



MIDWAY CITY
SPECIAL EVENT LICENSE
APPLICATION

435-654-3223 x 124 www.midwaycityut.gov

The Special Event License Application must be completed and submitted to Midway City no less than 60 days prior to a Special Event. This application will be reviewed by the city staff. Filling out an application does not guarantee a Special Event License will be granted.

NAME OF EVENT OR PRODUCTION
DATE SUBMITTED TO CITY DATE OF EVENT

APPLICATION FEES

DUE AT THE TIME OF APPLICATION SUBMISSION

All new applications require a \$150 (small event) or \$300 (large event) non-refundable application processing fee. A \$500 cleaning/damage/safety deposit is due prior to Midway City's approval of the event. For large events, this cleaning/damage/safety deposit may be greater.

ADDITIONAL FEES

Additional fees for other services and licenses, including Midway Business License, Town Square Rental, Building/Facility Rental, Health Department, Fire Department, Mass Gathering Permit, etc., must be obtained from the appropriate agencies.

APPLICANT AND SPONSORING ORGANIZATION INFORMATION

Event or Production Title
Applicant Name
Street Address
City, State, Zip Code
Day Phone
Cell Phone
E-Mail Address
Sponsoring Organization
Contact Person "On-Site" Day of Event Cell Phone #

EVENT INFORMATION

Check all that apply.

- Attraction of crowds over 300
Street Closure
Necessitates temporary food or business license
Causes significant public impacts via disturbance, crowd, traffic/parking
Disruption of the normal routine of the community or affected neighborhood
Light Post Banners; permit required
Temporary structures, tents, etc.; permit required
Events signs; permit required
Use of outdoor amplified music; allowed 6am-10pm

EVENT TYPE

Check all that apply.

- Run/Walk
Road Bike Event
Street Fair
Parade
Concert
Filming
Town Square Event
Other (Please specify)

First-Time Applicant or Annual Event

Event Dates(s): _____

Event Hour(s) Start: _____

Set-Up Date: _____

Breakdown Date: _____

Attendance: Participants _____ Spectators: _____

End: _____

Time: _____

Time: _____

Total _____

OVERALL EVENT DESCRIPTION

Briefly explain event and activities: _____

STREET CLOSURE INFORMATION - A SITE MAP IS REQUIRED WITH THE APPLICATION

Names of Streets to be Closed

_____ Between _____ and _____
_____ Between _____ and _____

Parade or Run Route (Please describe and attach route map)

Are you requesting a COMPLETE or ROLLING street closure? _____

Why are you requesting this street closure? _____

Time of Street Closure _____ Start: _____ End: _____

Assembly Area: _____ Disbanding area: _____

Number of anticipated entries _____

ALL NEIGHBORS MUST BE NOTIFIED 24 HOURS IN ADVANCE OF ANY DISTURBANCES

TEMPORARY STRUCTURES - SITE MAP IS REQUIRED WITH THE APPLICATION

Must be approved by the City Building Safety Department

- | | | |
|-------------------------------------|---|--|
| <input type="checkbox"/> Bleachers* | <input type="checkbox"/> Tents <200 sq. ft.** | <input type="checkbox"/> Tents >200 sq. ft.*** |
| <input type="checkbox"/> Stage | <input type="checkbox"/> Trailers(s) | <input type="checkbox"/> Inflatable(s) |
| <input type="checkbox"/> Generators | <input type="checkbox"/> Other Electrical Needs | <input type="checkbox"/> Temporary Lighting |
| <input type="checkbox"/> Other | | |

*If you are using privately-owned bleachers, you must make all arrangements for set-up and take-down.

Temporary structures less than 200 sq. ft. require **50 lbs. of weight per leg. No staking of tents is allowed.

***Temporary structures greater than 200 sq. ft. require approval from the Building Department.

SALES AND FOOD VENDING

Will there be merchandise for sale? _____

If yes, describe the items for sale _____

Will there be sale of concessions or complimentary food? Yes No

If yes, how many food vendors: _____

What types of food will be served? _____

If cooking on site, please describe types of *cooking appliances used (i.e., open flame or electrical)

*Depending on the cooking appliance, A Wasatch County Fire Department permit may be required.

Individual vendors must fill out the special event sales tax form.

Utah State Tax Commission 800.662.4335 or www.tax.utah.gov

Each food vendor must receive a Wasatch County Health Department temporary food service permit.

TEMPORARY SIGNS AND BANNERS

Attach a Sign Plan that describes the location and sizes of all signs *and banners*. Include pictures of signs *and banners*. Temporary signs *and banners* for your event require a permit from the Midway special event manager.

