



# Park City Municipal Corporation

## Master Festival & Special Event Application

**Special Events**  
435.615.5150  
specialevents@parkcity.org

Master Festival (MFL) & Special Event Applications **MUST** be complete and submitted to the Special Events Department no Less than **90 Days Prior** to a MFL and no less than **60 Days Prior** to a Special Event for staff review. Applications not submitted within that timeframe may not be granted approval. Refer to Park City Special Event Planning Guide for answers to the most frequently asked event related questions  
This application **DOES NOT** constitute a valid permit until approved by the Special Events Department and/or Park City Council

### APPLICATION FEES

All new applications require a \$160.00 non-refundable application processing fee  
All applications for returning events require a \$80.00 non-refundable application processing fee  
Additional fees for other services, including Health Department, Fire Department, and City Services will be estimated and provided to the applicant.

### EVENT INFORMATION

<b>MASTER FESTIVAL CRITERIA</b> (PUBLIC EVENT)  ( If one box is checked the event is automatically an MFL)	<input type="checkbox"/>  Attraction of crowds over 500 participants and or spectators	<input type="checkbox"/>  Requires Partial or Full Street Closure or use of Public Right of Way	<input type="checkbox"/>  Use of City park, buildings or other properties or transportation system	<input type="checkbox"/>  Use of off –site parking facility	<input type="checkbox"/>  Use of Amplified Music in or adjacent to a residential neighborhood
<b>SPECIAL EVENT CRITERIA</b> ( PUBLIC OR PRIVATE EVENT)	<input type="checkbox"/>  Causes significant public impacts via disturbance, crowd, traffic, and or parking	<input type="checkbox"/>  Disruption of the normal routine of the community or affected neighborhood	<input type="checkbox"/>  Necessitates temporary business or liquor licensing in conjunction with public impacts	<input type="checkbox"/>  Necessitates the use of city personnel	

### EVENT TYPE

<input type="checkbox"/> Street Fair/Festival	<input type="checkbox"/> Run - Walk	<input type="checkbox"/> Parade	<input type="checkbox"/> Trail Event <b>Additional regulations required; see Special Event Planning Guide for details or visit <a href="http://www.parkcity.org">www.parkcity.org</a></b>	<input type="checkbox"/> Concert	<input type="checkbox"/> Road Bike Event	
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Other Type of Event ( Please Specify):

### APPLICANT AND SPONSORING ORGANIZATION INFORMATION

NAME:		POSITION:	
STREET ADDRESS:		CITY, STATE, ZIP CODE:	
MAILING ADDRESS: (If different from above)		CITY, STATE, ZIP CODE:	
TELEPHONE (WORK):	MOBILE PHONE:	OTHER:	
EMAIL ADDRESS:		FAX NUMBER:	
SPONSORING ORGANIZATION:		Is organization a registered non-profit? <input type="checkbox"/> Yes <input type="checkbox"/> No ( If yes, please provide copy of registration paperwork)	
ONSITE CONTACT: (day/s of event)		MOBILE PHONE:	
NAME OF EVENT:			
<input type="checkbox"/> FIRST TIME EVENT	<input type="checkbox"/> ANNUAL EVENT (How many years?) _____	Will a fee be charged for attendance or participation? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Overall Event Description (Briefly explain event and activities):

### EVENT DATES AND TIMES

EVENT DATE(S):		EVENT HOURS - START TIME:		END TIME:
SET-UP DATE/S:	TIME/S:	BREAKDOWN DATE/S:	TIME/S:	
ESTIMATED ATTENDANCE - PARTICIPANTS:		SPECTATORS:		TOTAL:
EVENT LOCATION:				

