

# Park City Special Events Planning Guide





## WELCOME

This packet is intended to help you better understand the special event permitting process and provide tips that will facilitate your special event planning process. If along the way you have any questions or concerns about the information provided in this packet, or if there is just something we can do to assist the successful planning of your event, please let us know. Our special event staff is here to help.

Park City is committed to supporting quality special events throughout the community. If you are planning a first-time event, or simply making venue or programmatic changes to an annual event, give us a call before you complete your event plans. City staff members have valuable experience with hundreds of events and want to see yours succeed. Whether you are wondering about the availability of a venue, or seeking technical assistance with traffic and safety planning, a preliminary conversation with City staff may help you save valuable time and provide you with initial guidance in the development of your special event plan.

After you have developed your special event plan, submit your Master Festival License & Special Event Application along with your proposed event description and any supporting documents including a site and traffic plan for the event. Once you have submitted your application a Park City representative will contact you and serve as your primary point of contact for the processing of your permit. This person will review your permit application and notify you if your event requires any additional permits, licenses, or needs to be reviewed by Park City Municipal staff.

On behalf of the City of Park City we thank you for contributing to the spirit and vitality of our community through the staging of your event. Best wishes for a successful event!



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## THINGS TO CONSIDER WHEN PLANNING YOUR SPECIAL EVENT

As you begin planning for your event, think carefully about the impacts and benefits the event brings to the community.

The following are some common problems that preliminary planning can help reduce:

- If your event requires a traffic plan, remember that a street closure or rerouting can affect traffic for a larger area around the venue.
- Does your street closure, reroute or activity block or impede access to fire stations, emergency access routes, churches, schools, businesses or residents?
- How does your event affect public transportation system routes? Are alternate routes available to accommodate normal daily use of the system?
- Are you planning to serve alcohol at the event? How will the use of alcohol affect the mood, participant safety, and enjoyment of the event, as well as security needs and insurance costs?
- What type of music will be featured at the event? How will the noise level impact the surrounding neighborhood? What type of audience and participant numbers may result from the type of music?
- Have you made plans to ensure that your event is accessible to the disabled? Disabilities include, but are not limited to, vision, hearing and physical limitations. Do your booths or activities block access ramps?
- Is disabled parking readily available? Are TDD phones on site? Will portable toilets accommodate wheelchairs?
- Have arrangements been made for trash removal and recycling?



## **ADVERTISING**

Please ensure that your Master Festival / Special Event Application has been approved by the City before you promote, market, or advertise your event. Conditional approval may be made after the event organizer submits the application and it is initially screened by City staff. Acceptance of your Master Festival / Special Event Application by the City is neither a guarantee of the date or location nor an automatic approval of your event. The event organizer must complete the application requirements entirely and Park City Council or the Special Events Department must approve your event before the City will issue a Special Event Permit or Master Festival License.

## **ALCOHOL**

If your nonprofit community organization is planning to sell or serve beer at an event, you must obtain a Special Event Temporary Beer Permit. This license authorizes the temporary sale or serving of beer for consumption on the premises indicated on the license. Sale or consumption off the premises is strictly prohibited. A separate fee is charged for each license.

Commercial enterprises and caterers are subject to different permit requirements and should contact the Utah Department of Alcoholic and Beverage Control (UDABC) at (801) 977-6800. The Park City Police Department and UDABC representatives will jointly review your event plans and alcohol management strategy once you have submitted your application.

The hiring of officers from the Park City Police Department, a professional security company, or a combination of both may be required by the City in order to obtain a Special Event Temporary Beer Permit.

### **Beer Garden**

If your event includes a beer garden:

- The serving and seating area must be completely fenced, and all exits and entrances must be staffed during serving period
- Everyone entering the enclosed area must be at least 21 years old;
- Each entrance must be staffed by an individual (at least 21 years of age) who is responsible for checking identification
- Servers of alcoholic beverages must be at least 21 years old
- Servers may not drink alcoholic beverages while serving
- All alcohol must be consumed within the beer garden

### **Parks**

Alcohol sales and consumption in City Parks are all only if specifically approved in a Master Festival License or Special Event Permit.



## **ALCOHOL(cont.)**

### **Required Signage**

As a seller of alcoholic beverages you are required to display the following warning sign at point(s) of sale and service. Signs can be obtained from your local distributor.

**WARNING:**  
Drinking Distilled Spirits, Beer, Coolers, Wine and Other Alcoholic Beverages may increase Cancer Risk, and During Pregnancy, can cause Birth Defects

## **AMPLIFIED SOUND**

The City of Park City has specific guidelines for the use of amplified sound. "Amplified sound" means speech, music or other sound projected or transmitted by electronic equipment including amplifiers, loud speakers, microphones, or similar devices or combinations of devices which are powered by electricity, battery or combustible fuel and which are intended to increase the volume, range, distance or intensity of speech, music or other sound.

