

SPECIAL EVENT PERMIT  
APPLICATION

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The following application must be submitted 30 days prior to the scheduled event, and the permit must be obtained a minimum of one week prior to the event. A certificate of insurance evidencing general liability or general liability and umbrella insurance coverage for the applicant in the minimum amount \$1,000,000 per occurrence in effect on the date of the event must be provided with the application prior to issuance of a permit. A Special Event Permit fee in the amount of \$25 will also be due with the application. Other charges and fees may apply depending on the type of event and services needed.

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Name of Applicant \_\_\_\_\_ Date of Application: \_\_\_\_\_

Applying in behalf of (if other than self) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Age of Applicant (must be at least 18 years of age) \_\_\_\_\_

Name of Event \_\_\_\_\_ Date of Event \_\_\_\_\_

Type of Event  Athletic  Entertainment  Media  Other \_\_\_\_\_

Brief Description of Event \_\_\_\_\_

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

Location of Event (attach a route map of course for street events, such as 5k or 10k or bike events)

\_\_\_\_\_

Set Up Start Time \_\_\_\_\_ Clean Up End Time \_\_\_\_\_

Event Start Time \_\_\_\_\_ Event End Time \_\_\_\_\_

***Note*** – No personnel from the Town of Vineyard will be present at this event unless prior arrangements have been made and agreed to by the Town and applicable fees have been paid. No personnel for traffic control or security will be provided for the event by the Utah County Sherriff's Office unless prior arrangements have been made as agreed to by the Utah County Sherriff's Office and all applicable fees have been paid. The Town signatures on this application do NOT constitute an agreement to provide personnel. This application covers the Vineyard property identified only. Separate approvals may be necessary from other federal, state or local governments for locations outside Vineyard boundaries.

I hereby certify that I have read, understand, and agree to all the terms of this application including insurance requirements, and affirm that to the best of my knowledge all statements contained herein are accurate and correct.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

TOWN APPROVAL

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Town Personnel for Event \_\_\_\_\_ Number of Hours \_\_\_\_\_ Fee Paid \$ \_\_\_\_\_

Utah County Sherriff's Office Personnel for Event \_\_\_\_\_ Number of Hours \_\_\_\_\_ Fee Paid \$ \_\_\_\_\_

Application Fee of \$25 paid on \_\_\_\_\_ Business License Fee (if applicable) \$25

Total Fees Paid \$ \_\_\_\_\_ on \_\_\_\_\_ Received by \_\_\_\_\_

Please attach information on the following:

Crowd Control Plan

Plan to limit maximum number of participants, not to exceed the number that can reasonably be accommodated at the event location.

Plans for food concessions including names and addresses of concessionaires, business license information, and food handlers permit information. An itinerant business license (\$25 fee) through the Town of Vineyard may be required if other business licenses are not provided.

Trash collection plan

Communication Plan

Parking Plan

Security/Safety Plan

Insurance Coverage (\$1,000,000 minimum)

Other (as required by the Town) \_\_\_\_\_

This application has been reviewed, including verification of required insurance and other information, and required fees have been paid.

\_\_\_\_\_  
Town of Vineyard

\_\_\_\_\_  
Date

\_\_\_\_\_  
Utah County Sherriff's Office

\_\_\_\_\_  
Date