



SPECIAL EVENT REQUEST APPLICATION

Any event occurring out of the ordinary course of parks or business functions, ie., *races, runs, walks, filming, festivals, organization team building or hosting private events* primarily for the purpose of entertainment requires a valid Special Event Permit. Advertising and/or ticket sales for event should not begin until application is approved. Please allow up to 14 business days for application approval process. Special events and 5K races in Murray Park and Germania Park require a Special Event Fee, Deposit, General Liability Insurance, as well as rental of one or more Pavilions. Jordan River Parkway races require a Pavilion rental (Germania).

Application must be submitted at least 45 days prior to event.

Application date _____/_____/_____

Event NAME _____ Event TYPE _____

Contact Person _____ Cell _____ wk _____

Organization _____ Is Organization non-profit? Yes No
If yes, it is required that organization be registered with the Division of Consumer Protection 801-530-6601

Address _____ City _____ Zip _____

EVENT INFO

Date of Event _____ Start Time _____ am/pm End Time _____ am/pm

Type of Event: 5K Run / Walk Festival Filming Other _____

Facility/Location Request _____ Multiple Locations needed? Yes No

Murray Parks prohibits Amplified Sound due to our noise ordinances.

More info about your event and needs (spacing, activities, staff etc.,) _____

Will you have **inflatables** (bounce houses)? Yes No If yes, How many inflatables? _____ inflatables require a separate generator and proof of insurance. **please see insurance requirements on next page*

Public Event? Yes No Private Event? Yes No How many attendees? _____
If over 500, you must contact Salt Lake County Health Department for a Mass Gathering Permit 385-468-3817.

Will you be selling merchandise? Yes No Serving and or selling food or drinks? Yes No

**Event organizer can only serve or sell to attendees. Organizer would be responsible to ensure that all vendors obtain a temporary Murray City sales tax number from the State Tax Commission, 801-297-6303 or complete a TC69B if using a current Murray City sales tax number.*

Is there a fee or donation to attend event? Yes No Fee\$ _____ What will proceeds be used for? _____

All fees and donations should be exchanged prior to event – currency cannot be exchanged in any Murray City Park location.

Will there be marketing of event? Yes No If yes, please list on-line, radio and print advertisements _____

Check all that apply

Done

5K Run/Walk		Other Special Event		Fee Paid	
100- People \$50		100- People \$150			
100+ People \$100		100+ People \$250			

Special Events Require General Liability Insurance (see requirement below)		Submit 10 days Prior to Event	
Pavilion Needed (possibly required) Yes <input type="checkbox"/> No <input type="checkbox"/>		What Pavilion?	#1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/> #4 <input type="checkbox"/> #5 <input type="checkbox"/> Germania <input type="checkbox"/> Constitution Circle <input type="checkbox"/> Gazebo <input type="checkbox"/>
Inflatable(s) Yes <input type="checkbox"/> No <input type="checkbox"/> How Many _____ \$50 fee each	Inflatables & Special events require proof of General Liability Insurance in the amount of \$2,000,000 Naming Murray City Corp as the additional insured.		Fee Paid Must Submit Ins. 10 days prior to event.
Water Key Needed \$50 Yes <input type="checkbox"/> No <input type="checkbox"/> Deposit of \$150 required		Fee Paid Deposit Paid	
Additional Staff Hours Needed Yes <input type="checkbox"/> No <input type="checkbox"/> (Regular Park staff hours are 7am-10pm-additional \$25/hr)		# of hours needed _____ what type of staff needs _____	
Additional Tent/Structures Yes <input type="checkbox"/> No <input type="checkbox"/> Possible fee required		If yes what type of structure _____ How many? _____	
Electrical Needed Yes <input type="checkbox"/> No <input type="checkbox"/>		What type of Electrical needs _____	
Selling or providing food? Yes <input type="checkbox"/> No <input type="checkbox"/> Vendor Informational Sheet (if selling food/merchandise)		Must be submitted no later than 10 days prior to event.	

The undersigned acknowledges that the information in this application is true and correct and agrees to adhere to all rules, regulations, and policies established by the Murray Parks and Recreation Department. Applicant also understands that an Event Permit does not authorize any violation of the provisions of Murray City Code or any other code or law, rule, regulation or ordinance. Event organizers and participants shall indemnify, defend and hold harmless the City, its officers, agents, employees and volunteers from all damages, costs or expenses in law or equity, including attorney fees that may arise out of or result from the event in damages to property, bodily injury or personal injury except to the extent these damages or injuries are caused by the sole negligence of Murray City. The undersigned agrees to waive and release all rights and claims that might be had against Murray City Corporation for any and all injuries or losses suffered because of participation in use or use of Murray City facilities or services. Retain this copy as your receipt in case of conflict. Murray City Ordinance 12.24.220 prohibits the consumption of alcoholic beverage within the park. Per City ordinance, this permit does not grant permission to amplify sound/music and does not allow defacing of City property of any kind, including race course markings.

Signature of Applicant _____ Date _____

Print Name _____

Office use only			
Parks Superintendent Notes _____ _____ _____	Parks Superintendent Approved <input type="checkbox"/> Denied <input type="checkbox"/>		
	Superintendent Signature _____ Date _____		

ITEM	PAID	DATE	Initials	ITEM	Done	Date	Initials
Pavilion Reservation				Liability Insurance Provided			
Deposit \$500				Approved by Superintendent			
Event Fee				Deposit returned after event			