## **BANNERS AND SIGNS**

Banners and Signs can be the most colorful and cost-effective way of promoting your special event. Park City Special Event Department in conjunction with Park City Planning and Zoning Department issues all permits for the placement of signs and banners.

## **DEMONSTRATION - PROTEST - RALLY**

Demonstrations, protests and rallies are allowed without a Special Event Permit on public property under the following conditions:

- Protest remains peaceful;
- Sound is not audible from more than 50 feet from source or on private property at the property line;
- Pedestrian/vehicular traffic is not interrupted;
- Streets and sidewalks are not blocked;
- Building entrances remain open.

If any of the above guidelines are violated the Police Department may ask individuals to leave the premises, or take enforcement actions. For any exception to the above, a Special Event Permit is required.



## **FIRE & BUILDING DEPARTMENT REQUIREMENTS**

The Park City Building Department & Park City Fire District must review and approve the following items related to your event plan:

- First aid and/or emergency medical services
- Emergency vehicle access
- Building access
- Parade floats
- Use of an open flame
- Use of fireworks or pyrotechnics
- Handling of vehicle fuel
- Cooking facilities
- Location of power sources
- Availability and location of on-site fire suppression equipment
- Occupancy and spacing of tables or enclosures
- Use of tents, canopies or any fabric shelters
- Operational Plan

## **FIREWORKS**

All Fireworks & Pyrotechnic displays are required to be permitted by the Park City Fire Department. Only a State of Utah licensed operator may conduct a fireworks display in the City of Park City. The following information is required for a Pyrotechnic Permit:

- A copy of the operator's and crew licenses;
- Site plan of shooting area, including fallout zones;
- Show script with a list of product to be used;
- Method of transport and storage plan;
- Proof of public liability and property damage insurance of at least \$1 million.

For more information please contact the Park City Building Department & Fire Marshall at (435) 615-5100

## **FOOD BOOTHS**

To obtain a Business License please contact the Park City Finance Department at 435-615-5220

Please contact the Summit County Health Department at (435)-336-3234 – Website - [www.summitcountyhealth.org](http://www.summitcountyhealth.org) for all specific information

The following State Fire Code regulations apply to food booths:

- Situate food booths with a minimum of 20 feet of clearance on two sides and at least 10 feet away from any rides or devices;



## **FOOD BOOTHS(cont.)**

- Open-flame barbecues cannot be set-up within booth structures and must be at least 10 feet from any structure or combustible materials;
- All gas stoves, BBQ's and burners must be approved by Underwriters Laboratories (UL) or the American Gas Association (AGA);
- Deep fat fryers shall not be used in food vendor tents. If a deep fryer is to be used it shall be at least 18 inches from the outside wall of the tent. If used in conjunction with a BBQ, it shall be a least three feet away from the BBQ. Deep fat fryers also require the addition of a K TYPE fire extinguisher;
- If you use liquid propane gas for cooking or heating note the following:
  - Fuel tank must not exceed seven gallons and must be outside of booth, no refueling is allowed during the event, and tank must be securely attached to ground.

## **GENERATORS**

- Location: Portable generators should be placed in an area where attendees are unlikely to come into contact with them, and be placed at least 10 feet from any combustible materials. Generators shall be located a minimum of 20 feet from tents or canopies;
- Refueling: When refueling a portable generator, you must wait until the generator cools, and then refill it from a self-closing safety can.
- A portable fire extinguisher, minimum 2A 10B: C size, with a current Fire Marshall tag attached must be on-hand and easily accessible at all times.

For more information please contact the Park City Building Department & Fire Marshall at (435) 615-5100.

## **HEATERS**

A propane heater may be used for outdoor areas with the following restrictions:

- It must be located at least 20 feet from any combustible materials;
- It must be securely attached to the ground;
- It cannot hold more than seven gallons of fuel;
- A portable fire extinguisher, minimum 2A 10B: C size, with a current Fire Marshall tag attached must be on-hand and easily accessible at all times.

An unvented kerosene or similarly fueled heating appliance cannot be used within a room, building or tent.

For more information please contact the Park City Building Department at (435) 615-5100.



## **HISTORIC OLD TOWN & MAIN STREET**

Historic Old Town and Main Street are home to numerous special events throughout the year. Special events are an important part of the Historic Old Town and Main Street atmosphere, drawing thousands of visitors to the area each year. However, the blend of historic preservation, business and tourism activity that make it such a special place also requires that events planned for the area be carefully designed and organized to complement, not detract from, the district's unique character.

To ensure that special events planned for Historic Old Town and Main Street fit the requirements and goals of the historic district, the Park City reviews and comments on all Special Events considering each application using the following criteria:

- The event should promote Historic Old Town and Park City, enhance business, and have minimal interference with existing business operations;
- The event should be appropriate in crowd size;
- The event should give evidence of being well organized and should have clear, defined goals; must have one individual to serve as the event coordinator; and must have a business plan;
- The event must be adequately financed and should have evidence of financial responsibility. The event should have a budget and should have ample, capable staffing.
- The event should be well produced and be clean and attractive;
- The event should be in balance with the calendar of events in of Historic Old Town and Main Street and should focus on off-use periods;
- The event must comply with all Park City requirements including insurance and city codes and regulations.

