# SPECIAL EVENT APPLICATION

A complete application must be submitted at least 45 days prior to the event. Applications not submitted within that time frame may not be approved. **INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.** This application does not constitute a valid permit, but only a request of information.

## SECTION I: EVENT ORGANIZER/BUSINESS INFORMATION

<table>
<thead>
<tr>
<th>PARENT BUSINESS/ORGANIZER:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>EVENT/BUSINESS NAME (DBA):</td>
<td></td>
</tr>
<tr>
<td>MAILING ADDRESS:</td>
<td></td>
</tr>
<tr>
<td>STREET ADDRESS (including Unit Number)/PO BOX</td>
<td></td>
</tr>
<tr>
<td>CITY, STATE, ZIP CODE</td>
<td></td>
</tr>
<tr>
<td>CONTACT PHONE NUMBER:</td>
<td></td>
</tr>
<tr>
<td>STATE REGISTRATION:</td>
<td></td>
</tr>
<tr>
<td>DBA</td>
<td>SOLE PROPRIETORSHIP</td>
</tr>
</tbody>
</table>

## SECTION II: EVENT GENERAL DESCRIPTION (COMPLETE ALL SECTIONS)

| EVENT LOCATION: | |
| ADDRESS: | |
| START DATE: | END DATE: | HOURS: | |
| IS THIS EVENT OPEN TO THE PUBLIC FOR A FEE? | YES | NO | |
| IS THIS EVENT ON SMITHFIELD CITY PROPERTY? | YES | NO | |
| THIS EVENT WILL MOST LIKELY RECUR: | | |
| AT THE SAME TIME EVERY YEAR | | |
| MULTIPLE TIMES DURING THE YEAR | | |
| NEVER - THIS IS A ONE TIME ONLY | | |
| OTHER: | | |
| APPROXIMATE ATTENDEES: | | |

### SPECIAL EVENT CLASSIFICATION:

- RUNNING/WALKING/BIKING
- FESTIVAL/CARNIVAL/PARTY
- CONCERT/PUBLIC DANCE
- VENDOR AND CONSUMER SHOW
- SEMINAR/WORKSHOP/CONFERENCE
- RALLY/PROTEST/Demonstration
- PARADE PROCESSION
- GOLD AND COIN SHOW

### TEMPORARY SALES TAX NUMBER:

- N/A

### I HAVE TEMPORARY SALES TAX NUMBERS FOR VENDORS:

- YES
- NO

Events organizers are responsible to ensure that all participating vendors have sales tax numbers and state and/or federal licenses, as applicable.

### EVENT NO:

### DATE RECEIVED:

### INSURANCE:

Events on public property must be insured. Contact the Zoning Administrator at (435) 792.7989 to determine insurance needs and for indemnification and Hold Harmless Agreements.

### BENEFICIARY ORGANIZATION:

A third party “BENEFICIARY ORGANIZATION”

- FOR THE BENEFIT OF A 501 (c)(3) NON-PROFIT CORPORATION:
  - THE PARENT BUSINESS/ORGANIZER
  - A THIRD PARTY "BENEFICIARY ORGANIZATION"

- FOR PROFIT

- FOR THE BENEFIT OF A 501 (c)(3) NON-PROFIT CORPORATION:
  - THE PARENT BUSINESS/ORGANIZER
  - A THIRD PARTY "BENEFICIARY ORGANIZATION"

- BENEFICIARY ORGANIZATION: (IF APPLICABLE) INCLUDE CONTACT NAME/PHONE/WEBSITE/EMAIL

TO REGISTER AS A CHARITY WITH THE STATE OF UTAH GO TO: HTTP://CONSUMERPROTECTION.UTAH.GOV/REGISTRATIONS/CHARITIES.HTML

### CATEGORY:

- INDOOR
- OUTDOOR
- BOOTH

### TYPE:

- FIRST TIME APPLICANT
- REPEAT APPLICATION (Last Year License)
- APPLICATION AMENDMENT

### THIS SPECIAL EVENT INCLUDES:

- SIGNAGE
- SALE OF ANY MERCHANDISE - PARENT ORGANIZATION AS THE VENDOR
- SALE OF ANY MERCHANDISE - OTHER VENDOR(S) # OF VENDORS: ________
- FRESH FOOD PREPARATION, SALES, OR SERVICE
- ALCOHOL SALES AND/OR SERVICE
- LIVE ENTERTAINMENT
- OUTDOOR AMPLIFIED SOUND
- TEMPORARY STRUCTURES
- TEMPORARY POWER
- OPEN FLAME (i.e. FIREWORKS, FIRE, COOKING FLAME)
- USE OF AN UNDEVELOPED LOT
- AMUSEMENT RIDES AND/OR INFLATABLES
- TRAMPOLINES OR CLIMbing WALLS
- USE OF ROADWAY, SIDEWALK, PARK STRIP*
- REQUEST FOR ROAD CLOSURE*
- CROSSING AT LEAST ONE INTERSECTION*
- CLOSING AT LEAST ONE INTERSECTION*

