



MIDWAY CITY
SPECIAL EVENT LICENSE
APPLICATION

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

The Special Event License Application must be completed and submitted to Midway City no less than 75 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 SUBMITTAL

All new applications require a \$75 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 such as concerts, runs, bike rides, and races, this cleaning/damage/safety deposit may be greater.

ADDITIONAL FEES

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

APPLICANT AND SPONSORING ORGANIZATION INFORMATION

Event or Production Title
Applicant Name
Street Address
City, State, Zip Code
Day Phone
Fax 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: \_\_\_\_\_

End: \_\_\_\_\_

Set-Up Date: \_\_\_\_\_

Time: \_\_\_\_\_

Break-Down Date: \_\_\_\_\_

Time: \_\_\_\_\_

Attendance: Participants \_\_\_\_\_ Spectators: \_\_\_\_\_ 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/RUN/WALK/BIKE 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**

Bleachers\*

Tents <200 sq. ft.\*\*

Tents >200 sq. ft.\*\*\*

Stage

Trailers(s)

Inflatable(s)

Generators

Other Electrical Needs

Temporary Lighting

Other

\*If you are using county-owned bleachers, you must make arrangements and meet any criteria.

\*\*Temporary structures less than 200 sq. ft. require 50 lbs. of weight per leg.

\*\*\*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 local sales tax form.

Utah State Tax Commission 800.662.4335 or [www.tax.utah.gov](http://www.tax.utah.gov)

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

Wasatch County Health Department 435-654-2700

Midway Special Event Application

Rev. Dec. 24

## 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 when there is an assembly of 500 or more people for 2 hours or more. Contact them at 435-657-3264 or

<http://www.wasatchcountyhd.org/Programs/EnvironmentalHealth/OtherServices/MassGathering.aspx>

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.org](mailto:cpalmer@midwaycityut.org) to schedule your meeting.

## **INSURANCE REQUIREMENTS IF USING CITY PROPERTY**

When submitting an application 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. Event must have its own insurance in its own name and not go under the umbrella of another policy.

## **GOVERNING LAW AND INDEMNIFICATION**

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 75 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 Public Works 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. Need for review is based on size, location, scope, and impact of the event.
9. Depending on the type of event, 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 an 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 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.

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(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 Signature / Approval: \_\_\_\_\_  
[bpowers@heberut.gov](mailto:bpowers@heberut.gov)  
(435) 654-3040

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

Wasatch County EMS Signature / Approval: \_\_\_\_\_  
[claire@wasatchfire.org](mailto:claire@wasatchfire.org)

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

Midway City Building Inspector / Fire Marshall  
[tcouch@midwaycityut.org](mailto:tcouch@midwaycityut.org) (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