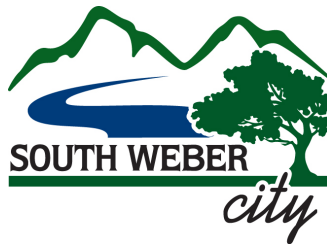


SPECIAL EVENTS APPLICATION





GENERAL INFORMATION

South Weber City prides itself on the events, activities and celebrations that engage our community and enrich our quality of life. We look forward to reviewing your application, and if approved, working with you to make your event a success.

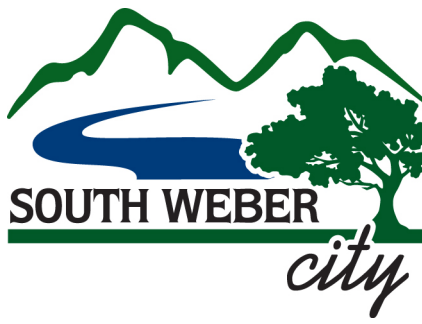
Please fill out the “General Application” on pages two through four, and then provide any additional information requested in the section specific to your type of event or in an attachment. Once you have completed, signed and dated the application, **please EMAIL it to kquill@southwebercity.com at least 30 days before your event (you will need to provide an insurance certificate along with this application).**

In some cases, after a preliminary review of the application, additional forms or information may be required and we will contact you if that is the case. Completion and submission of this form or any related forms does not guarantee final approval of the event.

Prior to submitting your application, please read South Weber City’s event/bowery policies and procedures section that is included in this packet (pages 9-10).

In addition to City applications and forms, the event may require other County or State permits (i.e., food handlers permits – www.daviscountyutah.gov), so be sure you have those in place as well before your event.

If you have any questions, please call South Weber City Business Licensing at (801) 479-3177 extension 2205. Thank you for helping make South Weber City a great place to be!



GENERAL APPLICATION – 1 OF 2

YOUR INFORMATION:

Name: _____

Phone: _____ Email: _____

Mailing address: _____

EVENT INFORMATION:

Name of event: _____

Type of event: _____

Is your event public or private? _____

Event date(s): _____ Event times: _____

Time of operation: _____

(Include start of set-up through the end of take down.)

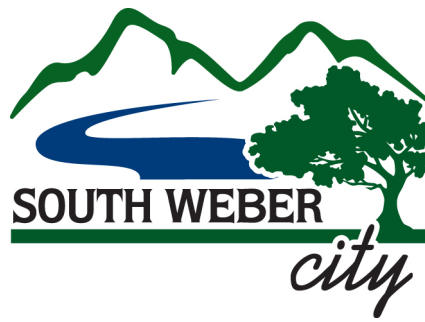
Number of participants expected: _____

(500+ requires mass gathering permit through Davis County at: www.daviscountyutah.gov.)

Event description: _____

Event location & address: _____

(If your event will be held in a South Weber City Park/Bowery, a reservation and fee may be required)

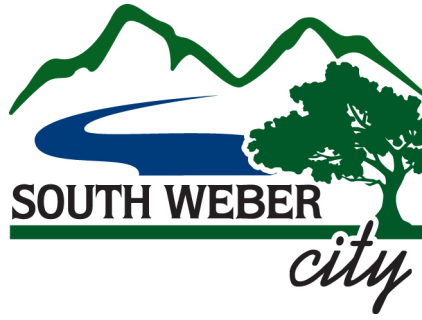


GENERAL APPLICATION – 2 OF 2

EVENT & PERMIT TYPES

Please answer the following questions. If your answer is “yes” to some of the questions, you will need to provide additional information as indicated:

