

Instructions for Completing Special Event Application

NOTE: APPLICATION IS DUE 45 CALENDAR DAYS PRIOR TO THE EVENT

General Information:

- A Special Event Application **MUST** be completed for any event planned to take place on Brigham City property where the public is invited to attend or an event that involves blocking public streets or sidewalks. It is also required for a private event (mass gathering) that involves more than 1000 people.
- Provide all information as requested. APPLICATIONS **MUST BE SUBMITTED 45 CALENDAR DAYS PRIOR TO THE EVENT DATE.**
- All information **MUST** be provided; Illegible and/or incomplete requests will be returned.

Form Information:

1. Name of Event: If the event does not have an official title such as the “March of Dimes Walkathon”, enter a generic description such as “Fun Run for Red Cross”, “Easter Egg Hunt”, etc.
2. Date(s): Date or dates the event will be held.
3. Time: Starting and ending times.
4. Type of Event: Check the appropriate box(es). If “other” is checked, write the type of event in the space provided.
 - Runs, walks, marches and all other events using Brigham City Streets, Parks, etc. must include a map with the route clearly indicated by using a black marker so the map can be copied for distribution to affected city departments.
 - Maps must indicate which streets and/or sidewalks are to be used, water stations, site plan, etc.
 - Applications for parades must include a map that indicates the route, staging and disbanding areas and an estimate of the number of entrants, floats, etc.
 - Closure of a Utah State road within Brigham City limits requires the approval of the Utah Department of Transportation. An “Application for Right of Way Encroachment Permit” may be obtained from UDOT District 1. The non-refundable fee is \$25.00, and it cannot be waived for any organization.
5. Location or Starting Point (include map):
 - If the event includes use of a Brigham City Park, a site map showing planned location of booths, activities, participants, etc. must accompany the Special Event Application. Reservations may be made by contacting the Brigham City Parks Division at (435)734-6615. Non-reservable parks are not available for special event use due to the lack of sufficient facilities and services that are inadequate for large functions.
 - FEES: All applicable park reservation fees will be charged and must be paid before the reservation can be confirmed. The Parks Office may assess a cleaning fee, determined by the type of event, number of participants, etc.
6. Description of Assistance Needed from City Departments (Police, Fire, Streets, Parks, etc.): List any special assistance you require such as traffic control for crossing streets during a walkathon, access to electricity, extra dumpsters, etc. **City may not provide all services requested.** The City may require specific City services to be provided. Charges for City services may apply.
7. Set-Up: List day, date, and time.
8. Take Down: List day, date, and time.
9. Estimated Attendance: Approximate number of participants and/or spectators expected at the event. If expected attendance is 1000 or more, mass gathering rules may apply. Contact the Bear River Health Department (Information in #11).

10. Alcoholic Beverages: Check the appropriate box. Alcoholic beverages are permitted under a Special Event Permit at sports venues at Rees Pioneer Park and excluding the swimming pool and playground portions of Rees Pioneer Park. Special requests for serving alcoholic beverages at any event must be approved by the city council through the special event application process.

11. Health Department 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 Bear River Health Department, 817 Parker Ln, Brigham City, UT 84302, Phone (435) 734-0845 to obtain the permit. When the permit is obtained, a copy should be forwarded to the Brigham City Community Activities and Services Department. In addition to the Food Service Permit, at least one person with a valid food handler permit must be on site at all times.

12. Non-Profit 501.C3 Tax Identification #: If the organization has a non-profit 501.C3 classification, enter the identification number here.

13. Organization Name: Title of organization or the event name if not affiliated with an organization.

14. Contact Person: Name of the person that the Coordinating Department may contact in case of questions or if an emergency situation occurs. Also include a secondary or alternate contact person who may be reached if the first person is unavailable.

15. Address: Address for correspondence from the Coordinating Department to the organization making the request.

16. Phone Number: Please include as many numbers as necessary for the Coordinating Department to be in contact with the person in charge of the event. This should include numbers in case of an emergency during an event held at times other than normal office hours.

17. You must provide Liability Insurance that complies with the following requirements.

- Minimum coverage \$1,000,000.00 each occurrence and \$3,000,000.00 aggregate.
- Brigham City Corporation named as Additional Insured.
- The date(s) and title of the event must be clearly stated
- The certificate must state that the coverage cannot be cancelled or altered without written notification to the certificate holder (Brigham City Corporation).

18. Check each item that applies to your event and give an explanation. This information will help us to provide you the best service possible. If we require additional information about any of the items or if there are restrictions associated with any of the items checked, you will be contacted.

19. Explanation of items checked above: Give detailed information about items checked in section above.

20. Attachments: Maps are required if you will be having an event that has a walk, run, or race as well as booths or lawn space being used. Proof of insurance will also need to be attached.

21. Submit: You will be notified of approval or denial of your event by the Community Activity and Services department within five business days of receipt. Any additional information that may be needed to complete the initial request after this form is submitted may be emailed to soberg@bcutah.org .

EXHIBIT "A"
TO RESOLUTION NO. _____

CITY OF BRIGHAM
SPECIAL EVENTS PERMIT FEES

Special Event Application Review and Permit Fee.....\$25.00 (non-refundable)
(i) Late Fee (if submitted and approved less than 45 calendar days of event).....\$250.00

Park Rental and Associated Fees (this does not include bowery rentals)

(i) Discovery Grove.....\$30.00
(ii) John Adams.....\$40.00
(iii) Lindsay.....\$30.00
(iv) Mary Christensen Park.....\$30.00
(v) Rees Pioneer Park.....\$60.00
(vi) Rotary Constitution Park.....\$40.00
(vii) Snow.....\$30.00
(viii) Watkins.....\$30.00
(ix) Bill of Rights Plaza.....\$60.00
(xi) Mantua Closure Fee.....\$200.00 per day
(xii) Mantua User Fee.....\$100.00 per event
(xiii) Road Closure Fees.....\$100.00 per intersection

*Does not exclude general public from use of the park

City Services

(i) Police.....\$65.00 per hour per officer (may be required)
(ii) Ambulance Stand By.....Refer to Ambulance Standby Pay Resolution
(iii) Traffic Operations (non-public safety).....\$25.00 per hour, per staff person, per street
(iv) Traffic Control Setup.....\$100 per occurrence
(v) Safety Control Device Rentals
i. 8ft Crowd Control Panels.....\$8.00 per panel
ii. Candlestick.....\$3.00 each
iii. Cone.....\$2.00 each
(vi) Trash Container drop-off/pick-up.....\$10.00 per additional container
i. 300 gallon.....\$30.00
ii. big bin.....\$175.00
(vii) City Staff.....\$25.00 per hour, per staff person
(viii) Utility Power Access.....\$50 per box
(ix) Street Sweeper.....\$75.00 per hour equipment and labor
(x) Additional equipment.....FEMA Price List (current gov. rates apply)

Miscellaneous Fees (if applicable)

(i) Fireworks Show Permit.....\$300.00
i. Fire Stand By Personnel..... Refer to Fire Department Fee Resolution
(ii) Temporary Business License Fee
i. Refer to Business License Fee and Bond Table Resolution

RESOLUTION NO. 20-05

A RESOLUTION OF BRIGHAM CITY AUTHORIZING AND IMPLEMENTING PROCEDURES FOR THE ISSUANCE OF PERMITS FOR "SPECIAL EVENTS" OCCURRING UPON CITY PROPERTY, CITY STREETS OR CITY SIDEWALKS OR WHENEVER CITY ASSISTANCE IS REQUESTED

WHEREAS, Brigham City receives several requests for the use of City property, City streets, City sidewalks and/or assistance from Brigham City in connection with various special events,

WHEREAS, it has been determined that formal procedures should be implemented by Brigham City in order to fairly and appropriately review, process and grant or deny such requests; and

WHEREAS, an investigation of appropriate procedures has been conducted and completed by City staff, and a recommendation has been made that the procedures set forth below and would be a fair and appropriate way to handle requests for special events; and

WHEREAS, the Brigham City Council has reviewed the recommended procedures and fees, as set forth below, and determined that they are in the best interests of the residents of Brigham City and would promote the health, safety and general welfare of said residents; and

WHEREAS, this resolution will supersede any previously adopted resolution with regards to the adoption of special event procedures and fees for Brigham City Property; and

WHEREAS, the Brigham City Council is desirous of adopting and implementing the special event procedures set forth below.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF BRIGHAM CITY, UTAH with 4 members present and 4 members voting in favor thereof that the policies and procedures set forth below relating to the review, processing, granting and/or denial of special event requests be adopted by Brigham City:

Purpose

The purpose of these policies and procedures is to establish a process for the review, processing, approval and/or denial of requests for Special Events to be held upon City property or for City assistance with such Special Events so that public health and safety are protected.

Definition

A Special Event is defined as:

1. An event planned to take place on Brigham City property where the general public is invited; or
2. An event that involves the blocking of Brigham City streets or sidewalks; or
3. An event where Brigham City's assistance is requested.

Example of Special Events include but are not limited to:

- Car shows held in City parks.
- Concerts in parks or upon other City property.
- Events using City streets or sidewalks such as parades, running events, bicycle races.
- Overnight Scouting events at City parks.
- Fund Raising Events.

Examples of Events **not** considered to be Special Events include but are not limited to:

- Employee party for a specific business entity, at a City park (not open to general public).
- Family reunions in a City park (not open to general public).
- Socials or gatherings at private facilities designed to handle the number of attendees unless such results in the blocking of City streets or sidewalks.

Some Events may not be considered Special Events but may still require a permit from the Health Department pursuant to the Temporary Mass Gatherings requirements set forth in R392-400 of the Utah Administrative Code.

Coordination of Special Events Within Brigham City

The Community Activities and Services Department (hereinafter referred to as CAS) shall coordinate all requests for Special Events and shall maintain a history file of all Special Events applications that are processed. CAS shall establish a procedure to assist applicants for Special Events. Such assistance should include:

- Providing applicants with a Special Event Application form online;
- Answering questions about the application and approval process;
- Coordinating the application review process with other City departments;
- Directing applicants to non-city agencies that may be affected by the event;
- Notifying the applicant regarding approval, denial, and any needed modifications to the application.
- Assisting applicants in making needed modifications to the event so problem areas are addressed;
- Collecting applicable fees;
- Coordinating appeals to the City Administrator.

Special Event Application

A Special Event Application (a copy of which is attached) may be obtained online. Once completed, applications will be routed to CAS to begin the approval process.

Application should be completed not less than forty-five (45) days prior to the event date. Incomplete application requests will not be processed.

Applicant Requirements

Applicants for Special Events are responsible to abide by all laws and codes when constructing temporary or permanent structures. Brigham City staff may establish conditions as outlined herein to meet the concerns of safety for persons and property, health and sanitation, environment, protection of the event property and surrounding neighborhood, and event administration. More specifically, Brigham City staff may require:

1. Restrictions or conditions to minimize the impact of the Special Event on other events or conditions in the City, such as but not limited to:
 - Modification of an event that might impact scheduled street maintenance and construction.
 - Other modifications or improvements that may mitigate, in part or in whole, possible adverse impacts from the proposed Special Event.
 - Blackout dates for previously organized events or impact on City property and/or resources.
2. Conditions relating to safety for persons and property, such as but not limited to:
 - Emergency vehicle access.
 - Fire protection.
 - Traffic safety related to street closures, if any.
 - Use of barricades, cones, “no-parking” signs.
 - Internal security and/or crowd control.
 - Lighting and electrical supply.
 - Traffic regulation.
 - Other public safety issues.
3. Conditions relating to health and sanitation, such as but not limited to:
 - Toilet and sanitary facilities
 - First-aid supplies and assistance.
 - Emergency medical services.
 - Other health and sanitation issues.
 - Crowd Control.
4. Conditions relating to risk management:
 - Liability insurance
 - Automobile insurance
 - Workers compensation
 - Indemnification agreements.
 - Safety/loss control precautions.
 - Other risk management issues.
5. Conditions relating to environmental concerns such as but not limited to:
 - Processes for the mitigation, control, elimination, or prevention of objectionable odors, noise, light or other environmental concerns.
6. Proof of permits and/or licenses required by other entities (State of Utah, Utah Department of Transportation, Department of Health, etc.)

Review Criteria

In authorizing Special Events and issuing Special Events Permits, City Staff may impose such requirements and conditions necessary for the protection of adjacent properties and the public welfare. Staff shall not authorize Special Event unless the evidence presented in the application is such as to establish that the proposed event:

1. At the specified location is in harmony with the general intent and purposes for which the properties were developed.
2. Is necessary or desirable to provide a service or opportunity that will contribute to the general well-being of the community and the neighborhood;
3. Will not, under the circumstances of the particular case be detrimental to the health, safety, or general welfare of persons residing or working on the event property or in the vicinity, or injurious to property or improvements on the event property or in the area.

Application Review Process

1. CAS receives a complete application along with a \$25.00 non-refundable application fee from the applicant not less than forty-five (45) days prior to the event.
If the application is received less than forty-five (45) days of the event, City staff will make a reasonable effort to accommodate the applicant, however, a \$250.00 late fee will apply (waivers to late fee can be requested of the City Council).

2. CAS shall forward a copy of the application to affected departments, for their review and response.

3. Each department director or designee receiving a completed application ensures the application is reviewed and responses returned to the CAS Department within five (5) business days.

Individual department directors may contact the CAS Department directly for further event information if needed. Possible written responses are:

- (a) approved as submitted;
- (b) approved with specific modifications; or
- (c) denied.

Department directors or designee should not hold applications beyond the five (5) business days waiting for applicants to provide further information. Specific modifications will be addressed directly to applicant by CAS.

4. Upon completion of the initial application review, staff may request additional event information from applicant.

Applicants' response regarding specific modifications identified by staff shall be submitted within five (5) business days of receipt. Untimely responses by applicant to CAS may result in dismissal of the application.

5. If the application is approved, CAS will forward a copy of the completed application to the applicant along with corresponding permits.

If the application is denied, CAS shall provide an email to the applicant with a denial statement. CAS should notify the applicant concerning staffs decision as soon as possible.

Appeals Process

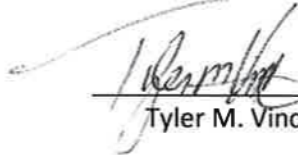
The applicant, or any other person or entity adversely affected by a decision related to a Special Events application may appeal to the City Administrator in writing, within five (5) days of the date of the decision. The person or entity making the appeal has the burden of proving that an error has been made or that a condition should be changed or eliminated. The appeal may not consider any changes to the Special Event application process. The City Administrator shall respond to the applicant within three (3) business days.

Revoking of Application

Any department director may cause an approved Special Event permit to be revoked, even during the course of the event, if it is determined that the event cannot be conducted without being in substantial violation thereof. Unless time does not permit, notices of revocation should be given in writing with the reasons for the revocation specifically set forth. When possible, Special Event organizers should be given the opportunity to immediately abate or amend each violation before the application is revoked.

PASSED AND ADOPTED THIS 20th DAY OF February 2020.

BRIGHAM CITY CORPORATION


Tyler M. Vincent, Mayor

ATTEST:


Christina Boss, City Recorder

