



SPECIAL EVENT APPLICATION

(Please review instructions before completing this form.)

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1. Name of Event:	2. Date(s)	3. Time:
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4. Type of Event:	<input type="checkbox"/> Public Gathering <input type="checkbox"/> Walk or Run	<input type="checkbox"/> Private Gathering <input type="checkbox"/> Professional Filming	<input type="checkbox"/> Parade <input type="checkbox"/> Other: _____
Please add this event to community calendar listing <input type="checkbox"/> Yes <input type="checkbox"/> No			

5. Location (Be as specific as possible regarding a large venue) - Include structures you are requesting to use, and required maps as outlined on Page 4.

6. Describe any assistance required from Kaysville City departments (Police, Fire, Parks & Recreation, etc.). Charges for City services may apply. Attach an additional page if more space is needed.

Note: Due to the nature of the event, those expected to attend the event, others who may be present, and/or the location of the event, the city may determine it to be in the best interests of the health, safety and welfare of the public to require the presence of public safety personnel at an additional cost to the applicant.

7. Previous Events sponsored by the applicant similar to this one. Please list event name(s), location(s), and the contact(s) name(s) and phone number(s).

8. Set-Up: Day of week: Date: Time:	9. Take Down: Day of week: Date: Time:	10. Estimated Attendance	
		Participants:	Spectators:

11. Concession Privileges: <input type="checkbox"/> Yes <input type="checkbox"/> No <small>*Note: Barnes Sportsplex not-included</small>	12. Serving or Selling Alcohol at event: <input type="checkbox"/> Yes <input type="checkbox"/> No <small>*Note: Alcohol is <u>not</u> permitted on ANY City properties.</small>
<small>*If yes, all Health Department rules and regulations must be followed. Proof of compliance required no later than 2 weeks prior to event start.</small>	

13. Organization Name:

14. Primary Contact Person:	15. Primary Contact Address:
Secondary Contact Person:	Email address: _____
	Telephone: Cell () - Home () - Other () -

16. Liability Insurance Information: **(required)** - INCLUDE COPY OF INSURANCE CERTIFICATE WITH APPLICATION
Company/Agent (temporary event insurance is acceptable):

Telephone #: () - Fax #: () -

Address:

City: State: Zip:

WARNING: SUBMISSION OF THIS FORM DOES NOT GUARANTEE APPROVAL OF THE EVENT.

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19. Name of Event:

20. Date(s)

I agree to carry out this event in full compliance with Kaysville City policies and codes. In addition I agree to carry out this event in full compliance with the requirements of outside organizations, as applicable. I agree to carry this application with me at all times during the event.

Signature of Applicant: _____

Date: _____

21. **Fees:** Application Fee (required)

22. Application received by:

Date:

23. **EVENT APPROVALS:** Keep a copy of entire application for your records after approval signatures.

DEPARTMENT RECOMMENDATIONS

Req'd	Department Approval Signatures	Approved as Submitted	Needs Modification	Approval Denied	Comments: submit additional pages if needed
	Police:				
	Fire/Rescue:				
	Parks & Recreation:				Park reserved _____
	Community & Economic Development:				
	Management Services (Risk Mgt):				
	Public Works:				
	Power:				
	Legal:				
	Special Events (verification of documents) _____ Davis County Health Department _____ Utah State Tax Commission _____ Kaysville City Business Licensing				
	Final Approval Coordinating Dept. Signature: Date:				



INSTRUCTIONS FOR COMPLETING SPECIAL EVENT APPLICATIONS

General Information:

NOTE: APPLICATION IS DUE 30 DAYS PRIOR TO EVENT

- A "Special Event" is an event occurring out of the ordinary course of functions. Special Events may include, but are not limited to: carnivals, circuses, petting zoos, block parties, concerts, revivals, flea markets or swap meets, craft fairs/markets, parades, farmers market, races, runs, walks or movie filming.
* Exceptions: (a) Any regular established, permanent place of worship, athletic field, arena, auditorium or other similar permanently established place of assembly for assemblies. (b) Family reunions, weddings or wedding receptions. (c) Government sponsored fairs or events held on a regular or annual basis. (d) School sponsored fairs or events held on school property. (e) Political or public issue events.
- A Special Event Application **MUST** be completed for any event planned to take place within Kaysville City where the public is invited to attend.
- The following are prohibited without prior approval: conducting business or sale of merchandise (may require separate business license), amplified sound, or the setup of automobiles, blow-up toys, dunking booths or other structures. For parades, materials or objects are prohibited from being thrown from a moving vehicle unless approved by the City.
- Any use of tents or canopies more than 30in. Above ground level, requiring electrical, or that has a footprint larger than 200 square feet may be subject to an inspection by the Kaysville City Fire Marshal.
- Overnight camping on City property is only allowed in the East Mountain Wilderness Park, and is permitted for one night only. You **MUST** obtain a permit from Kaysville City Parks and Recreation to camp in the East Mountain Wilderness Park.
- All information **MUST** be provided, typed or printed with **BLACK** ink for copying. Illegible and/or incomplete requests will be returned.