It is important that event organizers who are considering Historic Old Town and Main Street for their event venue understand the challenges, as well as the benefits, of locating an event in Historic Old Town and Main Street. Special events can add to the character, vibrancy, and economic synergy of the Historic Old Town and Main Street. However, events can also be highly detrimental to any community if the event organizer is not sensitive to the issues and needs of the surrounding neighborhood. Working with the Historic Old Town and Main Street community stakeholders throughout the event planning process ensures that all events are successful for everyone involved.

## **INSURANCE**

General liability insurance coverage, in the amount of \$4 million, must be acquired before an event and maintained throughout the duration of the event, including set-up and dismantle periods.

- The standard proof of insurance is the ACORD certificate form. Coverage verification provided on an insurance company's certificate form is also acceptable.



## **INSURANCE(cont.)**

- The name of the insured, the insurance carrier, the policy number, and coverage limits must be stated on the certificate of insurance as well as the effective and expiration dates for the coverage.
- An endorsement naming "The City of Park City, Utah, its officials, agents, employees and volunteers" must accompany the certificate of insurance. If alcohol will be served, a liquor liability endorsement is also required.
- Insurance certificates and endorsements must be signed by an authorized representative of the insurance carrier. Electronic signatures are acceptable and this information can be placed anywhere on the endorsement that it will fit.
- The certificate of insurance must be filed with Special Event Services ten (10) working days before the event.
- The certificate of insurance must include the event name, date, and location.

## **MASTER FESTIVAL LICENSE OR SPECIAL EVENT PERMIT**

A Master Festival License or Special Event Permit is an approval granted by the City to allow an applicant to hold an event, function or other use, which would normally not be permitted, in Park City or whose actions will impact the surrounding area. The license and/or permits (with restrictions) allow the use and minimize the impacts to the adjoining neighborhoods and the entire City.

Do I need to apply for a Master Festival License? You will if your event is held on public or private property in which the general public is invited with or without charge and which creates significant public impacts through any of the following:

- The attraction of large crowds of 500 or more people
- Necessity for street closures on Main Street or any arterial street necessary for the safe and efficient flow of traffic in Park City,
- Use of public property,
- Use of City transportation services,
- Use of off-site parking facility, or
- Use of amplified music in or adjacent to a residential neighborhood.

Do I need to apply for a Special Event License?: A special event is defined as any event, public or private, with either public or private venues, requiring City licensing beyond the scope of normal business and/or liquor regulations, as defined by this Code; or creates public impacts through any of the following:

- The use of City personnel,
- Impacts via disturbance to adjacent residents,
- Traffic/parking,
- Disruption of the normal routine of the community or affected neighborhood; or
- Necessitates special event temporary beer or liquor licensing in conjunction with the public impacts. Neighborhood block parties or other events requiring street closure of any residential street that is not necessary for the safe and efficient flow of traffic in Park City for a duration of less than one (1) day shall be considered a Special Event.



## **MASTER FESTIVAL LICENSE OR SPECIAL EVENT PERMIT** **(cont.)**

Master Festival Applications must be complete and submitted no less than 90 days prior to the start date of the event  
Special Event applications must be complete and submitted no less than 60 days prior to the start date of the event. Failure to submit a complete application and/or submission of that application outside of the required submission time frame may delay approval.  
Application submission does not guarantee approval.

### **Site Plan Maps**

Site Plans are essential for the timely and accurately processing of event applications

Site Plans must include some or all of the following for interior and exterior events:

- Map of entire venue, including any street closures with accurate sizes and distances
- Operational Plan
- Traffic Control Plan if needed
- Structures (bleachers, fences, displays, booths, stages, rides, etc.)
- Restrooms locations
- Location of parking for attendees
- Start/End points for parades and races
- All entrances & exits
- Accurate placement of equipment and furniture
- Accurate locations of vendors, stages, booths and all activity
- Seating plan
- Fire lanes & barricades
- Location of crowd control barriers
- Location of road closures barriers
- First aid locations
- Other information may be required depending upon event

### **PARADES/STREET CLOSURES/TRAFFIC CONTROL**

“Parade” means any march, demonstration, procession or event consisting of persons, animals or vehicles or combination thereof upon any public street, sidewalk or alley which does not comply with normal and usual traffic regulation or controls.

A site plan outlining your route must be submitted along with your Master Festival License or Special Event Permit application. If your event will generate additional traffic, or interrupt existing traffic on any city street, a traffic control plan outlining necessary street closures is required before a Master Festival License or Special Event Permit will be issued. There are three types of street closures:

- Full street closures
- Rolling street closures
- Lane closure



## **PARADES/STREET CLOSURES/TRAFFIC CONTROL (cont.)**

Only readily removable barricades may be used for street closures, and a 20-ft lane of clearance is required for emergency vehicle access at all times. You may be required to provide advisory signs (placed a minimum of two weeks prior to the event) if your event impacts a major use roadway. Advisory signs are intended to provide to the regular users of a roadway advanced notice of the scheduled closure.

