

SUNDANCE

RULES OF THE ROAD

2017 Sundance Film Festival®

JANUARY 19 - JANUARY 29



PARK CITY

1884



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UPDATED 11/3/2016

DISCLAIMER

This information is intended to serve only as a helpful guide to organizers and participants on commonly asked questions and how they relate to Park City's regulations, as well as, restrictions on use of **Sundance Film Festival®** and **Sundance Institute®** trademarks. These regulations and restrictions apply to those who conduct business year-round as well as those conducting business for shorter periods such as only during the **Sundance Film Festival®**, unless otherwise specified.

The **Sundance Film Festival®** is the sole Master Festival License holder from January 19 through January 29, 2017. Any organization or business that is not affiliated with **Sundance Film Festival®** are strictly regulated and must obtain applicable Park City business licenses and building permits in person or through an authorized representative. If you are interested in working with **Sundance Institute®** in an official capacity during the annual **Sundance Film Festival®** or year round, please email: corporategiving@sundance.org

*You may be subject to civil enforcement directly by **Sundance Institute®** or any other remedy provided by law for the following:*

Sundance Film Festival® and **Sundance Institute®** are federally registered trademarks, and are recognized worldwide as signifying the **Sundance Film Festival®** as a unique source of artistic and professional excellence in the world on cinema.

Sundance Institute® recognizes that discussion of its unique festival for purposes of news reporting, commentary, and criticism necessarily requires passing references to its marks in an editorial context. While **Sundance Institute®** has no objection to such mentions and is pleased to encourage discussion about the festival and the films in the festival, any commercial use of its trademarks that misleads or confuses consumers by suggesting or implying that **Sundance Film Festival®** has sponsored, endorsed, or is affiliated with any other company or brand, constitutes trademark infringement and is violation of applicable federal and state trademark laws.

If you would like to enquire about obtaining permission to use **Sundance Film Festival®** or **Sundance Institute®** marks in connection with your business or services, and to become an official partner of the **Sundance Institute®** and **Sundance Film Festival®**, thereby supporting its mission, please contact **Sundance Institute®** directly at corporategiving@sundance.org

Penalties for non-compliance of Park City Regulations may include criminal citations and/or revocation of City license to operate within the Park City limits.

INTRODUCTION

THE RULES OF THE ROAD DOCUMENT IS INTENDED TO SERVE AS A GUIDE THROUGH THE APPLICATION PROCESS FOR ORGANIZERS AND PARTICIPANTS ON FREQUENTLY ASKED QUESTIONS AND HOW THEY RELATE TO PARK CITY'S REGULATIONS. THESE REGULATIONS AND RESTRICTIONS APPLY TO THOSE WHO CONDUCT BUSINESS YEAR-ROUND AS WELL AS THOSE CONDUCTING BUSINESS FOR SHORTER PERIODS SUCH AS ONLY DURING THE SUNDANCE FILM FESTIVAL®, UNLESS OTHERWISE SPECIFIED.



FIRST POINT OF CONTACT

Jason Glidden, Economic Development Program Manager
(435) 615-5181 | jglidden@parkcity.org

CONTACTS BY DEPARTMENT

PARK CITY MUNICIPAL CORPORATION CITY HALL

445 Marsac Avenue PO Box 1480 Park City, UT 84060
Hours: 8am-5pm | Closed weekends and holidays

Building Department

Rich Novasio
(435) 615-5114 | rnovasio@parkcity.org

Business, Liquor, and Convention Sales Licenses

Beth Bynan
(435) 615-5225 | beth.bynan@parkcity.org

Planning Department

Hannah Turpen
(435) 615-5059 | hannah.turpen@parkcity.org

Police Department

(435) 615-5500 | Police_Mail@parkcity.org

Filming

Tommy Youngblood
(435) 615-5187 | tommy.youngblood@parkcity.org

SUMMIT COUNTY

85 50 E. Coalville, UT 84017
Hours: 8am-5pm | Closed weekends and holidays

Health Department

Leslie Freeman
(435) 333-1510 | <http://www.summitcountyhealth.org>

Special Events

Travis English
(435) 615-5188 | events@summitcounty.org

UTAH DEPARTMENT OF ALCOHOL AND BEVERAGE CONTROL (UTAH DABC)

(801) 977-6800 | <http://www.alcbev.state.ut.us/events/index.html>

NOVEMBER 2016

IMPORTANT DEADLINES

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
					! <i>Deadline to schedule Pre-Inspection Prior to Application (PIPAs) for CSLs presented at City Council meeting on 12/1/17</i>	
20	21	22	23	24	25	26
			! <i>Convention Sales License (CSL) Due for 12/1/2016 City Council Meeting</i> ! <i>Liquor License Application Due for 12/1/2016 City Council Meeting</i>	City Offices Closed	City Offices Closed	
27	28	29	30			
		! <i>Deadline to schedule PIPAs for CSLs presented at City Council meeting on 12/8/17</i>				

DECEMBER 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 City Council Meeting	2 ! Convention Sales License (CSL) Due for 12/8/2016 City Council Meeting ! Liquor License Application Due for 12/8/2016 City	3
4	5	6 ! Deadline to schedule PIPAs for CSLs presented at City Council meeting on 12/15/17	7	8 City Council Meeting	9 ! Convention Sales License (CSL) Due for 12/15/2016 City Council Meeting ! Final Liquor License Application Deadline	10
11	12	13	14	15 City Council Meeting	16	17
18	19	20	21	22	23	24
25	26 City Offices Closed	27	28	29	30 City Offices Closed	31

