

# Saratoga Springs Special Events Permit Application Policies and Instructions

## **General Information**

The City of Saratoga Springs recognizes special events as valuable to the community. Such events constitute an integral component of the City's overall support service obligation. In the City's roles of both support and regulation of special events, City Departments must operate in a consistent and coordinated manner.

A special event is defined as an activity or series of activities, specific to an identifiable time and place, produced in conjunction with community organizations often held on public property, and which may occur on a one-time or a recurring basis. Such events may include but are not limited to street closures, block parties, fund raisers, street parties, runs, rides, races, walks, and other community events. They may occur on streets and/or sidewalks, parks, and other City-owned property. They may also include mass gatherings as defined in City ordinance. For the purposes of this policy, special events shall not include privately sponsored events which rent space inside City facilities.

## **The Application**

The City uses a single application form for all special events. The first two pages of the form are required for every event, and other supplemental forms are to be completed as needed.

## **Application Fees** *(See supplemental fee schedule for City Resources needed for the event)*

- Application fee for a Level 1 Event: No Fee
- Application fee for a Level 2 Event: No Fee
- Application fee for a Level 3 Event: \$50.00
- Application fee for a Level 4 Event: \$150.00
- Application fee for a Mass Gathering Permit: included in the Consolidated Fee Ordinance (in addition to other application fees)
- Fees are non-refundable. Whether the event is approved or not the fees paid are intended to cover the cost of the event review.

## **Levels of Events**

There are four levels of events defined by the City of Saratoga Springs.

- **Level 1 Event**: pavilion rental only where the criteria outlined in Levels 2, 3 and 4 events do not apply.
- **Level 2 Event**: generally small events not open to the general public, for which an admission fee is not charged and with no commitment or support of City resources. This level of event typically consists of less than 150 participants, but may vary depending on circumstances. These events might include a neighborhood block party, the use of a City street for a party, and/or a small-group fund raiser.
- **Level 3 Event**: medium sized events involving some level of City participation in traffic control, use of barricades, etc. This level of event typically consists of less than 300 participants, but may vary depending on circumstances. These events might include races, festivals, carnivals, parades, or medium sized events held in City parks.

- **Level 4 Event:** large scale events involving extensive City support in traffic control, setup, cleanup, use of City equipment, etc. This level of event typically consists of more than 300 participants, but may vary depending on circumstances. These events might include marathons, triathlons, bicycle races, large scale parades, and/or other events of similar size and scale.

### **Deadlines**

Applications must be submitted in advance for event permits. An application may not be submitted more than 18 months in advance of an event's proposed date. Minimum application periods in advance of the event include:

- 7 days in advance for Level 1 events
- 45 days in advance for Level 2 events
- 90 days in advance for Level 3 and Level 4 events

### **Damage/Destruction of Public Property**

Any damage or destruction of public property as a result of the event will be the responsibility of the permit holder. You are required to sign the attached liability statement.

### **Insurance Requirements**

For all Level 4 events, the City requires event insurance. The applicant must execute an indemnification agreement prepared by the Legal Department and choose one of the following options and provide evidence of insurance to the City prior to the issuance of a permit:

- ✱ A certificate of insurance with coverage of at least \$2 million per occurrence with a \$3 million aggregate limit naming City of Saratoga Springs, its officers, employees and volunteers as additional insured's. The certificate must also state that coverage will not be cancelled without ten days prior written notice to the City.

### **Review Process**

The Event Coordinator will ensure all Level 3 and Level 4 events will be reviewed by the City's Special Events Review Committee, as needed. The Committee includes the City Manager's Office, Police Department, Fire Department, Public Works Department, Engineering Department and Recreation Department as needed. The Committee will look at the impact of the proposed event, the logistics of the event, and the requested and required City services for the event (if any) and whether all other licenses, permits and agreements are in place. At each stage of review, the events coordinator will contact the applicant and advise the status of the review.

