



THE CITY OF

SARATOGA SPRINGS

SPECIAL EVENT PERMIT APPLICATION

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 regular recurring basis. Such events may include but are not limited to street closures, block parties, fund raisers, street parties, runs, rides, races, walks or 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.

All Applications must be submitted 30- 90 days prior to the event date. Submission due dates vary based on the level of event. Once the application is submitted the date for your event will be temporarily reserved while your application is in review. The city will review your application and determine the level of the event. This determination will be made based on the amount of city resources your event will use. Email AnnElise Harrison at aharrison@saratogaspringscity.com with any questions.

When the review process is done you will be contacted with the total fee amount of your event. All Permit Fees and City Service Fees are due before issuance of the event permit from the City at least 15 days before the event.

APPLICATION FEE & DUE DATES

The Event Application Fee is a non-refundable fee that will be credited toward the Permit Fee, if the event is approved. Application due dates vary based on the level of an event. Although City Staff make the final determination of an event level, applicants should meet that deadline that best fits both the size and scope of the event (see event level descriptions below). Failure to adhere to the proper due dates, based on both size and scope of the event, may result in denial of an application and/or the event. If an applicant fails to meet the proper due date, the application will incur an additional, non-refundable Late Fee on top of the Permit Fee.

Application Fee: \$25

Late Fee: \$25

Due Dates:

500+ attendance	90 days before event
300 - 499 attendance	60 days before event
200 - 299 attendance	30 days before event

EVENT LEVELS & PERMIT FEES

The Level of an event is determined by City Staff based on:

- 1.) Projected attendance
- 2.) Scope of requested/required City resources
- 3.) Disruption in the community

For example, an event with a projection of 300 in attendance may be moved from a Level 2 up to a Level 1 event, due to road closures, noise, significant need for City Staff time or other factors. However, an event with a projection of 300 in attendance may **NOT** move down from a Level 2 to a Level 3, simply because they are using little or no city resources.

After review of an event application, City Staff will inform the applicant of the respective Event Level, Permit Fee, and City Service Fees with the application. All Permit Fees and City Service Fees are due before issuance of the event permit from the City at least 15 days before the event.

Event Level 1

500 or more in attendance (includes participants, bystanders, staff, volunteers and others), as well as staff determination of size and scope of requested and/or required City resources.

Application/Permit Processing Fee: \$150.00
Application Due Date: 90 days before event

Event Level 2

300 - 499 in attendance (include participants, bystanders, staff, volunteers and others).

Application/Permit Processing Fee: \$75.00
Application Due Date: 60 days before event

Event Level 3

299 or less in attendance (include participants, bystanders, staff, volunteers and others).

Application/Permit Processing Fee: \$25.00
Application Due Date: 30 days before event

CITY SERVICE FEES

All Permit Fees and City Service Fees are due before issuance of the event permit from the City at least 15 days before the event. If an event requires use of City Park, the event is required to pay all pavilion rental fees. This fee schedule is not exhaustive as other costs could be incurred not included in this fee schedule.

Public Works

1 Seasonal Parks Employee is required for every 300 attendees
1 Full Time Parks Employee is required for every 500 attendees

Seasonal Parks Employee \$23 per hour
Full Time Parks employee \$47 per hour

Truck Use	\$50 per hour
Electrician	\$47 per hour
Dumpster Use	\$35 per day

Police Department

2 Police Officers required for the first 1000 patrons
 1 additional Police Officer is required for every additional 500 attendees.
 1 Supervisor Police Officer is required for every 4 police officers.
 The number of Police Officers for races and parades are determined separately by police department rep., based on traffic flow and other factors.

Police Officer	\$50 per hour (2 hour minimum)
Supervisor Police Officer	\$65 per hour
Police Equipment Fee	\$10 per officer

Fire Department

EMS Personnel \$40 per hour/per person (2 person/2 hour minimum)
 Note: Other EMS providers will need to be certified with the Saratoga Springs Fire Department prior to event to ensure provider meets State Requirements. Most of the time fire doesn't need to be on site.

