



Special Event Permit

Santaquin City understands the value of Events in our community. The City's role is to regulate as well as provide support in planning your event, so it is safe for participants, spectators and Santaquin residents in general. We have designed a user-friendly process that will help you with your planning.

What is a Special Event?

Any activity or gathering of participants and spectators occurring for a limited or fixed duration that impacts the city or requires city services, beyond the normal parameters of the facility in use. (I.e. the need for road closures or need for city police officers or parks personnel.) Each event will vary in size and needs and will be reviewed on case by case scenario.

When is a Special Event Permit Required?

Examples of Special events that would need a permit would include: Cultural, entertainment or other types of activities, whether held for profit, nonprofit or charitable purposes. This includes all runs, walks, races, parades, block parties & festivals to name a few.

Note: A permit is not required for gatherings in a self-contained facility that is designed for that purpose and which do not require additional city support outside of the functions of said facility. (I.e. private facility or renting of a pavilion at a park)

Application Fee?

Under 50 people (includes spectators & participants)- **\$25** Application review fee

Over 50 people (includes spectators & participants)- **\$50** Application review fee

Mandatory for all events and is non-refundable.

Note: additional fees may apply for specific services being provided by separate City Departments and will be paid directly to those Departments.

How do I apply for a Special Event Application?

Download a [pdf application](#) here.

Submit application & fee to:

John Bradley/ Community Services Director
Recreation Offices
110 S Center Street, Santaquin, UT 84655
801-754-5805 / jbradley@santaquin.org

Application Timeline & Process?

- 1.Applications must be submitted minimum **45 days** before event dates. Larger events might require additional time.
- 2.Event review will begin after review fee has been paid.
- 3.Applications will be reviewed by each Department in Santaquin City
- 4.Once all criteria has been met by event planner, the event will be approved.

SPECIAL EVENT PERMIT APPLICATION

Recreation Offices/ 110 S Center/ 801-754-5805

Applicant Name: _____

Sponsoring organization: _____

Mailing address: _____ City: _____ State _____ Zip _____

Email address: _____

Day phone: _____ Cell phone: _____

Person who will be present at event and **directly responsible** for all activities:

Name: _____ Cell phone: _____

Event name: _____

Event location: _____

Briefly describe event: _____

Estimated attendance: #Participants _____ + #Spectators _____ + #Staff/Vols _____

Event date(s): _____ Start time: _____ End time: _____

Set up start time and date: _____ Clean up end time and date: _____

REVIEW THE QUESTION	CHECK Y/N	PROVIDE DETAILS HERE
<p>1. Will event be held at a city park or facility?</p> <p>If the event takes place at a city park or facility, the park or facility must be reserved. Contact the Recreation Office (801)754-5805 for information and to check availability, additional fees are required. (Note: Parking lots are available for use but cannot be reserved.)</p>	<p>Yes No</p>	<p><i>If so, have you reserved and paid for the park/ facility?</i></p>
<p>2. Will event be held on private property?</p> <p>Events on private property must:</p> <p>A. Provide written approval of the property owner, and;</p> <p>B. Provide evidence that notification of the event taking place has been issued to all adjacent property owners. (Good Neighbor Petition)</p>	<p>Yes No</p> <p>Yes No</p>	<p><i>Provide property owner's contact information:</i></p>

<p>3. Is your event a block party?</p> <p>A. Block parties will NOT be allowed:</p> <p>On major street</p> <p>On any street which is not entirely within the City limits</p> <p>On streets which provide major access for: a subdivision, church, public park, fire station, community center, or business which is in operation during the hours of the block party.</p>	<p>Yes No</p>	
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B. Additional Block Party Requirements

The permittee will be held responsible for cleanup, removal of barricades and all other obstructions placed in conjunction with the block party, after the approved conclusion of the street closure.

The permittee will be held responsible for any municipal code violations that may occur at the event, such as, but not limited to: Illegal Burning, Illegal Fireworks, and Loud Music.

Hours of the Block Party Street Closure will be limited as approved by the City, but in no circumstances can go past 10:00 p.m.

Right of ingress and egress for every parcel of land must be maintained.

Standard barricades with "Street Closed Thru Traffic" signs must be placed across the street at each intersection of the designated closure. Permittee will be held responsible for meeting the requirement. The required barricades and signs will not be furnished by the City but can be rented from a traffic control company.

There will not be any obstacle placed adjacent to any fire hydrant.

An 18-ft unobstructed roadway must be maintained along the closed sections of streets. The City will not authorize the prohibition of parking to meet this requirement. It is suggested that you request (in advance of the block party), the cooperation of the neighbors to move their cars off the street.

A responsible person shall be available to remove the barricades if emergency access is necessary.

