

Different Types of Murray City Special Events

GENERAL

SEE: Special Event Request Form and Guidelines

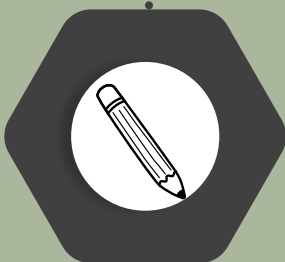


CITY PARKS

If your event is hosted in a City Park, please call 801-264-2614

BUSINESS

Example: Grand Opening or Anniversary Celebration.
SEE: Special Event Request Form and Guidelines



FIREWORKS OR TENTS

SEE: Special Event Request Form and Guidelines and call 801-264-2781 for a Tent Permit

HYBRID OR FILM

Example: If the event crosses Murray City's geographical area, into other County or boarding city designated areas.
SEE: Special Event Request Form and Guidelines



Special Event Guidelines for Use of City Facilities

Your cooperation in observing the following guidelines will help you to conduct a successful event in Murray City.

1. All special events must make an application and receive a permit from Murray City. If the event is in one of Murray City Parks please call 801-264-2614 before applying.
2. All special events involving large numbers of people are required to comply with Salt Lake Valley Health Department (SLVHD) regulations.
3. Any event using a State Road (State Street, 5300 South, 4500 South, 900 East) must obtain a permit from UDOT.
4. If you use City or State roads you must provide an approved traffic control plan. The traffic control plan must include a detour. The traveling public expects routes to be open and free of delay. Therefore, detours must be clearly marked and as direct as possible to minimize inconvenience to through traffic.
5. No road closure is allowed for any period longer than 15 minutes. However, with an approved traffic plan, this time may be extended by a permit to cover the event duration.
6. Murray City Police Officers must manage all road closures during the entire closure period. The number of officers needed for traffic control shall be determined by the City. Based on the application, the City will estimate additional costs incurred by the City as a result of the event, including public safety, garbage, park maintenance, and clean-up before and after the event. The sponsor or organizer of the event shall pay to the City the estimated costs before the City issues a special event permit.
7. There must be adequate off-street parking to accommodate the special event. If the special event generates more vehicles than available parking, then the event may be denied.
8. Pavement and/or paint markings to control spectators or to direct participants are not allowed unless the material used is approved by the City.
9. For parades, materials or objects are prohibited from being thrown from a moving vehicle unless approved by the City.
10. Smoking is prohibited in City parks.
11. Noises above 70 decibels are prohibited.

12. The following are prohibited in park areas without prior approval:

- Alcoholic beverages (unless properly licensed for light beer),
- Fireworks and fires,
- Camping or lodging,
- Conducting business or sale of merchandise,
- Amplified sound,
- The setup of automobiles, blow-up toys, dunking booths, or other structures.

13. A \$1,000,000 liability insurance policy, naming Murray City Corporation as additional insured, must be submitted before the event. Such insurance shall protect the City from all claims for damages to property and bodily injury in connection with the event and comply with such other specified insurance coverage(s) and limits of liability.

14. If the additional costs incurred by the City exceed the estimated amount, the sponsor or organizer of the event shall reimburse the City for the cost difference within 30 calendar days after being notified by the City of the actual costs incurred.

15. If the special event will occur on property owned by Salt Lake County or other government entities, no permit shall be granted by the City for the event until the event sponsor or organizer obtains a permit from the other governmental entity or proof that no permit is required. A permit issued by the other governmental entity conditioned on the City approving a special event permit satisfies the requirement. A permit issued by another governmental entity shall not be approved by the City.

16. Political or public issue events shall be exempt from the provisions. Sponsors or organizers planning such an event shall complete an application when a political or public issue event is planned so the City will be aware of the time, place, and scope of the event and the name or names of the persons in charge.