Civic Events

Civic Events Coordinator	\$45 per hour
Civic Events Assistant Coordinator	\$35 per hour

City Facilities

Resident Park Pavilion Rental	\$25 half day/\$50 full day
Non-Resident Park Pavilion Rental	\$50 half day/\$75 full day
Stage- Neptune Park	\$50 per day
Electricity for Stage Small System	\$15 per hour
Electricity for Stage Medium System	\$25 per hour
Electricity for Stage Large System	\$35 per hour
Basketball Court- Neptune Park	\$10 per hour
Sand Volleyball Court-Lakewood Park	\$10 per hour
Additional Grass Rental	\$20 per hour
Water Access	\$20 per day

Note: Water access is only permitted for water coolers, cooking, etc. Water access is not permitted for water activities such as water balloons, slip-n-slides, pools, etc.

APPLICANT INFORMATION

Applicant Name: _____

Sponsoring organization: _____

Phone: _____ Email: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Contacts present at event and directly responsible for all activities:

Primary Contact Name: _____ Cell Phone: _____

Secondary Contact Name: _____ Cell Phone: _____

EVENT INFORMATION

Event Name: _____

Event Location/Address: _____

(If your event will be held in a City park or pavilion, a pavilion reservation and rental fee is required)

Circle All That Apply:

Festival/Party Family Reunion Parade Demonstration Competition Walk/Run

Concert Business Event Fundraiser Church Function Protest/Rally Other _____

Estimate Attendance: #Participants: _____ #Spectators: _____ #Staff: _____ = TOTAL _____

(If actual attendance during the event exceeds or is misrepresented from what is indicated in the event application, the applicant will be subject to additional fees and charges.)

Event Date: _____ Start Time: _____ End Time: _____

Set-Up Start Date & Time: _____ Clean-Up End Date & Time: _____

OFFICIAL USE ONLY

Date Received: _____

Approved Date: _____

Denied Date: _____

Receipt Given: _____

Application/Permit Fee: \$ _____

Late Fee \$ _____

Facility Rental Cost \$ _____

Utility Cost \$ _____

Staff/Set up Cost \$ _____

Total Cost \$ _____

EVENT QUESTIONNAIRE

Event & Logistics

What type of property will the event be held on? (Circle one of the following)

Commercial Public Private Residence

If Yes, Applicant Must:

- 1) Provide contact information and written approval of the property owner.
- 2) Provide evidence that notification of the event has been issued to all adjacent property owners. (If at private residence, skip to page 9)

Is the event a solicitation or fundraiser for a charity?

Yes No

If Yes, Applicant Must:

- 1) Provide the name and primary contact for the organization.
- 2) If yes you must contact the Utah Division of Consumer Protection (801)530-6601 to determine if a charitable organization permit is required. If applicable, Saratoga Springs City will not issue a special event permit until the Utah Division of Consumer Protection has issued a Charitable Organization Permit.

Will the event include live music or amplified sound?

Yes No

If Yes, Applicant Must:

- 1.) Provide detailed description of the sound amplification within the Event Plan (see below).

Will event use tents or stage?

Yes No

If Yes, Applicant Must:

- 1.) Provide detailed description and map of the number, size and location of tents within the Event Plan and what will go where (see below).

Will fees be charged to participate in or attend this event?

Yes No

If Yes, Applicant Must:

- 1) Provide list of fees charged in the Event Plan Section (see below).
- 2) Contact the Utah State Tax Commission Special Events Unit (801) 297-6303 to obtain a Temporary Sales Tax License and Special Return, which is only good for the event it is issued.

Is this a filming event?

Yes No

If Yes, Applicant Must:

- 1.) Provide a list of locations where filming will take place?
- 2.) Provide a brief description and schedule for the proposed filming to the owners and occupants in any affected neighborhoods.
- 3.) Speak with all owners and occupants of all such property.
- 4.) Submit a report of any owner or occupant reactions, along with addresses and phone numbers of all such property owners and occupants.

