



Exhibit A – PSSM Level Three Special Event Permit

SPECIAL EVENT PERMIT

Type of License:	Level One	Level Two	Level Three	Level Four	<u>X Level 5</u>
Event Name:	2019 Park Silly Sunday Market				
Event Date(s):	Sundays, June 2 nd through September 22 nd , 2019 No Market on August 4, August 11, & August 18 10:00 a.m. to 5:00 p.m.				
Event Location:	Lower Main Street, & 5 th Street				
Licensee:	Park Silly Sunday Market				
Contact Person:	Kate McChesney, Executive Director Park Silly Sunday Market				
Approved By:	Special Events Coordinator	X City Council of Park City			
Approval Date:	May 2, 2019				

The Park City Council has approved the Level Five Special Event Permit for the Park Silly Sunday Market as part of the current City Services Agreement that was executed on September 14, 2017. The Park Silly Sunday Market is to be held on Lower Main Street (from Heber Avenue to 9th Street) and on 5th Street, on Sundays June 2nd through September 22nd from 10:00 a.m. to 5:00 p.m. The market will not be held on August 4th to accommodate the Park City Kimball Arts Festival, August 11th as a No Event Day and August 18th to accommodate Tour of Utah. This Level Five Special Event Permit has been issued under the authority described within the [Park City Municipal Code Section 4A-2-3H2](#) based on the following Findings of Fact, Conclusions of Law, and Conditions of Approval:

Findings of Fact:

1. Park Silly Sunday Market will operate during the following 2019 dates: Sundays, June 2nd through September 22nd from 10:00 a.m. to 5:00 p.m. The market will not be held on August 4th to accommodate the Park City Kimball Arts Festival, August 11th as a No Event Day and August 18th to accommodate Tour of Utah.
2. The events will end by 5 p.m. each Sunday, and Main Street shall be reopened to traffic and parking by 8:00 p.m. or sooner when possible. The permittee will organize load-in and load-out for each vendor, as well as, ensure that traffic in the area continues to move during this high traffic time. The permittee is responsible for working to establish and follow parking plans. The applicant will have volunteers as well as the help of Park City Police Department to ensure that efficiency of traffic, transportation and public safety.
3. The permittee has secured permission from the school district to allow the use of their parking areas at the Schools on Kearns Blvd. (Hwy. 248). The permittee will use the City's current transit schedule for attendees that use this lot.
4. The permitted has secured addition private shuttle transit to augment the city's transit service on the expected heavy attendance days on June 30th and September 1.
5. The applicant is working with Park City Parking Services Department on nonexclusive use of City parking lots for vendors and market attendees. The permittee will be responsible for providing the Parking Services Department with a list of vendors' license plates no later than 10 a.m. at each market.
6. The applicant has established a weather and emergency plan and will train staff and volunteers



to the procedures of the plans. The applicant has established these plans to maximize the safety of event attendees, volunteers, staff and the general public. There are no weather dates for the event, but the applicant is aware that weather could interfere with the possibility of the event's proposed activities. In the case that the event were to be cancelled due to dangerous weather conditions, they would notify the general public as well as participants in the event. The applicant understands that Park City Special Events, Police, Fire, Building Official/Fire Marshal and Emergency Management have the right to cancel or postpone the event at any time due weather or emergency conditions.

7. The events associated with the Park Silly Sunday Market will not require the diversion of so great a number of police, fire, or other essential public employees from their normal duties as to prevent reasonable police, fire, or other public services protection to the remainder of the City.
8. The concentration of persons, vehicles, or animals will not unduly interfere with the movement of police, fire, ambulance, and other emergency vehicles on the streets or with the provision of other public health or safety services.
9. There are other Special Event Permits that have been granted for Sundays, June 2nd through September 22nd.

