

SPECIAL EVENT

PERMIT GUIDE AND APPLICATION



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Introduction

Draper City enjoys special events and festivals that help make Draper an exciting City. The City aims to permit events that are safe and do not adversely impact the quality of life for the Draper City residents. In order to help organizers of special events coordinate their plans with City requirements, we have compiled this user's guide and application form that contains information related to the City's review process.

No person or entity shall install or conduct any temporary event without obtaining a permit issued pursuant to the requirements of the Draper City Municipal Code 6-7, 6-9, & 9-40. This packet was created based on these rules and regulations established by the Draper City Council. Any deviations from the requirements set forth shall require approval from the Draper City Council.

We suggest that you do not circulate promotional information until you have City approval of your event. We will not be responsible if dates or other requested services must be amended or changed during the permit process.

You may have planned events in Draper City in the past, however, you will need to read this application completely and submit all required information because there may be new application requirements since your last event. All information needs to be accurate and up to date. **Please remember that acceptance of your special event application should not be construed as an approval of your request.**

Permit Process:

The permit application process begins when you contact the Community Development Department at 801-576-6588 or 801-576-6532 regarding your proposed event. The Community Development Department is located in the Draper City Offices at 1020 E. Pioneer Rd on the second floor. **You must apply for your permit a minimum of 30 business days prior to the event. If applications are submitted less than 30 days prior to the event date, they will be denied.**

It is strongly recommended that you contact the City a minimum of 60 business days in advance to avoid any unwanted delays.

Application Submittal:

Upon finishing your application, you may submit your **complete application**, to the Community Development Department at 1020 E. Pioneer Rd. on the second floor. After receiving the application, the applicant will be contacted to schedule a time to meet with the Community Action Team (CAT) which is made up of individuals from all departments within the City.

Upon review of the application, additional information may be required. In the event that more information is required, that information will need to be

provided prior to the CAT meeting. Delays in providing additional information may hinder the ability to finish the review process, and impede processing your application in a timely manner. Special events permits will be processed within 20 business days based on a complete application. The review process time stops in the case of an incomplete application, and does not begin again until the complete application is re-submitted.

Special Event Permit Fees:

The **application and processing fee for a Temporary Use Permit, which is required as part of a Special Event, is \$50.00.** This fee is required at the time the application is submitted, and is not refundable if work is done on the application. This fee will be waived for the following reasons upon clearance from the City Manager or designee: City-sponsored functions, non-profit organizations located in Draper City, and not for profit functions.

Depending on the event, additional fees may include but are not limited to Police fees, Inspection fees, Business License fees and Parks Fees. For business license fees and information, contact Nancy Bishop at 801-576-6530. Final police fees will have to be evaluated after the CAT meeting. For your information, the applicant will be responsible for paying each needed police officer's overtime hourly wage for the entire time he/she is working. The facility fees will depend on the Draper Facility used. Contact Draper City at 801-576-6500 for details.

Other Permits/Licenses:

In addition to the special event permit, other permits may be required for your event. Although the City will try to help you identify all the required permits, the applicant is responsible for contacting and obtaining every City, County, State and Federal permit required for the event. The following permits/licenses list is not a comprehensive list, and these permits may or may not be required for your special event:

- *Special Event/Single Event Permit Liquor License:* Contact Nancy Bishop (801)576-6530
- *Street Closure Permit:* If any part of your event will take place within the Public Right of way please contact the Engineering Department at (801)576-6536; application attached
- *Fire Dept. Permits:* Required for fireworks, tents >200 S.F. or canopies >400 S.F. Permits should be obtained by the tent vendor, directly from the Unified Fire Authority's Fire Prevention Bureau, as part of their contract with the event coordinator. Inspections are required for these tents/canopies.
- *County Mass Gathering Permit:* Contact applicable county. For Salt Lake County contact South Valley Health (801)313-6629; permit in this County is required for events with more than 500 people.
- *Food Protection or Handler's Permit:* Contact applicable county. For Salt Lake County contact South Valley Health (801)313-6620.

- *Sanitation and Safety:* Contact applicable county. For Salt Lake County contact South Valley Health (801)313-6641.
- *County EMT center/First Aid Station:* This is required when a County Mass Gathering Permit is required. When required, contact Salt Lake County.
- *Permits required by the Building Department subject to the Building Code:* Contact Keith Collier (801) 576-6524 for questions, fees, and requirements associated with these permits.
- *Parks Reservation/Draper City Facility Use Agreement:* Contact Draper City (801) 576-6500. Agreement attached.

