



FRANCIS CITY SPECIAL EVENT PERMIT APPLICATION

The City of Francis recognizes special events as valuable to the community. This information has been prepared to assist you in planning a successful event while taking into consideration the protection of the public's health and safety. If you have any questions which are not answered in this application packet, please contact Francis City at 435-783-6236.

Does your event require a Special Event Permit?

If your event includes the following, you will need to apply for a Special Event Permit:

- An event of any size on city property (city parks, city owned parking lots, city streets). For the purposes of this policy, special events do not include private events with less than 300 attendees held entirely at rented city facilities. OR
- An event with over 500 expected attendees, held on private property within Francis City.

Special events may include but are not limited to filming, protests and rallies, parades, block parties, fund raisers, runs, races, walks, weddings, concerts, fairs, and other community events.

Application Fee

The Special Event Permit application fee is **\$100**. It is non-refundable. Additional fees for facility rental, movie production, and cost of services for city staff may be applicable to your event. The application fee may be waived for block parties or events sponsored by the South Summit School District.

Deadline

The application must be completed and submitted to Francis City no less than **60 days** before the proposed event. Applications for smaller events such as block parties will not be refused if submitted less than 60 days before the proposed event, however there is no guarantee that the permit will be issued. Please do not advertise the event or circulate promotional material until the city has approved your event. Applications are accepted up to one year prior to the proposed event.

Insurance

A Certificate of Insurance (COI) may be required. Depending on the type of event, a \$1,000,000 per occurrence with \$2,000,000 aggregate liability insurance policy, naming Francis City as additional insured, must be submitted prior to the event. Such insurance shall protect the City from all claims and damages to property and bodily injury in connection with the event and comply with such other specified insurance coverage(s) and limits of liability.

Noise Ordinance Exception

Special events are required to comply with all city ordinances including the noise ordinance. A noise ordinance exception may be requested as part of this application. An exception allows the reasonable production of sound that would otherwise violate the noise ordinance. The exception will only be issued if approved by the Mayor and one other member of the City Council.



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Type of Event					
Mark the box that applies to your type of event. Complete the sections that are checked for your type of event.					
Event	Special Event Permit Fee	Section A	Section B	Section C	Section D
<input type="checkbox"/> Entertainment	X	X	X		
<input type="checkbox"/> Athletic	X	X	X		
<input type="checkbox"/> Demonstration	X	X	X		
<input type="checkbox"/> Block Party				X	X
<input type="checkbox"/> Other	X	X	X		

Contact Information and Event Description			
Name of Event			
Date(s)			
Start Time		End Time	
Setup Start Time		Take Down Time	
Est # of Participants		Est # of Spectators	
Location Attach Site or Route Map			
Contact Information			
Organization			
Website			
Contact Name			
Phone		Email	
Mailing Address			
2nd Contact Name		Email	
Phone			
Event Description			
PLEASE DESCRIBE YOUR EVENT IN DETAIL, INCLUDE ANY ADDITIONAL INFORMATION OR PAGES. Provide an event overview/schedule. Include any elements of your event that will help our review committee.			



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Section A: Event Planning Details

PLEASE ANSWER YES OR NO ON ALL ITEMS BELOW AS THEY RELATE TO YOUR EVENT. Provide an explanation for each “Yes” item. If we require additional information or if there are restrictions associated with any of the items checked, you will be contacted. **Events that require extra city or local agency support may be assessed fees for services.** You will be notified of any fees and they will be payable before your event permit can be issued.

Yes	No	N/A	Item
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Are you requesting assistance from Francis City (Streets, Parks, etc.)? Note: Unless the City has agreed to provide such services, you are responsible for cleaning the special event area of clutter and debris.</p> <p style="padding-left: 40px;"> <input type="checkbox"/> Garbage / Cleanup <input type="checkbox"/> Sprinkler Shut-off <input type="checkbox"/> Facilities Prep / Electrical Hookups <input type="checkbox"/> Other </p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Will event require any traffic, security, or large crowd control? Note: If police presence is required, attach documentation from Summit County Sheriff’s Department showing that they have agreed to provide this service.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Will any city streets be blocked or closed for the event? Note: Attach proposed road closure map. Traffic control plan must be approved before Event Permit will be approved. Events held on SR 32 or SR 35 require a UDOT Permit.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Will there be any type of admission, registration fee or the selling of food, goods, or services at the event? Note: An event conducting sales of any type must obtain a Temporary Sales Tax ID number from the Utah State Tax Commission. More information can be found online at tax.utah.gov or by calling 801-297-6303.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Will there be food service of any kind at the event? Note: Each food booth is required to have a posted Temporary Food Permit. You may not obtain these permits on behalf of your vendors.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Will alcohol be sold or served? Note: If yes, please obtain approval from the city council and attach a Temporary Event Permit from the Utah Department of Alcoholic Beverage Services (DABS).</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Will the event involve open burning, open flame cooking, or a fireworks display? Note: If yes, please attach a permit from the South Summit Fire District.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Will there be sound amplified? Note: Attach a letter requesting a noise ordinance exemption if you anticipate that the noise ordinance will be violated (see Francis City Code section 8.10).</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Will the event be professionally filmed?</p>



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Section A: Indemnification Agreement

Prior to issuance of a permit, the applicant must sign an indemnification agreement. This agreement indemnifies the City of Francis from any liability which may arise as a result of the special event.