<p>Have you applied previously to hold this event in South Weber City? <i>If yes, please complete Section A only (page 5). If not, please complete the rest of this page</i></p>	<p>yes <input type="checkbox"/></p>	<p>no <input type="checkbox"/></p>
<p>Is your event a multiple day event? <i>If yes, please complete Section B (page 6)</i></p>	<p>yes <input type="checkbox"/></p>	<p>no <input type="checkbox"/></p>
<p>Will there be a cost for admission and/or vendor sales? <i>If yes, please complete Section C (page 7)</i></p>	<p>yes <input type="checkbox"/></p>	<p>no <input type="checkbox"/></p>
<p>Will you need to reserve a City Bowery (April 15-October 15)? <i>If yes, please complete Section D (page 8)</i></p>	<p>yes <input type="checkbox"/></p>	<p>no <input type="checkbox"/></p>
<p>Is your event a block party? <i>If yes, please complete Section E (page 11)</i></p>	<p>yes <input type="checkbox"/></p>	<p>no <input type="checkbox"/></p>
<p>Will you be holding a rally or protesting on public property? <i>If yes, please complete Section G (page 12)</i></p>	<p>yes <input type="checkbox"/></p>	<p>no <input type="checkbox"/></p>
<p>Will this event utilize, cross or close any public roads, or sidewalks? <i>If yes, please attach a map with a proposed barricade plan. If State roads are involved, please attach proof of proper permitting.</i></p>	<p>yes <input type="checkbox"/></p>	<p>no <input type="checkbox"/></p>
<p>Does the event include a run, walk, race, or parade route? <i>If yes, please attach a map with the proposed route</i></p>	<p>yes <input type="checkbox"/></p>	<p>no <input type="checkbox"/></p>
<p>Will food be served at this event? <i>If yes, please contact Davis County Environmental Health at 801.525.5128</i></p>	<p>yes <input type="checkbox"/></p>	<p>no <input type="checkbox"/></p>
<p>Will alcohol be served at the event? <i>If yes, please contact the State Division of Alcohol Beverage Control at 801.977.6800</i></p>	<p>yes <input type="checkbox"/></p>	<p>no <input type="checkbox"/></p>
<p>Will you be bringing in, setting up or staking any special equipment? <i>If yes, please attach a description of the special equipment</i></p>	<p>yes <input type="checkbox"/></p>	<p>no <input type="checkbox"/></p>
<p>Do you anticipate any parking problems? <i>If yes, please attach a parking plan</i></p>	<p>yes <input type="checkbox"/></p>	<p>no <input type="checkbox"/></p>



PLEASE NOTE: If you will be holding a multi-day event (Section B), charging admission or will have any vendor sales (section C), you must provide a certificate of insurance with your application of at least \$2 million per occurrence with a \$2 million aggregate limit naming South Weber City, its officers, employees and volunteers as additional insured.

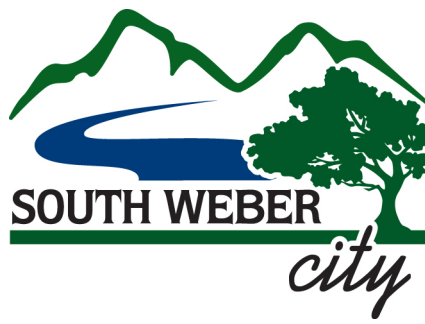
I agree that I and the organizers of this event will abide by all laws, rules and policies applicable to this event and will follow any instructions of the South Weber City Staff, Fire Department & Davis County Sheriffs office. I also acknowledge that completion and submission of this form or any other related forms does not guarantee final approval of my event. I have also read the attached policies and procedures that are applicable to my event.

SIGNATURE: _____ **DATE:** _____

-----**FOR CITY USE ONLY**-----

Date received in Licensing Office: _____ Date emailed for approvals: _____

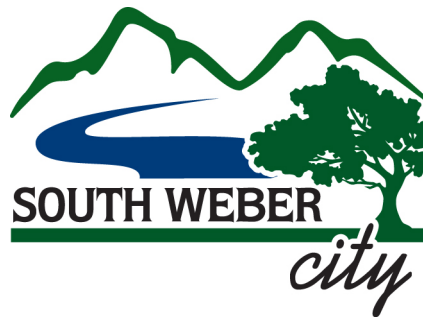
Application reviewed by	Questions	Date approved
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



PREVIOUSLY HELD EVENT
SECTION A

When was your event last held in South Weber? _____

Describe any changes or additional needs for your event this year: _____



**MULTIPLE DAY EVENT
SECTION B**

Will your event set-up and take-down include all, a portion, or none of the event related materials, tents, barricades, etc. each day?

ALL

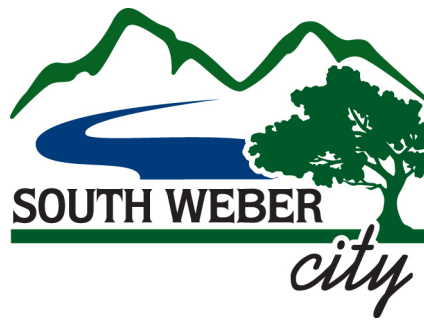
A PORTION

NONE

If all or a portion, what are your set-up and take down times?

