



Town of Garden City

P.O. Box 207
69 North Paradise Parkway
Garden City, Utah 84028

Approved Rejected

City Official Signature/Date

Permit Number

This application must be turned in to the Garden City office no less than 30 days prior to the Special Event, with all the required documentation and an Application processing fee, which is \$100 September 10th – May 20th and \$500 May 21st – September 11th and all holidays. The Garden City Town Council will review the application and you will receive a Permit granting the Special Event or a denial letter explaining the reasons for denial.

SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION:

Applicant: _____ Date: _____

Address: _____

Phone #: _____ Cell #: _____ Fax #: _____

e-mail: _____

Organization: _____

Contact Information if different than Applicant: _____

Address: _____

Phone #: _____ Cell #: _____ Fax #: _____

e-mail: _____

Are you a Commercial Entity? Yes No State Sales Tax #: _____

Are you a tax exempt or Non-Profit entity? Yes No

EVENT INFORMATION:

Have you held this event before Yes No

If so, provide name, date, and permit #: _____

Type of event: _____

Date of event: _____ Location of event: _____

Start Location: _____ Finish Location: _____

Site plan or route must be included with application.

Number of Participants: _____ Number of Spectators: _____

You must provide 1 chemical or portable toilet for every 200 participants and spectators anticipated at your event. This figure is based upon the maximum number of attendees at your event during the peak time.

Set Up Begins: _____ Clean-Up Ends: _____

Time Event Begins: _____ Time Event Ends: _____

Will participants or spectators be charged? Yes No If so, how much? _____

Describe in detail the planned activities. List all items to be distributed, sold, promoted, speeches, ceremonies, equipment to be used, etc. MUST BE COMPLETED: _____

Will any pamphlets, handbills, or advertising matter of any kind be distributed at this event?: _____

A Parking Plan must be included with application and must include a parking for participants, spectators, shuttle service, and if necessary written permission to use private property. If any Garden City public parking is to be used permission must be approved by the Garden City Town Council.

As an event organizer, you are required to provide a safe and secure environment for your event.

Please provide details of your emergency Service Plan: _____

Please provide details of your Security Plan: _____

Will your event require road closures? Yes No Please provide details: _____

Will food be prepared, sold, provided or allowed? Yes No

To: Participants Spectators General Public

Will alcohol be sold, provided, or allowed at your event? Yes No

Please provide details: _____

Before final permit approval you will need commercial general liability insurance that names as Additional Insured "Garden City", its officers, employees, and agents. Insurance coverage must be maintained for the duration of the event including setup and dismantling. The original Certificate of Insurance must be received by the Town of Garden City prior to the issuance of your Special Event Permit.

Garden City **encourages** Special Events be held on non-holiday weekends. Special Events are not allowed at any time during the week of Raspberry Days.

Garden City reserves the right to deny permit applications for proposed special events which pose a significant danger or threat to the public health, welfare or safety, or which may result in unreasonable inconvenience or cost to the public.

Failure to obtain a permit as required, may result in enforcement action by the Garden City Town Council or Code Enforcement Office, which in their discretion, may stop an event which has not been issued a permit and/or may issue citations.

As the applicant, I hereby certify that the information I have provided on the form is complete and accurate to the best of my knowledge. I agree to abide by the terms set forth in this application, and the permit, if issued. I understand that failure to do so may lead to the cancellation of the event, the denial of future permit applications, or other legal action by Garden City.

Signature

Date

The following is a list of entities who may be affected by your event. A signature is required from each of the following entities acknowledging that they are aware of the event and may or may not be involved.

Dan Kurek, Fire Chief, Garden City Fire District 435-764-1206

Date

Sheriff Dale Stacey, 435-757-8875, Rich County Law Enforcement

Date

Mike Downing, 801-510-9164 Rich County Emergency Services

Date

Justin Gurr 435-881-9700, Rich County Sanitation

Date

Ray Lutz, Rich County Roads, 435-793-5585

Rich County Commissioners, Becky Peart, Rich Co. Clerk 435-793-2415

Date

Lee Perry, 435-720-3029, Utah Highway Patrol

Date

UDOT, Region 1 Special Permits, 801-620-1600

Date