FILMING

Production Title _____

Production Type _____

- | | | |
|--------------------------------------|--------------------------------------|--|
| <input type="checkbox"/> Feature | <input type="checkbox"/> Documentary | <input type="checkbox"/> TV Series/Program |
| <input type="checkbox"/> Still Photo | <input type="checkbox"/> Reality TV | <input type="checkbox"/> Commercial |
| <input type="checkbox"/> TV Movie | <input type="checkbox"/> PSA | <input type="checkbox"/> Student |
| <input type="checkbox"/> Corporate | <input type="checkbox"/> Student | |

Public or Private Location _____

Number of Personnel on Location _____

Personnel Staging Area Location(s): Parking _____ Food _____

MASS GATHERING PERMIT

Wasatch County Health Dept requires a mass gathering permit for an assembly of 1,000 or more people for 2 hours or more. Contact them at 435-657-3261 or <https://www.wasatchcountyhd.org/Permits-Inspections>
The mass gathering permit governs solid waste management, site maintenance, emergency medical care requirements, food protection, wastewater disposal, etc. A signed copy of this permit must be submitted to Midway City.

WASTE MANAGEMENT PLAN

List the number of trash containers and dumpsters at the location: _____

Will additional trash containers and dumpsters be rented: Yes or No If yes, how many? _____

Name of Provider: _____

Contact Information: _____

Installation: _____ Date _____ Time _____

Removal: _____ Date _____ Time _____

PUBLIC FACILITIES

Will portable toilets be rented? Yes No

Name of Provider _____ Contact Person _____ Phone # _____

Installation: Date _____ Time _____

Removal: Date _____ Time _____

SAFETY – SECURITY – VOLUNTEERS

Please describe your procedures for both crowd control and internal security:

Has the Wasatch County Fire Department been contacted regarding your event? Yes No

The Wasatch County Health Department may require on-site medical personnel at an additional charge.

List Fire Department person contacted: _____

Does your event require additional Law Enforcement? Yes No

If yes, have you contacted the Heber City Police Department 435-654-3040 Yes No

EVENT LOGISTIC MEETING

Applicant is required to schedule a meeting with Midway City at least 45 days prior to the event.

Please contact Camille Palmer 435-654-3223 x 124 or cpalmer@midwaycityut.gov to schedule your meeting.

INSURANCE REQUIREMENTS IF USING CITY PROPERTY

When applying for a Special Event, applicants shall provide proof of liability insurance in the amount of at least \$1,000,000 per occurrence/\$2,000,000 aggregate as may be required by the Special Event Manager or the City Attorney and shall further name Midway City as an additional insured. All Applicants shall further indemnify the City from liability occurring at the event, except for any claim arising out of the sole negligence or intentional torts of the City or its employees. Midway City requires all certificates of insurance to be submitted on a standard ACORD form or on the insurance company's letterhead. The event must have its own insurance in its own name and not go under the umbrella of another policy.

GOVERNING LAW AND INDENMIFICATION

The Renter, its agents, vendors, employees, licensees, permittees, contractors, subcontractors, and invitees shall comply with all applicable laws, ordinances, and statutes, regulations, permits and licenses of Midway City, State of Utah, and the United States applicable to the use of the premises and to pay any taxes or fees that may be imposed by law in connection with the use and occupancy of the facility. The Renter shall hold harmless, defend and indemnify the City and its officials, employees and agents from and against any and all claims, losses, causes of action, judgments, damages and expenses, including, but not limited to the attorney's fees, because of bodily injury, sickness, disease or death or injury to or destruction of property or any other injury or damage resulting from or arising out of (a) performance or breach of this Rental Contract by the Renter, (b) the Renter's use of the Facility or property adjacent thereto or (c) any act, error, or omission on the part of the Renter, or its agents, vendors, employees, licensees, permittees, contractors, subcontractors and invitees, except where such claims, losses, causes of action, judgments, damages and expenses result solely from the negligent acts or omissions or willful misconduct of the City and its officials, employees and agents.

