

FARR WEST CITY



Special Event Permit Application

Name of event:		Name of applicant:	
Organization (if applicable):			
Street address:		City, State Zip Code:	
Email address:		Phone:	
Is this event open to the public?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Has the event already been publicized?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Is this your first time hosting an event in Farr West?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Location of event:			
Description of event:			
Anticipated number of attendees:			
Event dates:			
Set-up date:		Tear down date:	
Event type	(Check one)		
Filming	Parade	Outdoor sales or boutique	Fun run
Cycling	Sporting event	Dance	Road race (5K/10K/Marathon)
Training event	Block party	Festivals	Religious
Educational exhibit	Other (describe):		

Event Type

(circle one)

Standard Event

- Less than 500 in anticipated attendance
- Application must be received, at a minimum, 60-days in advance of first event date.
- Special event fee and facility rental fees must be paid-in-full 14-days in advance of first event date.

Large-Scale Event

- More than 500 in anticipated attendance
- Application must be received, at a minimum, 90-days in advance of first event date.
- Special event fee and facility rental fees must be paid-in-full 30-days in advance of first event date.

Admission

Will a fee be charged to participate or	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, what are the admission fee(s)?		

If yes, you must contact the [Utah State Tax Commission Special Events Unit](#) and register the event. Farr West City will not issue the Special Event Permit until the event has been registered with the Utah State Tax Commission Special Events Unit and a letter of approval has been issued.

Vendors and Food

Will food be sold at the event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will merchandise or services be sold at the event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

All food vendors must meet [Weber County Health Department](#) regulations and have a current, active food service permit. All food trucks at the event must display (i) a current business license from a political subdivision within the State of Utah; and (ii) a current health department food truck permit from a local health department within the State of Utah; and (iii) a current approval of a political subdivision within the State of Utah that shows that the food truck has passed a fire safety inspection. Food trucks not displaying these three items shall not be allowed to operate. If applicable Farr West City will not issue their special event permit until the Weber County Health Department food service permit is complete for all food vendors and a letter of approval has been issued.

Mass Gathering Permit

Will the event be attended by more than 1000 people and last for more than two (2) hours?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If yes, you must also obtain a [mass gathering permit](#) from the Weber-Morgan County Health Department; additional fees apply. Mass Gathering Permit applications need to be submitted to the Weber-Morgan County Health Department at least 15 days prior to the first advertisements of the event and at least 30 days prior to the start of the event. Proof of permit approval must be submitted to Farr West City at least seven (7) days in advance of the event.

Traffic and Mobility

<p>Will the event impact Farr West street traffic?</p> <p>(Will you be using streets for parking, blocking off roadways, causing access restrictions to surrounding neighborhoods, increasing demand on local streets, etc.?)</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
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If yes, traffic control support from the Weber County Sherriff's Office and a traffic control plan may be required. If the event will impact roads not owned by Farr West City, the event must apply for and receive approval from the road owner (UDOT, Weber County, Private, etc.). Events must coordinate directly with the Sherriff's Office.

UDOT Roads- you must obtain a [UDOT special event permit](#) from the Utah Department of Transportation, contact UDOT Region One for information. Additional fees apply. Farr West City will not issue a special event permit until the applicant has received approval from UDOT and an official letter has been issued.

Security and Control Plan

Describe your event security and control plan (attach separate sheets if needed). Additional security support from the Weber County Sherriff's Office may be required at the discretion of the Farr West City Parks Committee.

Parking Plan

Describe your event parking plan (attach separate sheets if needed).

Site Plan

Will your event be using any of the following? Check all that apply

Fencing/Scaffolding	Barricades	Portable toilets or sanitization units	Inflatable bounce houses or temporary amusement structures
Music	Power	Fireworks	Other:
Pop-up tents or canopies	Number of tents/canopies:	Dimensions of tents/canopies:	
Temporary Stage	Dimensions of temporary stage:		

Attach or create a site map. Indicate the location of the following; restrooms, water stations, garbage containers, first aid stations, ingress and egress points for emergency vehicles, parking areas and location of vendors.