EVENTS WITH ATTENDANCE HIGHER THAT 500 REQUIRES A SUMMIT COUNTY MASS GATHERING PERMIT



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### OPERATIONAL - PART A

#### PARADE / STREET CLOSURES – \* SITE MAP MUST BE INCLUDED WITH APPLICATION\*

Will this be a Complete Road Closure? YES <input type="checkbox"/> NO <input type="checkbox"/>	Will this be a Partial Road Closure? YES <input type="checkbox"/> NO <input type="checkbox"/>	Will this be a Rolling Road Closure? YES <input type="checkbox"/> NO <input type="checkbox"/>
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#### Names of Streets to be Closed : \* SITE MAP, with proposed route if applicable, MUST BE INCLUDED WITH APPLICATION \*

Street:	Between:	And:

Description of reason for closure:

Days of Closure: ( including setup and breakdown)	Start Date:	Reopen Date:	Time Of Closure:	Start:	End:
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#### Parade Information

Assembly Area:	Disbanding Area:	# of anticipated Entrants:
Does the event cross over city boundaries? YES <input type="checkbox"/> NO <input type="checkbox"/> Into Summit County <input type="checkbox"/> Into Wasatch County <input type="checkbox"/>		

#### PUBLIC FACILITY USE – \* SITE MAP MUST BE INCLUDED WITH APPLICATION\*

##### ADDITIONAL FEES MAY APPLY

Check any or all that apply :	<input type="checkbox"/> Miners Hospital	<input type="checkbox"/> Main Street - Miner's Park	<input type="checkbox"/> McPolin Barn
	<input type="checkbox"/> City Park Softball Field	<input type="checkbox"/> Library Field	<input type="checkbox"/> Dirt Jump Park
	<input type="checkbox"/> City Park Rugby Field	<input type="checkbox"/> Sports Complex Fields	<input type="checkbox"/> Skate Park
	<input type="checkbox"/> City Park Gazebo Area	<input type="checkbox"/> Ice Arena	<input type="checkbox"/> School District Fields
	<input type="checkbox"/> City Park Covered Picnic Area	<input type="checkbox"/> Rotary Park	

#### EVENT PARKING – \* SITE MAP MUST BE INCLUDED WITH APPLICATION\*

##### ADDITIONAL FEES MAY APPLY

Request for Closure of or Access to any public parking, This includes any activity that will remove public parking: YES  NO   
If yes, you must complete a **Request for Special Use of Public Parking Application**

Will event parking be on Private property? YES  NO  (Written Permission from Owner of Private Parking Area is Required)

Will there be transportation services to and from Parking Lots? YES  NO

If yes, who is the provider? Name : \_\_\_\_\_ Contact Information: \_\_\_\_\_

#### TEMPORARY STRUCTURES & IMPROVEMENTS – \* SITE MAP MUST BE INCLUDED WITH APPLICATION\*

All temporary structures must be approved and inspected by the Park City Building Department at 435-615-5100. Check all that apply

<input type="checkbox"/> Bleachers	<input type="checkbox"/> Inflatable's	<input type="checkbox"/> Canopies
<input type="checkbox"/> Stage/s	<input type="checkbox"/> Temporary Lighting	<input type="checkbox"/> Tent/s < 200 sq ft
<input type="checkbox"/> Trailer/s	<input type="checkbox"/> Structures over 6' in height	<input type="checkbox"/> Tent/s > 200 sq ft

Will you have electrical needs? YES <input type="checkbox"/> NO <input type="checkbox"/>	Do you propose to use generators? YES <input type="checkbox"/> NO <input type="checkbox"/>
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What is the purpose of the structures:

Will you be using flammable materials, including fuels and gasses? YES  NO

Will you be requesting permits for fireworks? YES  NO

If yes to either above question, a **Fire Permit Application** must be submitted 20 days prior to the event.

**Toilet Facilities** – Depending on the size, scope and location of this event the SUMMIT COUNTY HEALTH DEPARTMENT may require additional public facilities. **Site plan must include the location of public facilities**

**Refer to Park City Special Event Planning Guide for answers to the most frequently asked event related questions**



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### OPERATIONAL - PART B

#### WASTE MANAGEMENT & RECYCLING

The Park City Municipal Corporation encourages sustainable efforts in Waste Management including the recycling of as much event waste as possible. Please refer to the Park City Event Planning Guide for a list of local recyclers to find out how they may assist you.