## **PARKING**

When planning a special event it is important to consider the impact your event will have on parking in the area. In some situations when sufficient parking is not available, the event organizer may be required to provide a shuttle plan. Park City has a number of Parking Facilities in the downtown area. Discounted event parking or prepay parking may be available for your event.

## **PUBLIC STREETS - SIDEWALKS – PARKS**

In accordance with Municipal Code 6.3, the following activities are prohibited on a City street or sidewalk:

- Yelling, shouting, hooting, whistling, singing or blowing of horns on the public streets, particularly between the hours of 10:00 p.m. and 7:00 a.m. or at any time or place so as to annoy or disturb the quiet, comfort, or repose of persons in any office, or in any dwelling, hotel, motel, apartment or other type of residence, or of any persons in the vicinity;
- Any noise emitted from a radio, tape player, tape recorder, record player, compact disc player or any other audible audio equipment, or television outdoors on or in any publicly owned property or place, including but not limited to public parks, when such noise is plainly audible to a person of normal hearing sensitivity fifty (50) feet or on private property at the property line from said radio, tape player, tape recorder, record player, compact disc player or any other audible audio equipment, or television.

A Master Festival License or Special Event Permit is required for any outdoor recreational activity including, but not limited to, athletic events, sporting events, entertainment events and concerts being held on a city street or sidewalk at which amplified noise, amplified music, or amplified sound is created. It is unlawful for sound to exceed the following limits: sixty five (65) decibels. The noise, music or sound shall be measured at the sound booth or other reasonable location which is not more than twenty five (25) feet from the source.

The amplified sound associated with the outdoor activities shall commence not earlier than 6:00am in the Commercial Zones and 7:00am in Residential Zones (9:00 a.m. on Sunday) and shall be terminated no later than 10:00 p.m. Permits to exceed these limits may be issued for a special event.



## **RESTROOM FACILITIES**

Depending on the duration of your event and the availability of public restrooms, you may need to rent portable chemical toilets to accommodate participants. Park City requires one (1) chemical toilet for every 250 people, or portion thereof. In addition, one (1) handicap-accessible toilet must be provided for every 500 expected guests/participants. The number of toilets required is based upon the maximum number at your event during peak time. The total number of toilets required will be determined on a case-by-case basis.

## **RUNS, WALKS, FILM-MAKING, PARADES, PUBLIC DEMONSTRATIONS, AND PROMOTIONS**

Runs, walks, film-making, parades, public demonstrations, and promotions shall be considered Special Events unless such event does not create substantial public impact or does not require substantial City service. Any run, walk, film, or promotion undertaken by any for-profit business or corporation, must first be licensed as a business within Park City. For-profit corporations falling under the provisions of this Chapter or who are specifically in film-making or promotions on public or private property must, as a provision of their license, provide proof of insurance, shooting schedule or schedule of events, produce written permission of property owners, and provide access to any set or site for purposes of Code enforcement.

## **RAFFLES, DRAWINGS, BINGO, & GAMES OF CHANCE**

In Utah illegal gambling is an activity which includes all three of the following elements:

- (1) Persons have given or agreed to give something of value to participate, or are risking something of value based upon the outcome or a contest, game or scheme.
- (2) There is “an element” of chance in the game, scheme or distribution.
- (3) Something of value may be received by the participant.

There is no charitable exception. Utah Code Ann. §76-10-1101 (2009).

If one of these three elements above is not present, it is possible illegal gambling may not be occurring. For example, at a fundraiser, the first element may not be met if nothing of value is required to participate, such as a donation or an entry fee. Alternatively, the third element of gambling may not be met if the participant playing a game of chance does not receive something in value in return for winning.

A lottery, or raffle, is illegal in Utah and occurs if the following elements exist: (1) Property or prize;

- (2) Distribution by chance; and
- (3) Something of value paid by the entrant for the chance at obtaining the prize.

Time and effort alone do not constitute something of value; however, the payment of even just one dollar does constitute payment even if a coupon with a face value of one dollar is given in exchange.



## **RAFFLES, DRAWINGS, BINGO & GAMES OF CHANCE (cont.)**

Accordingly, you should consult with your attorney on the wording for a “no purchase necessary” disclaimer and option to obtain a free ticket for any raffle or giveaway promotion. “Free” drawings for prizes are typically legal as long as nothing of value is given by the entrant. Likewise, auctions and other business transactions/purchases are legal.

### **Is bingo illegal in Utah?**

If a bingo game is truly free to participate, then it is potentially legal. For example, it must not require mandatory donations or the purchase of meals, snacks, or internet time to participate.