The table below will show in column (A) - Geographic separation of events; column (B) - Proposed time and duration of the events; column (C) - Anticipated attendance. Park Silly Sunday Market will not substantially interfere with the logistics and venue for any event for which a license has already been granted and with the provision of City services in support of other such events or governmental functions based on the following:

DATE	EVENT	A – Geographic Separation	B - Proposed Time & Duration	C – Anticipated Attendance
June 16	Park City Red Wolves Game	Park City High School Dosier Field	8 a.m. – 8 p.m.	400-500
July 21	Triple Crown	Quinn's Sports Complex, Park City School District Fields, City Park	8 a.m. – 8 p.m.	
August 25	Walk A Mile In Her Shoes	City Park	8 a.m. to noon	250
September 15	Autumn Aloft	Main Street, N40	7 a.m. to noon	2,500
September 15	Tour De Suds	City Park	9 a.m. to noon	400

10. The size of the crowd and nature of the event will not create an imminent possibility of violent disorderly conduct likely to endanger public safety or cause significant property damage.
11. The applicant has been working with City Staff and applicable departments to address all event concerns. The Applicant demonstrates an ability and willingness to conduct the event pursuant to the terms and conditions of this Chapter and has not failed to conduct a previously authorized event in accordance with the law or the terms of a license, or both.
12. Park Silly Sunday Market is under contract to install and remove bollards every week of the Market and coordinate with Public Safety.
13. Staff finds Park Silly Sunday Market is meeting the Measures of Success, is consistent with the measures as outlined in the City Services Agreement as entered into on September 14, 2017 and supports Council's goal of creating a complete community that values economic diversity, arts and culture, and a thriving mountain community. This event creates a community gathering place, encourages and supports the Historic Main Street Alliance, Park City Businesses and encourages local and regional tourism and supports continued Main Street vibrancy.

Conclusions of Law:

1. The application is consistent with the requirements of the [Park City Municipal Code 4A-2-4](#).

Conditions of Approval:

1. The applicant, at its' cost, shall incorporate such measures as directed by Staff in order to ensure that any safety, health, or sanitation equipment, and services or facilities reasonably necessary to ensure that the event will be conducted with due regard for safety are provided and paid for by the applicant.
2. The permittee's use of barricade and signage will be in accordance with the Manual of Uniform Traffic Control Devices (MUTCD) for the duration of the event.
3. The permittee is required to provide supplemental documents including a Transportation and traffic control plan, Contingency plans, Site Identification and detailed map showing specifics of event operations as described in section 4A-2-11. Such documents shall be reviewed and approved with conditions administratively by the Special Events Manager in coordination with from the Chief of Police, Transportation Manager, Chief Building Official and Economic Development Manager.
4. As according to [section 6-3-11](#) of the Municipal Code, a permit for relief from the noise restrictions on the basis of undue hardship has been made to the Chief of Police. The permittee has been granted a permit for relief from the noise restrictions by the Chief of Police not to exceed 90 dbls for the following dates and times:

- Sundays June 2nd through September 15th, 10:00 a.m. to 5:00 p.m. Sunday September 22, Market hours will be 10:00 a.m. to 6:00 p.m. for Sill Fest.

The permittee shall work to orient noise activities to minimize sound impacts to the neighboring residents, businesses and public facilities. If a complaint is received by Park City Police Department, they will investigate the complaint. If asked by the Park City Special Events or Police Department, the permittee shall turn noise down to mitigate concerns of noise from surrounding residents, businesses or public facilities.

5. The permittee has agreed to return to City Council and give a mid-season and end-of-season review for the 2019 market season.
6. The permittee is required to submit minimum insurance as required by state law as approved by the City Attorney's office in the amounts as indicated below.
The permittee must name Park City Municipal Corporation as hereby an additional insure with respect to liability arising out of or in connection with Park City Silly Sunday Market activities under the Service Agreement and further indemnify the City from liability occurring at the event, except for any claim arising out of the sole negligence or intentional torts of the City or its employees as described in Park City Municipal Code section 4A-2-10 and 4A-2-4.F. It is

suggested that the insurer have AM Best Financial Strength rating of at least A: VII.

- General Liability of \$2,000,000 per occurrence / \$4,000,000 aggregate
- Auto Liability of \$2,000,000 combined single limit for bodily injury and property damage per accident.
- Liquor Liability of \$1,000,000 per occurrence/ \$2,000,000 aggregate
- Proof of Workers Compensation with regard to statutory limits of \$500,000 per accident. (Please note that the City does not have to be additionally insured on this specific policy).
- Park City Municipal Corporation shall be named as additional insureds on the policy limits set forth above.

