

SPECIAL EVENT APPLICATION

NOTE: APPLICATION IS DUE 45 DAYS PRIOR TO EVENT

A Special Event Application MUST be completed for any event that is planned to take place on Ogden City property when the public is invited to attend or any event that involves blocking public streets or sidewalks. It is also required for a private event that involves more than 200 people.

Name of Event: _____		Event Date(s): _____	Time: _____
Type of Event: <input type="checkbox"/> Public Gathering <input type="checkbox"/> Private Gathering <input type="checkbox"/> Parade (include map) <input type="checkbox"/> Walk or Run (include map) <input type="checkbox"/> Demonstration or rally <input type="checkbox"/> Other: _____ <input type="checkbox"/> Tent or Parking Lot sale (not held on your own property)			
Please note that a waiver of certain requirements may apply pursuant to Ogden municipal code section 6-5-20.			
Location (City Park, street location or starting point) Include a map with this application that shows all items checked on the following pages:			
Description of assistance requested from Ogden City departments (Police, Fire, Streets, Parks, etc.). Additional details should be provided on subsequent pages: 			
Note: Unless the City has agreed to provide such services, you are responsible for cleaning the special event area of clutter & debris and disposing of all waste in accordance with city rules and regulations. You are also responsible for any property damage.			
Set-Up: Day of week: _____ Date: _____ Time: _____	Take Down: Day of week: _____ Date: _____ Time: _____	Estimated Attendance If expected attendance is 500 or more, mass gathering rules may apply.	
		Participants: _____	Spectators: _____
Organization: Name: _____ Phone: _____			
Contact: Name: _____ Daytime Phone: _____ Street: _____ Cell or Evening Phone: _____ City: _____ State: _____ Zip: _____ FAX: _____ Email: _____ Website: _____			
Secondary Contact: Name: _____ Phone: _____ Email: _____			
I agree to abide by all Ogden City rules and regulations and any county, state or federal laws that may be applicable to my event. I agree to indemnify and hold harmless Ogden City Corporation from any and all liability or obligation arising from or in connection with this event. If submitting this application electronically, I agree to be legally bound by the terms and conditions contained in the Application.			
Signature (or name if form is transmitted electronically): _____			Date: _____
Received by:: _____			Date: _____

Revised 02/20/13

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

SPECIAL EVENTS

2549 Washington Blvd. Suite 914
Ogden, Utah 84401

Phone: 801-629-8547

FAX: 801-629-8123

Email: specialevents@ogdencity.com

Name of Event:		Date(s) of event:		
Yes	No	ITEM	DETAILS	Fee
<p>Please answer yes or no on all items below as they relate to your event. If requested, provide a detailed explanation under “details” for each “yes” item. Refer to the individual requirements in each section. The information you give us will help us to provide you the best service possible. If we require additional information or if there are restrictions associated with any of the items checked, you will be contacted. Some items may require additional permits, licenses, or insurance. Events that require extra city support may be assessed fees for services. You will be notified of any fees and they will be payable before your event permit can be issued. If you have questions, please contact the Ogden City Special Events office. Your permit will be issued after all necessary departments have responded with their recommendations or approval.</p>				
		Liability Insurance	<p>Certificate of insurance must be provided. See insurance Attachment A for details. Please complete information below and submit the Special Event Application even if you have not received your certificate of insurance. The certificate should be provided to Ogden City no less than three weeks before the event. If you are unable to provide your own insurance, contact the Special Event Coordinator for additional information.</p>	Events must provide their own insurance.
		<p>Company/Agent: Telephone #: _____ Fax #: _____ Address: _____ City: _____ State: _____ Zip: _____</p>		
		Sales Tax	Utah State Tax Commission has been contacted. Call their special events office for tax reporting requirements – 801-297-6303	
		Admission to be charged	Prices:	No Fee
		Special Event Business License application submitted	A temporary \$83.00 license is required for every event. Application can be obtained from Ogden City Licensing - 801-629-8687. Payment is made to the licensing department.	Payable to Licensing Dept
		Sales – Merchandise, food and/or vendors	Each vendor is required to have a temporary Special Public or Civic Event License. The cost is either \$5 per day, \$15 for up to 7 consecutive days, or a series of weekends up to 15 weeks for \$25. It is preferable that the event coordinator obtain the licenses for all vendors prior to the event. Contact Ogden City Business Licensing - 801-629-8687.	Payable to Licensing Dept
		Alcoholic Beverages	<p>Alcohol in parks: Alcoholic beverages are permitted to be served at private events only at MTC Park and the Amphitheater with the purchase of an Alcoholic Beverage Permit available through the Parks Department. Alcoholic beverages are not allowed in any other park.</p> <p>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, liquor liability insurance is required in addition to general liability.</p> <p>A liquor sales application must be made 60 days in advance of the event to the Ogden City Licensing Department (801-629-8959) and the Utah Division of Alcoholic Beverage Control (801-977-6800).</p> <p>Event must provide its own security guards for controlling beer gardens. Beer Garden policies will be discussed on an individual basis per event. Ogden Police Department will coordinate with event coordinators. If the police department determines that police presence is necessary or if the event requests police presence, a fee will be assessed.</p> <p>Name of Security Company: Contact name & phone number: Number of private security guards requested for event:</p> <p>Comments:</p>	<p>Local Consent License fee payable to Ogden City Licensing Dept</p> <p>UDABC fees payable to State of Utah</p>

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Name of Event:	Date(s) of event:
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Yes	No	ITEM	DETAILS	Fee
		Park Reservation Which Park is reserved? _____	If the event includes use of an Ogden City Park, the park must be reserved by contacting the Ogden City Parks Department at 801-629-8284. All applicable reservation fees will be charged and must be paid before the reservation can be confirmed. Small, non-reservable parks are not available for special events because of the lack of sufficient facilities and services required for large functions. A site map showing planned location of booths, activities, participants, etc. must accompany the Special Event Application.	Fees payable to Ogden City Parks Dept.
		Amphitheater Reservation	To reserve the Ogden Amphitheater you must call Ogden City Parks at 801-629-8284 There is a \$500 non-refundable deposit required. Additional fees may be required, depending on the requirements of the event. – DownTown Ogden Inc. can be contacted to provide sound and lighting services at an additional cost – Call 394-6634 for availability or quotes.	Fees payable to Ogden City Parks Dept.
		Stage (portable) <input type="checkbox"/> Amphitheater portable stage <input type="checkbox"/> Weber County stage <input type="checkbox"/> City stage	Location must be shown on event layout map. A \$200 rental fee and a \$200 set-up fee are applicable if the Ogden City stage is requested. (The stage consists of two flatbed trailers set up side-by-side to form a 16' x 24' stage). The portable stage (two sizes available) from the amphitheater may be rented by calling 801-394-6634. Weber County also has a professional fold-out portable stage with a top cover that is available. Call 801-399-8491 or email aearl@co.weber.ut.us	
		Bleachers (portable)	Arrangements for bleacher rental must be made through the Parks Dept – Call for information: 801-629-8284.	Rental Agreement
		Electrical requirements	Identify electrical needs and they will be accommodated if possible. Otherwise, generators must be provided by the event organizers.	
		Trash Cans / Collection	Tipping fee is \$10 per can if extra trash cans are provided by the city. Parks normally have sufficient trash cans provided with a paid reservation. Number & locations of extra trash cans requested:	

Fire Marshal Concerns:

		Canopies or Tents Quantity Size ____- _____ ____- _____ ____- _____ ____- _____ ____- _____ ____- _____	Per the fire code, a permit from the Fire Department is required for any membrane structure or tent with sides and an area of more than 400 square feet; Tents without sides over 700 square feet require a permit. Multiple tents placed side by side (grouped together) may not exceed 700 square feet in combined area. A clearance of at least 12 feet between structures, other tents or groups of tents will be provided. Please contact the Fire Marshal's office for permits or questions- 801-629-8070. <input type="checkbox"/> Yes <input type="checkbox"/> No Tents will have side walls. <input type="checkbox"/> Yes <input type="checkbox"/> No Heaters will be utilized.	
		Fencing or scaffolding	List sizes. May require Fire Marshal inspection.	
		Fire (candles, heaters, fireplace, campfire, etc.)	Describe in detail:	
		Fireworks / pyrotechnics	Special permits required – Contact the Fire Marshal at 801-629-8070.	
		Propane gas	Tanks must be secured and may require inspection by the Fire Marshal. Fire extinguishers must be on site.	

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Name of Event:		Date(s) of event:		
Yes	No	ITEM	DETAILS	Fee
		First Aid Station	Requests for ambulance and EMT services must be submitted to the fire department. Call 801-629-8069 to make arrangements.	Fees payable to Fire Dept
Police Department Concerns				
		Music Amplification	Noise Ordinance is applicable. All events with amplified music must apply for a Noise Ordinance Variance. Exception: Events held at the amphitheater are exempt from the Noise Ordinance Variance.	
		PA System	Noise Ordinance may be applicable. If noise ordinance limits are to be exceeded, application must be made for a Noise Ordinance Variance.	
		Noise Ordinance Variance	Noise Ordinance variance has been applied for.	
		Parade	Please attach a map showing route, staging and disbanding areas.	
		Foot Race or Walk	Please provide a map showing route including start, finish, traffic control points, volunteer locations, and aid stations (if applicable). Course markings must be done with chalk. Entire course must be cleaned up after the event. In the description of your event on page 5, describe where participants will be on the roadways, number of volunteers or police officers, how you plan on controlling traffic, who has right- of-way, etc.	
		Vehicles <input type="checkbox"/> Cars <input type="checkbox"/> Bicycles <input type="checkbox"/> Motorcycles	Driving on lawns in parks is prohibited unless special permission has been granted. Describe vehicular activity:	
		Helicopter or Hot Air Balloon	Please provide detailed plan. Police presence may be required.	
		Road Closure Roads to be closed:	Please attach a map. A 20 foot open fire lane must be maintained at all times. You must provide your own barricades and signs. Signage and barricading must comply with UDOT standards. Closures of state highways require a UDOT encroachment permit as well as a traffic control plan. (See attachment B for map of state highways.) Applications must be done online. Go to www2.udot.utah.gov/index.php/m=c/tid=680 or call 801-620-1600. <input type="checkbox"/> We will provide everything to close road and will do it ourselves. <input type="checkbox"/> We need City to close road. Fees will be assessed and are payable in advance. (Mandatory meeting for City barricading plan – call 801-629-8331 to schedule.)	
		Signs	All temporary signage must comply with Ogden City Sign Ordinance Title 18. When promoting your event, please remember that it is illegal to fasten, attach, paint or place any sign, handbill, poster, advertisement or notice of any kind or sort in or on lampposts, telephone poles, electric light or power poles, hydrants, bridges, or trees or on any portion of any sidewalk, park strip or street. It is also illegal to paste, place, paint or attach any "sign" on any building, street or property owned by the city.	
		Security / Crowd Control	Events must provide their own security. If the police department determines that police presence is necessary or if the event requests police presence, a fee will be assessed. List assistance needed:	
		Traffic Control	If traffic control is provided by police a fee will be assessed. List assistance needed:	
Health Department Concerns:				
		Health Department	Health Department has been contacted (necessary for mass gathering or if you are having food vendors at your event).	

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Name of Event:			Date(s) of event:		
Yes	No	ITEM	DETAILS		Fee
		Mass Gathering Expected attendance:	If a public event has 500 people in attendance for over two hours, a mass gathering permit must be applied for through the Weber-Morgan Health District, 477 23 rd Street, Ogden, UT 84401, Phone 801-399-7160. Application is due at least 30 days before the event is to be held. Fees are determined by the health department and may vary according to activities at the event.		Fees payable to Health Dept
		Porta Potties / Toilets / Hand Washing Stations	Attendance anticipated at over 500 people for more than 2 hours: If available permanent facilities do not meet the requirements of the mass gathering law, you must provide portable toilets and hand washing stations (hand sanitizers in winter) if available. Indicate quantity & locations on your map or list them below if a map is not required. Please note that portable toilets cannot be located within 100 feet of food. Quantities & Locations:		Event must provide its own portable units.
		Animals	Hand washing stations need to be near areas where participants engage in touching animals. You must also clean up and appropriately dispose of waste from the animals. List type of animals:		
		Food <input type="checkbox"/> preparation on site <input type="checkbox"/> sales <input type="checkbox"/> catered by restaurant <input type="checkbox"/> prepackaged food <input type="checkbox"/> food vendors	Health Department needs to be contacted - A Temporary Food Service Permit must be obtained in any instance where food is prepared for sale to or consumption by the public. Contact Weber-Morgan Health District, Environmental Health Division, 477 23 rd Street, Ogden, UT 84401, Phone 801-399-7160 to obtain the permit. 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. If cooking with oils, such as in a deep fryer, a pan with oil or other type of device with oil being over a 1/4 inch in depth, a "K" type fire extinguisher is required. Street vendors are licensed to be in specific locations in the downtown area. However, events take precedence. Therefore, 30 days prior to the event, it is the responsibility of the event coordinator to contact vendors and give them event information including but not limited to fees, application process, site layout, etc. Vendors who wish to participate in an event will be required to adhere to all event rules and pay event fees as applicable. NOTE: If we do not receive your application 45 days prior to your event, licensed street vendors will be permitted to operate in their approved locations.		Fees payable to Health Dept

Please describe your event. Attach additional pages if necessary.

