



Leisure & Recreation Services – Event Permitting

63 South 100 West, Hurricane, UT 84737

Phone: (435) 635-2609

E-mail: hcevents@hurricane-ut.org Web Page: www.cityofhurricane.com 1

SPECIAL EVENT CHECK LIST

Thank you for choosing the City of Hurricane to hold an event. The City of Hurricane Special Event Ordinance requires a Special Event Permit for a temporary gathering or organized activity that will disrupt the normal expected peace of any area in the City of Hurricane or is outside the established and normal use allowed by zoning, including but not limited to parades, block parties, sales in parking lots or vacant lots, circuses/carnivals, tent sales, car shows, foot races, and walk-a-thons, which are held on private or public property. Events shall not be more than five continuous days in length and shall not occur more than two times within a twelve month period

The city recommends that you do not print brochures, packets, maps, advertisements, etc., or circulate promotional information until you have city approval of the event. The city will not be responsible for those printed materials, promotional items, etc., if dates, locations, and/or other requested services are denied, amended, or changed during the permit process. We want your event to be a success for you, the residents and visitors alike. Please review the information and attachments to ensure a timely process of the permit request.

DOCUMENTS

- ___ Special Event Application
- ___ \$200.00 Application Fee
- ___ Site Plan
- ___ Traffic Control Plan (foot, cycling, or any time using streets)
- ___ Group/Organization Waiver Form
- ___ Insurance Policy
- ___ Temporary/Promotional Sign Application
- ___ List of Vendors
- ___ Utah Tax Commission - Event fees and tax info for vendors
- ___ Other: _____

DOCUMENTS AS APPLICABLE

- ___ Facility Reservation Form
- ___ Community Development Inspection Fire/Building
- ___ Letter from Property Owner (when event is held on private property)
- ___ Other _____

Office Use Only			
Date application received _____	Date for Staff Review _____	Staff Approval Date _____	
Permit# _____	Date _____	Receipt # _____	Amount _____
Date sent to City Departments for review _____.			



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SPECIAL EVENT PERMIT

Event Permit Application Instructions & Processing Requirements

Special Event applications must be submitted to the Leisure & Recreation Department no later than **90 DAYS** prior to the scheduled event to allow adequate time for various City Departments to review the details of the permit request and make their recommendations. **City staff will review the application during staff meetings, which are held every first Wednesday of the month at 8:00 a.m.**

- A \$200.00 application fee is due and payable at the time the application is submitted. A \$100.00 fee is assessed for applications submitted less than **90 DAYS** of the scheduled event. Please make checks payable to the City of Hurricane.
- Application must be turned in with a detailed **SITE PLAN** before the review process begins. Special Events held on private property require a signed letter from the property owner giving the applicant permission to use the property for the event.
- A Commercial General Liability Insurance Policy is required to hold an event within Hurricane City limits. The policy must name as an additional insured the applicant, Hurricane City, and its officers, employees, agents, and as required, any other public entity involved in the event, from any and all liabilities or claims. The date and title of the event must be clearly stated on the policy. For insurance requirements please see Group/Organization Waiver and Release of Liability Application.
- When City of Hurricane facilities are used, the application and agreement for use of the City of Hurricane property must have prior approval before being submitted as part of, or must be favorably processed in conjunction with, the Special Event Permit.
- Special Events with an estimated 250 attendee require Hurricane Police Officer(s) & Hurricane Fire Department staff present on-site at the special event. The event organizer or promoter is responsible for the cost to have the Hurricane Police Officer(s) and Hurricane Fire Department staff present at the event.
- Temporary/Promotional signs require approval prior to posting sign from the Leisure & Recreation Department (See Temporary/Promotional Sign Permit application).
- If alcohol is to be sold or served in conjunction with a special event, a current and valid City of Hurricane Liquor Licensee must be identified. The Licensee must obtain a Liquor Catering License from the Business Licensing Department to cater alcohol at the event. See Waiver and Release application for insurance requirements
- It is important to carefully assess the environment in which your event is proposed to take place in order to develop a plan that best limits the impact of sound generated by event activities to the surrounding neighborhood. Loud and unreasonable noise at any time of day or night (including music) may be in violation of the Hurricane Noise Ordinance Number 4-9-2. A police officer may require you to lower or discontinue the noise if found to be in violation of the Hurricane Noise Ordinance Number 4-9-2. In some instances, you may be required to conduct decibel readings at pre-determined locations throughout your event time frame as part of your permit requirement. The applicant is required to adhere to this ordinance as a condition of the approval of the permit.
- The holder of the special event permit is responsible for leaving the event site free of debris, litter, signage, temporary structures or other evidence of the event upon the completion of the event.
- Approval is required from the Recreation & Leisure Services department for tents, canopies, stages, and bleachers.
- Events using or that will impact any state road are required to obtain approval and a permit from the Utah Department of Transportation. Please contact Scott Snow, Cedar District Encroachment Officer 435-691-1759.