7. All plans for tents, stages and other temporary structures as well as flammable materials shall be submitted to the Building Department for review and permitting no later than the Thursday previous to each market week.
8. The permittee is required to provide supplemental documents including a Transportation and traffic control plan, Contingency plans, Site Identification and detailed map showing specifics of event operations as described in section 4A-2-11. Such documents shall be reviewed and approved with conditions administratively by the Special Events Manager in coordination with from the Chief of Police, Transportation Manager, Chief Building Official and Economic Development Manager.
9. The permittee is responsible for providing volunteers during event with a volunteer plan during both events.
10. The permittee is required to provide a sufficient number of traffic controllers, signs and other equipment as required by City, not limited to barriers, fencing, traffic devices, monitors for crowd control and safety, and such measures as directed by City, County or State Staff in order to ensure that any safety, health, or sanitation equipment, services or facilities reasonably necessary to ensure that the event will be conducted with due regard for safety and the environment, adequate offsite parking and traffic circulation in the vicinity of the event and other services or facilities as necessary to ensure compliance with City ordinances in a plan approved by the Transportation Director, Chief of Police and Chief Building Official in accordance with the Transportation Demand Management Plan, Park City Risk Assessment and International Building and Fire Code.
11. All third party approvals including the Park City School District, Summit County and State permit approvals required for this event shall be secured by the Thursday previous to each market week and submitted to Park City Municipal Corporation.
12. The permittee is required to submit an Emergency Operations plan to be approved by the Chief of Police and the City's Emergency Manager. The Park City Special Events, Police, Fire, Building Official/Fire Marshal and Emergency Management have the right to cancel event upon any condition, violation or weather that jeopardizes the life, safety or property of the residents or visitors of Park City.
13. The Permittee will provide a vendor list and sign plan for the event. All handouts, flyers, banners and other signage, shall comply with Park City Municipal Code 12-12.
14. PSSM will operate for fourteen (14) Sundays, June 2nd through September 22nd 2019. PSSM will not be held on August 4, August 11, and August 18 due to other events that are scheduled.
15. PSSM will extend its operational time by one hour on September 22, 2019 for Silly Fest. PSSM is requesting to have a stage with a band and beer garden that will remain open until 6:00 p.m. on this date. Clearing and reopening of Main Street will happen no later than 8:00 p.m.
16. Estimated fee waivers for City Services in 2019 are \$60,500 and contracted municipal funds for the 2019 season are \$15,000. Changes in City Service fees shall be reported at the mid-season and end-of-season review.
17. PSSM will provide vendor license plate numbers to the Parking Services Department no later than 10:00 a.m. during each Sunday. This is to help ensure that vendors are parking in vendor parking areas.
18. PSSM shall report zero waste statistics in pounds for the 2019 season as to allow for

comparison to the previous year.

19. PSSM shall maintain the following vendor types at no more than: Six (6) Import Vendors, Twelve (12) Jewelers and Twelve (12) On-site Food and Snack Food Vendors per market.
20. PSSM shall have non-exclusive use of the upper and lower Sand Ridge Parking Lots, as well as the Top of China Bridge for Vendor and Staff Parking.
21. PSSM estimates overall attendance in 2019 will be 200,000. PSSM shall work with Staff to address the challenges and opportunities created by the growth in attendance to the event with regards to maintaining public safety, traffic and transportation impacts to the City.
22. PSSM has coordinated with the Fire Marshall, and Public Safety Personnel regarding placement of emergency staff and equipment, and anticipates that Fire and EMS will be staged on 7th Street. PSSM has also submitted an Emergency Operations Plan which is being coordinated with Park City Police, Emergency Management and Park City Fire.
23. PSSM shall have a deadline of the first of the month of each month of the Market for all HPCA vendor requests as pertains to the Vendor Mix requirements. Any unfilled dates for the month that are not fulfilled by the 1st deadline, will be filled by other vendors as pertains to the Vendor Mix requirements, and subsequently on the first of each month through September 1, 2019. Any vendors who are scheduled and fail to notify PSSM staff prior to 5:00 p.m. on the Thursday before the scheduled Sunday will receive a bill for a \$150.00 cancellation/no show fee. For HPCA - the next scheduled HPCA member will not be permitted to participate or load-in if the cancellation/no-show fee has not been paid. PSSM vendors, who do not pay the fee, will not be permitted to return until the fee has been paid.

PASSED AND APPROVED this Thursday, the 2nd day of May, 2019.

PARK CITY MUNICIPAL CORPORATION

City Manager, Diane Foster

Attest:

Michelle Kellogg, City Recorder

Approved as to form:

Mark D. Harrington, City Attorney