

Instructions for Completing Special Event Application

NOTE: APPLICATION IS DUE 45 DAYS PRIOR TO EVENT

General Information:

- A Special Event Application MUST be completed for any event planned to take place on Ogden City property where the public is invited to attend or an event that involves blocking public streets or sidewalks. It is also required for a private event (mass gathering) that involves more than 500 people.
- Provide all information as requested. **APPLICATIONS MUST BE SUBMITTED 45 DAYS PRIOR TO THE EVENT DATE.**
- 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.
 - Runs, walks, marches and all other events using Ogden 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, location of aid stations, site plan, etc.
 - Applications for parades must include a map that indicates the parade route and staging and disbanding areas and an estimate of the number of entrants, floats, etc. Depending on the crowd expected, porta johns may be required.
 - Closure of a Utah State road within Ogden City limits requires the approval of the **Utah Department of Transportation**. An "Application for Right of Way Encroachment Permit" may be obtained from the Special Events office, on line at <http://www2.udot.utah.gov/index.php/m=c/tid=680>, or by calling 620-1600.
5. **Location or Starting Point (include map):**
 - If the event includes use of an Ogden City Park, a site map showing planned location of booths, activities, participants, etc. must accompany the Special Event Application. Reservations may be made by contacting Ogden City Parks Department at 629-8284. Non-reservable parks are not available for special event use due to the lack of sufficient facilities and services that are inadequate for large functions.
 - **FEES:** All applicable park reservation fees will be charged and must be paid before the reservation can be confirmed. The special event office may assess a cleaning fee, determined by the type of event, number of participants, etc.
6. **Description of Assistance Needed From City Departments (Police, Fire, Streets, Parks, etc.):** List any anticipated assistance you may need such as traffic control for crossing streets during a walkathon, access to electricity, extra dumpsters, etc. There may be a charge for requested services.
7. **Set-Up:** List day, date and time.
8. **Take Down:** List day, date and time.
9. **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 Weber County Health Department (see instruction #11 below for contact information).
10. **Alcoholic Beverages:** Check the appropriate box. Alcoholic beverages are permitted only at MTC Park and the Amphitheater with the purchase of an Alcoholic Beverage Permit available through the Parks Department. Special requests for serving alcoholic beverages at any event must be approved through the special event application process. If alcoholic beverages are to be sold, application must also be made at least 60 days in advance to the Ogden City Licensing Department (629-8962) and the Utah Division of Alcoholic Beverage Control (801-977-6800).
11. **Health Department Contacted:** A Temporary Food Service Permit must be obtained in any instance where food is prepared for sale to or consumption by the public. Also, if cooking is being done, each vendor must have a fire extinguisher. Contact Weber County Health Department, Environmental Health Division, 477 23rd Street, Ogden, UT 84401, Phone (801) 399-7160 to obtain the permit. There is a \$25.00 charge per event and the permit must be posted at the event. When the permit is obtained, a copy should be forwarded to Ogden City Special Events. In addition to the Food Service Permit, at least one person with a valid food handler permit must be on site at all times.
12. **Tax Commission notification:** If event involves vendor sales or if admission is charged, you must obtain temporary sales tax numbers for them from the Utah State Tax Commission. Call (801) 297-6224 for additional information.
13. **Noise Ordinance Variance required:** If you will be playing amplified music, you must obtain a noise ordinance variance from the Mayor's office – 629-8111 (Exception: Events that take place in the Amphitheater do not need a variance)
14. **Organization Name, address & 501C3 number:** Title of organization or the event name if not affiliated with an organization.
15. **Contact:** Name of the person that the Special Events 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.
16. **Insurance Information:** All events open to the public require a certificate of insurance for \$2,000,000.00 commercial general liability coverage with Ogden City Corporation, its elected and appointed officials, employees, volunteers and agents 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 directly from Fred A. Moreton & Company (801) 715-7031. Fees range from \$65 to \$1000 per day.
17. **Signature:** Person completing this form or the contact person must SIGN and DATE the application.
18. **Date:** Enter the date the application is signed.
19. Do not write in this section. This is for the signature of the person in Community Services who accepts the completed application form.
20. Do not write in this section. This is for the person accepting the completed application to fill in the date received.
21. **Name of Event:** Enter name of event the same as in item 1 on page 1.
22. **Date(s) of Event:** Enter date(s) of event the same as in item 2 on page 1.
23. Check each item that applies to your event and give an explanation. This information will help us to provide you the best service possible. If we require additional information about any of the items or if there are restrictions associated with any of the items checked, you will be contacted.
24. **Explanation of items checked above:** Give detailed information about items checked in section 23.
25. **Name of Event:** Enter name of event the same as in item 1 on page 1.
26. **Date(s) of Event:** Enter date(s) of event the same as in item 2 on page 1.
27. **Event Approvals:** Do not write below this section.

You will be notified of approval or denial of your event after your application has been reviewed by all departments involved in the approval process.

SPECIAL EVENT APPLICATION

(Must be submitted **45 days** in advance or event may not be approved. Please review instructions before completing this form.)

1. Name of Event:		2. Date(s):	3. Event Time(s):
4. Type of Event: <input type="checkbox"/> Public Gathering <input type="checkbox"/> Private Gathering <input type="checkbox"/> Parade <input type="checkbox"/> Walk or Run <input type="checkbox"/> Professional Filming <input type="checkbox"/> Other: _____ Please add this event to community calendar listings: <input type="checkbox"/> Yes <input type="checkbox"/> No			
5. Location (City Park or starting point - include a map with this application that shows all items checked in section 24 on page 2.):			
6. Description of assistance requested from Ogden City departments (Police, Fire, Streets, Parks, etc.). Additional space for information is provided on page 2:			
7. Set-Up: Day of week: Date: Time:		8. Take Down: Day of week: Date: Time:	
		9. Estimated Attendance	
		Participants:	Spectators:
10. Alcoholic Beverages: yes <input type="checkbox"/> no <input type="checkbox"/>	11. Health Department contacted: yes <input type="checkbox"/> no <input type="checkbox"/>	12. Tax Commission contacted: yes <input type="checkbox"/> no <input type="checkbox"/>	13. Noise Ordinance Variance required: yes <input type="checkbox"/> no <input type="checkbox"/>
14. Organization: (Name, Address, Phone):			
Non-Profit 501.C3 Tax Identification #:			
15. Contact: Name: _____ Daytime Phone: _____ Street: _____ Cell or Evening Phone: _____ City: _____ State: _____ Zip: _____ FAX: _____ Email: _____			
Secondary Contact: Name: _____ Phone: _____ Email: _____			
16. Liability Insurance Information: Company/Agent: Telephone #: _____ Fax #: _____ Address: City: _____ State: _____ Zip: _____			
NOTE: INCLUDE COPY OF INSURANCE CERTIFICATE WITH APPLICATION			
17. Signature (or name if form is transmitted electronically):			18. Date:
19. Application received by:			20. Date:

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

Failure to complete all sections of this form and meet all requirements may result in delay, limitations or cancellation of your event.
 Ogden City Corporation reserves the right to deny approval of special events that do not comply with Ogden City ordinances and/or policies.

