



**PARK CITY MUNICIPAL CORPORATION  
SPECIAL EVENT  
FEE REDUCTION APPLICATION**

Special Events  
435.615.5150  
[specialevents@parkcity.org](mailto:specialevents@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 SIGNED AND APPROVED BY  
THE CITY MANAGER OR CITY COUNCIL**

*Per Park City Municipal Code Section 4.8.9: The City annually allocates up to two hundred thousand dollars (\$200,000) to be used to reduce City Service 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 and Fee Reduction Policy for complete information.*

APPLICANT AND SPONSORING ORGANIZATION INFORMATION		
<b>Date of Fee Reduction Application</b>		
<b>Event Applicant Organization Name</b>		
<b>Event Name</b>		
<b>Organization Contact (First, Last)</b>		
<b>Title/Position</b>	<b>Phone</b>	<b>Email</b>
<b>Organization Street Address</b>		
<b>Organization Mailing Address</b>		
<b>Is organization a registered non-profit?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	

SPECIAL EVENT FEE INFORMATION TO BE COMPLETED BY APPLICANT		
<b>EVENT TITLE:</b>		
<b>EVENT DATE (S)</b>		
<b>Estimate of total fees requested to be waived, MUST BE COMPLETED BY THE APPLICANT:</b>		<b>Total fees which could be Reduced:</b>
1. Event Application Fee	1. \$ _____	<b>Total Fees Requesting to be Reduced: % or \$ amount</b>  <b>Total Fees reduced in previous year if annual event:</b>  <b>Total City Service Fees paid to the City in previous year if annual event:</b>
2. Building Permit	2. \$ _____	
3. Facility/Equipment Rental	3. \$ _____	
4. Field/Park Rentals	4. \$ _____	
5. Special Use of Parking	5. \$ _____	
6. Bleacher Rental	6. \$ _____	
7. Trail Fees	7. \$ _____	
8. Public Safety Personal	8. \$ _____	
<b>TOTAL: \$</b>		

<b>EVENT LEVEL</b>	<b>Circle One</b>	<i>Refer to the Special Event Fee Reduction Policy for more information</i>
1	2	3
<input type="checkbox"/> Local/Community Cultural	<input type="checkbox"/> Local/Community Recreational	
<input type="checkbox"/> Regional Recreational	<input type="checkbox"/> National/International	<input type="checkbox"/> Regional Cultural

**SPECIAL EVENT FEE REDUCTION EVALUATION CRITERIA**

All questions must be answered in order to be considered. If questions are not applicable, please indicate as so. Please limit responses to each of the following criteria to no more than 500 words.

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

2. Will a fee be charged for attendance or participation? Yes  No

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

4. Does the event provide free programs to the community, or raise funds for organizations that provide free or low-cost programs local youth,, seniors or other underserved populations? Yes  No

5. On a separate page, please include a summary of how the event provides programs to the community, or raises funds for organizations that provide free or low-cost programs for local youth or youth organizations, seniors or other underserved populations. Your description should address how the above mentioned expect to benefit, and include projections and/or statistics and data.

6. On a separate page, please include a summary of how the event will generate positive tax benefits, raise funds for an organization or provide revenue and economic opportunities to Park City to offset City Services and costs required by the event. Your description should include projections and/or statistics and data.

7. Does the event provide community and/or economic opportunity during the off season? Please explain on a separate page.

8. Applicant demonstrates extraordinary efforts to reduce and mitigate environmental, transportation and residential impacts associated with the event. Please describe mitigation efforts, and statistics to reduce and mitigate environmental, transportation and residential impacts.

9. 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 Event 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. Facility/ Space Rental Fees (non-city)**  
\$ \_\_\_\_\_

**C. Remaining Costs (itemize)**

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

**D. Total Special Events Fees**  
\$ \_\_\_\_\_

Attach additional pages as needed to illustrate details of expenses listed above.

**TOTAL Program Operating Expenses (A+B+C+D)**  
\$ \_\_\_\_\_

**Program or Event Income**

**E. Registration and/or Participation Income**  
\$ \_\_\_\_\_

_____ participants x	\$ _____ reg. or part. fees
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**F. Donations or Sponsorships**

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

**G. Other income (please specify)**  
\$ \_\_\_\_\_

Attach additional pages as needed to explain other income sources

**TOTAL Program Operating Income (E+F+G)**  
\$ \_\_\_\_\_

**AGREEMENT AND SIGNATURE**

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.

Name (printed)

Signature (if electronic signature is available):

Date:

<b>TO BE COMPLETED BY APPLICANT</b>	<b>TO BE COMPLETED BY THE CITY</b>
<p style="margin-left: 20px;"><b><u>City Service Fees</u></b></p> <ul style="list-style-type: none"> <li>• Application Fee _____</li> <li>• Building Permit _____</li> <li>• Facility/Equipment Rental _____</li> <li>• Field/ Park Rental _____</li> <li>• Special Use of Parking Permit _____</li> <li>• Bleacher Rental _____</li> <li>• Trail Fees _____</li> <li>• Public Safety Personnel _____</li> </ul> <p style="margin-left: 20px;"><b>Total of fees that can be waived</b> _____</p> <p style="margin-left: 20px;"><b>Amount requesting to be waived</b> _____</p>	<p style="text-align: center;"><b><u>Total Amount or % of Fees Waived</u></b></p> <p style="margin-left: 40px;">\$ or % _____</p> <p style="margin-left: 40px;">_____ Approved By:</p> <p style="margin-left: 40px;">_____ Date</p> <p>Notes or Clarifications</p>

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