



**SPECIAL EVENT  
FEE REDUCTION APPLICATION**

Applications due:  
April 1 (Events July 1 to December 31)  
October 1 (Events January 1 to June 30)

Questions?  
Call Special Events  
435.615.5188  
[jenny.diersen@parkcity.org](mailto:jenny.diersen@parkcity.org)

**Complete** applications for Special Events Fee Reductions must be received by following dates each year to be eligible for bi-annual consideration; **October 1<sup>st</sup>** for events occurring January 1<sup>st</sup> through June 30<sup>th</sup>, and **April 1<sup>st</sup>** for events occurring July 1<sup>st</sup> through December 31<sup>st</sup>. Applications received outside the scheduled application process may be denied for approval. In order to be eligible for a Special Event Fee Reduction, applications must be filled out in their entirety. Please refer to the Special Events Fee Reduction Policy for more information.

**FEE REDUCTIONS ARE NOT VALID UNTIL APPROVED BY THE CITY MANAGER  
OR CITY COUNCIL**

*Per Park City Municipal Code Section 4.8.9: Annually, the city will allocate up to a total of two hundred thousand dollars (\$200,000) to be used to reduce fees required for special events. If the total fee reduction request exceeds twenty five thousand dollars (\$25,000), then the request must be approved by City Council Meeting in a Public Meeting or through an approved City Services Contract. Please refer to the Park City Municipal Code for complete information.*

**APPLICANT AND SPONSORING ORGANIZATION INFORMATION**

Name of Event:			
Date of Application:			
Applicant Legal Organization Name:			
Organization Contact (First, Last):			
Title/Position:			
Phone/Email:			
Organization Street Address:			
Organization Mailing Address:			
Is organization a registered non-profit?	<input type="checkbox"/>	Yes	<input type="checkbox"/> No

**SPECIAL EVENT FEE INFORMATION**

EVENT TITLE:			
EVENT DATE(S):			
Estimate of total fees requested to be waived, provided by the Special Events Department:			\$ _____
<b>EVENT TYPE</b>	<i>Please refer to the Special Event Fee Waiver Policy for more information</i>		
Local/Community Cultural	Local/Community Recreational		
Regional Recreational	National/International	Regional Cultural	

**SPECIAL EVENT FEE REDUCTION EVALUATION CRITERIA**

**Please limit responses to each of the following criteria to 500 words.**

On a separate page, please indicate your reasons for choosing Park City as the location for your event.

**Will a fee be charged for attendance or participation?**

**Yes**

**No**

On a separate page, please include a summary of all registration and/or participation fees, and policy regarding participants' inability to pay such fees.

**Does the event provide programs for local youth or youth organizations?**

**Yes**

**No**

On a separate page, please include a summary of how the event provides programs for local youth or youth organizations. Your description should address how many youth you expect to benefit, and include projections and/or statistics and data.

On a separate page, please include a summary of how the event will generate positive tax benefits, raise funds or provide revenue opportunities to Park City. Your description should include projections and/or statistics and data.

If applicable, please include a Statement of Need on a separate page. Your summary should address how the imposition of fees would create a financial hardship on the Applicant or would have a detrimental effect on services provided to the public.

**APPLICANT AND SPONSORING BUDGET INFORMATION** The following information is required in order for the City to consider waiving Special Event fees. Only direct program or event fees may be listed.

**Program or Event Expenses**

**A. Salaries/ Fees**

Artists/Performance/Speakers Contracted Staff:	\$
Administrative:	\$
Program Staff:	\$
Other (specify):	\$
<b>Total Salaries / Fees:</b>	<b>\$</b>

**B. Facility/ Space Rental Fees (non-city)**

Non-city Rental fees:	\$
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**C. Remaining Costs (itemized)**

Equipment Rental (non-city):	\$
Marketing:	\$
Travel:	\$
Insurance (non-city):	\$
Misc. fees (please specify):	\$
Other (please specify):	\$
<b>Total Event Costs</b>	<b>\$</b>

**D. Special Event Fees**

Total Special Events Fees	\$
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<b>TOTAL Program Operating Expenses (A+B+C+D)</b>	<b>\$</b>
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Attach additional pages as needed to illustrate details of expenses listed above.

**Program or Event Income**

**E. Registration Income**

Registration Income:	\$
Participation Income:	\$
<b>Total Registration and/or Participation Income</b>	<b>\$</b>

**F. Donations or Sponsorships**

Corporate/ Business:	\$
Foundations/ Grants:	\$
Clubs/Organizations:	\$
Memberships:	\$
Individual Donors:	\$
Other (please specify):	\$
<b>Donation/Sponsorship Total</b>	<b>\$</b>

<b>G. Other Income</b>	
Other income (please specify):	\$
<b>TOTAL Program Operating Income (E+F+G)</b>	<b>\$</b>

Attach additional pages as needed to explain other income sources

<b>AGREEMENT AND SIGNATURE</b>	
I hereby certify that the information provided is true and correct to the best of my knowledge and that a true financial hardship would be wrought on the organization I represent if the municipal event fees are not waived.	
<b>Name (printed):</b>	
<b>Signature:</b> <i>(if electronic signature is available)</i>	<b>Date:</b>

<b><u>Municipal Fees</u></b>	
<ul style="list-style-type: none"> <li>• Application Fee _____</li> <li>• Facility &amp; Field Rentals _____</li> <li>• Public Safety Personnel _____</li> <li>• Public Parking Spaces _____</li> <li>• Equipment _____</li> <li>• Building Permit _____</li> <li>• Trails Fees _____</li> </ul>	<p>Total Amount or Percentage of fees waived</p> <p>\$ or % _____</p>
<b>Total of fees that can be reduced</b> _____	Approved by _____

<b>FOR MUNICIPAL USE ONLY</b>
Date, Application received