



## KAMAS CITY SPECIAL EVENT PERMIT GUIDELINES \$50 APPLICATION FEE

This information has been prepared to assist you in planning and meeting the necessary requirements for a safe and enjoyable event. If you should have any questions which are not answered in this application packet, please contact Kamas City at 435-783-4630.

**A Special Event Permit will be required for any special event within the city.**

“Special event” means a temporary event, gathering, or activity, including, but not limited to, parades, block parties, runs, races, walks, fairs, festivals, concerts, demonstrations, rallies, performances, shows, and other similar events, which are held in whole or in part upon public property, streets, sidewalks, trails, walkways, or other public rights-of-way, or if occurring on private property, will nevertheless substantially affect, impact, or interfere with the ordinary use of public property by the general public within the vicinity of such event and/or require the use of city services. A special event shall not exceed 3 days.

**A special event permit does not include a “noise permit”. Noise violations may result in citation(s) issued to event applicant/responsible person if a violation occurs.**

### **PROCESSING PROCEDURE:**

Once you obtain a permit application, please submit the completed application to the Kamas City Hall not less than **30 business days** before the date of the event for block parties, **45 business days** before the date of the event for events involving the sales or service of alcohol, and **60 business days** before the date of the event for all other events, and no more than one year prior to the event date. This will allow sufficient time for processing the application. The application will be routed through the Police Department and Business License Administrator for approval to ensure that the application meets the requirement of each respective department. This review process may require additional time if questions and/or problems with the application arise. If alcohol is to be served at the event, you must also contact the Liquor Licensing Authority and Kamas City Council to obtain a permit.

### **APPLICANT RESPONSIBILITIES:**

- Attach route or event map:** A map is required for all events.
- Fee:** The following fees will be paid before the permit is issued.

Kamas City Resident:	\$50 per event
Kamas Valley Resident:	\$250 per event
Nonresidents:	\$500 per event

If any special event requires a City staff or support person to be present, the cost of service will be billed at \$125 for Police, Public Works, and Administration, per hour, per staff person with a 4-hour minimum. All other costs (calls, faxes, etc.) will be charged at cost plus 30%. South Summit School District will be exempt from these fees upon approval from the City Council.

- Indemnification Agreement:** Prior to issuance of a permit, the applicant, and sponsor if applicable, must sign an indemnification agreement. This agreement indemnifies the City of Kamas from any liability, which may arise as a result of the special event.
- Insurance:** Sponsoring Organization shall, at Sponsoring Organization’s sole cost and expense, and prior to the date of the event, procure and maintain a Commercial General Liability insurance policy with minimum coverage of \$3,000,000 per occurrence and aggregate.
- Signatures of affected residents and/or businesses:** Required for any street or sidewalk blockages or closures.



## KAMAS CITY SPECIAL EVENT PERMIT APPLICATION

### APPLICANT INFORMATION

Sponsoring Organization: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Event Website: \_\_\_\_\_

Contact Person During Event: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
*(if different from Applicant)*

### EVENT INFORMATION

Name of Event: \_\_\_\_\_

Location or Address of Event: \_\_\_\_\_

Facilities to be used:

Park  Street  Sidewalk  Private Property  Other:

Type of Event:

Foot Race  Bicycle Race  Parade  Community Celebration  Block Party  Street Fair  
 Other:

Date of Event: \_\_\_\_\_ Event Time: from: \_\_\_\_\_ (a.m./p.m.) \_\_\_\_\_ to: \_\_\_\_\_ (a.m./p.m.)

Set-Up Date: \_\_\_\_\_ Time: \_\_\_\_\_ Take-Down Date: \_\_\_\_\_ Time: \_\_\_\_\_

Blockage/Closure Time: Starting \_\_\_\_\_ (a.m./p.m.) Until: \_\_\_\_\_ (a.m./p.m.)

Location of Street/Sidewalk Blockage/Closure:

*(Note: Location or route map is REQUIRED for EVERY event. A Traffic Control Plan may also be required.)*

Estimated Number of Participants/Spectators: \_\_\_\_\_

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(For Office Use Only)

Application Fee Paid:

Event Fee Paid:

Received By:

Date:

Date:

**GENERAL INFORMATION**

Parking Control? (Attach Plan) Yes \_\_\_\_\_ No \_\_\_\_\_  
Traffic Control/Security (Attach Plan) Yes \_\_\_\_\_ No \_\_\_\_\_ (Required for any street closure)  
Sound Amplification Equipment? Yes \_\_\_\_\_ No \_\_\_\_\_  
Medical Aid Stations? Yes \_\_\_\_\_ No \_\_\_\_\_  
Alcoholic Beverage Present? Yes \_\_\_\_\_ No \_\_\_\_\_ (City License Required)  
Sale of Merchandise? Yes \_\_\_\_\_ No \_\_\_\_\_  
Sale of Food/Beverages? Yes \_\_\_\_\_ No \_\_\_\_\_ (Health Dept. approval required)

Description for any information marked "yes" above:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will event involve open burning? Yes \_\_\_\_\_ No \_\_\_\_\_  
Will event involve any open flame cooking? Yes \_\_\_\_\_ No \_\_\_\_\_  
Will event involve the use of tent or canopy of 400 sq ft? Yes \_\_\_\_\_ No \_\_\_\_\_  
Will event involve fireworks display? Yes \_\_\_\_\_ No \_\_\_\_\_

(Permit required from the South Summit Fire Department – Attach Copy)