**All applications must include a waste management plan that includes pre and post event details**

#### FOOD AND MERCHANDISE SALES

Will there be sale of Merchandise? YES  NO

Will there be sale of or complimentary food? YES  NO

Describe Items for sale :

Will food items be pre-packaged? YES  NO

Will food items be cooked at event? YES  NO

Will food items be prepared off site? YES  NO

**All individual vendors must obtain a Park City Business License & Summit County Temporary Food Service Permit  
If cooking onsite a permit may be required for use of appliances**

Will there be beer, wine, and/or liquor sales during the event? YES  NO

The Park City Finance Department requires application for a Beer & Liquor License.

The Utah Dept. of Alcoholic Beverage Control (UDABC) may require application for a Single Event Liquor License or other state permit.

#### TEMPORARY SIGNS

Will there be Temporary signs at the event? YES  NO

If yes, attach sign plan describing sign content, sizes and locations

#### ANIMALS AT EVENT

Will there be animals at the event? YES  NO

If yes, attach plan to address nuisances or health hazards associated with the animals.

#### COMMUNICATIONS NEEDS

Will there be installation of antenna for communications? YES  NO

If yes, attach site plan and specifications of antenna.

#### SAFETY – SECURITY

A Operational Plan is required for all events outlining : Security and Crowd Control specifics, Fire District and Access Information, First Aid & EMT requirements ( Refer to Park City Special Event Planning Guide for more information)

Does your event require Law Enforcement services beyond routine periodic patrol? YES  NO

**Upon review the Park City Police Department may require additional on-site personnel for event approval**

#### MARKETING OF EVENT

**Proper marketing your event is vital to its success. Please contact the Park City Chamber Bureau ([www.parkcityinfo.com](http://www.parkcityinfo.com)) as a resource.**

Who is the target market for this event?

Where is the target market for this event? Local  Regional  National  International

Will this event be televised? YES  NO

Local  Regional  National  International   
Describe coverage:

Please list print advertisements including newspapers and magazines:

Please list range of marketing budget

< \$100

\$100 - \$500

\$500 - \$1000

> \$1000

**Refer to Park City Special Event Planning Guide for answers to the most frequently asked event related questions**

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### INFORMATIONAL - PART A

#### INSURANCE REQUIREMENTS

**MUST BE SUBMITTED AT LEAST 10 DAYS PRIOR TO EVENT**

Park City Municipal Corporation requires proof of liability Insurance in the minimum amount of two million dollars (\$ 2,000,000) and the applicant shall name Park City Municipal Corporation, 445 Marsac, P.O Box 1480, Park City, Utah 84060 as additionally insured

#### RULES AND REGULATIONS

To insure prompt and accurate processing of your application, ensure that ALL relevant support materials and documentation accompanies application. Failure to do so will constitute an incomplete application and may delay review.

A complete application must include a event site plan that includes, but may not be limited to the following: street closures, signs, operational vehicles, barricades, tents and other temporary structures, activity locations, bleachers, portable and fixed toilets, water stations, event headquarters, solid waste & recycle containers, entrances/exits, walkways, fire lanes, event route, operational plan , security / crowd control plan, power sources, cooking facilities, etc.

Upon application the Park City Special Event Department may set up a meeting to discuss your event

The Applicant(s) shall assume and reimburse the city for any and all costs and expenses determined by Park City Municipal Corporation such as City's staff's time if required at event, additional garbage or waste in city receptacles, providing, erecting or moving equipment such as barricades, directional or event signs, garbage and waste receptacles. Park City Municipal Corporation may require a deposit that shall not exceed one thousand dollars (\$ 1,000.00) to cover such expenses.

#### AGREEMENT AND SIGNATURE

I, the undersigned representative have read the rules and regulations with reference to this application and am duly authorized by the organization to submit this application on it's behalf. The information contained herein, including supporting documentation is complete and accurate.

Name (Printed)

Signature:

Date:

Refer to Park City Special Event Planning Guide for answers to the most frequently asked event related questions