Events on Public Property:

With the proper authorization, special events may be held in public places such as parks, public streets, and other City owned property. Events held in public places owned by the City need authorization from the Parks Department or other City departments or entities. Events must end by 10:00 p.m. For reservations for events on public property contact Draper City at (801)576-6500 for scheduling. After the application is reviewed, the applicant will be informed if other approval is needed. **Insurance for benefit of the City will be required for public health and safety reasons if the event is held on ANY public property, including public rights-of-way. Minimum amount of insurance shall be two (2) million dollars. All applications that do not include proof of insurance will not be accepted.**

Events on Private Property:

Special events are allowed on private property although some zoning restrictions may apply. **Property owner approval is required.** The owner of the property where a temporary use is proposed shall provide a written statement authorizing the use. Adjacent property owners' approval may also be required.

Insurance: (Mandatory)

When deemed necessary by the Zoning Administrator or designee for public health and safety reasons, a special event permit applicant shall provide liability insurance for benefit of the City. Such insurance shall:

- Name the City as an insured.
- Hold the City harmless from any claim arising from personal injury or property damage resulting from the temporary use.
- Provide that the insurance shall not be canceled prior to giving the City at least ten (10) days written notice of such cancellation.
- The minimum coverage of the insurance will be two (2) million dollars.

Site Plan:

A site, or plot, plan shall be prepared and submitted with the special event application. This site plan shall include the name and address of the area, along with the name of the contact person or coordinator. It shall show all entrances, exits, roadways, walks and parking. Any and all sanitation facilities,

EMT centers, first aid stations, waste containers, food stands, etc. shall be clearly identified on the site plan.

Sign Plan:

Provide a plan showing the location of all signs that will be placed in association with the event. The plan shall also include the total number of signs for the event, the height of all signs, and the square foot dimensions of the signs. Include the duration the signs will be up. All signs are required to obtain a sign permit. Application is attached.

Control Plan:

A plan establishing adequate provisions for traffic control, crowd control, patron control, and enforcement of City ordinances, State and Federal laws and any applicable regulations; including, but not limited to, fire, health, security, and Americans with Disability Act regulations shall be submitted with the application.

Security Plan:

A plan shall be submitted with the special event application establishing the number and type of enforcement and security personnel that will be present to monitor and facilitate the use and provide spectator or participant control and direction. This security plan shall include a list containing the name, phone number, email address and signature of all security personnel or volunteers assisting with the special event to ensure there will be enough event coverage on the day of the event.

Parking and Access:

Off street parking facilities shall be provided at the rate of one (1) vehicle for every four (4) persons reasonably expected to attend the event, activity, or proposed use. Parking shall be hard surfaced (asphalt, concrete, or gravel). If parking spaces are not marked, parking personnel shall be present to insure orderly and safe ingress and egress from the parking areas. The parking facilities shall be shown on the control plan or on the Plot/Site Plan submitted with the application.

Specific areas shall be designated for ingress and egress of vehicular traffic and for patron admission, insuring the safety of patrons, the exclusion of persons not entitled to entry, and the enforcement of State and local laws and ordinances. The adequacy of such areas shall be based upon the number of patrons reasonably expected to attend the event.

Sanitation Facilities:

Adequate sanitation facilities shall be provided based on the duration of the event and on the number of persons reasonably expected to participate. For sanitation and safety guidelines, contact the Draper City Building Department, specifically Keith Collier at (801)576-6524. Also contact the applicable county.

For Salt Lake County contact South Valley Health (801)313-6641. All sanitation facilities shall be shown on the Plot/Site Plan submitted with the application.

Trash Removal:

All trash shall be removed and the site restored to its prior condition before the applicant or event sponsors leave the site. All trash shall be disposed of properly and all equipment used shall be returned to its designated location. For trash removal and other criteria regarding site clean up, it is the sole responsibility to provide your own means to clean up the site. You may contact Waste Management should you need temporary garbage receptacles or contact our front desk, at 801-576-6500 to reserve a dumpster. The City will only provide services on City Property for maintenance purposes only. All other additional clean-up should be arranged by the applicant.

Inspections:

Authorized law enforcement officers, zoning enforcement officers, fire control officers, and other governmental personnel shall be permitted free access to the event to make inspections to insure compliance with all regulations and provisions. Required inspections for the event may include, but are not limited to the following:

- Building Code Inspections
- Fire Inspections
- Code Enforcement Inspections
- Business License Inspections
- Police Inspections
- Animal Control Inspections
- Facility/Public Works Inspections
- Traffic Related Inspection

The applicant will be able to coordinate these inspections through the permitting process. Required inspections associated with the event will be reviewed and discussed at the CAT meeting. Any fees associated with the inspections will be required to be paid prior to the inspection.

*I have read and understand all of the information in the "Special Event Permit Guide and Application" and will adhere to all of the aforementioned criteria also set forth in the Draper City Ordinances.

Applicant's Name (Print)	
Applicant's Signature	
Date	

SUBMITTAL CHECKLIST

This is meant to assist the applicant, and may not include all the required submittals. Please refer to the details of the permit guide and application.