Will event involve use of a City Park/park building or facility? Yes \_\_\_\_\_ No \_\_\_\_\_ Approved By: \_\_\_\_\_

(Approval required from Kamas City office)

**ROUTE INFORMATION (for parades, races, etc.)**

Assembly Location: \_\_\_\_\_ Assembly Time: \_\_\_\_\_  
Completion Point: \_\_\_\_\_ Event Start Time: \_\_\_\_\_  
Route Map Attached? (Required)  
Floats: Number: \_\_\_\_\_ Types: \_\_\_\_\_  
Signs/Banners: Material: \_\_\_\_\_ Size: \_\_\_\_\_

*I acknowledge that the information contained in this application is true and complete to the best of my knowledge.*

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## INDEMNITY / INSURANCE

The Sponsoring Organization agrees that in the event the special event permit is granted, the following agreement applies:

The Sponsoring Organization (on behalf of itself and its personnel) hereby waives and releases and shall indemnify, defend, and hold harmless Kamas City and its officials, officers, employees, agents, insurers, sureties, attorneys, agents, and representatives, from and against any and all actual or alleged claims, demands, causes of action, judgments, losses, liabilities, costs, or expenses (including attorneys' fees and costs of legal proceedings), including third party claims, arising from or incident, relating, or attributable to, directly or indirectly, the special event, regardless of the negligence or other fault of any indemnitee. If the Sponsoring Organization fails to assume the defense against any claim or action indemnified hereunder, Kamas City may defend against the claim or action in any manner Kamas City deems appropriate, and the Sponsoring Organization shall promptly reimburse Kamas City for all judgments, losses, liabilities, costs, or expenses (including attorneys' fees and costs of legal proceedings), settlement, and any other amounts actually incurred in connection with the defense of the claim or action.

Sponsoring Organization shall, at Sponsoring Organization's sole cost and expense, and prior to the date of the event, procure and maintain a Commercial General Liability insurance policy with minimum coverage of \$3,000,000 per occurrence and aggregate. The insurance must be issued by an insurance company licensed to do business in the State of Utah and rated A- or better by A.M. Best Company. Kamas City and its officers, employees, and agents (and any other public entity involved in the event) shall be named as an additional insured under the insurance policies required hereunder and such insurance shall apply as primary insurance, and the date and title of the special event must be stated. Any insurance maintained by Kamas City shall be excess insurance and not be called upon to contribute with this insurance. Sponsoring Organization waives all rights against Kamas City for loss or damage to the extent reimbursed by any other insurance. Sponsoring Organization shall provide a certificate of insurance to Kamas City evidencing insurance coverage as required herein, and the certificate and policy must provide that coverage shall not be canceled or modified without providing 30 days prior written notice (10 days in the case of failure to provide premiums) to Kamas City. If any work for the event is subcontracted to a separate company, Sponsoring Organization must require the subcontractor to provide Commercial General Liability insurance with the required minimums set forth herein and with Kamas City as an additional insured. Failure to procure and maintain the insurance coverage set forth herein (and to submit evidence of such insurance to Kamas City) shall result in revocation of the special event permit. Insurance coverage in the minimum amounts required by Kamas City shall not be construed to relieve the Sponsoring Organization of liability in excess of such coverage.

The undersigned represents and warrants that all necessary approvals for this agreement have been obtained, and that he or she has authority to enter into this agreement and to bind the Sponsoring Organization to the terms and conditions set forth herein. Kamas City may request such evidence as Kamas City deems necessary, in its sole and absolute discretion, to verify the undersigned's authority to enter into this agreement on behalf of the Sponsoring Organization. The Sponsoring Organization agrees to comply with all federal, state, and local laws, rules, and regulations in carrying out the special event.

If Kamas City commences any action to enforce or interpret the terms of this agreement, then Kamas City shall be entitled to recover its attorneys' fees, court costs, and other expenses of litigation from Sponsoring Organization, including all attorneys' fees and costs incurred in enforcing any judgment or in collecting upon any amounts that may be awarded in any such action. Any misrepresentation in the special event application, including the foregoing agreement, or any deviation from the final agreed-upon method of operation described herein may result in the immediate revocation of the special event permit.

\_\_\_\_\_  
(name of Sponsoring Organization)

Date: \_\_\_\_\_

By: \_\_\_\_\_ (sign name)

\_\_\_\_\_ (print name)

\_\_\_\_\_ (title)

**DEPARTMENT APPROVALS/COMMENTS:**

City Planner: \_\_\_\_\_  
Comments: Site Plan Required.

Mayor: \_\_\_\_\_  
Comments:

Police: \_\_\_\_\_  
Comments:

Other: \_\_\_\_\_

Event Approved:  Yes  No Date:

## VENDOR INFORMATION

Business Name:	Business Name:
Current License issued by:	Current License issued by:
Type of Business:	Type of Business:
Contact Name:	Contact Name:
Address:	Address:
Phone:	Phone:

Business Name:	Business Name:
Current License issued by:	Current License issued by:
Type of Business:	Type of Business:
Contact Name:	Contact Name:
Address:	Address:
Phone:	Phone:

Business Name:	Business Name:
Current License issued by:	Current License issued by:
Type of Business:	Type of Business:
Contact Name:	Contact Name:
Address:	Address:
Phone:	Phone:

Business Name:	Business Name:
Current License issued by:	Current License issued by:
Type of Business:	Type of Business:
Contact Name:	Contact Name:
Address:	Address:

