



**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: \_\_\_\_\_

Email: \_\_\_\_\_

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. All projects that take place on public property require a certificate of insurance for a minimum of \$2,000,000 commercial general liability coverage with \$1,000,000 for each occurrence with Springville City listed named as Additionally Insured. 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.**

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



## Street Use Agreement

Does your event require use of any sidewalk, traffic lane, or city street?

- Yes
- No (skip to next page)

Street use area:

- Entire street
- Partial Street / One lane of street only
- Parking lane only / side of street
- Sidewalk only
- Street crossing

Street Use Details:

Street Name	Between (cross street)	And (cross street)	Start Date	Start Time	End Date	End Time

1. A portion or all of the above street may be closed by installation of barricades at the two ends of the street. Permittee agrees to provide at his or her own expense safety barricades that will be lighted and conspicuously displayed.
2. City may require Permittee to move, remove, replace, or change any barricades at City's discretion. City may also revoke this Agreement at any time for any reason or no reason.
3. Permittee agrees to clean up the Public Street and all surrounding areas upon termination of using the Public Street.
4. Indemnity. Permittee hereby agrees to indemnify, defend, and hold Springville City, and its elected and appointed officials, employees, agents and representatives (the "Indemnities") harmless from:

All liability, damage, loss cost or expense, including but not limited to attorney's fees, that the Indemnities may sustain or incur on account of any damage to or destruction of any property that City may own or in which it may have an interest;

All liability, damage, loss, cost or expense, including but not limited to attorney's fees, on account of any damage to or destruction of any property belonging to any person, firm or corporation; and

All liability, damage loss, cost or expense, including but not limited to attorney's fees, on account of any damage resulting from injury to or death of any person or persons resulting from or in any way connected with the use by Permittee, its agents or employees, of Public Street, area, surrounding area, or facility to which Permittee's permit/permission pertains.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**GENERAL TERMS, CONDITIONS, AND RESTRICTIONS PERMITTEE AGREES TO THE FOLLOWING:**

1. This permit must be in possession of the applicant at all times while on location and must be made available for inspection when requested by City authorities or the public.
2. Permittee agrees to comply with all applicable Federal, State, and local laws, regulations, ordinances, and rules. Vehicle code provisions and/or posted parking regulations will be enforced unless otherwise noted in this permit.
3. In the event that an authorized representative finds that the activities being conducted by the Permittee unnecessarily endangers the health and safety of any person or that said activities are or will cause damage to real or personal property, said representative, at his sole discretion, may suspend, cancel, or amend this permit. The City reserves the right to suspend, cancel, or amend this permit at any time without incurring any liability to the Permittee.
4. The Permittee must obtain a liability insurance policy naming Springville City as “additionally insured”, and also as the “certificate holder” during the event with a face value of at least \$2,000,000. The permit itself is invalid if a current insurance certificate is not received by the Special Events Committee and approved prior to the date of the event.
5. This permit does not constitute nor grant permission to use or occupy property not belonging to, or under control of, Springville City. Permission to use or occupy these properties must be obtained from the owner or controller of such property in addition to this permit. Proof of such permission may be required prior to issuance of a permit.
6. Permittee is responsible for obtaining the cooperation of the residents or owners of adjacent properties. Interference with movement or activities of these owners or residents should be as minimal as possible.
7. Parking in any areas designated as “no parking”, “loading zones”, “emergency only”, parking with any type of “restrictive definition”, needs to be designated within the Special Event Application.
8. A fire lane of twenty (20) feet must be maintained, allowing access through the length of closed and open roadways/streets. Access to the fire hydrant must be maintained; no parking within 5 feet on either side of the existing fire hydrants.
9. Permittee must place equipment in such a way that pedestrians have safe passage and access to other sidewalks and the building entrances. Any cords or any type of equipment must be placed so it will not interfere, obstruct, or cause harm in any way to the pedestrians.
10. All accesses, ramps, parking stalls, etc. authorized or duly marked for use of “handicapped” persons shall remain open and accessible.
11. Driveways and entrances shall allow for accessibility for emergency vehicles.
12. Permittee must comply with the Municipal Code Title 8, Chapter 2 (8-2-101). The Code prohibits excessive or unusually loud noise between the hours of 10:00 p.m. to 7:00 a.m.

As an appointed representative of the sponsoring organization, I have read and agree to the terms of this special event permit for this and the associated locations referenced to the event referred to. I understand I may have the special event shut down if the requirements as set forth are not adhered to either intentionally or unintentionally.

Organization Name: \_\_\_\_\_  
Date: \_\_\_\_\_

Event Contact: \_\_\_\_\_  
Signature: \_\_\_\_\_

**The above signed hereby personally covenants, guarantees and warrants that he/she has the power to obligate the special event organization to the terms and conditions of this permit.**



## **SPECIAL EVENTS**

### **Springville City, UT**

To hold a Special Event in Springville City, you will need to completely fill out the Special Event Application. Send the completed Special Event Application to:

Springville City  
Jodi Gooch  
Special Events & Film Permits  
443 South 200 East  
Springville, UT 84663

**ATTN: SPECIAL EVENT APPLICATION**

You may also email the completed application form to:  
[jgooch@springville.org](mailto:jgooch@springville.org) or fax it to 801-489-7217.

At this time there are no fees associated with the processing of this application.

Contact Jodi at 801-489-2730 if you have any questions about filming in Springville.