Vendors

Will Event include merchandise or service vendors? **Yes** **No**

If Yes, Applicant Must:

- 1) Provide the number of vendors, names, contact information and type of merchandise or service within the Event Plan (see below).
- 2) Contact the Utah State Tax Commission Special Events Unit (801) 297-6303 to obtain a Temporary Sales Tax License and Special Return, which is only good for the event it is issued.

Will event include food vendors? **Yes** **No**

If Yes, Applicant Must:

- 1) Provide the number of food vendors, names, and contact information within the Event Plan (see below).
- 2) Contact the Utah State Tax Commission Special Events Unit (801) 297-6303 to obtain a Temporary Sales Tax License and Special Return, which is only good for the event it is issued.
- 3) Contact the Utah County Health Department to determine if a temporary food permit is required, (801) 851-7000.

Will complimentary food be served at event? **Yes** **No**

If Yes, Applicant Must:

- 1) Provide a description of the food and who is serving in the Event Plan (see below).
- 2) Contact the Utah County Health Department to determine if additional permit is required, (801) 851-7000.

Risk Management

Will the event be held after daylight hours? **Yes** **No**

If Yes, Applicant Must:

- 1.) Provide detailed description of the type and number of lighting fixtures within the Event Plan (see below).

Will the event attract 1000 people or more, for two or more hours? **Yes** **No**

If Yes, Applicant Must:

- 1.) Provide detailed description and map for traffic flow and parking within the Event Plan (see below).
- 2.) Apply for and obtain a "Mass Gathering Permit" from the Health Department, (801)851-7000.

Will you want access to water? **Yes** **No**

If Yes, Applicant Must:

- 1) Provide detailed description of how the water will be used in the Event Plan (see below).
- 2) Provide a detailed description with starting and ending date and time for length of water usage. (A minimum fee of \$20.00 to access City water will apply).

Will your event include fireworks or light displays (i.e. spotlights, etc.)? **Yes** **No**

If Yes, Applicant Must:

- 1) Provide detailed plan of time, place, and vendor information in the Event Plan (see below).
- 2) Must receive approval of City Fire Marshall and Risk Management.

Traffic Plan

Will the event use a city trail or sidewalk? **Yes** **No**

If Yes, Applicant Must:

- 1.) Provide a detail map of proposed trails and sidewalks in the Event Plan Section.

Will the event take place on city streets? **Yes** **No**

If Yes, Applicant Must:

- 1.) Provide a traffic control plan and map within the Event Plan (see below). Assistance from Saratoga Springs Police may be required.

Does the event require a full road closure? **Yes** **No**

If Yes, Applicant Must:

- 1.) Provide signatures from a simple majority of front-facing homes that border the street.
- 2.) Describe why, where and how long each section of road will be closed.

Will the Event use UDOT road, such as Redwood Road, Pioneer Crossing, etc.? **Yes** **No**

If Yes, Applicant Must:

- 1.) Contact Utah Dept. of Transportation (801) 887-3717 to obtain a UDOT Special Event Permit, there is an additional fee.
- 2.) Provide a traffic control plan and map within the Event Plan (see below). Assistance from Saratoga Springs Police may be required.

EVENT PLAN

An event plan must be submitted with this application. Without an Event Plan your application will not be accepted. Failure to fully complete the application or respond to question may result in denial of the application and/or the event. The Event Plan submitted by the applicant must provide detailed responses to all questions within the event application in which the applicant responded “Yes,” as well as any other requested information by the City.

