



**SPRINGVILLE CITY**  
**APPLICATION AND AGREEMENT FOR SPECIAL OUTSIDE EVENTS**  
 (Must be submitted at least 30 days prior to the event)

This form is for individuals or groups that request assistance from Springville City when sponsoring any outside special event, such as a 5K or 10K run, parade, car show, walk-a-thon, etc. that utilize City roads, parks or property. The following information is required by Springville City.

Today's Date: \_\_\_\_\_

Contact name: \_\_\_\_\_ Secondary Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization name: \_\_\_\_\_

Name of event: \_\_\_\_\_

Tax identification number \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

1. **EVENT:** What type of event are you planning to conduct? (public gathering, private gathering, demonstration, protest, rally, march, run, walk, etc) \_\_\_\_\_

- A. **Please attach a detailed explanation of the proposed event** (subject to review and approval by the City)
- B. Please check all items that apply to your event. Provide an explanation for each item checked.

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> admission to be charged | <input type="checkbox"/> fireworks                               | <input type="checkbox"/> propane gas           |
| <input type="checkbox"/> animals                 | <input type="checkbox"/> first aid station                       | <input type="checkbox"/> road closure          |
| <input type="checkbox"/> barricades              | <input type="checkbox"/> food (catered, sold made or given away) | <input type="checkbox"/> security              |
| <input type="checkbox"/> bicycles                | <input type="checkbox"/> helicopter                              | <input type="checkbox"/> sidewalk usage        |
| <input type="checkbox"/> bleachers               | <input type="checkbox"/> helium balloons                         | <input type="checkbox"/> sports competition    |
| <input type="checkbox"/> booths                  | <input type="checkbox"/> hot air balloons                        | <input type="checkbox"/> stage                 |
| <input type="checkbox"/> candles (or open flame) | <input type="checkbox"/> live entertainment                      | <input type="checkbox"/> street usage          |
| <input type="checkbox"/> canopies or tents       | <input type="checkbox"/> music amplification                     | <input type="checkbox"/> traffic control       |
| <input type="checkbox"/> command Post            | <input type="checkbox"/> PA system                               | <input type="checkbox"/> trash cans/collection |
| <input type="checkbox"/> crowd Control           | <input type="checkbox"/> parade (with floats or without floats)  | <input type="checkbox"/> vehicles              |
| <input type="checkbox"/> drawing/raffle          | <input type="checkbox"/> park reservation                        | <input type="checkbox"/> other                 |
| <input type="checkbox"/> electrical requirements | <input type="checkbox"/> portable sanitary units                 |  |
| <input type="checkbox"/> fencing/scaffolding     | <input type="checkbox"/> private security                        |  |

Explanation of checked items: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- C. Alcoholic beverages yes \_\_\_\_\_ no \_\_\_\_\_.
- D. List previous events sponsored by the applicant similar to this one in any city. Provide name, location and phone number of contacts.

\_\_\_\_\_

\_\_\_\_\_

2. DATE OF EVENT \_\_\_\_\_

3. TIME: The event will begin at \_\_\_\_\_ (am/pm), and close at \_\_\_\_\_ (am/pm).

4. SITE: \_\_\_\_\_. This site needs to conform to safe access in or out of the area by those participating or not participating in the event.

A. **Please include a plan and/or map of proposed event** (subject to review and approval by the City)

5. PARTICIPANTS: Estimated attendance of participants \_\_\_\_\_ spectators \_\_\_\_\_ .

6. EXPENSE: The applicant agrees to provide at his own expense facilities, equipment and personnel for the event.

7. LIABILITY: As consideration for this permission, the applicant agrees to assume all liability for the event during the specified period. The applicant is responsible for mitigating any impacts on local businesses and any disturbance that the special event may cause. **Please include a copy of a special events insurance certificate with application.**

A. Company/Agent \_\_\_\_\_

Telephone \_\_\_\_\_

Address \_\_\_\_\_

8. EMERGENCY ACCESS: The applicant agrees to provide direct and immediate access for emergency City vehicles and equipment into the location of the event.

9. NOISE: The Applicant agrees to comply with the City's noise ordinance

10. STREET CLOSURE: If the applicant has requested the closure of a City street, the "Agreement for Street Use" form must accompany this agreement before approval.

A. Appropriate paperwork (permit) from UDOT, if road closure involves any state road.

B. Appropriate paperwork (permit) from Springville City Corporation.

11. SECURITY: The applicant agrees to provide:

A. Approved private security or if deemed necessary by the Chief of Police, Springville City police officers may be required for traffic control. (Charges for City Services may apply.)

B. Volunteers equipped with appropriate reflective gear to assist officers.

12. SUPPORT: The applicant agrees to provide a copy of signatures and addresses from the property owner and surrounding businesses/residences in support of the desired event.

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

Applicant signature: \_\_\_\_\_ Date \_\_\_\_\_

I agree to carry this event in full compliance with City policies. In addition, I agree to modify this event as may be required after review by City departments. I agree to carry this application and the issued permit with me at all times during the event.

Application received by: \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_ Detailed explanation of event included

\_\_\_\_ Map/route plan included

\_\_\_\_ Insurance information included

## EVENT APPROVALS

(FOR OFFICE USE ONLY)

Departments please sign and return this page only to the Administration Department – keep pages 1&2 for your records

Department Approval signatures	Approved as submitted	Needs modification	Approval denied	Comments (Attach additional page if necessary)
Police:				___ UDOT Permit received
Fire:				
Parks & Recreation:				___ Park reserved – receipt #
Community Development				___ permit/license required
Public Works:				
Legal:				___ Contract signed & recorded ___ Health Department Permit received ___ Additional permit/license required
Final approval City Administrator:				

**AGREEMENT FOR STREET USE**

This agreement made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2005, by and between Springville City Corporation, a municipal corporation of the State of Utah, hereinafter referred to as the City, and \_\_\_\_\_, hereinafter referred to as the Contractor.

Witnesseth:

1. That the Contractor is desirous of utilizing a public city street for the purposes of conducting a semi-public function on the closed portion of \_\_\_\_\_ Street which will be between \_\_\_\_\_ and \_\_\_\_\_.
2. The City by authorization of the Mayor or through his designated representative has authorized the closure of the street by installation by the Contractor of barricades at the two ends of the portion of the street described in the preceding paragraph.
3. Said street will be closed on the \_\_\_\_ day of \_\_\_\_\_, 2005, commencing at \_\_\_\_ AM/PM and will remain closed until the \_\_\_\_ day of \_\_\_\_\_, 2005 at \_\_\_\_ AM/PM.
4. That the Contractor agrees to provide at his own expense safety barricades which will be lighted and conspicuously displayed as is the usual procedure for construction of any given street.
5. As consideration for this permission, the Contractor agrees to assume all liability for erection and maintenance of barricades, agrees to clean up the area upon termination of use and agrees to assume all liability of the Contractor's use of the street during the specified period, including a reasonable attorney's fee.

Reviewed by: \_\_\_\_\_ Administration  
 Public Safety Department

\_\_\_\_\_  
 Public Works Department

Contractor:

By: \_\_\_\_\_

Attest:

\_\_\_\_\_  
 City Recorder