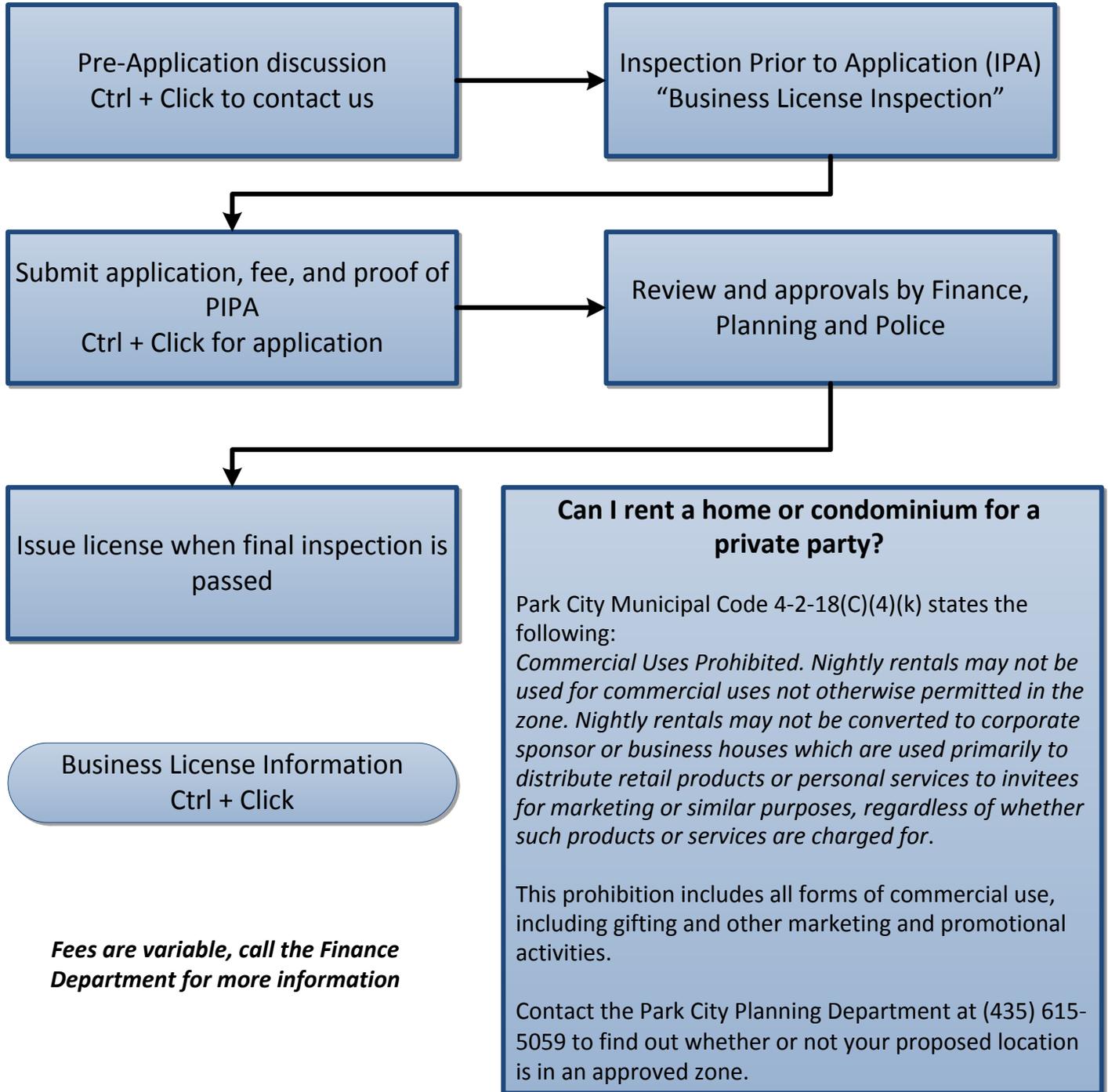
JANUARY 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 City Offices Closed	3	4 ! Deadline for: o Building Permits o Sub Permits o Fire Permits o Assembly Operational Permits (including Design Occupant Loads) o Sign Permits o Administrative Conditional Use Permits	5 City Council Meeting	6 ! Convention Sales License (CSL) Due for 1/12/2017 City Council Meeting	7
8	9 ! Deadline to schedule PIPAs for CSLs presented at City Council meeting on 1/17/17	10	11	12	13	14
15	16 City Offices Closed	17	18	19 Sundance Film Festival Begins	20	21
22	23	24	25	26	27	28
29 Sundance Film Festival Ends	30	31				

Business License

Any event space that is wishing to obtain a Convention Sales License or Single Event Liquor Permit must first make sure there is a **full-time, active Business License** in place at that specific property address/unit#. You can contact the Finance department to ask if a Business License is already in place, or to obtain information about steps to obtain the Business License and the approximate cost.

435-615-5221 business@parkcity.org



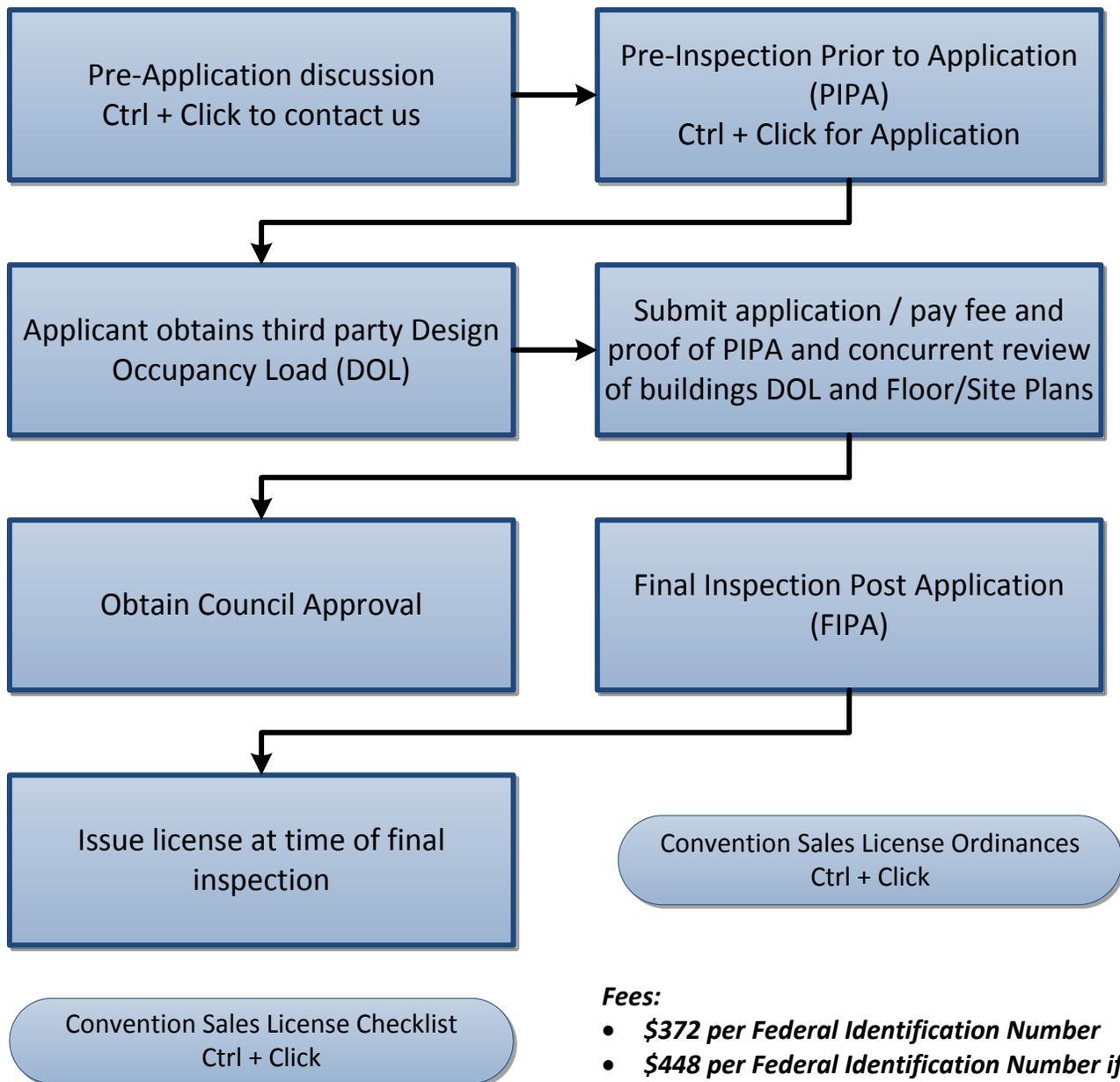
Convention Sales License

Any event space that is wishing to obtain a Convention Sales License or Single Event Liquor Permit must first make sure there is a **full-time, active Business License** in place at that specific property address/unit#. You can contact the Finance department to ask if a Business License is already in place, or to obtain information about steps to obtain the Business License and the approximate cost.

In order to maintain the same life safety standards, security plans and security personnel (at a ratio of 1 security officer per 50 occupants) will continue to be required for all nightclubs, bars and similar uses. This will be a recommended condition of approval for Convention Sales Licenses and Single Event Temporary Liquor Permits.

435-615-5221 business@parkcity.org

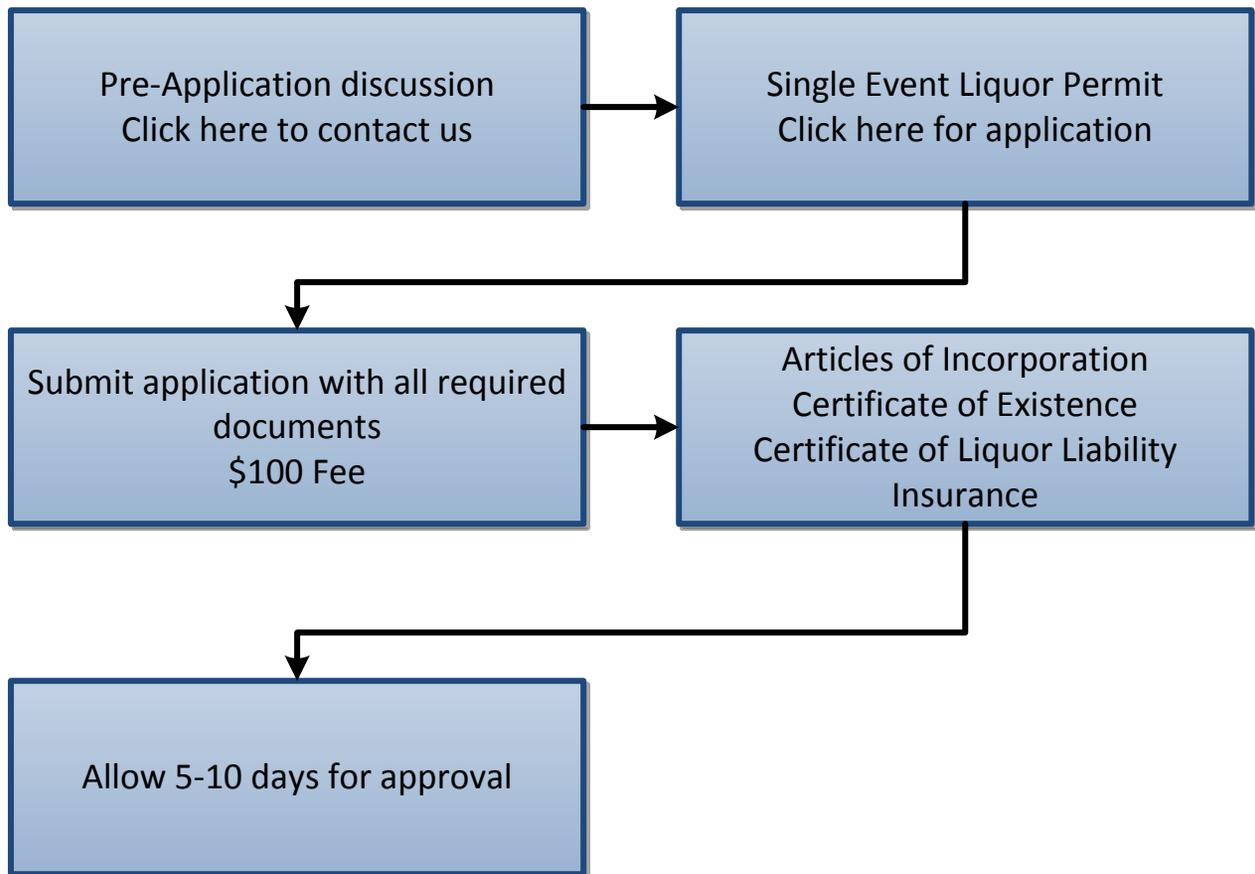
See calendars for Convention Sales License deadlines



Single Event Liquor Permit & Local Consent

In order to maintain the same life safety standards, security plans and security personnel (at a ratio of 1 security officer per 50 occupants) will continue to be required for all nightclubs, bars and similar uses. This will be a recommended condition of approval for Convention Sales Licenses and Single Event Temporary Liquor Permits.

435-615-5221 business@parkcity.org



Liquor License Information
Click here

Fees:

- *5-day events are \$100*
- *10-day events (or more than 5-days) need 2 permits (\$100 each)*

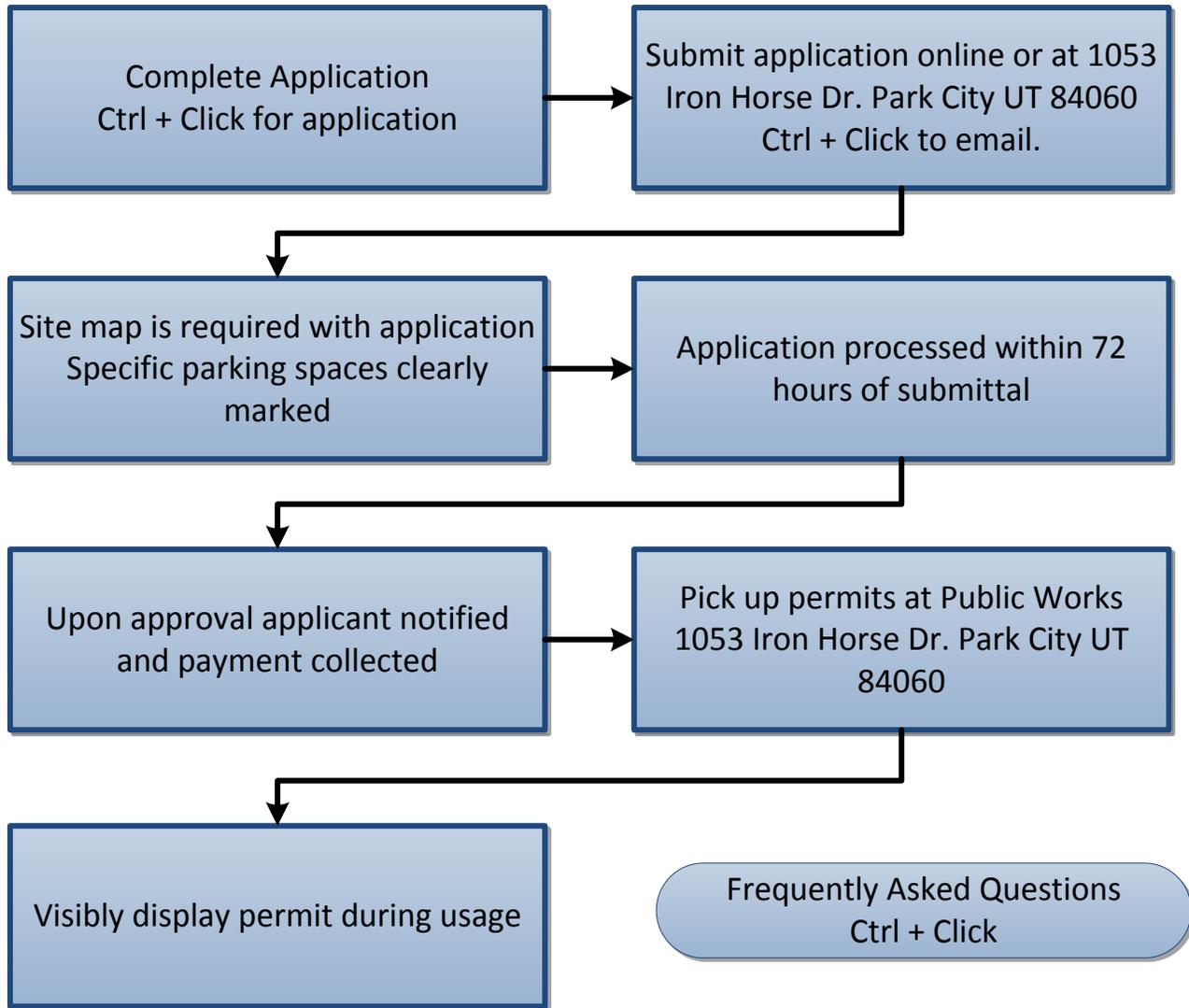


Special Use of Public Parking Permit

When will you need this permit?

You will need a Special Use of Public Parking permit if you need to load-in/out of a Main Street core area venue, if you are required to provide crowd control, park a satellite truck, need to store a POD, or require a lift/boom and the activity requires the use of public parking spaces.

Deadline: 72 hours prior to permit issuance

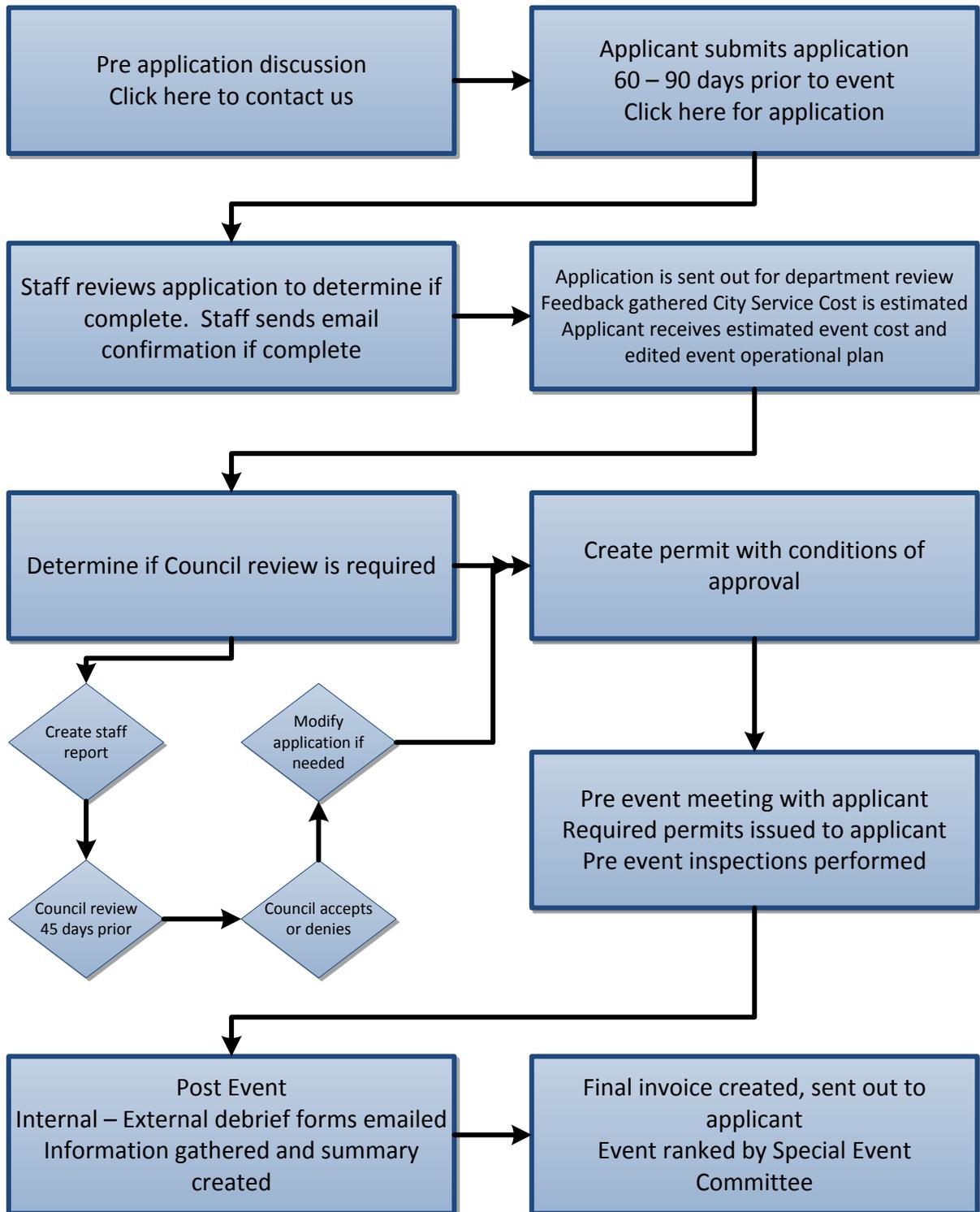


Fees:

- ***\$50 per space per day (22 feet), plus a \$20 application fee***



Special Event Review Procedure



Fees:

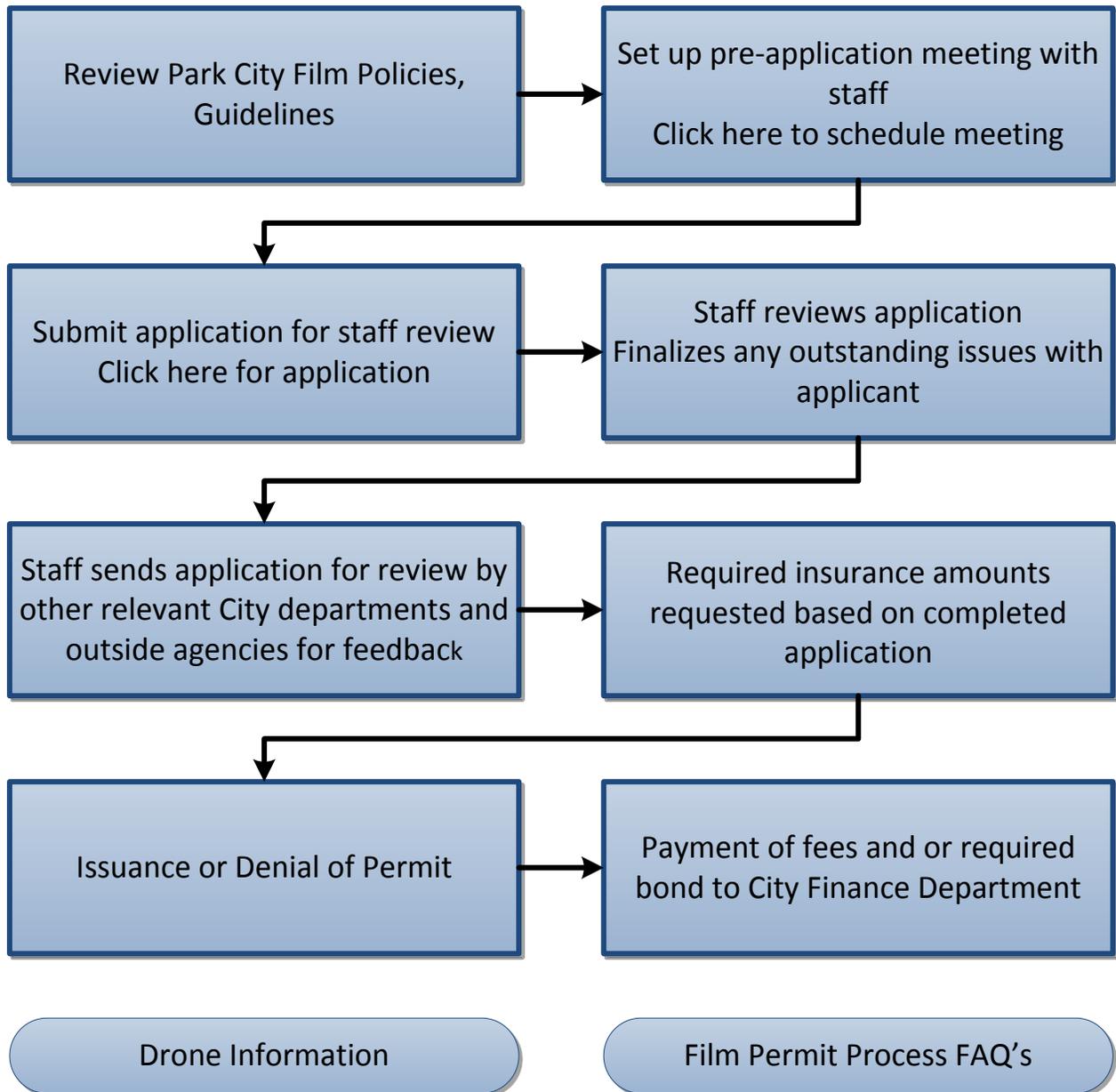
- **Level 1 Special Event: \$40**
- **Level 2 Special Event: \$80**
- **Level 3 Special Event: \$160**