<p>4. Will fees be charged to participate or attend the event? Event organizer must: - Please contact the Utah State Tax Commission Special Events Unit (801) 297-6303 and obtain a temporary sales tax license number and special return.</p>	Yes No	<i>List the fees charged:</i>
<p>5. Will event include food, merchandise or service vendors? Event organizer must: A. Immediately contact the Utah State Tax Commission Special Events Unit (801) 297-6303 and obtain a temporary sales tax license number and special return for each vendor, B. Food vendors must have current Food Service Permit from Utah County Health Department, contact them at (801) 851-7525 for information. C. Fire Chief must be contacted about all food vendors. D. Do you have enough garbage cans onsite or need additional?</p>	Food Yes No Merchandise Yes No Vendors Yes No	<i>List number of vendors and types of merchandise or service:</i>
<p>6. Will complimentary food be served at event? If yes, contact the Utah County Health Department at (801) 851-7525 to determine if Temporary Food Permit is required.</p>	Yes No	<i>Describe food and who is serving:</i>
<p>7. Will event include live music or amplified sound? Amplified music or sound is prohibited in Santaquin City between 10:00pm and 7:00am</p>	Live Music Yes No Amplified Music Yes No	<i>Describe:</i>

<p>8. Will event use temporary structures (tent, stage, canopy)</p> <p>A. Water inflatables & bounce houses are not permitted.</p> <p>B. Any structure over 400 square feet (20' x 20') needs a Tent Permit as per the IFC. Contact Santaquin Fire Department</p> <p>C. ALL TEMPORARY STRUCTURES MUST BE SECURED TO PREVENT MOVING. THE EVENT ORGANIZER IS RESPONSIBLE FOR ANY AND ALL DAMAGES THAT MAY OCCUR.</p>	<p>Yes No</p>	<p><i>Describe type and size:</i></p>
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9. SITE PLAN REQUIRED (*PLEASE ATTACH ADDITIONAL DOCUMENT)

- A separate site plan must be submitted with this application, without a site plan, your application cannot be processed. The site plan must include:
- Layout of the entire property to be used for the event
- Explain all event activities
- Provide the exact address of the event site
- Name and 24-hour contact information of the onsite coordinator
- Show parking areas and personnel
- Provide security plan with number and type of personnel
- Number and location of sanitation facilities
- Number and size of waste containers and site cleanup plans
- The location, number, and size of all event signs
- Medical Plan and first aid stations. (For questions call Fire Chief Ryan Lind 385-329-6271) Are plans in place to cancel the event in the case of inclement weather?
- Food and merchandise vendor areas
- Temporary and permanent power sources
- Water stations
- Show all entrances, exits, roadways, and walkways, proposed road closures
- Bike/foot races must also include map showing course route, start & finish points, and volunteers
- Show the specific area designated for ingress and egress of emergency vehicles including what barriers to regulate vehicular & pedestrian traffic

<p>10. Will temporary promotional signs be placed in Santaquin advertising the event? Temporary signs for events that have been issued a Special Event Permit are allowed, however, restrictions apply. You must complete and submit a Temporary Signage Permit Application, call Santaquin Community Development Department (801) 754-1011 for information and the application.</p>	Yes No	<i>Provide number and size of signs:</i>
<p>11. Will event include fireworks? If yes, contact Fire Department (801) 754-3211 ext 240 and obtain a Commercial Fireworks Display Permit, there are additional fees.</p>	Yes No	<i>Describe:</i>
<p>12. "Mass Gathering Permit" Will event attract 1000 people or more and last for 4 or more hours? Contact Utah County Health Department (801) 851-7525 to obtain a "Mass Gathering Permit", there is an additional fee to them.</p>	Yes No	<i>If needed, have you applied for Mass Gathering Permit? Please provide copy of Permit</i>
<p>13. Will event take place on city streets? Private Citizens are not allowed or authorized to stop vehicle traffic for pedestrian crossings.</p> <p>A. Traffic control assistance from Santaquin Police may be required, two-hour minimum, \$70 per hour, per officer.</p>	Yes No Will this event require Police officer presence? Yes No (Note: based on the type of event Police Department will make final determination)	<i>List streets to be used:</i> <i>If needed, have all required payments been made to Santaquin City Police for the event? (275 W Main St)</i>

<p>14. Does event require a full road closure? Full road closures require a separate Street Closure Permit, contact Santaquin City Public Works Department office for information and application. *You are responsible for traffic control.</p>	Yes No	<i>Describe why, where and for how long: Must also show on site Plan</i>
<p>15. Will event use roads governed by Utah Department of Transportation? Events using roads governed by UDOT must obtain a UDOT Special Event Permit, contact UDOT at (801) 887-3717 for application and information, there is an additional fee.</p>	Yes No	<i>List which streets:</i>
<p>16. Insurance required? Events on City property are required to have liability insurance with a minimum \$2-million-dollar coverage prior to the issuance of a special event permit. The liability insurance must name “Santaquin City, its officers, employees & volunteers as additional insured”. The insurance certificate must be provided at least ten days before the event.</p>	Yes No <i>If yes, event insurance can be acquired through many companies (example: eventsured.com)</i>	<i>List the address below as: “Certificate Holder” and email the certificate:</i> Santaquin City 110 S Center Santaquin, UT 84655 When completed email copy to: jbradley@santaquin.gov

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SIGNATURE

By applying for a special event permit, applicant agrees they have the sole responsibility to be knowledgeable about, fully understand, and comply with all Santaquin City, Utah County, State, and Federal laws, ordinances, and regulations associated with the proposed event. Applicant certifies that the information in this application is true and correct and is a complete and accurate representation of the event.

Applicant's Signature: _____

Name Printed: _____

Date: _____