RULES AND REGULATIONS

1. ***Midway City does not schedule special events on Sunday.***
2. A non-refundable application fee is required at the time the application is submitted to Midway City.
3. The application must be submitted a minimum of 60 days prior to a special event.
4. Your application requires a site plan for your event, identifying street closures, signs, supply trucks, barricades, tents, activity location, portable toilets, bleachers, other temporary structures, water stations, headquarters, solid waste containers, entrance exits, walkways, and any other details that would assist the City Staff with understanding the setup of your event.
5. P.A. systems, speakers, music, or other amplified sources cannot be operated before 6:00am or after 10:00pm at 70 decibels in any location throughout the City. This includes both public and private property locations and the sound is measured from the property line.
6. Metal, wood, or any other kind of ground staking cannot be used to secure temporary structures in City parks or other property. Structures must be secured using sandbags, water barrels or other ground weights which do not pose a safety/trip hazard to participants or spectators.
7. For bikes, runs, walks, and parades, a site plan outlining your route must be submitted along with your Special Event Permit application. If your event will generate additional traffic, or interrupt existing traffic on any city street, a traffic control plan outlining necessary street closures or additional law enforcement is required before a Special Event Permit will be issued.
8. Permit Applications may require review by the City Council for approval or denial. The need for review is based on the size, location, scope, and impact of the event.
9. Depending on the type of event, the applicant may need to schedule a meeting with Midway City Public Works.
10. A certificate of insurance must be filed with Midway City before final approval of the event is granted ***with limits of at least \$1,000,000 per occurrence / \$2,000,000 aggregate.*** Midway City requires all certificates of insurance to be submitted on a standard ACORD form, or on the insurance company's letterhead. Midway City must be listed as additionally insured.
11. All debris and trash must be removed from an event site immediately after the event. Failure to do so may require more City Services. All expenses will be the responsibility of the event applicant. It is highly recommended that the applicant provides recyclable receptacles at the event. Please contact a local recycling company.
12. Depending on the duration of your event and the availability of public restrooms, you may need to rent portable chemical toilets to accommodate participants. Midway City requires one (1) chemical toilet for every 65 people. The figure is based on the maximum number of your event during peak time. The total number of toilets will be determined on a case-by-case basis.
13. You must receive approval for your event before you promote, market, or advertise your event. Conditional approval will be made after the event organizer submits the application and it is initially screened. Acceptance of your Special Event Application by the City is not a guarantee of the date, location, or automatic approval of your event.
14. Only readily removable barricades may be used for street closures and a 20-foot lane of clearance is always required for emergency vehicle access. You may be required to provide advisory signs if your event impacts a major use roadway. Advisory signs are intended to provide advanced notice to the regular users of a roadway of the scheduled closure.
15. In some cases, the hiring of officers from the Heber City Police Department, a professional security company, or a combination of both may be required to obtain a Special Event Permit. Heber Police determines the need, number, and type of security personnel based on expected attendance, location, history, nature, street closures, and the amount of advertising used for an event.
16. The Wasatch County Health Department, through the mass gathering permit, must review and approve your plans.
17. The Building Department and/or the Wasatch County Fire Department must review parade floats; use of an open flame; use of fireworks or pyrotechnics; handling of vehicle fuel; cooking facilities; the location of power sources, the availability and location of on-site fire suppression equipment; the occupancy and spacing of tables or enclosures; and the use of tents, canopies, or any fabric shelters. The Building Department will require an inspection before and/or during the event.

18. The applicant(s) shall assume and reimburse the City for all costs and expenses determined by the City to be unusual or extraordinary, and related to the event for which the permit is sought, including but not limited to:
 - The cost of providing, erecting, and moving barricades and/or signs.
 - The cost of providing and moving garbage or waste receptacles.
 - The cost of City personnel to meet the requested services.
19. The City may require, as a condition to issuance of a permit, that a sum be deposited with the City to meet such costs.
20. Temporary Special Event signs and banners require separate approval.
21. Failure to adhere to these rules and regulations will result in immediate closure of the event and forfeiture of all deposits.

I, the undersigned representative, have read the rules and regulations with reference to this application and am duly authorized by the organization to submit this application on its behalf. The information contained herein is complete and accurate.

(Name printed)

(Signature)

(Date)

REMITTAL INFORMATION

Submit Completed Application(s) To:

Midway City
ATTN: Special Events
P.O. Box 277
Midway, UT 84049
435-654-3223 x 124



MIDWAY CITY
SPECIAL EVENT LICENSE
www.midwaycityut.org

Heber City Police
bpowers@heberut.gov
(435) 654-3040
Signature / Approval: _____

Wasatch County Health Department
(435) 657-3264
Signature / Approval: _____

Wasatch County EMS
admin@wasatchfire.org
Signature / Approval: _____

UDOT
<https://udot.utah.gov/connect/business/permits/special-event-permits/>
Signature / Approval: _____

Midway City Building Inspector / Fire Marshall
tcouch@midwaycityut.gov
435-654-3223 x107
Signature / Approval : _____

Tourism
Heber Valley Tourism & Economic Development
(435) 654-3666

Return by: _____

Midway City Special Events Manager: _____

Approved

Denied

Needs Council approval