Special Events Home Page
Click here



Film Permit

Obtaining a Film Permit



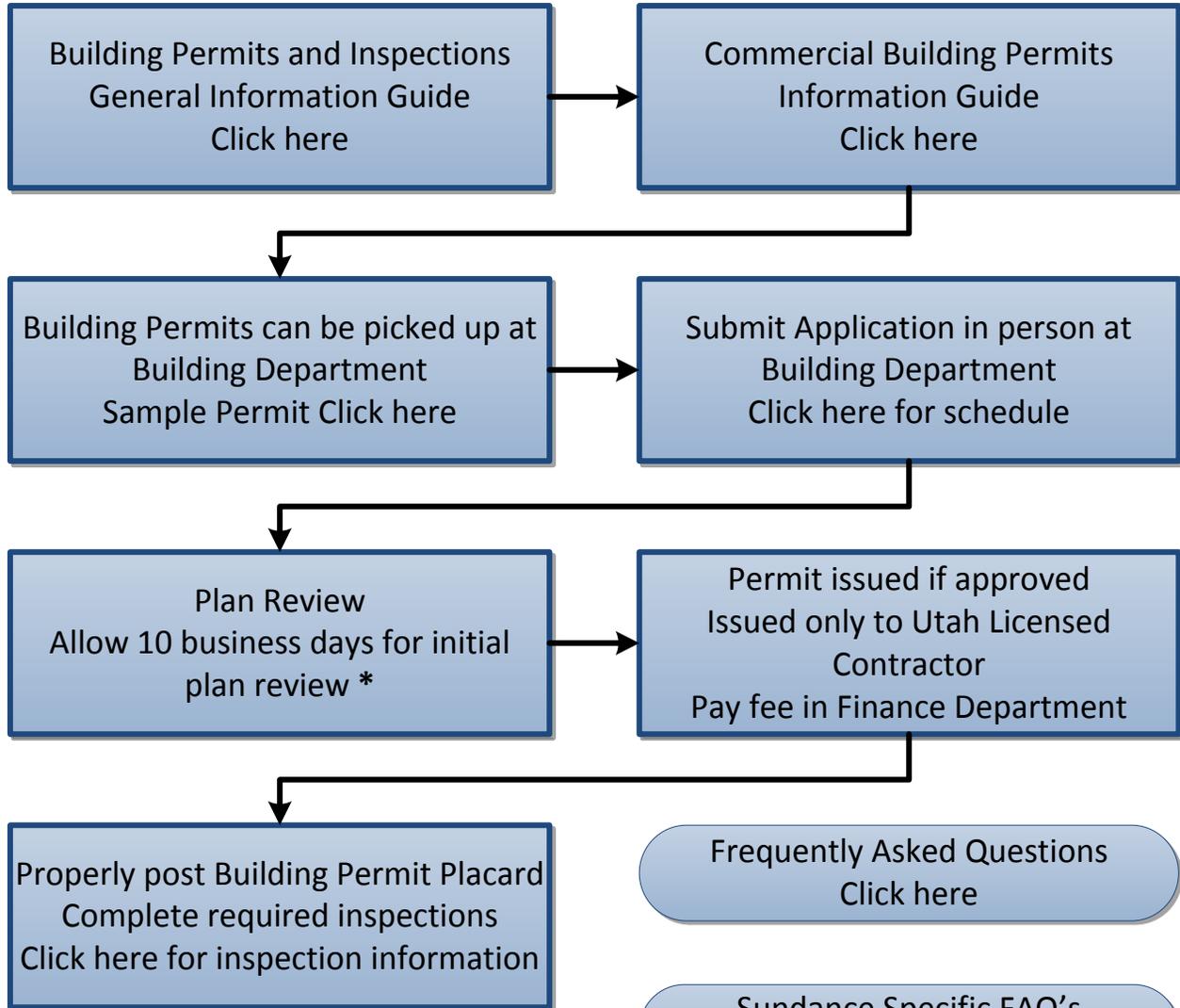
Fees:

- **Administrative Fee: \$46.00 (per application)**
- **Trucks, Busses Motorhomes, Trailers: \$30.00 per vehicle**
- **Production, Crew, Tow Cars, Shuttle Vans: \$6.00 per vehicle**
- **Public Safety Officer \$75.00 (\$150.00 holiday) per hour**
- **Any other fees associate with the permit based on the application**



Building Permit

Final approved Building Permit issued only to a Utah Licensed Contractor



*** Plan review time may fluctuate depending on submittals received. Please plan accordingly.**

Fees are variable, call the Building Department for more information at (435) 615-5100