Form Information:

1. Name of Event: If the event doesn't have an official title such as the "March of Dimes Walkathon", enter a generic description such as "Fun Run for Red Cross", "Easter Egg Hunt", etc.
2. Date(s): Date or dates the event will be held.
3. Time: Starting and ending times.
4. Type of Event: Check the appropriate box(es). If "other" is checked, write the type of event in the space provided.
5. Location or Starting Point (include map): Include an off-street parking plan and site map showing planned location of booths, activities, etc. Reservations of pavilions can be made by contacting the Kaysville Parks & Recreation 801-544-1788.
 - There must be adequate off-street parking to accommodate the special event. If the event generates more vehicles than available parking, the event may not be permitted.
 - Any event using a State road (SR-273) must obtain a permit from the Utah Department of Transportation.
 - Events which block public streets/sidewalks **cannot** restrict emergency access.
 - Course for runs, walks, marches and all other events using Kaysville City Streets, Parks, etc. must include a map with the route clearly indicated by using a black marker so the map can be copied for distribution to affected city departments.
 - Maps must indicate which streets and/or sidewalks are to be used, water stations, site plan, etc. Note that no permanent markings can be made on city properties, streets and/or sidewalks. Course directions may only be marked using temporary signage.
 - Applications for parades must include a map that indicates the route, staging and disbanding areas and an estimate of the number of entrants, floats, etc.
6. Description of Assistance Needed From City Departments (Police, Fire, Streets, Parks, etc.): List any special assistance you require such as traffic control for crossing streets during a walkathon, access to electricity, extra dumpsters, etc. City may not provide all services requested. Depending on the size of the event, the City may require additional outside or private services to be provided, per the City's approval of personnel. Charges for City services may apply.
7. Previous Events: List previous events sponsored by applicant that are similar to the one being applied for. List names, locations, dates, and contacts.
8. Set-Up: List day, date and time.
9. Take Down: List day, date and time.
10. Estimated Attendance: Approximate number of participants and/or spectators expected at the event. If expected attendance is 500 or more, mass gathering rules may apply. Contact the Davis County Health Department.
11. Requesting use of concessions at the park. Barnes Sportsplex not applicable. A Temporary Food Service Permit must be obtained in any instance where food is prepared for sale to or consumption by the public. Contact Davis County Health Department, 99 S. Main, Farmington, UT 84025, Phone (801) 451-3296 to obtain the permit.
12. Alcoholic Beverages: Alcoholic beverages are **NOT** permitted in Kaysville City Parks. If serving or selling alcohol on private property, will need to contact the Utah Department of Beverage Control.
13. Organization Name: Title of organization or the event name if not affiliated with an organization.
14. Contact Person: Name of the person that the Coordinating Department may contact in case of questions or if an emergency situation occurs. Also include a secondary or alternate contact person who may be reached if the first person is unavailable.
15. Address: Address for correspondence from the Coordinating Department to the organization making the request. Please include as many phone numbers as necessary for the Coordinating Department to be in contact with the person in charge of the event. This should include numbers in case of an emergency during an event held at times other than normal office hours.
16. Insurance Information: All events open to the public require a certificate of insurance for \$1,000,000.00 commercial general liability coverage with Kaysville City Corporation named as the certificate holder and as additional insured. This is a standard request and most insurance companies supply the certificate at little or no charge. If you cannot obtain a certificate, Special Event Insurance may be purchased.
- 17.&18. Check each item that applies to your event and give an explanation in Section 18. This information will help the City to provide you the best service possible. If additional information about any of the items is required or if there are restrictions associated with any of the items checked, you will be contacted.
19. Name of Event: Enter name of event the same as in #1 on page 1.
20. Date(s) of Event: Enter date(s) of event the same as in #2 on page 1.
21. FEES: An application processing fee is required (\$65 - For profit event, \$20 - Non-profit event). In addition, all applicable park reservation fees will be charged and must be paid before the reservation can be confirmed. Kaysville City may assess a cleaning fee, determined by the type of event, number of participants, etc.
22. Do not write in this section. This is for the person accepting the completed application to fill in the date received.
23. Event Approvals: Do not write below this section. You will be notified of approval or denial of your event by the coordinating department after your application has been reviewed by all departments involved in the approval process.