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SPECIAL EVENT PERMIT APPLICATION

Type of Event: *Check all that apply*

\$200.00 Application Fee

<input type="checkbox"/> Circuses/Carnival	<input type="checkbox"/> Concert	<input type="checkbox"/> 5K	<input type="checkbox"/> Car Show	<input type="checkbox"/> Grand opening
<input type="checkbox"/> Parade	<input type="checkbox"/> Fun run	<input type="checkbox"/> Cycling	<input type="checkbox"/> Religious	<input type="checkbox"/> Festival
<input type="checkbox"/> Community benefit	<input type="checkbox"/> Non-profit	<input type="checkbox"/> Festival	<input type="checkbox"/> Tent sale	<input type="checkbox"/> Block party
<input type="checkbox"/> Other: _____				

1. Event Name:

2. Applicant Name:	Contact Person:	Cell Phone:
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3. Organization:

4. Applicant Address:	City:	State:	Zip:
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5. Mailing Address:	City:	State:	Zip:
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6. Phone Number:	Cell Phone:
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7. E-mail:	8. Event Web Address: <i>(Only if applicable)</i>
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EVENT DETAILS

9. Location of Event:		
10. Event Date(s):	Start Time:	End Time:
11. Clean up: Date(s):	Start Time:	End Time:
12. Approx. # of persons attending event per day: _____ Admission fee charged: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount \$ _____		
13. Is event held on private property? <input type="checkbox"/> Yes <input type="checkbox"/> No (Please provide letter of approval from property owner)		
14. Will food be served? <input type="checkbox"/> Yes <input type="checkbox"/> No (Please contact Southern Utah Health Department (435) 673-3528)		
15. Will alcohol be sold or served? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes , Name of Licensee: _____ <i>(The licensee must obtain an alcohol catering license from the business license office for the event).</i>		
16. Number of Private Security/Officer(s): _____ Company Name: _____		

CITY PERSONNEL/EQUIPMENT RATES *Please be specific about services required*

17. <input type="checkbox"/> Police Officer*(s) (Rate: \$75/hr., per officer)	<input type="checkbox"/> Fire* (Brush Truck-2 Crew, \$108 p/hr; Engine-4 Crew-\$130 p/hr)
<input type="checkbox"/> Athletics & Leisure Services Staff & Equipment	<input type="checkbox"/> Ambulance: (Rate: \$100/hr. crew may leave on other calls)
<input type="checkbox"/> PA System (Rate: \$200/event day delivered, set-up/removal)	(Rate:\$125/hr. crew stays full-time)
<input type="checkbox"/> Mobile Stage (\$400/Event)	<input type="checkbox"/> Parks/Pavilions/Facilities (Complete the Facility/Park Reservation form)
<input type="checkbox"/> Staff after 9:00 p.m. (Rate: \$30/hr.)	<input type="checkbox"/> Crowd Fencing/Barricades (\$.50 per item)
<input type="checkbox"/> Trash Cans (\$2 per can)	
<input type="checkbox"/> Public Works/Sanitation (Rate: varies- contact Public Works at 435-635-2811 Ext. 119) *Subject to current fee schedule rates	