Advertising, Marketing and Promotion

Will signs promoting the event be placed in Farr West City	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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- Applicant is responsible for all costs directly and indirectly related to promoting, marketing, and advertising the event. Further, submitting an application does not guarantee (I) A special event permit will be issued for the event, and/or (II) that after Farr West City review of the application changes to the event won't be made.
- Accordingly, any marketing, advertising, and promotional initiatives undertaken prior to the issuance of the Special Event Permit are done at the sole risk and expense of the applicant. It is advised that a special event permit be obtained prior to promoting or marketing an event. A conditional approval is not a special event permit, nor should it be interpreted as such.
- Applicants may NOT list or use the name of Farr West City in relation to event naming, acting as a sponsor or host of the special event. Special Event applicants can **ONLY** state Farr West City as the location of the event.

Signage may be posted for a period not to exceed twelve (12) days, including days after the event. Signs cannot exceed nine (9) square feet in size and must be attached to the ground. Up to thirty five (35) signs are allowed per event and must adhere to [Farr West Code](#). Permission for the placement of such signs from property owners are required. All event signage must be removed within 3 days following event. Should the event not remove event signage within 3 days following event, funds may be withheld from the damage deposit.

Insurance Requirements

- Special events must provide Mandatory Comprehensive General/Special Event liability insurance with a minimum of two million dollars (\$2,000,000.00) per occurrence, with three million dollars (\$3,000,000.00) general aggregate coverage. The liability insurance must also name Farr West City as an additional insured by endorsement. Additional insured should be listed as: Farr West City
- Applicants must submit both a certificate of insurance **AND** an actual copy of the additional-insured endorsement. The Certificate of Insurance and Endorsement must be submitted at least fourteen (14) business days prior to the proposed special event date. The permit will be revoked if both the Certificate of Insurance and Endorsement have not been received.

Affidavit

By applying for a special event permit, applicant agrees that they have the sole responsibility to be knowledgeable about and comply with all local, state and federal laws associated with the proposed event.

Applicant certifies that the information in this application is true and correct and is a complete and accurate representation of the planned event.

As required by the Federal Americans with Disabilities Act of 1990, as amended, all special events held on city property (including buildings, parks, and public rights-of-way) must be accessible to people with disabilities. Applicant acknowledges that special events are required to meet all ADA requirements and are the responsibility of the Applicant.

In consideration for the issuing of a special event permit and use of city streets and sidewalks or city property, applicant agrees to indemnify, save harmless and defend Farr West City, its officers and employees, against any claim for loss, damage or expense sustained by any person on account of injury, death or property damage occurring by reason of or arising out of the special event.

If event is held at a city facility, applicant agrees to return all city facilities to the same conditions existing before the event. By way of their signature below, applicant hereby acknowledges and agrees that they are solely responsible to pay all estimated support costs for their event as determined by Farr West City. Support costs include, but are not limited to, police, fire, and emergency medical protection, park maintenance, power, water, road closures, cleanup of city facilities before, during, or after the special event, and other costs to the city directly attributable to the special event.

Signature:		Date:	
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Checklist

Have you:

- Completely filled out application and answered every question?
- Signed the application?
- Paid the application fee?
- Attached your event site plan?
- Scheduled Special Event Application review meeting with the Farr West City Parks Committee?