If a portion, please describe what will remain set-up overnight:

If a portion or none, please describe your overnight security plans:



ADMISSIONS OR VENDOR SALES SECTION C

Event organizers are responsible for informing South Weber City of all vendors in attendance before the event and must ensure that each vendor is properly licensed. Likewise, event organizers are responsible to ensure that all sales tax is collected by vendors at the event and is properly reported and turned in. This form does not apply to tax-exempt charitable/non-profit organizations accepting admission for fundraising purposes, **unless** a portion of admission fees or vendor sales are retained by the event organizer or vendor for business purposes.

Will all, or a portion of, admission fees or vendor sales be retained for business purposes by the event organizer or vendor?

YES

NO

Please list the number of anticipated vendors at the event: _____

Please list all vendors:

Organization	Contact	Phone	Email

Make additional copies of this form as needed.

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 the event?

YES

NO

If yes, do you have an IRS 501(c)3?

YES

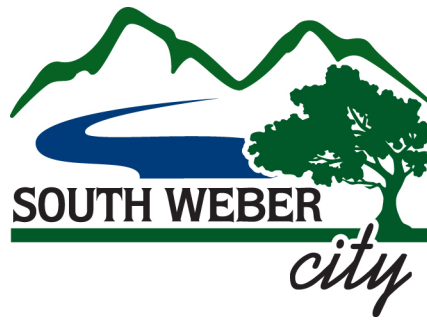
NO

If yes, will proceeds go to a charitable/non-profit organization?

YES

NO

If yes, please name the charity or non-profit: _____



BOWERY RESERVATION SECTION D

This application is for the purpose of requesting the reservation of park boweries and park stages. All approvals are subject to the South Weber City Park Bowery & Stage Policies and other applicable law.

Name: _____ **Phone:** _____

Bowery requested:

Central Park

Cherry Farms Park

Canyon Meadows Park

The Posse Grounds

Activity: _____ **Date of activity:** _____

Time of Activity: 9am-2pm

4pm-10pm

All Day

South Weber Resident?: Yes

No

Date of Birth: _____

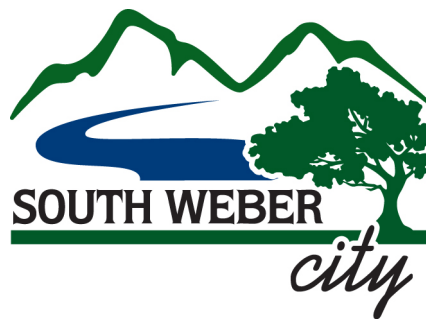
I have read and agree to comply with the South Weber City Bowery & Stage Policies, I understand that any reservation or permit granted may be revoked, or conditions may hereafter be imposed, by the City for violation of these policies or any conditions imposed in the permit, or if under the totality of the circumstances it is determined that continued amplification of sound is a public nuisance, or is otherwise a violation of the law. I understand that reservation of a pavilion does not include the park area, sports fields, courts or other pavilions or boweries. I agree that, if requested by a sheriff or code officer to do so, I or those in attendance under my permit will turn down or cease all sound amplification. **I understand that bowery reservation fees are not refundable.**

Signature: _____ **Date:** _____

This application is not approved unless signed below:

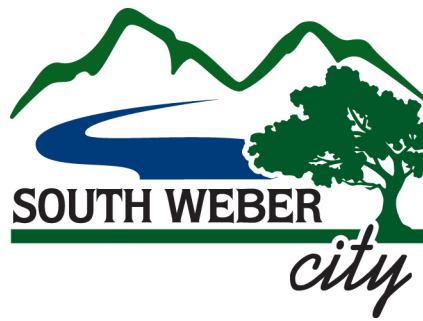
Approved: _____ Date: _____ Amount paid: \$ _____ Receipt #: _____