SITE SET-UP/SOUND *Check all that apply*

18. <input type="checkbox"/> Music Please initial that you will comply with Hurricane City Sound Ordinance. _____ Date _____.		
<input type="checkbox"/> Tents/Canopies (require inspection)	<input type="checkbox"/> Fencing/Scaffolding	<input type="checkbox"/> Portable Sanitary Units
<input type="checkbox"/> Propane/Gas on site (require inspection)	<input type="checkbox"/> Trash/Recycle bin on site	<input type="checkbox"/> Barricades
<input type="checkbox"/> Parade number of floats: _____	<input type="checkbox"/> Fireworks/Fire Performances/Open Flame (require inspection & permit)	

I certify that the above information is true and accurate. By signing below I acknowledge receipt, review & understanding of the Special Event Permit Guidelines, and Schedule of Fees. I am aware that I am responsible for paying for requested City services. I will also comply with all local, state and federal regulations. I will notify the City of any changes to the event. I understand that changes can result in denial or revocation of the permit.

Applicant Signature: _____ Title _____ Date _____



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SPECIAL EVENT APPLICATION DETAILED SITE PLAN

Please draw a detailed plan of how the site will be set up on the day of the event.

The site plan should include:

- The names of streets, placement of barricades, and/or road closures
- The areas where participants and vendors/merchants will park
- Parade forming and disbanding area, bleachers, etc.
- Vendor and booth placement, tables, etc.
- Portable Toilets
- Dumpsters/Trash Removal Plan
- Fencing
- Stage

North





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SPECIAL EVENT GROUP/ORGANIZATION

WAIVER AND RELEASE OF LIABILITY

APPLICANT/SPONSOR NAME: _____ EVENT NAME: _____ EVENT DATE(S): _____

ON BEHALF OF THE ABOVE ORGANIZATION/GROUP, I expressly **WAIVE, RELEASE** and **DISCHARGE** the **CITY OF Hurricane**, its officers, agents, and employees or any other person from any and all **LIABILITY** for any death, disability, personal injury, property damage, property theft or actions, including any alleged or actual negligent act or omissions, regardless of whether such act or omission is active or passive which may accrue to myself or members of my organization/group or our heirs in connection with our participation in the above-described event. I fully understand and acknowledge that the **CITY OF HURRICANE** is relying on my representation that I have authorization to sign this document and that I will provide all members of my group a completed copy of this Waiver prior to our participation.

I expressly **INDEMNIFY AND HOLD HARMLESS** the **CITY OF HURRICANE**, its elected and appointed officers, agents and employees from any and all liabilities or claims made by me or my organization/group, my/our heirs and any other individuals or entities as a result of any of my/our actions in connection with my/our participation in this event except for those claims arising from the sole negligence or sole willful conduct of the City, its officers, employees, volunteers or other representatives. Such indemnification includes liability settlements, damage awards, costs and attorney fees associated with any such claims.

INSURANCE: The **CITY OF HURRICANE** does not provide insurance coverage. Contact your local agent. Applicant/ sponsor insurance policy must provide for the following:

- ✓ This insurance policy will not be cancelled without thirty (30) days prior written notice to the City of Hurricane.
- ✓ The City of Hurricane is not liable for the payment of any premium or assessment on this policy.
- ✓ The City of Hurricane is named as additionally insured.
- ✓ Name and the date(s) of Event being covered.
- ✓ **GENERAL LIABILITY:** Policy showing limits of \$1,000,000 comprehensive general liability insurance, and \$50,000 damage to property.
- ✓ **PRODUCTS LIABILITY INSURANCE ENDORSEMENT:** (Food or beverage sold or given away, if applicable).
- ✓ **Host Liquor Liability Endorsement.**
- ✓ **Liquor Liability Insurance Endorsement** (Alcoholic beverage sold or given away, if applicable).

I hereby certify that I have read this document, understand its content, and am authorized to sign this document on behalf of all members of the group I represent. I am providing with this application a copy of the insurance certificate with the above limits of insurance as noted.

APPLICANT/SPONSOR: _____ **SIGNATURE:** _____
(Please Print Name) (Date)