- Application form completed.
- Draper City Business License. Contact: Nancy Bishop @ 576-6530
- Application and Processing fee. (\$50.00)
- Provide all required Federal, State and County Permits.
- Approvals from all owners of property where event takes place.
- Sign Plan
 - All signs locations
 - Show height and sign dimensions
 - Include dates signs will be up
- Plot/Site Plan
 - Name of area
 - Address
 - Proposed location or route map
 - Barricade plan
 - Entrances, exits, roadways, and walks
 - Restrooms/water facilities
 - Parking
 - 1 space for every 4 persons
 - hard surfaced (asphalt, concrete, or gravel)
 - marked, or parking personnel
 - Waste Containers
 - Food stands
 - EMT center/First Aid Station
 - Contact person/coordinator
- Emergency Services:
 - Agency
 - Number of personnel
 - First Aid Supplies and Equipment
- Control Plan:
 - Traffic (per UDOT standards), Detour Plan (if road closure), Patron, Crowd control and City Code Enforcement
- Security Plan:
 - Number and type of enforcement
 - Signatures of volunteers/personnel
- Insurance
 - Name the City as an insured
 - Hold the City harmless from any claim arising from personal injury or property damage resulting from the temporary use
 - Provide that the insurance shall not be canceled prior to giving the City at least ten (10) days written notice of such cancellation



DRAPER CITY

COMMUNITY DEVELOPMENT DEPARTMENT
1020 East Pioneer Road
Draper, UT 84020
(801) 576-6539 Fax (801) 523-8552

ALL ITEMS ON THIS FORM MUST BE FILLED OUT COMPLETELY.
Incomplete application will not be accepted

SINGLE EVENT PERMIT APPLICATION

Name of Event: _____

Activity Address: _____

Contact Name: _____ Daytime Phone#: _____

Email Address: _____ Date of Application: _____

Property Owner(s): _____

Applicant(s): _____

Address: _____

Address: _____

City: _____ State: _____ Zip: _____

City: _____ State: _____ Zip: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

General Event Information

Date of Event

From: _____ To: _____

Event Time:

Day 1 - From: _____ To: _____

Day 2 - From: _____ To: _____

Day 3 - From: _____ To: _____

Day 4 - From: _____ To: _____

Detailed summary description of event: _____

Admission Fee: _____

Number of Participants: _____ **# of Spectators:** _____ **# of Volunteers:** _____

Will any amplified music or a public address system be used at the event? _____

Insurance Co (ATTACH COPY OF POLICY): _____

Agent's Name: _____ **Agent's #:** _____

Parade/Run/March Information

Assembly of Event Begins: Date: _____ Time: _____ am/pm
Disassembly of event Begins: Date: _____ Time: _____ am/pm

Description of Parade/Run/March including description of street/lane closures:

* Attach the proposed route and barricade plan and indicate the start and finish areas.

Alternate Contact Person for this Event (not applicant): _____
Phone: _____ Email: _____

Public Safety

Please describe your security plan including crowd control, internal security or venue safety, number and location of security staff, etc. Attach separate sheets as needed.

Is there a need for off-duty security officers and/or private security at your event?

YES NO

If no, explain why they are not needed:

If yes, you may hire Draper City off-duty police officers, or other appropriate security officers; call Draper City Police at 801-576-6353 for additional information. Please check the appropriate box(es) and provide the following information.

I plan to hire Draper City off-duty police officers. (For rate and contract information call 801-576-6353. Estimated number of officers: _____

I plan to use an alternate agency for security. Estimated number of officers: _____
Agency Name: _____
Agency Contact: _____

Is there a need for standby emergency medical staff? Note: Based on the event, attendance, location and/or weather conditions, the Fire department may require an emergency medical staff standby, even if you mark no. YES NO

If YES, Provide Agency Name: _____

Contact: _____ Phone #: _____

Alternate Contact Person responsible for Safety (not applicant): _____

Phone: _____ Email: _____

Parking and Traffic

Will your event utilize a valet parking service? YES NO

Company Name: _____

Company Contact: _____ Phone: _____

License Number: _____

Will your event involve the use of a shuttle and/or alternate parking sites? YES NO

Please describe and/or provide an attachment with your plan:

Will any part of your event (people, booths, vehicles, equipment) take place in the public street? YES NO

Please describe below any sidewalk, lane and/or street closures proposed with your special event. Contact Tylyn Carlson in the Public works department to obtain the required street closure permits if applicable.

Will your event require barricades to control traffic? YES NO

If YES, you are required to have a barricade plan which shall be included with this application.

Are off-duty police officers going to be needed to control traffic? YES No

Please describe all the required locations and the estimated number of officers for each location. Draper City Police reserve the right to adjust and determine the final need and number of officers required.

Location 1: _____ # of Officers: _____

Location 2: _____ # of Officers: _____

Location 3: _____ # of Officers: _____

Location 4: _____ # of Officers: _____

Location 5: _____ # of Officers: _____

Alternate Contact Person for Parking/Traffic (not applicant): _____

Phone: _____ Email: _____

Entertainment and Related Activities

Are there any musical entertainment features related to your event? YES NO

If YES, complete the following information or provide an attachment listing all bands/performers, type of music, sound check and performance schedule.

