendar: Go to www.ogdencity.com. At the top of the home page, click on the “Ogden Area Events Calendar” tab. When the calendar opens, click on the “Submit Event” button located in the column on the left side of the main calendar. Follow the prompts to add your event to the calendar. Be sure to put a detailed description in the event description (or notes) section. This is what the public will see on the calendar. Your submittal to the calendar will go through an approval process and should appear on the calendar within a couple of business days. If you have a press release or flyer, please attach a copy to this application. If you have problems submitting your event, please call the calendar coordinator at 801-629-8988.

You can also add your event to the Utah state event calendar by going to www.nowplayingutah.com. Click on the “submit listings” tab at the top of the page.

You may also want to check event calendar submissions with local publications and TV and radio stations.

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Name of Event:	Event Date(s):	Time:
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Do not write below this section. You will be notified of approval, modifications needed, fees, or denial of your event after your application has been reviewed by all departments involved in the approval process.

EVENT APPROVALS: (After signing, return only this page to Special Events unless you have included comments or fees on specific items listed on previous pages.)			DEPARTMENTAL RECOMMENDATIONS (Please indicate applicable fees on previous pages and include comments, budget and/or project number in comments on this page.)
Req'd	Department Approval Signatures:	Approved as Submitted	COMMENTS Including denial of event or modification needed. Include fees to be billed from Ogden City. If you have questions, comments or concerns, please call Ogden City Special Events coordinator at 801-629-8547.
	Police:		
	Fire:		
	Public Ways & Parks		Park reservation receipt # _____ Alcohol permit receipt # (if applicable) _____
	Risk Management:		
	Legal Department		
	Mayor's Office	Info	
	Traffic Engineer	Info	
	Licensing	Info	
	Communications:	Info	
	Other Approval or Information Copy:		
	Special Events	Info	Copy of event application sent to: <input type="checkbox"/> Utah State Tax Commission FAX 801-297-6358 <input type="checkbox"/> Weber County Health Department FAX 801-399-8306 <input type="checkbox"/> UDOT FAX 801-620-1665 <input type="checkbox"/> UTA FAX 801-626-1218 <input type="checkbox"/> Federal Building Security <input type="checkbox"/> Historic 25 Association

SPECIAL EVENT INSURANCE REQUIREMENTS

City review and approval is required for all events.

A Certificate of Insurance will be required on all events.

*Low risk events such as art shows, fundraisers, block parties and certain private events will be reviewed for insurance requirements.

- Waivers and/or Indemnity Agreements may be required on certain events.
- Fireworks – Launching shells larger than 12 inches will require a minimum insurance limit of \$2 million per occurrence, \$5 million aggregate, along with all appropriate permits.
- Events that include entertainment such as fire/pyrotechnics, animals, motorcycles, drones, or watercraft may have additional insurance requirements. A list of entertainers and/or vendors may be required.

1. **General liability insurance coverage with a minimum aggregate limit of \$4,000,000.**
2. Events serving or selling alcohol will require Liquor liability coverage of at least \$1,000,000.
3. Events using any form of aircraft will require Aviation liability coverage with limits of \$4,000,000. Coverage shall include bodily injury and property damage arising out of the ownership, operation, use or maintenance of aircraft. Coverage shall include participants, and passengers if applicable. (Additional regulations may apply)
4. If any part of the event is contracted out to a third-party, the third-party must provide a certificate of insurance and endorsement to Ogden City.
5. If portable City equipment is being requested (i.e., bleachers, stage, radios etc.) coverage for leased/rented/borrowed equipment in the amount of \$50,000 is required.
6. If vehicles are part of the event, you may be required to provide auto liability coverage of at least \$1,000,000. Contact Ogden City to see if your event requires auto liability coverage. Additional insurance coverage may be required along with participant coverage if deemed necessary.

Event information must be listed on the certificate and the liability policy must be endorsed as follows:

Additional Insured Endorsement wording: "Ogden City, its elected and appointed officials, employees, volunteers and agents are named as Additional Insureds for the _____ (event) scheduled for _____ (date)."