**City of Saratoga Springs  
Special Events Permit Application**

Name of Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Level of Event: \_\_\_\_\_

Event Description: (Be Specific, Attach Additional Pages if Needed)

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Event: \_\_\_\_\_

Set Up Time Start: \_\_\_\_\_

Event Start Time: \_\_\_\_\_

Event Take Down Time: \_\_\_\_\_

Location of Event: \_\_\_\_\_  
(Attach a Map Showing the Location and/or Route)

Number of Participants Expected: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Alternate Phone Number: \_\_\_\_\_

Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_  
(Mandatory)

Does your event include the following? *(Please answer each question)*  
*(Public Property includes city-owned land, streets, sidewalks, facilities and parks)*

	Yes	No
A. Community Event on Public Property (If yes, you must complete Section A)	<input type="checkbox"/>	<input type="checkbox"/>
B. Event Using City of Saratoga Springs Pavilions, Parks, Trails or Adjacent Parking Lots (If yes, you must complete Section B)	<input type="checkbox"/>	<input type="checkbox"/>
C. Event Using City of Saratoga Springs City Streets or Sidewalks (If yes, you must complete Section C)	<input type="checkbox"/>	<input type="checkbox"/>
D. Event Involving More Than 300 Participants on Private Property (If yes, you must complete Section A)	<input type="checkbox"/>	<input type="checkbox"/>
E. Block Party (If yes, you must complete Section A and D)	<input type="checkbox"/>	<input type="checkbox"/>
F. Filming on Public Property (If yes, you must complete Section F)	<input type="checkbox"/>	<input type="checkbox"/>

***Please complete the appropriate supplemental forms based on the type and scope of your event.***

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit all appropriate forms, attachments, and applicable fees to:

Saratoga Springs Police Department  
Attn: Sergeant Edwin Christensen  
1307 N. Commerce Dr., Suite 120  
Saratoga Springs, Utah 84045

Payment must be received before application will be processed.

## Section A: Community Event / Block Party / Large Assembly

Attach a detailed map of the location showing where activities will take place

Will this event interfere with or interrupt pedestrian traffic? \_\_\_\_\_ Yes \_\_\_\_\_ No

Will this event interfere with or interrupt vehicle traffic? \_\_\_\_\_ Yes \_\_\_\_\_ No

Will this event require closing a street? \_\_\_\_\_ Yes \_\_\_\_\_ No

*(Road closures require the applicant to rent barricades.*

*Please show the location of proposed barricades on the map)*

Will this event involve music or other amplification? \_\_\_\_\_ Yes \_\_\_\_\_ No

*(Amplification would include microphones, sound systems or megaphones.*

*City Nuisance Ordinance applies.)*

If yes, please describe the source of music or amplification: \_\_\_\_\_ Yes \_\_\_\_\_ No

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Will food be served at this event? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, will the food be served by a caterer? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, will the food be cooked on site? \_\_\_\_\_ Yes \_\_\_\_\_ No

Will any funds or proceeds be collected from this event? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, will a fee be charged for admission? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, will products be sold at this event? \_\_\_\_\_ Yes \_\_\_\_\_ No

How many restrooms will be available?

Toilets:

Sinks:

List available parking including the number of spaces available:

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What Saratoga Springs City services do you anticipate needing for this event?

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## Section B: Special Park / Pavilion Use

Pavilions Needed (if any):

*(Please complete Pavilion Reservation Agreement on the following page.)*

Attach a detailed map of activities and their specific locations.

Will any funds or proceeds be collected from this event?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, will a fee be charged for admission?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, will products be sold at this event?

\_\_\_\_\_ Yes \_\_\_\_\_ No

Will this event involve music or other amplification?

\_\_\_\_\_ Yes \_\_\_\_\_ No

*(Amplification would include microphones, sound systems or megaphones.  
City Nuisance Ordinance applies.)*

If yes, please describe the source of music or amplification:

\_\_\_\_\_ Yes \_\_\_\_\_ No

Will you be bringing in or setting up any special equipment?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please indicate below all equipment that will be set up:

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After reviewing the Special Park Use Guidelines, are there event details that should be addressed:

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**Section B: -Continued-**

**Pavilion Reservation Agreement**

If there are any problems when you get to the pavilion, please call the Public Works Department on call number: 801-404-2468.