*PLEASE COMPLETE SECTION V ON PAGE 2
SECTION III: EVENT OFFICERS

LEGAL NAME: ________________  □ APPLICATION CONTACT  □ VOLUNTEER  □ EMPLOYEE

HOME ADDRESS: ____________________________  □ OWNER  □ LOCAL MANAGER  □ OTHER ________

STREET ADDRESS (Including Unit Number)/PO BOX CITY, STATE, ZIP CODE

CONTACT PHONE: _______  EMAIL: _______

DATE OF BIRTH: ________________  DRIVERS LICENSE #: ___________  STATE: ___________

☐ THIS PERSON CAN BE CONTACTED DURING THE EVENT OR AFTER-HOURS BY POLICE, FIRE, OR ANY OTHER CITY DEPARTMENT

SECTION IV: EVENT DESCRIPTION (IN DETAIL, INCLUDE PICTURES IF POSSIBLE)

SECTION V: USE OF RIGHT-OF-WAY DETAILS

TRAFFIC CONTROL
Approved traffic control is required any time any roadway is to be used and/or any intersection crossed. If traffic control is required, you must attend a meeting with the city to review and discuss the right-of-way closure and traffic control.

RIGHT-OF-WAY PERMIT
Contact the City Engineer at (435) 792.7995, to obtain a right-of-way permit.

QUESTIONS?
Police Department (435) 563.8501
Public Works Department (435) 757.9962
Planning and Zoning (435) 792.7989

TRAFFIC CONTROL WILL BE PROVIDED BY:
(Map of traffic control plan must be provided)
☐ CERTIFIED, EQUIPPED FLAGGERS THROUGH ________________
☐ SMITHFIELD CITY POLICE DEPARTMENT - $50/HOUR PER OFFICER
☐ ROAD CLOSURE - APPROVAL FROM STREETS DIVISION REQUIRED

THE FOLLOWING UDOT SIDEWALKS/ROADWAYS WILL BE USED:
☐ MAIN STREET/HIGHWAY 89-91
☐ 100 NORTH STREET/HIGHWAY 218 (West of Main Street)

UDOT PERMIT INFORMATION
If using a UDOT regulated right-of-way, apply for a UDOT permit.
For more information go to:
www.udot.utah.gov or call (801) 620.1639

SECTION VI: ENVIRONMENTAL

ARE GARBAGE SERVICES NEEDED:  □ YES  □ NO
EXPLAIN: ____________________________

For information, contact the Environmental Department at (435) 716.9794
For additional storm water regulations contact the Smithfield City Engineer at (435) 792.7995.

SECTION VII: NOTIFICATIONS AND VERIFICATION OF AUTHORITY

1. MANDATORY REVIEW PROCESS  This application does not constitute a license. ALL applications are subject to the review process. Decisions on special event applications take approximately (forty-five) 45 business days from the submission of a complete application.
2. DENIAL OF LICENSE  Application denial is most often the result of: (i) an accurate or incomplete application, and/or (ii) non-compliance with the Smithfield Municipal Code, the Land Development Code, and or applicable building, fire, and environmental codes.
3. OTHER REGULATORY BODIES  It is the applicant's responsibility to determine and comply with any requirements from other regulatory agencies. Issuances of a Smithfield City license indicates compliance with requirements specific to Smithfield City Business Licensing, and not those of any other agency.
4. SIGNAGE  Consult with the Smithfield City Planning and Zoning prior to making temporary signage arrangements. The city planning and zoning can be contacted at (435) 792.7989.
5. ANY DEVIATION FROM THE DESCRIPTION OF THE ACTIVITY ON THIS FORM, RENDERS THE LICENSE NULL AND VOID.

I affirm that: (i) I am an authorized agent of the parent entity over the event or business for which application is being made, and (ii) the information on this form and on all application materials is both complete and accurate to the best of my knowledge.

SIGNATURE ____________________________  PRINT NAME ____________________________  DATE ________

100 NORTH STREET/HIGHWAY 218  (West of Main Street)