Number of stages: _____ Number of performers: _____
Performer _____ name _____ and _____ music _____ type:

Will sound checks be performed? YES NO

Start time: _____ am/pm End time: _____ am/pm

Will amplified sound be used? YES NO

Start time: _____ am/pm End time: _____ am/pm

Note: All outside amplified music must cease by 10:00 pm unless otherwise approved.

Will there be patron dancing at the event? YES NO

Will there be live or recorded music at the event? LIVE RECORDED

Describe _____ sound _____ equipment _____ used:

Will music be sold? YES NO

Does your event include fireworks, rockets, lasers, or other pyrotechnics? YES NO

Please _____ describe:

Vendor: _____

Note: Separate permitting is required for these uses. Attach associated permits.

Will your event include signs, banners, decorations, special lighting, etc? YES NO

If YES, attach examples of the signs including the sign height, dimensions, and sign locations. *Note: All signage and banners are subject to Zoning Ordinance provisions found in the Draper City Municipal Code 9-26.*

Will there be tents or canopies? YES NO Number of tents? _____

Note: Special Inspections are required will ALL tents or temporary structures.

Alternate Contact Person for Entertainment (not applicant): _____

Phone: _____ Email: _____

Food and Concessions

Does your event include food concessions and/or preparation areas? YES NO
 Please describe how food will be served and/or prepared.

Will items or services be sold at your event? YES NO
 Please provide a complete list of vendors. An updated list must be submitted a minimum 10 days prior to the event if additions or deletions are made. (Attach additional sheets if needed). *Note: Each vendor will require a special event business license for tax purposes. For further details about license requirement, contact the Business License Official, Nancy Bishop at (801) 576-6530.*

Business Name & Vendor Name	Phone #	Address	Bus. License # or application date.

Alternate Contact Person for Food/Concessions (not applicant): _____
 Phone: _____ Email: _____

Sanitation

Describe your plan for the cleanup and removal of recyclable goods, waste and garbage during and after your event:

Person/company responsible for cleanup: _____
 Contact Number (anytime #): _____
 Email: _____

Applicant's Authorization

Applicant acknowledges that the information provided in this application is true and accurate to the best of Applicant's knowledge and belief.

Applicant's Name (Print)	
Applicant Signature	
Date	



DRAPER CITY

72 East Sivogah Court
Draper, Utah 84020
Phone: (801) 576-6517
Fax: (801) 576-6349

Street Closing Application

Date: _____

To: Salt Lake County Fire Department, Draper Division
Draper City Public Works Department, Operations & Maintenance Division
Draper City Public Works Department, Engineering Division
Draper City Police Department
Utah Transit Authority
Jordan School District
United States Postal Service

Street to be closed: _____

Date of closure: _____ Hours of closure: _____

Reason for closure: _____

Applicant: _____ Telephone #: _____

Address: _____

Applicant Signature: _____

Request for street closure assistance

Please provide street closure barricades as required to accomplish this request. The contact person in this regard is:

Name: _____ Telephone #: _____

I agree to pay the cost of labor and materials to fulfill this request which is estimated to be _____ (to be filled in by Public Works) and have deposited this amount with this application.

Insurance Certificate Attached: Yes No

Approved:

Public Works Director

Date

Please note: All signage must be in accordance with the Manual on Uniform Traffic Control Devices (MUTCD).

Control Devices

Police Department Approval: _____

Special Conditions: _____

Fire Department Approval: _____

Special Conditions: _____

Public Works O & M Approval: _____

Special Conditions: _____

Public Works Engineering Approval: _____

Special Conditions: _____

Utah Transit Authority Approval: _____

Special Conditions: _____

Jordan School Dist. Approval: _____

Special Conditions: _____

Postal Service Approval: _____

Special Conditions: _____

Instructions on Completing a Single Event Business License

1. Obtain an application for your single event from the Planning & Zoning Department. This application will need to be completed and approved prior to issuance of your single event permit for business licensing. Contact Jerrilyn Billings at (801) 576-6588 for additional information.
2. Review Title 6-7 Public Recreation Licenses and Title 6-9 Events Charging Admission which are attached.
3. Complete the Single Event Business License application. For additional information, contact Nancy Bishop at (801) 576-6530.
4. Obtain a temporary sales tax number. You can apply online at www.utah.gov. Follow the directions from that page to obtain a temporary sales tax number or you can call the Utah State Tax Commission at (801)297-2200 for further information.
5. If food is to be prepared and sold, you will need a temporary event permit and food handler's permits from the South Valley Health Department. Please call (801) 313-6620 for instructions on how to obtain these permits.
6. If alcohol is to be served, it will be necessary for you to obtain a Class B single event beer license which will have to be approved by the Draper City Council at public hearing. The Local Consent, if granted, will be forwarded to the State Department of Alcoholic Beverage Control. It will be necessary for this department to also approve your single event and issue you a permit. This form is attached for your use in completing your application.
7. Obtain a Sign Permit if required. Contact Mindy Dansie at (801) 576-6532 for additional information.
8. A Consolidated Fee Schedule is attached for your use in computing fees to be assessed for your single event business license and/beer license.

Please submit your application to Draper City at least 10 days to two weeks prior to your event to allow time to process your request.



Account No. 1001

SINGLE EVENT BUSINESS LICENSE APPLICATION

(801) 576-6530, Fax (801) 576-6526

Business Name: _____ Telephone: _____

Event Location: _____ Draper UT 84020

Mailing Address: _____ City: _____ State _____ Zip: _____

Business Owner: _____ Telephone: _____

Home Address: _____ City: _____ State: _____ Zip: _____

Owner's Birth Date: _____ Owner Driver's Lic. #: _____

Temporary Sales Tax #: _____ Federal ID #: _____

Date(s) of Event: _____

Detailed description of Business:

I(we) hereby agree to conduct my/our business in accordance with any and all of the ordinances pertaining to a Single Event Business License within the limits of Draper City.

Signature of Business Owner or Agent by written authorization Date: _____

The information in this application is governed by Utah State Government Records Access and Management Act (GRAMMA). You are required to furnish the information on this form for the purpose of identification and to provide background information to properly assess your application and expedite processing. This information will be used only so far as necessary for evaluating your application. Failure to provide the information may result in the process taking longer or, in some cases, your application may be impossible to process. If you are an "at-risk government employee" as defined in *Utah Code Ann. § 63-2-302.5*, please inform the city employee accepting this application. Draper City does not currently share private, controlled or protected information with any other person or government entity.

Includes Alcohol
 Does Not Include Alcohol

APPROVALS Office Use Only
P & Z: _____
Business License: _____
City Council Approval: _____

Application Fee: \$20.00

Fees Received



DRAPER CITY
1020 East Pioneer Road
Draper UT 84020
(801) 576-6530, Fax (801) 576-6526

**BEER LICENSE APPLICATION
(Single Event)**

Applicant Name: _____ Telephone: _____

Home Address: _____ City: _____ State: _____ Zip: _____

Owner's Birth Date: _____ Owner's Driver's Lic. # _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Property Owner, if leasing or renting: _____ Telephone: _____

Property Owner's Address: _____

Type of Beer License: Class B Class D

- I am applying for Local Consent to obtain a _____ license at the Utah Alcoholic Beverage Commission.
- I am not applying for Local Consent.

Event Location: _____ Draper, Utah 84020

Date(s) of event: _____

I (we) hereby apply for a license to conduct the above described single event within Draper City and as such, do hereby acknowledge and fully understand all Ordinances of Draper City that shall apply and agree to fully comply with all such Ordinances, including but not limited to, Business Licensing, Health and Land Use Regulations. I, _____, hereby authorize Draper City to conduct a background check with the Draper City Police Department or other law enforcement agency in connection with the foregoing application. If my application is for a Class B or Class D Beer License, I further hereby agree to permit any authorized representative of the Utah Alcoholic Beverage Control Commission, Draper City, Draper Police, or Salt Lake Valley Health Department unrestricted right to enter the business.

The information in this application is governed by Utah State Government Records Access and Management Act (GRAMMA). You are required to furnish the information on this form for the purpose of identification and to provide background information to properly assess your application and expedite processing. This information will be used only so far as necessary for evaluating your application. Failure to provide the information may result in the process taking longer or, in some cases, your application may be impossible to process. If you are an "at-risk government employee" as defined in *Utah Code Ann.* § 63-2-302.5, please inform the city employee accepting this application. Draper City does not currently share private, controlled or protected information with any other person or government entity.

Signature of Business Owner or Agent by written authorization _____ Date: _____

Single Event	<input type="checkbox"/>	_____
Total Fee*	\$	_____
*See Fee Schedule		

Approvals: (Office Use Only)	
<input type="checkbox"/>	City Council Approval Date: _____
<input type="checkbox"/>	Fees Received

CLASS "B" BEER LICENSE REQUIREMENTS

Single Event

Applications must include:

1. Completed application and fee of \$100.00 per day up to \$300.00
2. Completed application for Single Event Permit and payment of fee
3. Drawing showing proximity to any school, church, library, playground or park within 600 feet.
4. Site plan of event areas including consumption areas indicating where beer will be sold, kept and stored.
5. Statement of purpose of the association, corporation, church or political organization or its local lodge, chapter or other unit.
6. A signed consent form permitting any authorized representative of the City unrestricted right to enter the restaurant for inspection purposes.
7. Proper verification evidencing that the person signing the application is authorized to act on behalf of the association, corporation, church or political organization conducting the single event.
8. Evidence of DRAM shop insurance coverage of at least \$500,000.00 per occurrence and \$1,000,000.00 in the aggregate.
9. Background check on license applicant.

