Special Event Pre-Application Form

PARK CITY 1884

The Special Events Department no longer accepts rolling applications. All applicants must submit the following Special Event Pre- Application Form and receive administrative permission from the Park City Special Events Department prior to submitting a Special Event Application. Any new or significantly changed event should also review the Peak Time Period Calendar which restricts new events during peak times. Special Event Applications are accepted up to 18 months in advance and are due as follows:

1. First Friday in December for events through June, reviewed and approved/denied by end of February.
2. First Friday in April for events through October, reviewed and approved/denied by end of June.
3. First Friday in August for events through February, reviewed and approved/denied by end of October.

Events that are determined a Level 1 or Level 2 are exempt from these deadlines but must submit a completed application no less than 30 days prior to the scheduled start of the event, unless otherwise approved by the Economic Development Manager.

Special Event Date(s) or Application is not approved until the Special Event Application is reviewed and approved in a Special Event Permit according to Section 4A of the Municipal Code. All Special Event Pre-Application Forms should be sent to Stephanie Valdez in the Special Events Department at stephanie.valdez@parkcity.org. For questions, please call 435.615.5194.

Please provide the following information:

EVENT Contact Information	
Event Name	
Primary Contact First & Last Name	
Email Address	
Phone Number	
Website	
Business/Organization Name	

EVENT Date & Time	
Requested Date(s) of Event	
Proposed Time of Event	
Total attendance from previous year	
Estimated total attendance for upcoming year	
Is your event changing? What changes do you anticipate?	

EVENT Location (*Please list all that apply. Event Location, Fields, Parks, Public Facilities, Trails, Private Facilities & Letter of Permission, Streets, Other)