Publicity:

We really want to help publicize your event! Do you want this event added to the Ogden Community Calendar listings? No Yes (**You must add it yourself – See instructions below**) The community calendar is actually several venue calendars that “talk” to each other with all events shared on the Ogden City website. If you add your event to the Ogden City calendar, you do not need to add it to any other Ogden venue calendar.

Instructions for adding your event to the Ogden Community Calendar: Go to www.ogdencity.com. At the top of the home page, click on the “Ogden Area Events Calendar” tab. When the calendar opens, click on the “Submit Event” button located in the column on the left side of the main calendar. Follow the prompts to add your event to the calendar. Be sure to put a detailed description in the event description (or notes) section. This is what the public will see on the calendar. Your submittal to the calendar will go through an approval process and should appear on the calendar within a couple of business days. If you have a press release or flyer, please attach a copy to this application. If you have problems submitting your event, please call the calendar coordinator at 801-629-8988.

You can also add your event to the Utah state event calendar by going to www.nowplayingutah.com. Click on the “submit listings” tab at the top of the page.

You may also want to check event calendar submissions with local publications and TV and radio stations. Check with Ogden City Special Events for a list of publicity contacts.

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Name of Event:	Event Date(s):	Time:
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Do not write below this section. You will be notified of approval, modifications needed, fees, or denial of your event after your application has been reviewed by all departments involved in the approval process.

EVENT APPROVALS:

(After signing, return only this page to Special Events unless you have included comments or fees on specific items listed on previous pages.)

DEPARTMENTAL RECOMMENDATIONS

(Please indicate applicable fees on previous pages and include comments, budget and/or project number in comments on this page.)

			COMMENTS
Req'd	Department Approval Signatures:	Approved as Submitted	Including denial of event or modification needed. Include fees to be billed from Ogden City. If you have questions, comments or concerns, please call Ogden City Special Events coordinator at 801-629-8547.
	Police:		
	Fire:		
	Public Ways & Parks		Park reservation receipt # _____ Alcohol permit receipt # (if applicable) _____
	Risk Management:		
	Legal Department		
	Mayor's Office	Info	
	Traffic Engineer	Info	
	Licensing	Info	
	Communications:	Info	
	Other Approval or Information Copy:		
	Special Events	Info	Copy of event application sent to: <input type="checkbox"/> Utah State Tax Commission FAX 801-297-6358 <input type="checkbox"/> Weber County Health Department FAX 801-399-8306 <input type="checkbox"/> UDOT FAX 801-620-1665 <input type="checkbox"/> UTA FAX 801-626-1218 <input type="checkbox"/> Federal Building Security <input type="checkbox"/> Historic 25 Association

Attachment A

Special Event Insurance Requirements

All events open to the public require a certificate of insurance for a minimum of \$2,000,000 commercial general liability coverage with \$1,000,000 for each occurrence. 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 Heiner's Insurance Center, % Marsha Losee or Todd Erickson (801) 621-2620, 606 Washington Blvd., Ogden, UT 84404. Fees usually range from \$250 to \$1500 per event.

1. In accordance with the rules and regulations of the city's Risk Management Department, Ogden City requests the additional insured language to read as follows: "***Ogden City, its elected and appointed officials, employees, volunteers and agents are named as Additional Insureds for the (event) scheduled for (date).***" This language should appear on the certificate.
2. **List the address below as Certificate Holder and you may fax and/or email the certificate.**

Ogden City
2549 Washington Blvd. Suite 914
Ogden, UT 84401-6516
Fax No.: 801-629-8123
Email: christymcbride@ogdencity.com

3. **Alcohol** - If you are serving alcohol, a certificate of insurance for **liquor liability** insurance must also be provided. The liquor liability insurance must provide the same coverage as listed above. It may be included on the same certificate or be provided separately.

Unfortunately, insurance information received inaccurately or not in a timely manner is cause for not issuing a permit to hold an event in Ogden City, or for revoking a previously-issued permit to hold an event in Ogden City.

If you have questions, please call Ogden City Risk Manager 801-629-8731 or Ogden City Special Events at 801-629-8547.

Attachment B
UDOT Highways

Events that encroach on any UDOT highways must obtain a UDOT permit. Applications must be done online. Go to www2.udot.utah.gov/index.php/m=c/tid=680 or call 801-620-1600 for assistance.

State highways located within Ogden City limits are shown on the map below.