Requires City Council approval and execution of a Local Consent Form prior to issuance of license. It is recommended that the applicant be present at the City Council meeting where application for license is presented.

Chapter 6-7 PUBLIC RECREATION LICENSES

Sections:

6-7-010	Definitions.
6-7-020	Policy.
6-7-030	Public Health, Safety and Welfare Requirements.
6-7-040	Insurance.
6-7-050	Continued Compliance, Adequate Personnel, Other Provisions.
6-7-060	Inspections.
6-7-070	Penalty.
6-7-080	Exempt Organizations.
6-7-090	Business License Requirements.

Section 6-7-010 Definitions. "Public events" means a concert, fair, festival, bazaar, prize fight, race or other event held in an outdoor setting involving 1,000 or more patrons.

Section 6-7-020 Policy. The City takes public notice that public events, as herein defined, involving people numbering more than 1,000 create hazardous conditions, including but not limited to, traffic, solid waste disposal, sanitation, sewage disposal, public health, fire protection, noise and other public safety concerns; therefore, the City finds and determines that this chapter which prescribes the procedures, rules and regulations for conducting public events as herein defined is necessary to protect the health, safety and welfare of the citizens of the City. This chapter shall be liberally construed to accomplish this purpose.

Section 6-7-030 Public Health, Safety and Welfare Requirements. It shall be unlawful to sponsor, undertake or provide any Public Event as defined within this Chapter without first obtaining a Public Event business license from the City and paying the City business license fee and any additional fee as required by the City's Consolidated Fee Schedule. Prior to issuance of the Public Event Business license, a temporary use permit and an application for a Public Event license must be completed and approved by the Community Development Department. All fees for the temporary use permit must be paid as required by the Consolidated Fee Schedule.

(a) In conjunction with the Public Event license application, applicant shall provide evidence of measures taken to reasonably protect the health, safety and welfare of the patrons to the Public Event and the public in general. Such evidence shall include, but is not limited to the following:

(1) A statement of the number of expected participants or potential number of participants with an explanation of how said number was derived. Said number may be derived from, but shall not be limited to, items such as the number of pre-sold tickets, available seating and/or parking, past experience with similar activities, etc.

(2) A scaled drawing of the area in which the Public Event is held. Said drawing shall show:

(i) Off street parking facilities providing for one vehicle for every four patrons reasonably expected to attend the public recreation, said parking to be hard surfaced and striped or, if not hard surfaced and striped, adequately regulated by parking personnel to insure orderly and safe ingress and egress from the parking facility;

(ii) Specific areas designated for uninhibited ingress and egress of emergency vehicle. Such areas shall specifically exclude, by appropriate barriers, vehicular and pedestrian traffic;

(iii) Specific areas designated for safe ingress and egress of vehicular traffic and for patron admission to insure the safety of patrons, the enforcement of state and local laws and ordinances and the

exclusion of persons not entitled to entry. The adequacy of such areas shall be based upon the number of patrons reasonably expected to attend the public recreation.

(3) A plan outlining adequate provisions for traffic control, crowd control and enforcement of City ordinances, state and federal laws and any other applicable regulations. Said plan shall include, but is not limited to, the following:

(i) Number of enforcement personnel located at the premises;

(ii) Type of security personnel (i.e. private security, City police, county or state personnel);

(iii) Name and address of the private security agency that is providing security personnel if a private agency is used;

(iv) Arrangements for communication between internal and external security personnel, including City personnel, if any, and arrangements for emergency communication with patrons.

(b) To insure the reasonable protection of the health, safety and welfare of the patrons to the public recreation and the public in general, the business license application as herein before required shall be subject to approval by the following personnel of agencies:

(1) Police Chief;

(2) Fire Chief;

(3) Community Development Department;

(4) Health Department;

(5) Ambulance Director.

Approval by the above personnel and agencies shall be based upon compliance with the approval of the information required in subsection (a) above, upon implementation by the Public Event of those measures outlined in subsection (a) above, upon compliance by the applicant with City and State ordinances, statutes and regulations, upon compliance with other reasonable conditions imposed by the above personnel and/or agencies which reasonably protect the safety of patrons to the event and the public in general, and insures compliance with City and State laws by patrons.

(c) Should any of the information required in subsection (a) above change after issuance of the business license, the applicant shall submit said changes to the personnel or agencies listed in subsection (b) above for their approval within ten (10) days of such change.

Section 6-7-040 Insurance. The Public Event applicant shall hold city harmless from any and all claims arising from any and all personal injury or property damage resulting from said public recreations and shall submit, with its business license application, evidence of a liability insurance policy providing for a minimum of \$1,000,000.00 bodily injury coverage per person; \$3,000,000.00 bodily coverage per occurrence; and \$250,000.00 property damage coverage. City shall be named as an additional insured and the applicant shall submit a certificate of insurance to the City stating that the insurance shall not be canceled prior to giving City at least ten (10) days written notice of such cancellation.

Section 6-7-050 Continued Compliance, Adequate Personnel, Other Provisions.

(a) After approval of its business license application and for the duration of the public recreation, applicant shall provide those facilities and implement those safeguards required by the City which constitute the basis for approving the license application and shall comply with all ordinances, laws and statutes applicable to the public recreation. Failure to do so shall result in any and/or all penalties provided in Section 6-7-070 of this Chapter.

(b) The applicant shall provide adequate personnel, including competent security, to assure full compliance with the provisions of this Title and the provisions of any other City, County, State or Federal law. The adequacy of said personnel shall be determined by compliance with the provisions of Section 6-7-030 above.

(c) Compliance with the provisions of this Chapter shall not excuse any public recreation from compliance with any other applicable statute, ordinance or regulation, or the necessity of obtaining any other permit or license required by law including, but not limited to, those provisions in this Title specifically related to the operation of a business as herein defined.

Section 6-7-060 Inspections. Authorized law enforcement officers, fire control personnel, emergency medical personnel, along with other necessary government personnel, shall be permitted free access to the public recreation to make inspections as outlined in Section 040 of this Chapter.

Section 6-7-070 Penalty.

(a) If it is determined by the City Business License Official that a Public Event business licensee is in violation of any of the provisions of this Title, the City Business License Official shall have the authority to suspend or revoke, without a hearing, any license issued by the City that relates to the public recreation. Said suspension or revocation shall be in compliance with the procedural provisions of Chapter 3 of this Title.

(b) Any person who is found guilty of violating any of the provisions of this Title, either by failing to do those acts required herein or by doing a prohibited act is guilty of a Class "B" misdemeanor and shall be subject to any of the penalties provided in this Title or in any other pertinent body of law including, but not limited to, those penalties of suspension and/or revocation of any license granted by the City.

(c) Each day such violation is committed or permitted to continue shall constitute a separate violation.

(d) The City Attorney may initiate legal action, civil or criminal, requested by the City to abate any condition that exists in violation of these rules and regulations.

(e) In addition to other penalties imposed by a court of competent jurisdiction, any person or persons found guilty of violating any provisions of this Title shall be liable for all expenses incurred by the City in removing or abating any nuisance, source of filth, cause of sickness or infection, health hazard, sanitation violation, or repairing any damage or making restitution for any personal injury or property damage arising from noncompliance with this Title.

Section 6-7-080 Exempt Organizations. Government operated public recreations shall be exempt from the provisions of this Chapter.

Section 6-7-090 Business License Requirements.

(a) The organizers of any Public Event sponsored by the City shall obtain a blanket temporary use permit for all vendors, concessionaires and participants engaging in business as a part of the Public Event. The permit shall be issued by the City to the sponsor of the event without fee.

(b) At least two weeks prior to any City sponsored Public Event, the organizer shall deliver to the City a list of all vendors, concessionaires and participants expected to engage in business at the event. Those vendors, concessionaires and participants holding a valid Draper City Business license or a license from a reciprocating jurisdiction shall be required to fill out a Draper City Single Event Business License Application form. No fee shall be assessed for the single event business license. Those vendors, concessionaires and participants not holding a valid Draper City Business license or a license from a reciprocating jurisdiction shall be required to fill out a Draper City Single Event Business Licenses Application form and to pay a single event business license fee of \$20.00 prior to participating in the Public Event.

Title 6 Chapter 7 Code Amendments

6-7-010 amended	per Ordinance No. 441	07/17/2001
6-7-020 amended	per Ordinance No. 441	07/17/2001

Draper City Facilities Use Permit

(Not valid until filled out completely and signed by the authorized representative of Draper City)

RESERVATION DATE: _____ **LIST DETAILED ACTIVITIES:** _____

Date: _____
Rec.# _____
Amt pd: _____

Number Attending: _____ **Time:** _____ (park times) 9:00am– 3:00pm 4:00pm – 10:00pm All Day Event

NAME OF PARK OR FACILITY BEING RESERVED

- | | | |
|---|---|---|
| <input type="checkbox"/> New City Hall Rm. _____ | <input type="checkbox"/> Smithfield Park-Pavilion | <input type="checkbox"/> Park/Rm/Other fee \$ _____ |
| <input type="checkbox"/> Draper Park-North Pavilion | <input type="checkbox"/> Historic Park-Gazebo | <input type="checkbox"/> Staff/Custodian fee \$ _____ |
| <input type="checkbox"/> Draper Park-South Pavilion | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Cleaning Deposit \$ _____ |
| <input type="checkbox"/> Steep Mountain Park-Pavilion | <input type="checkbox"/> Tent Rental \$ _____ | <input type="checkbox"/> Total Due \$ _____ |