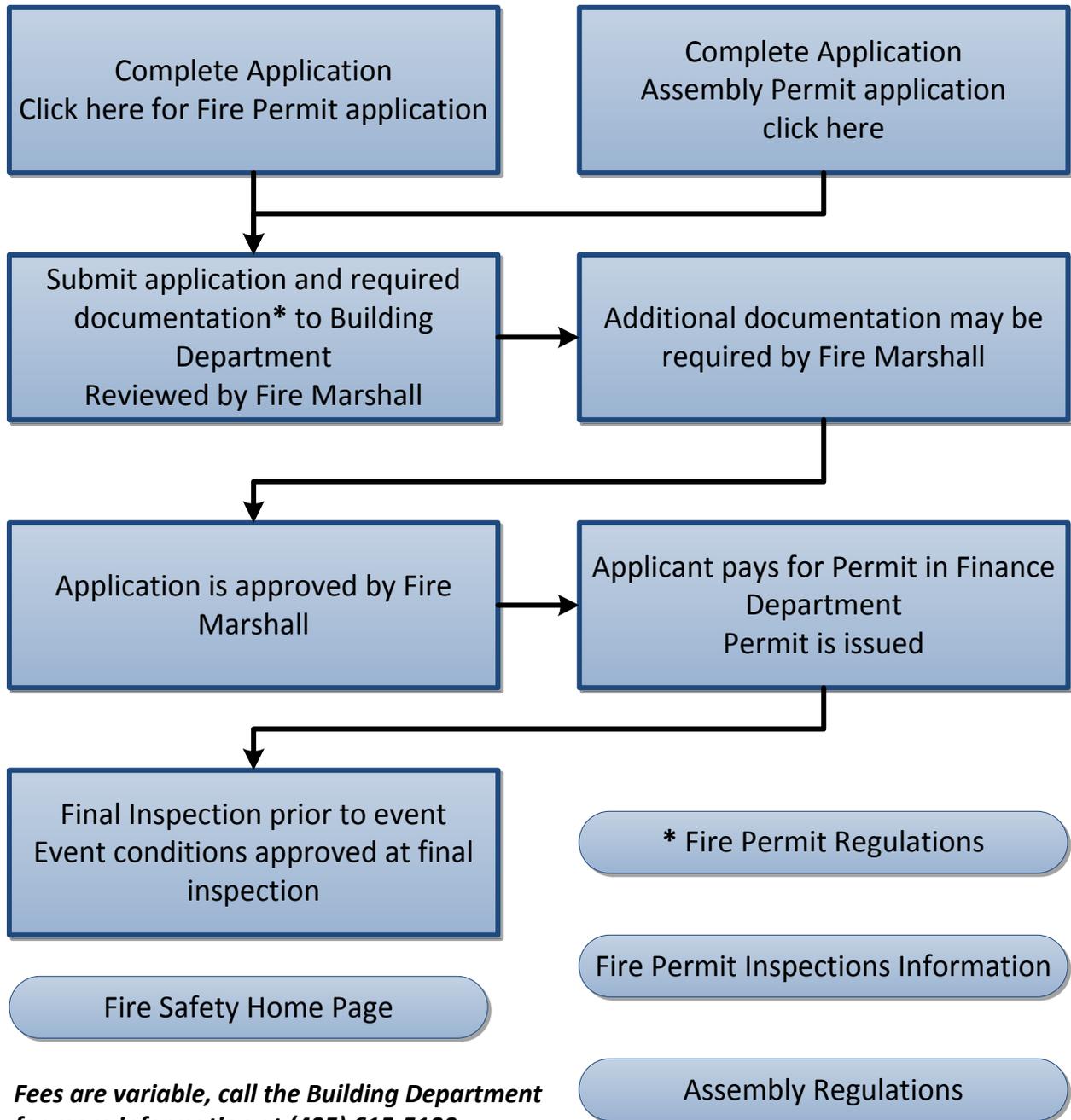


Fire and Assembly Permit Application Process

Operational Permit Applications will no longer be required for place of assembly. All others fire permits will continue to be required the same as previous years.

In order to maintain the same life safety standards, security plans and security personnel (at a ratio of 1 security officer per 50 occupants) will continue to be required for all nightclubs, bars and similar uses. This will be a recommended condition of approval for Convention Sales Licenses and Single Event Temporary Liquor Permits.