An Event Plan should include the following sections, as indicated by responses to the questionnaire:

Event & Logistics

- Activities
- Set-up & Clean-Up Plan
- Event Schedule
- Event Layout
- Map
- Signage
- Garbage & Restrooms
- Tents
- Temporary and permanent power sources
- Water stations
- Food and Merchandise Vendor Areas
- Other

Vendors

- Who
- Permits
- Temporary Sales Tax forms
- Other

Risk Management

- Signage
- Medical and first aid stations
- Provide security plan with number and type of personnel
- Fireworks or light displays
- Other

Traffic Plan

- Signage
- Map
- Show parking areas and personnel
- Show all entrances, exits, roadways, and walkways
- Bike and foot races must also include course routes
- Other

POLICIES & REGULATIONS

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. In consideration for using a city facility, the applicant must sign a license agreement and/or indemnification agreement provided by the city. Permit fees are conditional on the information provided by the applicant. If more city resources are needed the day of the event, applicant is responsible to pay the city any and all additional fees that are accrued. All park rules and regulations must be followed.

Park Rules & Regulations

1. Minors should have appropriate adult supervision
2. Park hours are 6:00 am- 10:00 pm (All park reservations end at 9:00 pm to allow you time to clean up your event before the park closes).
3. No littering or vandalism. (You are responsible to make sure all of the garbage from your event is placed in the proper waste disposal receptacles.)
4. No Solicitation
5. Use of facilities, amenities and equipment is done so at your own risk. Use with Caution
6. No vehicles on lawns, sidewalks or landscape areas.
7. No smoking, alcohol, fireworks, golf or archery.
8. No bounce houses, inflatables, or water slides, unless applicant meets insurance requirements below. Applicant assumes any and all liability for any injuries to persons and damage done to the park because of such activity and shall release, indemnify, and defend the City against any and all property damage and personal injury.
9. Keep dogs on a leash and clean up after dogs.
10. Report any criminal activities or vandalism to Saratoga Springs Police at (801)766-6503
11. Parks available for pavilion rental: Harvest, Neptune, Inlet, Marina, Shay, Sunrise Meadows

Insurance Requirements

For all large scale events involving city support in traffic control, setup, cleanup, use of city equipment, etc., using inflatables, and/or that has more than 300 participants, as determined by staff, must have Liability insurance with a minimum \$2 million dollar per occurrence with a \$2 million dollar aggregate limit naming The City of Saratoga Springs, its officers, employees, and volunteers as additional insured's, plus additional coverage and endorsements depending on the nature of the event. Proof of coverage must be submitted prior to the issuance of a special event permit. The certificate must also state that coverage will not be canceled without 10 days prior written notice to the city.

Inflatable Insurance Requirements

For all events using inflatables, the inflatable vendor must provide proof of liability insurance with \$2 million dollar per occurrence with a \$2 million dollar aggregate limit naming The City of Saratoga Springs, its officers, employees, and volunteers as additional insured's and as a certificate holder, plus additional coverage and endorsements depending on the nature of the event. Proof of coverage and endorsements must be submitted prior to the issuance of a special event permit. The certificate must also state that coverage will not be canceled without 10 days prior written notice to the city.

APPLICANT AGREEMENT & INDEMNIFICATION

By applying for a special event permit, applicant agrees they have the sole responsibility to be knowledgeable about, fully understand, and comply with all Saratoga Springs, county, state and federal codes, laws, policies, and regulations associated with the proposed event. Applicant certifies that the information in this application is true and correct and is a complete and accurate representation of the planned event.

In consideration of occupying City premises and utilizing the Facility, Licensee hereby agrees, to the extent allowed by law, to release, waive, discharge, indemnify, and hold harmless City, its elected officials, employees, agents, and assigns, from and against any and all claims, damages, losses, injuries, and expenses, including costs and attorney fees, whether in law or equity, arising out of or attributable to the activities of Licensee and the performance of this Agreement. This assumption of risk, release of liability, and indemnification agreement is intended to be as broad and inclusive as allowed by law. If any portion of this agreement is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect. Nothing contained herein shall be construed to limit any protections, immunities, or limits on liability provided City under the State's constitution or statutes, including, without limitation, the Governmental Immunity Act of Utah, *Utah Code Ann. § 63G-7-101 et seq.*, as amended.

Applicant Name: _____

Organization: _____

Title: _____

Applicants Signature: _____ **Date:** _____