# SPECIAL EVENT PERMIT APPLICATION

*(Please allow a minimum of 30 business days for processing prior to a proposed event date)*

Sandy City intends that citizen requests for Special Events be accommodated if they do not jeopardize the safety of citizens, unnecessarily restrict the operation of Sandy City, or impede traffic. (Any activity that includes Sandy City Parks or green space falls under the jurisdiction of the Sandy City Parks and Recreation Department (801) 568-2900 and requires a separate permit application.

Today's Date_____ **Date of Event**_____ **to**_____

Event Location:_____ **Time of Event(s): ____a.m.____p.m. to ____a.m.____p.m.**

Event Address:_____

Type of Event: _____

**Applicant/Responsible Individual:**

Name: _____ Home Phone _____ _____

Organization: _____ Affiliation/Title _____

Address _____ City _____ State _____ ZIP _____

Cell Phone _____ Business Phone _____ Email_____

**Please complete all the following questions thoroughly. Attach a separate sheet if necessary:**

**Approximate number of people attending**_____. (500+ may be subject to Mass Gathering Permit with the SLVHD)

Will food be served? ☐Yes ☐ No If so, what kind? _____

Explain food preparation: _____

Will beverages be served? ☐ Yes ☐ No If so, what kind?_____

Will projectiles be involved? ☐ Yes ☐ No If so, what kind? _____

Special lighting? ☐ Yes ☐ No If so, what kind? _____

Will you use tents/canopies? ☐ Yes ☐ No If so, how many? #___ Dimensions____ x____, #___ Dimensions____ x____

Amplification or sound use? ☐ Yes ☐ No Describe: _____

_____

Parking accommodations :_____

_____

Traffic impact :_____

_____

City services requested? ☐ Yes ☐ No

If "yes" explain request: (i.e. police escort, fire truck, EMT, etc subject to Department availability and/or approval) _____

_____

_____

**Attached map of event location(s) and/or street route.** ☐ Yes ☐ No

*Please depict on map: tent sites, food areas, water stations, start/finish lines, road closures, table placement, etc., rendering a legible and clear site/route plan of the event for review.*

*Sandy City will review the request for a Special Event to ensure that your rights and the rights of others can be maintained. Upon review, there may be conditions of approval attached to this permit. You must comply with any and all conditons to conduct this event.*

***Indemnification/Liability** - Event applicant shall indemnify, defend and hold harmless the City, its officers, agents, employees, and volunteers from all damages, costs or expenses in law or equity, including attorneys fees, that may at any time arise because of the event which results in damages to property, bodily injury or personal injury occasioned by any willful, negligent or wrongful act or omission of the applicant, the applicant's employees or volunteers and event participants.*

***Insurance** - Event applicant agrees to carry insurance which meets requirements specified on the Special Event Permit Insurance Instructions outline. Acceptable proof of such insurance shall be provided to the City prior to the City granting full approval of this application and issuing a Special Event Permit.*

***Your signature below verifies that you agree to these terms.***

Official use only

_____

Signature of Applicant Date

**Submit completed application via email to asnyder@sandy.utah.gov**

**Or in person to Angela Snyder/Code Enforcement & Event Tech 10000 Centennial Parkway, Suite #210 Phone 801-568-7254**

# SPECIAL EVENT PERMIT

## Insurance Instructions

**At the discretion of Sandy Risk Management, an applicant for a Special Event Permit may be asked to posses or obtain special event commercial general liability insurance. The policy must protect Sandy City Corporation, the applicant, and anyone directly or indirectly employed by either of them. The insurance must provide coverage for premises operations, acts of independent contractors, and completed operations during the event time period. The event time period includes the date(s) of the set up, scheduled event, take down and clean-up operations. The coverage must be indicated on the certificate of insurance as "Special Event" coverage in the "Description of Operations" or the insurance company must supply the City with the original insurance policy evidencing the "Special Event" coverage.**

**Evidence of the required insurance must be provided to Sandy City no less than fourteen (14) days before the event set up date. The event permit may be cancelled if the City does not receive such evidence by that deadline.** It is the applicant's responsibility to see that their insurance company/agent receives the proper instructions and forwards the proper evidence of insurance to the City by the deadline.

**INSURANCE REQUIREMENTS:**

1. **Minimum coverage of $2, 000,000 per occurrence with a $3,000,000 general aggregate.**
   If governmental immunity limits are subsequently altered by legislation or judicial opinion, the applicant must provide a new certificate of insurance within 30 days after being notified thereof in writing by the City, certifying coverage in compliance with the modified limits or, if no new limits are specified, in an amount acceptable to the City.
2. **The insurance must be issued by an insurance company licensed to do business in the State of Utah and either:** (a) currently rated A– and a rating of IX or better by A.M. Best Company; or (b) listed in the United State Treasury Department's current "Listing of Approved Sureties" (Department Circular 570), as amended.
3. **The policy or endorsement must name as an additional insured Sandy City Corporation, its officers, employees, agents, and as required, any other public entity involved in the event. The date and title of the event must be clearly stated.**
4. **If any work for the event is subcontracted to a separate company, the applicant must require the subcontractor to provide special event general liability insurance,** with the City as an additional insured, in the required amounts.
5. **The certificate and policy must provide that coverage shall not be cancelled or modified without providing 30 days prior written notice.** (10 days in the case of failure to pay premiums) to the City in a manner approved by the City Attorney.

* **PLEASE DIRECT QUESTIONS TO: Jared Smith—Sandy Risk Management (801) 568-7184**


**Special Event Permits**

Sandy Community Development
10000 Centennial Parkway, #210
Sandy, UT 84070

Angela Snyder - Technician
Phone: 801-568-7254
Fax: 801-568-7278
E-mail: asnyder@sandy.utah.gov


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