Is this facility being reserved by a Draper City Resident? Yes No

Name of the individual(s) responsible for reserved facility: _____

Address: _____ **Phone number(s):** _____

RULES AND REGULATIONS

1. **Reservations must be made in person.** No mail-in or telephone reservations accepted. Reservations can be made in the calendar year starting Jan 1. Fees must be paid to confirm reservation. Cancelled reservations require 5 working days notice. \$10.00 bookkeeping fee on all cancellation refunds. Tot- lots, basketball, volleyball and tennis courts cannot be reserved (unless prior approval of the Parks Superintendent is obtained)
2. **Reservation is for a specified time only.** If no reservation precedes or follows, the area can be used on a “first-come-first-serve” basis.
3. **Hours.** All facilities close at 10:00pm. Parks hours are from 9:00 am to 10:00 pm.
4. **Acceptance of Premises as Is.** I hereby affirm that I have had the opportunity to inspect the premises and I accept said premises in the current condition. The City assumes no liability of injury to, or damage to property of persons using City facilities pursuant to this Agreement.
5. **Supervision.** User shall be responsible for providing adequate supervision of all participants, invitees, employees, and users of the facilities permitted herein and shall comply with all the provisions of this agreement including without limitation provisions regarding use of the facilities by minors. User shall designate additional responsible adult(s) to act as supervisors. All such supervisors shall identify themselves as authorized supervisors to the city upon request prior to the use of the Facilities by the user.
6. **Compliance with Regulations.** User shall obey all directions and instructions from authorized City authorities and all applicable rules and regulations of the City regarding the use of the Facilities.
7. **Damage.** User shall use the Facilities in a safe, prudent, and responsible manner and only for their usual and intended purpose. User shall be liable for any damage resulting to the Facilities and caused by either the User or the persons he or she is responsible for supervising.
8. **Cleanup.** User shall leave the Facilities in a clean and orderly condition. All trash shall be disposed of properly and all equipment shall be returned to its designated location.
9. **No Sponsorship.** Unless otherwise agreed in writing, User shall not represent or imply that the City in any way sponsors, supports, or endorses the activities for which the Facilities are to be used.
10. **Assignment.** Any amendment, modification, termination, or rescission affecting this Agreement shall be made in writing, signed by the parties and attached hereto. User shall not assign or transfer any rights under this Agreement without the prior written consent of the City first obtained.
11. **Default.** In the event User defaults in any of the covenants contained herein, the City may retain the full amount of any deposit as liquidated damages and/or cancel Users right to the use of Facilities. Alternatively, the City may take other appropriate legal action necessary to remedy any default by User. The City reserves the right to cancel User’s right to use the Facilities at any time when deemed necessary for the best interest of the City. In the event of legal action, the defaulting party shall pay all costs and expenses, including reasonable attorney fees incurred by the other party in enforcing its rights hereunder whether incurred through litigation or otherwise.
12. **Indemnity Clause.** User agrees to assume the risk and to waive and release any and all claims it may have against the City and its officers, employees, agents, assigns, and sureties, for any damage, injury, loss, or expense, including attorney fees, arising out of or by reason of its use of the Facilities.
13. **Integration Clause.** This Agreement contains the entire understanding between parties with respect to the subject matter herein and supersedes all prior written and oral agreements and representations pertaining hereto.
14. **Severance Clause.** The invalidity or unenforceability of any part of this Agreement shall not invalidate or affect the remainder, which shall continue to govern the relative rights and duties of the parties as though the invalid or unenforceable part were not a part hereof.
15. **General Prohibitions**
 - No Smoking in City buildings and no serving of alcoholic beverages in City buildings or City Parks.
 - No gambling fighting, quarreling or use of profane language permitted. No improper use of facilities permitted
 - No soliciting or sale of merchandise, raffle tickets or any services permitted in the City parks. Exceptions subject to prior approval.
 - All City and State laws must be followed.
 - No private vehicles allowed on grounds except in parking lots.
16. **Rules to be observed.** Failure to abide by these provisions will cancel all future reservation privileges for this group.

17. **Contact.** For parks questions call 576-6563 or 831-6013 for the Parks Superintendent before 4:30 pm on weekdays, parks emergencies call **831-7194** for the Parks on-call staff, or Draper City Police dispatch @ 840-4000. For Building Facility questions and emergencies call **831-0940**.
18. **Sound Amplification Prohibited.** This permit does not include amplification of sound. Any sound amplification must be separately approved in advance by the Draper City Parks Superintendent.
19. **Permit Requirements.** Additional permits may be required. All permits must be with a responsible person at the facility during the reserved activity.
20. **No Refunds.** No refunds will be given due to weather conditions.
21. **Cleaning Deposit.** Cleaning deposits will be refunded by mail after the facility has been inspected and only if the facility is left in good condition.
22. **Authorized Signature.** I represent that I am authorized to represent the above named organization and that my signature is binding upon the organization.

I understand and agree to the above information: _____
(Signature of Responsible Person) (Date)

Accepted by: _____
(Authorized Draper City Representative) (Date)