For further information Contact the Utah State Capitol Office

Office of the Attorney General (801) 366-0260 or <http://attorneygeneral.utah.gov>

## **SECURITY**

In some cases, the hiring of officers from the Park City Police Department, a professional security company, or a combination of both may be required by the City in order to obtain a Master Festival License or Special Event Permit.

The Park City Police Department determines the need, number, and type of security personnel based on the following:

- Expected attendance
- Location of the event
- The presence of alcohol
- History of the event
- Nature of the event
- Street closures
- The amount of advertising used for an event

The Chief of Police, or his/her designee, will make recommendations to the Special Events Department staff on whether officers from the Park City Police Department shall be hired to provide security at special events to ensure public safety and the protection of property. Peace Officers from other jurisdictions shall not be used in conjunction with a Master Festival License or Special Event Permit within the city limits unless the Chief of Police, or his/her designee, has given prior authorization.

## **TENTS/TEMPORARY STRUCTURES**

Tents that are larger than 200 square feet and canopies that are larger than 400 square feet must be permitted and inspected by the Park City Building Department -



## **TENTS/TEMPORARY STRUCTURES (cont.)**

(435)-615-5100. The following State Fire Code regulations apply to tents of this size:

### Location:

- Must be placed at least 20 feet from any property line, building, or other tent/temporary structure;
- A fire access roadway, at least 20 feet wide, to each tent must be provided;
- All automobiles or vehicles with an internal combustion engine must be at least 30 feet from any tent/temporary structure.

### Tent Material:

- All tent materials must be either fire retardant or made to be fire retardant in a Fire Department approved manner;
- Proof that materials are fire retardant must be posted on the premises;
- All weeds, vegetation, and combustible wastes must be removed from the area occupied by the tent/temporary structure, as well as from a 30 foot area surrounding the tent.

### Seating:

- Chair rows must be no longer than 15 seats, and aisles must be at least 44in. wide;
- Chair rows must have 18in. of clearance front-to-back.

### Exits:

- Exits must be evenly spaced at least every 100 feet around the perimeter;
- Exit signs must be hung when occupancy exceeds 50 people.

## **TRASH DISPOSAL**

You must properly dispose of waste and garbage throughout the term of your event and immediately upon conclusion of the event the area must be returned to a clean condition. If you, as an event organizer, set a standard of leaving the event site better than you found it, you can have a highly beneficial impact on our community and establish a good reputation for your event in the future. Should you fail to perform adequate clean-up or damage occurs to City property and facilities, you will be billed at full cost recovery rates plus overhead for cleanup and repair. In addition, such failure may result in denial of future approval for a Master Festival License/Special Event Permit. Recyclables generated at your event (i.e., aluminum cans, glass, cardboard, etc.) need to be recycled. Several organizations provide collection of recyclables and trash collection at special events.



## **TRAILS**

Park City and the surrounding areas have over 400 miles of magnificent multi-use trails. Most are open for all non-motorized users, moving in both directions. For specific maps and use restrictions please visit [www.parkcity.org](http://www.parkcity.org).

Failure to follow these guidelines or any other applicable City regulation or condition of approval may result in revocation of the event permit at any time. Additionally, the applicant may be held financially responsible for trail damages and damage to trail amenities, including but not limited to signs, restrooms, trailheads, benches, and parking facilities.

### **General Guidelines**

#### **Special Event 'Trail' Use Permit on Park City Trails System**

1. **Location.** 'Trails' shall include pathways or backcountry trails specifically referenced in Exhibit A. (Exhibit A)
  - a. **Allowable Limits.** In addition to the regulatory criteria in Title 4, Chapter 8 of the Municipal Code and compliance with any applicable deed restrictions, the City reserves the right to deny or amend any event based on maintaining public access to the trails system and the impact of any event on the system or the public, due to number of events, nature of the event, proposed location and/or trail conditions.
2. **Trail Event Defined.** Activities may be classified as a 'Trail' event if their duration is one (1) hour or more, is publicly advertised, has a set course located on the City trails system, has an estimated participation of 30 people or more or a fee is charged for participation.
3. **Trail Use Fees and Deposits.** All Park City Special Events require a permit application fee. An additional trail use fee is required for the use of the trails regulated by PCMC. (See Below)
  - a. Trail Event Deposits may be considered once an application is considered complete and approval has been provided by the City.
  - b. Trail Event Fees may be collected prior or post event.

**NOTE: Public trails *will not* be closed for events unless a safety concern is present. Production and placement of cautionary signage and public notification may be required of the event promoter.**

4. **Permit Deadlines.** Applications may not be made more than one (1) calendar year prior to the application's event date. Special Events that propose to use the Park City trail system must submit a 'complete' application, not less than ninety (90) days prior to the event date. All applicable information required by the PCMC Special Events application, as well as, information pertinent to a 'Trail' event, must be included for an application to be considered 'complete'.