Desired Pavilion: \_\_\_\_\_

Name of Park: \_\_\_\_\_

Time Slot Requested: (Circle)

9:00 am – 2:00 pm

3:00 pm – 9:00 pm

Application Agreement:

I, the undersigned, signify that the information provided on this application is true and correct and I hereby accept full responsibility for any breakage or damage to the property or buildings that occurs pursuant to the use of the reserved facilities by me, my agents, or other event attendees. I agree to indemnify and hold harmless the City of Saratoga Springs and its officers, officials, employees and volunteers from and against all claims, damages, losses and expenses including attorney fees arising out of acts or omissions that may be directly or indirectly attributable to myself, my agents, guests, or other event attendees. If permission is granted, I or my designated representatives agree to be present during the entire use of the facility. My signature below signifies that I agree to abide by all of the conditions of this application, the Pavilion Use Reservation Policy and any permit issued based on this application. Furthermore, I also agree to pay the City of Saratoga Springs all costs the City of Saratoga Springs may incur as a result of any failure to comply with all of these conditions including damages due to failure to leave the premises in rentable condition.

I have received a copy of the Pavilion Use Reservation Policy and agree to abide by it.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

(Must be 18 years of age or older)

## Section C: Street or Sidewalk Use

Attach a legible, detailed map showing intersections, roads, and sidewalks affected and starting times for closures to begin and end at each location. Show locations where barricades will be placed. The map must show a magnified view of the area showing all streets and intersections affected. Include indicators of the direction of traffic flow.

State and/or Highway roads require separate UDOT approval. Copy of said approval will need to be submitted prior to final approval.

If any portion of a street is closed, barricades must be used. The applicant must rent or secure barricades from a licensed barricade company. As consideration for this permit, the applicant agrees to assume all liability for erection and maintenance of the barricades, agrees to clean up the area upon termination of the permitted use and agrees to assume all liability for the applicant's use of the street during the specified period. A copy of the barricade agreement will need to be submitted to the City prior to final approval of the event permit.

The applicant also agrees to provide at his own expense safety barricades which will be conspicuously displayed and lighted if the event takes place prior to dawn or after dusk. Volunteers acting as traffic control must wear high-visibility safety vests.

What Saratoga Springs City services do you anticipate needing for this event?

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## Section F: Filming Application

General Terms and Conditions for filming to which the applicant agrees:

1. The permit provided with the approval of this application must be kept in the possession of the applicant at all times while on location and must be made available for inspection when requested by City authorities or the public.
2. Applicant agrees to comply with all applicable Federal, State and local laws, ordinances, regulations and rules.
3. In the event an authorized representative of the City finds that the activities being conducted by the applicant unnecessarily endangers the health and safety of any person or that said activities are or will cause damage to real or personal property, said representative, at his sole discretion, may suspend, cancel or amend this permit at any time without incurring any liability to the applicant.
4. If any changes occur to the scope permitted by the permit, the Applicant must contact the Saratoga Springs Police Department at 801-766-6503 immediately.

We hereby accept this permit and agree to abide by the terms and conditions hereof. The undersigned hereby personally covenants, guarantees and warrants that he/she has the power to obligate the filming company to the terms and conditions hereof.

Media Organization: \_\_\_\_\_

Country of Origin: \_\_\_\_\_

Network Affiliation: \_\_\_\_\_

Location Manager: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Asst. Location Manager: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Filming Information**

Dates of Filming: \_\_\_\_\_ to \_\_\_\_\_

Does the filming involve restriction of public access including the stopping or disruption of vehicular or pedestrian traffic? \_\_\_\_\_ Yes \_\_\_\_\_ No

Does the filming require vehicle access adjacent to filming location? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes was marked on any item, please complete Part 1. If not, proceed to Part 2.

**Part 1: Crew Information**

Number of Crew Members:

Number of vehicles:

Do vehicles need to be parked adjacent to filming location? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Part 2: Location Information**

Location	Date	Time	Summary and Type of Shot

What Saratoga Springs City services do you anticipate needing for the filming?

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