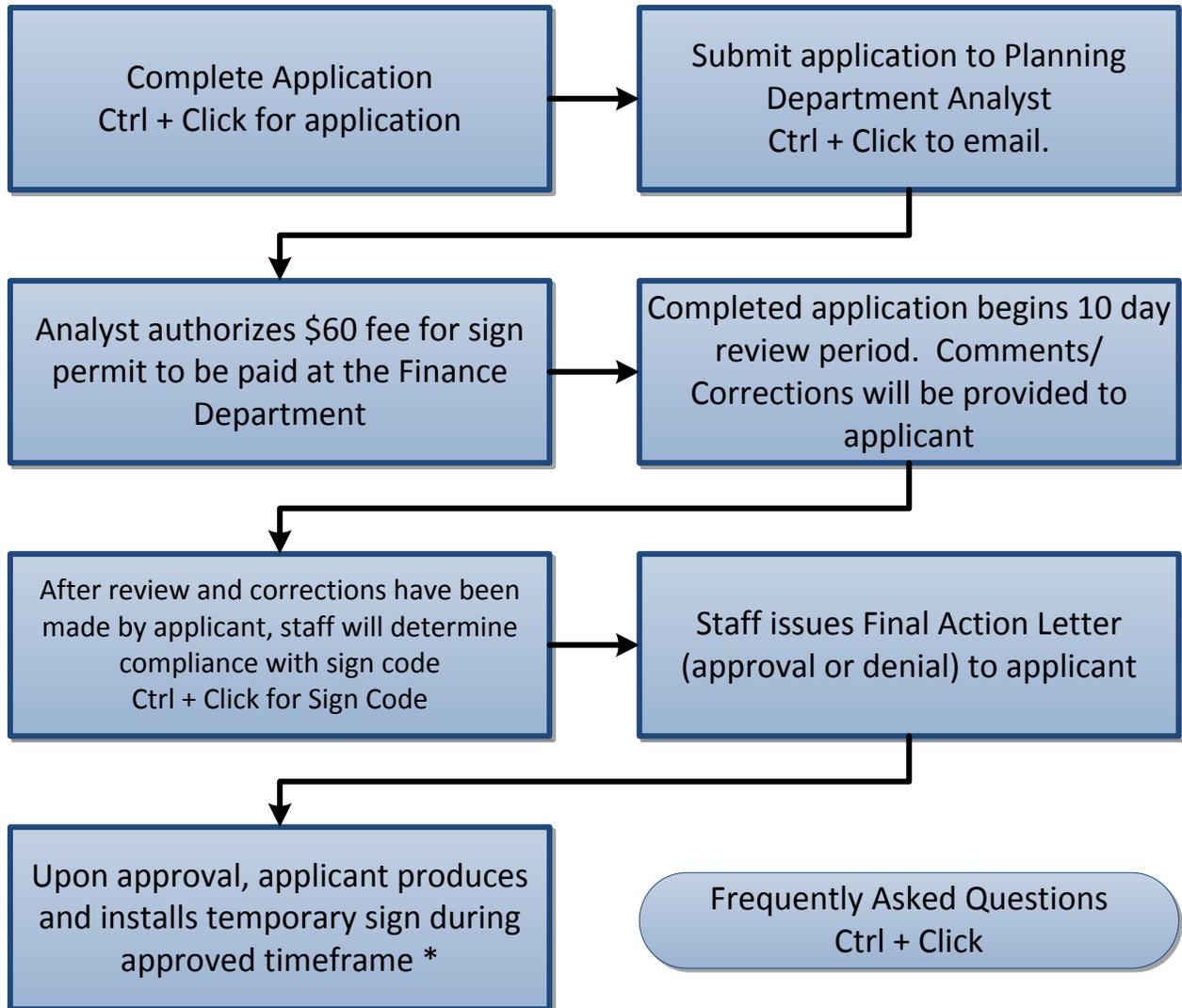
APPLICATION DEADLINE January 4, 2017



Sign Permit

You will need a Temporary Sign Permit if you want to install any type of sign on a building (including: windows, doors, roof, walls, etc.).

Deadline: January 4, 2017



* It is not recommended that signs are produced until a Final Action Letter is issued

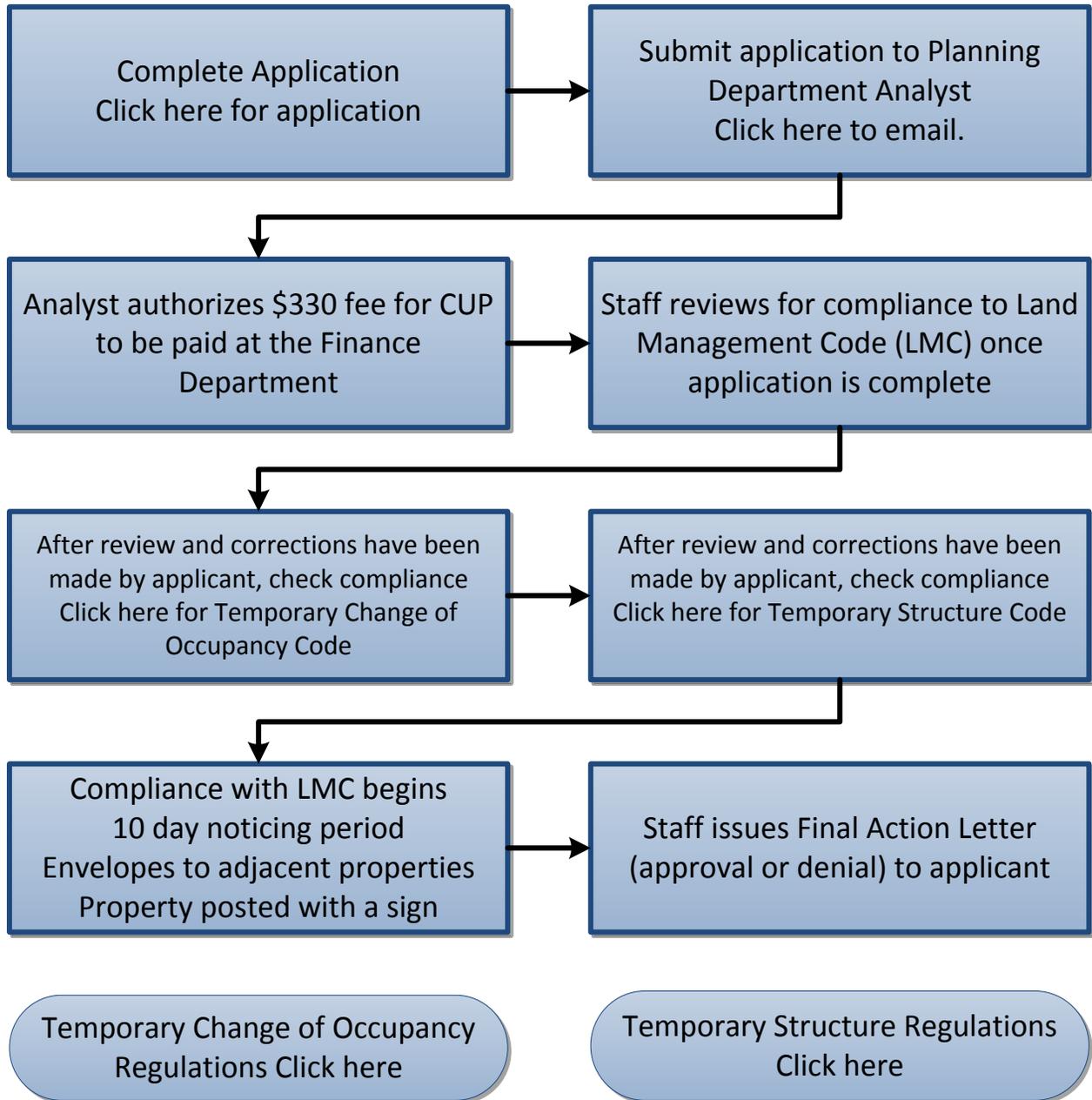
Fees:

- **Temporary Sign Permit: \$60**
- **Permanent Sign Permit under a Master Sign Plan: \$130**



Administrative Conditional Use Permit

Temporary Change of Occupancy
Temporary Structure
Deadline January 4, 2017



Fees:

- \$330 per application