## **TRAILS(cont.)**

- a. **Approval.** The Economic Development Manager or their designee must approve all proposed 'Trail' events that use the Park City trail system. Applicants may appeal a negative approval to the Economic Development Manager and if applicable to City Council. If there is a special circumstance that arises with respect to dates, number of allotted events on any given trail, fees charged by City or an exception to trails approved for event use as part of the special events policy and permit, a request may be submitted to the Special Events Staff for consideration.
  - b. **Review Process.** The City may make the following prioritized considerations prior to approval of a 'trail' event:
    - i. Is the event applicant located within Summit County and supports a community service? (local non-profit)
    - ii. Is an event of similar nature already approved within the event calendar?
    - iii. Does the event provide an opportunity to showcase Park City as a 'World Class Destination' and promote visitor nights?
  - c. **Safety and Emergency Medical Plan.** A safety and emergency medical plan may be submitted as part of any trail event application. All necessary permits must be obtained from the appropriate emergency service providers. At the recommendation of the Park City Fire District, the City may mandate that EMS personnel and an ambulance be on site at the time of the event. This will be determined by the nature and size of the activity.
5. **Right to Deny.** Applications that fail to meet the above requirements may not be processed. The City reserves the right to turn down an application based on past performance of an event including but not limited to failure to follow the rules and regulations pertaining to the policies set forth in the special events application.
6. **Letters of Permission.** The applicant must obtain a Letter of Permission from each property owner impacted by the event before an event may be approved. Larger landowners within or adjacent to Park City include but are not limited to:
- Deer Valley Resort
  - Park City Mountain Resort
  - Deer Crest
  - Talisker Corporation
7. **Notification of an event**
- Notification of an event may be required to be posted at trailheads and other important intersections or public outreach opportunities, as determined by the Economic Development Manager or their designee, two (2) weeks prior to an event. All other reasonable attempts to notify the public of a trail event are encouraged. Notification plan will be subject to City approval.



## **TRAILS(cont.)**

8. **Special Event 'Debrief' meeting.** All trail events may be asked to participate in a post event 'debrief' meeting with City Staff. All meetings shall be scheduled prior to the event taking place and may be scheduled no later than five (5) days after the event date. Applicants who fail to participate in the 'debrief' may forfeit their trail event deposit. Applicants may be required to provide a full synopsis of the event including number of participants, event demographics, marketing and all invoices associated with items required by the City as part of the event application (i.e. temporary restrooms, EMS support).
9. **Multi-Jurisdictional Event.** Events that propose to use multiple entities will be required to submit applications within each jurisdiction and receive approvals from each entity prior to holding an event. If an event proposes to use the Park City and Snyderville Basin Special Recreation District Trails, fees and deposit may be split between the two entities based on the percentage of use in each jurisdiction.
10. **Cancellations.** In the event of extreme weather, trail conditions, health, safety or welfare concerns or other scheduling conflict due to unforeseen circumstances, the City reserves the right to cancel an event at any time.

### **Regulations**

- a. **Hours of Use.** Trails are open for use only during daylight hours, unless otherwise approved by City officials.
- b. **Supervision.** All persons associated with the event shall be supervised by the promoter or designee, at all times.
- c. **Conduct.** No person shall engage in fighting, threatening or indecent conduct or use of any abusive, threatening, profane or indecent language while using City trails and amenities. Anyone violating this regulation will be asked to leave the property immediately.
- d. **Trail modifications and course markings.** Any physical modifications to the trail(s) must first be approved by the Trails Coordinator. Event promoters must submit type and application of any course markings as part of the application process. **Permanent course markings are prohibited.**
- e. **Damage and Clean up.** The applicant shall require that all persons it is responsible for (participants, volunteers, spectators, and others) use the trails in a safe and responsible manner. The applicant shall be liable for any damage resulting to the trails, including signs, restrooms, benches and other improvements adjacent to the trails by either the applicant or the persons it is responsible for. All trash shall be collected, packed out, and disposed of properly immediately following the event. All course markings and event notification signs must be removed within 48 hours of the completion of the event. If any markings are not removed to the satisfaction of the Trails Coordinator, the event promoter will be charged \$30/hr. fee, minimum eight hour timeframe, to remove the markings. These charges will be taken from the application deposit.
- f. **Sponsorship.** The applicant shall not represent or imply that the City in any way sponsors, supports, or endorses the activity for which the trails are to be used without the express written consent of Park City Municipal Corporation.



## **TRAILS(cont.)**

- g. Pets. Dogs must be leashed and under the control of the owner at all times.
- h. Noise. The permit does not grant permission to amplify sound or music. Noise is regulated within the Park City Land Management Code, Section 6, Chapter 3.
- i. Lost and Found. The City is not responsible for personal property that is lost or stolen.

