



Instructions and Processing Special Event and Food Service Activities

CHECK LIST

30 + DAYS IN ADVANCE

Application Packets must be submitted no later than **30 DAYS** in advance of event set up date to allow for adequate processing by city departments and community agencies. (Applications are considered submitted when **ALL** information requested in the packet is complete, fee is paid and packet is delivered to the City.)

PROCESSING FEE

A (non-refundable) processing fee of **\$25** is due and payable as part of the submission packet.

MAP AND DESCRIPTION

Each application packet must include a detailed **SITE MAP / ROUTE MAP** whichever is applicable. The map should clearly include all of the physical details of the event, such as proposed road closures, signage, barricade plans, merchant booths, food vendors, portable toilets, tables, tents, fencing, stages, and any other activities or special requests as indicated on the application.

LIABILITY INSURANCE CERTIFICATE

You must provide Liability Insurance that complies with the following requirements.

- Minimum coverage \$1,000,000 per occurrence / \$3,000,000 aggregate.
- Brigham City Corporation must be named as an Additional Insured.
- The date(s) and title of the event must be clearly stated.
- The certificate must state that the coverage cannot be cancelled or altered without written notification to the certificate holder (Brigham City Corporation).
- Vendors/Merchants must provide a Certificate of Insurance following the same guidelines as the applicant or the applicant's insurance coverage must clearly include liability coverage for vendors/merchants and the products they sell.
- If any work related to the event is to be sub-contracted to a separate entity, the sub-contractor must provide a separate Certificate of Insurance following the same guidelines as the applicant.
- For a quote and/or purchase of a Special Events liability policy to cover your event, you may contact Lisa DeGolyer at Moreton & Company at (801)715-7128. You may also purchase equivalent coverage acceptable to the City from another insurance broker.

VENDORS/MERCHANTS – TEMPORARY BUSINESS LICENSE

Any vendor or merchant selling goods and services at the event is required to obtain a Temporary Business License from Brigham City Corporation. Please contact Business Licensing at (435) 734-6617.

HEALTH DEPARTMENT APPROVAL

If you are serving food or your event qualifies under the following guidelines as a **“TEMPORARY MASS GATHERING”** or **“GATHERING”**, you must comply with all

Health Department requirements. Documentation of **HEALTH DEPARTMENT APPROVAL** including all vendor activities must be submitted with your application packet. Specifically, the event qualifies as a “Temporary Mass Gathering” or “Gathering” when an actual or reasonably anticipated assembly of 500 or more people exists, continues for two or more hours per day, and/or includes business activities that include the sale or distribution of food or beverage **that is not commercially packaged**. This shall not include an assembly of people at a location with permanent facilities designed for that specific assembly, unless the designed occupancy levels are exceeded. (See Utah Administrative Code R392-400). Bear River Health Department information can be obtained online at <http://www.brhd.org/>, in person at 817 West 950 South in Brigham City, Utah or by telephone at (435) 734-0845. Information required by the Health Department includes the name of the responsible party, contact phone number, mailing address, address of event or business, proof of food handler’s permits and detailed plan of the event or business. The plan should include plumbing fixtures for hand washing, food preparation, food storage, cooking facilities, serving method etc.

PARK/BOWERY or BUILDING/ROOM RESERVATIONS

Site reservations are required to be made directly with the Recreation Division (435) 734-6610 or applicable department. Confirmation of reservation should be attached to the application packet.

COST RECOVERY

The City often incurs costs beyond its normal operating expenses when events are held. In order to determine these costs, you will need to review your event with applicable City departments. The Community Development Department (435) 734-6604 can help you identify the correct departments to contact. An estimate of these costs can be obtained from these departments. You will be responsible for payment of these costs.

FINAL APPROVAL – PERMIT

Once your application packet is received it will be reviewed by each of our department directors. They will individually approve your application and provide specific requirements for your event. You will receive a copy of the approved application including these comments and requirements prior to the event – this copy acts as your permit. Contact Community Development at (435) 734-6604 for status of your final, approved permit.

We welcome you to beautiful Brigham City and look forward to working with you on a successful event.

Thank you,

Brigham City Community Development Department



Jared Johnson
Director



SPECIAL EVENT PERMIT AND APPLICATION

Application is due 30 days prior to event.
(\$25.00 Non-refundable Application Fee Due upon submittal)

1. Event Information / Contact Information

Name of Event: _____

Location or Address of Event: _____

Date(s) of Event: _____ Time of Event: _____ *Estimated Attendance: < 500 [] _____ / > 500 [] _____

Set-up Date/Time: _____ Take Down Date/Time: _____

Description of Event (Provide **detailed** information under Section 4): _____

Organization: _____ Nonprofit 501.c3 Tax ID #: _____

Primary Contact Person: _____ Phone: _____

Address: _____ City, State, Zip: _____

Email: _____ Cell Phone (Day of Event): _____

Alternate Contact Person: _____ Phone: _____

Address: _____ City, State, Zip: _____

Email: _____ Cell Phone (Day of Event): _____

2. Insurance Requirements and Certification

Liability Insurance Company: _____

Address: _____ City, State, Zip: _____

Insurance Agency: _____ Phone: _____

Insurance Contact: _____ Email: _____

This application must be accompanied by a Certificate of Insurance. Brigham City Corporation must be specifically named as an ADDITIONAL INSURED on the certificate with minimum limits of liability in the amount of \$1,000,000 per occurrence / \$3,000,000 aggregate. (See cover letter for more information.)

FOR OFFICE USE ONLY

DEPARTMENT/DIVISION: RECOMMENDATIONS / COMMENTS / APPROVAL SIGNATURE

Community Development:
Economic Development:
Emergency Services:
Police:
Public Power:
Public Works:
Recreation:
Risk Management:
Other:
Other:

Date Received: _____ **Fee Paid:** _____ **Receipt #:** _____ **Date Issued:** _____ **By:** _____