Additional Restrictions? No Yes _____

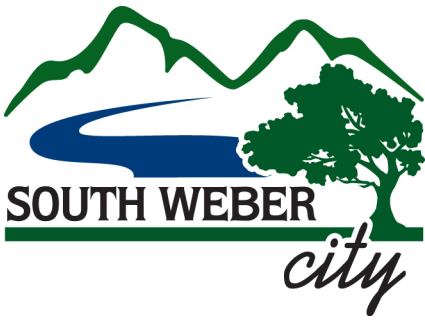


SOUTH WEBER CITY EVENT/BOWERY & STAGE POLICIES

1. It is the policy of the City to make parks, park boweries and stages available to the public for reasonable use, but to reserve the right to regulate and prohibit use as appropriate. These facilities may be reserved by designated City staff.
2. A written reservation is required to exclusively use part or all of a park, or to use park boweries and stages.
3. The follow rules apply to reservations for the use of City parks, boweries and stages:
 - (b) the event lasts more than one day, or is expected to attract more than five hundred people within a single day, then the applicant must:
 - (1) Review security arrangements with the Davis County Sheriff's Department;
 - (2) Make refuse and litter removal arrangement with the South Weber City Public Works Department.
 - (3) Review arrangements with the South Weber Fire Department
 - (4) Review restroom facilities arrangements with an outside company that meet health code requirements with the Business Licensing Department; and
 - (5) Obtain a mass gathering permit from Davis County (www.daviscountyutah.gov)
 - (c) The maximum number of days that may be reserved for any one event or for any one permittee is five days within a thirty day period.
 - (d) Any damage to park, bowery or stage facilities resulting from the event of the permittee shall be paid by the permittee.
 - (e) Smoking and alcohol are strictly prohibited from all park events. It is the responsibility of the permittee to enforce observance of this requirement.
 - (f) Permits may be denied to any previous permittee who violated these or other restrictions imposed by the City.
 - (g) Driving motor vehicles on park grass is prohibited. It is the responsibility of the permittee to enforce observance of this requirement. Vehicles with equipment necessary for setup and take down of the event are allowed only if specifically approved by the Parks Director.
 - (h) All refuse, garbage and litter in the event area must be promptly removed by the permittee upon the close of the event, or each day of the event.
 - (i) All City ordinances concerning parks must be obeyed.
 - (j) Other reasonable requirements may be required by the City, depending upon the facts of the particular park involved, the nature of the intended activity, and the time of day the event will take place.
 - (k) Water slides are not permitted.
 - (l) If stakes are used in the ground for any reason a location must be approved in advance.



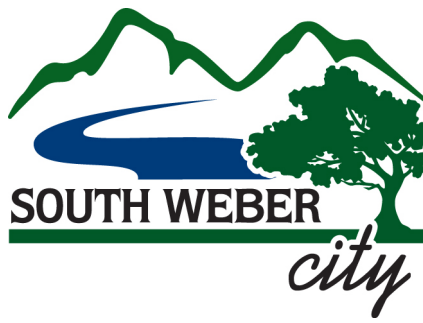
1. The applicant for a reservation or event permit must fill out and sign an application, and must agree to abide by the terms of these policies.
2. The City staff may use discretion in deciding whether to issue reservations and event permits. The following criteria should be used in reviewing applications:
 - (a) The time of day of the proposed activity
 - (b) The number of people expected to attend the proposed activity.
 - (c) The availability of parking for the number of people expected to attend.
 - (d) The availability of restroom facilities for the number of people expected to attend.
 - (e) Whether the proposed activity will disturb others lawfully using the park.
 - (f) Whether other reasonable alternative sites exist for the proposed activity.
 - (g) Whether the proposed activity is of such a nature that security should reasonably be required, and whether and how it is proposed to be provided.
 - (h) The danger of the proposed activity to those in attendance, or others.
 - (i) The likelihood of damage to City or private property resulting from the proposed activity.
 - (j) The extent (loudness) of the amplification or other sound.
 - (k) The criminal record of the applicant, his agents, etc.
 - (l) The past conduct of the applicant, his agents, etc., at similar activities in the past.



**BLOCK PARTY
SECTION E**

For each block party application which involves a street closure, the applicant must secure the approval of the residents in the area where the street will be closed. Please list all approvals.

Name	Address (House # and Street only)



**RALLY OR PROTEST ON PUBLIC PROPERTY
SECTION F**

Will this event involve music or other amplification?

(Amplification would include microphones, sound systems or megaphones)

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

Will this event interfere with or interrupt pedestrian or vehicle traffic?

If yes, in what ways and in which locations:

List any props, signs, etc. that will be used in the event, including size and location

What South Weber City services do you anticipate needing for the event?