### **Special Event Trail Use Fees and Deposits**

***(All trail use fees and deposits must be paid in full two (2) weeks prior to an event being sanctioned. Event dates and venues may be secured once an application is considered complete)***

Fees and Deposits associated with special events that propose to use the Park City Trail System are documented below. Trail use fees cover the general maintenance of trails per the wear and tear associated with an event type. Fees are based on the applicant's organizational identification (for profit or not for profit), whether they are based within Summit County or outside Summit County, a percentage of the general trail maintenance cost per mile (\$150), number of participants and nature of the event. Any event that does not fit directly into the fee and deposit schedule below shall be governed by the City.

Use (%) X (general trail maintenance per mile (\$150) X number of participants = Trail Use Fee

Events may be subject to other fees (barricades, police, etc.) if determined by the Special Events Department.

Deposits shall cover any damage or issues outside of the general wear and tear of the trail system. This would include, but not limited to, damage to facilities or infrastructure, removal of course markings, as well as, cleaning or trash removal. The PCMC Trails Coordinator reserves the right to decide if any item/issue is outside of the 'general trail' maintenance standards. If needed, trail repair and clean-up will be completed to the satisfaction of the Trails Coordinator. The event promoter will be charged \$35/hr. fee, minimum eight hour timeframe for these services. These charges may be taken from the applications deposit if collected. Deposits, if collected, shall be refunded to promoter during the 'Event Debrief Meeting' if no issues arise, or within 30 days of the event date.

Applicants may request City Council to waive any fees associated with an event; however, deposits are non-negotiable. City Council reserves the right to deny or grant any waiver requests, for any reasons they deem appropriate.



## TRAILS(cont.)

### Event Participation ‘Caps’

Event participation numbers may be ‘capped’ at the following unless approval from City Council is provided.

Running/Snowshoeing	500
Biking	350
Triathlon	350
Cross Country Skiing	350
OTHER	TBD

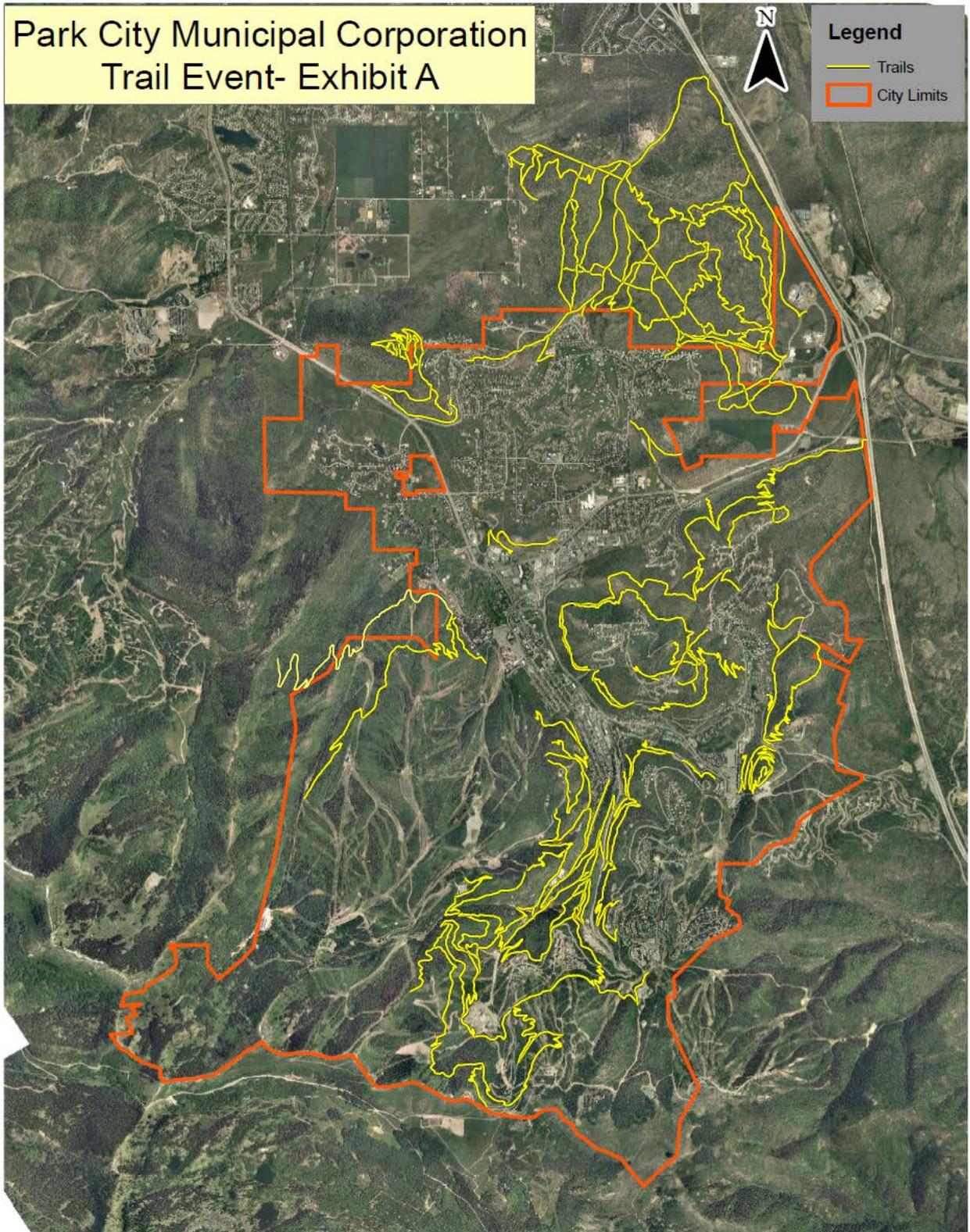
If Council approves additional participation above a capped quota of participants, add \$2/participant in addition to fees provided below.