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 Francis 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, judgements, losses, liabilities, costs, or expenses (including attorney's 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, Francis City may defend against the claim or action in any manner Francis City deems appropriate, and the Sponsoring Organization shall promptly reimburse Francis City for all judgements, losses, liabilities, costs, or expenses (including attorney's fees and costs of legal proceedings), settlement, and any other amounts actually incurred in connection with the defense of the claim or action.

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. Francis City may request such evidence as Francis 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 Francis City commences any action to enforce or interpret the terms of this agreement, then Francis City shall be entitled to receive its attorney's fees, court costs, and other expenses of litigation from Sponsoring Organization, including all attorney's fees and costs incurred in enforcing any judgement 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)



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Section B: Supporting Documents	
<input type="checkbox"/> Site Map	Include a detailed site map of the event and/or a detailed map of the event route. The site map should include things such as entrances, exits, roadways, walkways, and parking, restrooms and water facilities, waste containers, food stands, first aid stations, tent locations, etc.
<input type="checkbox"/> Detailed Parking Plan	There must be adequate off-street parking to accommodate the special event. If the special event generates more vehicles than available parking, the event may be denied.
<input type="checkbox"/> Detailed Traffic Control (N/A) if exempt	Provide a detailed map showing traffic flow patterns. If the event will use City roads, you must provide a traffic control plan. The traffic control plan should include a detour route when applicable.
<input type="checkbox"/> Certificate of Insurance (N/A) if exempt	Required coverage limits will be determined based on the type of event, number of participants, and other relevant risk factors. Refer to the Special Event Permit Guidelines (pg. 1) for more information.
<input type="checkbox"/> Summit County Mass Gathering Permit (If applicable)	Special events with more than 1,000 attendees must obtain a Mass Gathering Permit from the Summit County Health Department.
<input type="checkbox"/> Utah Temporary Sales Tax Certificate (If applicable)	Any event conducting sales of any type must obtain a Temporary Sales Tax ID number from the Utah State Tax Commission. More information can be found online at tax.utah.gov or by calling 801-297-6303.
<input type="checkbox"/> UDOT Permit (If applicable)	Special events held on any State roadway(s) (SR 32, SR 35) require an additional permit from the Utah Department of Transportation.
<input type="checkbox"/> City Council Approval <input type="checkbox"/> DABS Permit (If applicable)	Any event selling or serving alcohol must get approval from the city council and obtain a Temporary Event Permit from the Utah Department of Alcoholic Beverage Services (DABS).
<input type="checkbox"/> SSFD Permit (If applicable)	A South Summit Fire District permit is required for any event that involves open burning, open flame cooking, or fireworks.
<input type="checkbox"/> Noise Exemption Letter (If applicable)	Attach a letter requesting a noise ordinance exemption if you anticipate that the noise ordinance will be violated. The mayor and a councilmember will decide whether to approve the exemption.



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Section C: Block Party (No application fee required)

PLEASE ANSWER YES OR NO ON ALL ITEMS BELOW AS THEY RELATE TO YOUR EVENT. Provide an explanation under “details” for each “Yes” item. If we require additional information or if there are restrictions associated with any of the items checked, you will be contacted.

Yes	No	N/A	Item	Details
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Will this event interfere with or interrupt vehicular or pedestrian traffic?	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Will this event require closing a street? Note: If yes, the applicant must collect and submit with the application form the signed consent to any street closure from all neighbors whose vehicular access to their property is affected by the street closure (Section D).	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Will this event involve music or other amplification? Note: Attach a letter requesting a noise ordinance exemption if you anticipate that the noise ordinance will be violated. The mayor and a councilmember will decide whether to approve the exemption.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are you requesting assistance from Francis City? <input type="checkbox"/> Garbage / Cleanup <input type="checkbox"/> Traffic Barricades <input type="checkbox"/> Other	



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**Section D: Block Party Street Closure Petition
(Only required when closing a street.)**

Signatures are required by all residents affected by the street closure.

Name of Resident	Address	Signature