Documents and permits checklist

<input type="checkbox"/>	Farr West City Special Event Application
<input type="checkbox"/>	Utah Tax Commission Special Event registration
<input type="checkbox"/>	Weber-Morgan County Health Dept. Mass Gathering Permit (if required)
<input type="checkbox"/>	UDOT Special Event Permit (if required)
<input type="checkbox"/>	Certificate of Insurance and Endorsement



Contacts

Farr West City	(801) 731-4187	
Weber-Morgan Health Department	(801) 399-7160	envhealth@co.weber.ut.us
Utah State Tax Commission	(801) 297-6303	specialevent@utah.gov
Weber County Sherriff's Office	(877) 636-8300	Off Duty Management
Utah Department of Transportation (Region One)	(801) 620-1600	UDOT Website

Dates to Remember

January 1	Special Event Permit Application and processing fee may be submitted to Farr West City for upcoming calendar year
90 days in advance	Deadline for submitting Special Event Permit Application and application fee for large-scale event
60 days in advance	Deadline for submitting Special Event Permit Application and application fee for standard event
30 days in advance	Deadline for paying Special Event fee, facility rental and damage deposit for large-scale event
14 days in advance	<ul style="list-style-type: none"> • Deadline for paying Special Event fee, facility rental and damage deposit for standard event • Provide Farr West City with Certificate of Insurance and Endorsement Certificate • Provide Farr West City with letter of approval from Utah State Tax Commission Special Events Unit
12 days in advance	Signage advertising Special Event may be posted within City limits
7 days in advance	Provide Mass Gathering Permit to Farr West City (for large-scale events over with over 1,000 in attendance only)
3 days following event	All event signage must be removed from Farr West City limits

**RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK,
and HOLD HARMLESS AGREEMENT**

In consideration for being permitted to use city-owned facilities in connection with my application for a Special Event Permit, THE UNDERSIGNED (hereinafter Applicant), for himself or herself personally, for his or her personal representatives, heirs, and next of kin, or as a duly authorized representative of the business, partnership, corporation, limited liability company, or organization making application for a Special Event Permit, DOES HEREBY:

1. Acknowledge, agree, and represents that he or she has or will immediately upon reserving any city-owned property or facilities, inspect the areas which he or she reserves and enters, and will continuously thereafter inspect the areas, and he or she further agrees and warrants that if at any time, he or she is in or about any reserved area and he or she feels anything to be unsafe, he or she will immediately advise city officials of such and if necessary will leave the area.
2. Releases, waives, discharges and covenants not to sue Farr West City, its officers, agents, employees, and each of them, all for the purposes herein referred to as "releasees," from all liability to the undersigned Applicant, his or her personal representatives, assigns, heirs, and next of kin, or the entity which Applicant is an authorized representative, for any and all loss or damage, and shall defend therefore on account of injury to the person or property or resulting in death of the undersigned arising out of or related to the use of said facilities, whether caused by the negligence of the releasees or otherwise.
3. Agrees to indemnify and save and hold harmless the releasees and each of them from any and all loss, liability, damage, or cost they may incur arising out of or related to the undersigned's injury or death, whether caused by the negligence of the releasees or otherwise.
4. Assumes full responsibility for any risk of bodily injury, death or property damage arising out of or related to the Applicants use of the city-owned property or facilities, whether caused by the negligence of releasees or otherwise.
5. Acknowledges that use of the facilities may be dangerous and involve the risk of serious injury and/or death and property damage. The Applicant also expressly acknowledges the injuries received may be compounded or increased by negligent rescue operations or procedures of the releasees.
6. Agrees that this Release and Waiver of Liability, Assumption of Risk and Hold Harmless Agreement extends to all acts of negligence by the releasees, including negligent rescue operations and is intended to be as broad and inclusive as is permitted by the laws of the state of Utah and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

I HAVE READ THIS RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND HOLD HARMLESS AGREEMENT, AND I UNDERSTAND ITS TERMS, AND I UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT.

NEVERTHELESS, I HAVE SIGNED IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT, ASSURANCE OR GUARANTEE BEING MADE TO ME AND INTEND MY SIGNATURE TO EVIDENCE AND ACKNOWLEDGE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW.

Applicant's Printed Name

Entity (if Applicant is representing an entity)

Applicant's Signature

Date