List the address below as Certificate Holder.

Ogden City Corporation
2549 Washington Blvd. Ste. 914
Ogden, UT 84401

Falsifying insurance documents could result in the denial of your event.

The City Attorney has the right to waive any requirements if the activity is protected by the first amendment.

Inflatable play structures are strictly prohibited.

Ogden City must be notified if an event has EVER experienced an injury or loss.

Ogden City reserves the right to change insurance requirements as necessary.

Please contact Ogden City Special Events at specialevents@ogdencity.com or Ogden City Risk Management at risk@ogdencity.com, with any questions.



SPECIAL EVENT
Ogden City Business License Application
 2549 Washington Blvd. Suite 240, Ogden, UT 84401

Phone: 801-629-8687

- Business License # _____
 State Sales Tax # _____

License Fees:	
Base license fee	\$ <u>83.00</u>
Total due	\$ <u>83.00</u>

Event Name _____

Event Location/Address _____

Event Date(s) _____

Event Time(s) _____ to _____

Retail Vendors: Yes No Food Vendors: Yes No

Catered Food: Yes No Caterer: _____

Description of event _____

DBA / Organization Name _____

Name of applicant _____

Type of organization: Corporation Partnership Proprietorship LLC Incorporated Association Church

Non-Profit Organization Political Organization Governmental Entity Other _____

Mailing Address _____

City _____ State _____ Zip _____

Business Phone _____ Contact Name _____

E-Mail Address _____

This is an application for a business license; the actual license will be issued only when **ALL** inspections are received and approved. All information must be accurately completed, or the issuance of the license will be delayed. Issuance of this business license shall in no way relieve the applicant of his/her responsibility of complying with applicable zoning, health, building, or fire regulations.

I, we, _____ hereby agree to conduct said business strictly in accordance with the Laws and Ordinances covering such business, and understand that it is unlawful to make any false statement, declaration, or report as required in this application.

Date _____

Signed by _____

Official Use Only:		Zone _____	Census Tract _____	Traffic _____	Planning Community _____
Planning	<input type="checkbox"/> Approved <input type="checkbox"/> Not approved	By: _____		Date: _____	
Department	<input type="checkbox"/> Approved <input type="checkbox"/> Not approved	By: _____		Date: _____	
License Officer	<input type="checkbox"/> Approved <input type="checkbox"/> Not approved	By: _____		Date: _____	
Business License	Building	Police	Fire	Health Dept.	



Ogden City Corporation
Special Public or Civic Event License

The following business has paid the requisite fee and is hereby authorized to conduct business.

Event Name: _____ Location: _____

Dates at event: _____ to _____, 20____

Business Name: _____

Business Owner's Name: _____ Phone Number _____

Business Mailing Address: _____

Temporary Event Sales Tax Number: _____

I, we _____ hereby agree to conduct said business strictly in accordance with the laws and ordinances covering such business, and understand that it is unlawful to make any false statement, declaration or report as required in this application.

Date _____ 20 ____ Applicant Signature _____

Fee Amount \$ _____ Received by _____



Ogden City Corporation
Special Public or Civic Event License

The following business has paid the requisite fee and is hereby authorized to conduct business.

Event Name: _____ Location: _____

During the period _____ to _____, 20____

Business Name: _____

Business Owner's Name: _____ Phone Number _____

Business Mailing Address: _____

Temporary Event Sales Tax Number: _____

I, we _____ hereby agree to conduct said business strictly in accordance with the laws and ordinances covering such business, and understand that it is unlawful to make any false statement, declaration or report as required in this application.

Date _____ 20 ____ Applicant Signature _____

Fee Amount \$ _____ Received by _____

ATTACHMENT “D” – UDOT Highways

Events that encroach on any UDOT highways must obtain a UDOT permit. Applications must be done online. Go to www2.udot.utah.gov/index.php/m=c/tid=680 or call 801-620-1600 for assistance.

State highways located within Ogden City limits are shown on the map below.