### Trail Use Fee and Deposit Schedule

<u>ACTIVITY</u>	<u>NUMBERS</u>	<u>LOCAL NON-PROFIT</u>	<u>OUT OF AREA NON-PROFIT</u>	<u>LOCAL FOR PROFIT</u>	<u>OUT OF AREA FOR PROFIT</u>	<u>DEPOSIT</u>
Mountain Biking	30-350	1% x \$150 <b>(\$1.50 per person )</b> x number of participants	2% x \$150 <b>(\$3.00 per person )</b> x number of participants	1.5% x \$150 <b>(\$2.25 per person )</b> x number of participants	3% x \$150 <b>(\$4.50 per person )</b> x number of participants	TBD
Cross Country Skiing*	30-350	.5% x \$150 <b>(\$0.75 per person )</b> x number of participants	1% x \$150 <b>(\$1.50 per person )</b> x number of participants	1% x \$150 <b>(\$1.50 per person )</b> x number of participants	1.5% x \$150 <b>(\$2.25 per person )</b> x number of participants	TBD
Triathlon*	30-350	1.5% x \$150 <b>(\$1.50 per person )</b> x number of participants	2.5% x \$150 <b>(\$3.75 per person )</b> x number of participants	2% x \$150 <b>(\$3.00 per person )</b> x number of participants	3.5% x \$150 <b>(\$5.25 per person )</b> x number of participants	TBD
Running/ Walking/ Snowshoe*	30-500	.5% x \$150 <b>(\$0.75 per person )</b> x number of participants	1% x \$150 <b>(\$1.50 per person )</b> x number of participants	1% x \$150 <b>(\$1.50 per person )</b> x number of participants	1.5% x \$150 <b>(\$2.25 per person )</b> x number of participants	TBD

\*All winter events that propose to use the winter trails system may be subject to a grooming fees of \$30/hr. This fee may include pre-event preparation of the trails and post event maintenance of the trails.

**Park City Municipal Corporation  
Trail Event- Exhibit A**





## **VENDOR BOOTHS**

Vendor booths are usually similar in construction to food booths, but are meant for retail sale of non-food items. A Business License is required to sell, expose for sale, or offer for sale any goods, wares, or merchandise in the City of Park City.

To obtain a Business License please contact the Park City Finance Department at 435-615-5220

The following regulations apply for structures under 200 square feet in size.

- Booths, canopies, or small tents used for food booths cannot exceed 30 feet in continuous length without a 10-foot clearance between structures;
- No open flame devices may be used within a vendor booth;
- If vendor booths are indoors booths cannot have overhead coverings;
- See Tents/Temporary Structures for information on tents over 200 square feet.

For additional information contact the Park City Building Department (435)-615-5100

## **CONTACTS**

### **Park City, Utah**

- Chamber and Visitors Bureau (435)-649-6100 – Website - [www.visitparkcity.com](http://www.visitparkcity.com)
- Special Events (435)-615-5150 – Website - [www.parkcity.org](http://www.parkcity.org)
- Fire District (435)-940-2532 – Website - [www.pcfcd.org](http://www.pcfcd.org)
- Building Department (435)-615-5100 – Website - [www.parkcity.org](http://www.parkcity.org)
- Planning Banner/Sign Permits (435)-615-5060 – Website - [www.parkcity.org](http://www.parkcity.org)
- Police Department (435) 615-5505 – Web Site - [www.parkcity.org](http://www.parkcity.org)

### **State of Utah**

- State of Utah – Web Site - [www.utah.gov](http://www.utah.gov)
- Utah Alcoholic Beverage Control (801)-977-6800 – Web Site - [www.alcbev.state.ut.us](http://www.alcbev.state.ut.us)
- Utah State Film Commission (801)-538-8740 – Website - [www.film.utah.gov](http://www.film.utah.gov)
- Utah State Tax Commission (800)-662-4335 or (801)-297-2200 – Website <http://tax.utah.gov>

### **Summit County, Utah**

- Summit County Government – Web Site - [www.summitcounty.org](http://www.summitcounty.org)
- Health Department (435)-336-3234 – Website - [www.summitcountyhealth.org](http://www.summitcountyhealth.org)
- Summit County Sheriff's Department (435)-615-3600 – Website - [www.summitcountysheriff.org](http://www.summitcountysheriff.org)