17. ***The City may deny or revoke a special event permit whenever it finds:***

- The applicant person or entity has previously violated the provisions of a special event permit or has submitted materially false or incomplete information on any special event permit application; or
- The special event would unreasonably interfere with the movement or service capability of police vehicles, firefighting equipment or ambulance service; or
- The special event would interfere with access or use of City property; or
- The special event would unreasonably interfere with the historic recreational use and the adopted recreational use policies for a neighborhood park; or
- The special event would unreasonably interfere with another special event for which a permit has been issued; or
- The special event would create an undue burden on the personnel resources of the City; or
- The special event would have an unduly adverse impact on the environment or public health and safety.

Do I Need To Contact The Health Department?

First, determine if the event is public or private. The Health Department does not regulate private events such as weddings, family reunions, or parties.

A public event is one, which is:

- Advertised to the public in any way, and
- Anyone may attend if they show up

Whether you charge an admission fee or solicit fundraising, is not a factor. If you are sponsoring a public activity, you must contact the Health Department under the following conditions:

1. You are planning a public outdoor event where you expect to attract 500 people or more, for two hours or longer. In a location not designed for your purpose.
2. You are planning an indoor public event for 500 or more, in a temporary structure or one that was not designed for your purpose. Examples could be concerts, haunted houses, or events in warehouse spaces.

If your activity meets any of these criteria, you will need to obtain a **Mass Gathering Permit**:

Visit: www.slvhealth.org/programs/foodProtection/massGatheringPermit.html

If applicable Murray City will not issue their Special Event Permits until the Health Department Mass Gathering Permit is completed and a letter of approval has been issued.

Food Vendors- If you are participating in a Mass Gathering or other public outdoor event, you will need to obtain a **Temporary Event Permit**. Whether food is for sale or free is not relevant to these health concerns. This permit is required even if you are already a restaurant operator or caterer.

Visit: www.slvhealth.org/programs/foodProtection/tempFoodBooths.html for a Temporary food application. However, you must apply for the Temporary Food permit in person at:

Salt Lake Valley Health Department
788 East Wood Oak Ln.
Murray, Utah 84107

Before applying for a permit, please decide on the following:

- A complete menu including beverages.
- The booth structure (whether provided by the event sponsor or the vendor).
- The equipment that will be required, including a hand washing station.

- Methods to maintain hot and cold product temperatures.
- How all foods will be transported and stored.
- Where and how to clean up equipment will be done.
- Who will be in charge of the booth (must have a Food Handler Card)?

For information call the Salt Lake County Health Department at (385)468-4538 or visit www.slvhealth.org

If applicable Murray City will not issue their Special Event Permits until the Health Department Food Permit is completed and a letter of approval has been issued.

Do I Need To Contact the Utah Division of Consumer Protection?

The Division of Consumer Protection is charged with administering the Utah Charitable Solicitation "Act" Utah Code Title 13 Chapter 22. In summary, the Act requires all entities and persons making a charitable solicitation to obtain a **Charitable Solicitation Permit** before making any solicitation. The Act also requires the solicitation to state accurately what the funds raised will be used for.

The Act defines a charitable solicitation as any request for money or any other thing of value upon the representation that all or part of it will be used for a charitable purpose. The Act details types of activities that can be used to make a charitable solicitation. This list includes a request by telephone, radio, or television, the sale of or offers to sell, or request donations in exchange for any advertisement, book, change, coupon, device, membership, admission, service, or any other item.

There are some exemptions to registration that include among others governmental entities, state-accredited schools, and IRS-recognized churches.

Upon registration or establishment of an exemption, the Division issues either a certificate of registration or a letter confirming exemption. Registrations are valid for 1 year after issuance and letters of exemption do not expire.

A **Charitable Organization Permit** Application can be obtained by calling (801)530-6601. The application can also be obtained online at www.dcp.utah.gov. The web page also has links to the Charitable Solicitation Act and the Charitable Solicitation Act Rules.

If applicable, Murray City will not issue their Special Event Permits until the Division of Consumer Protection has issued a Charitable Organization Permit and a letter of approval has been issued.

Do I Need To Contact Utah State Tax Commission?

A special event is a one-time event or an event that runs for 6 months or less where taxable sales are being made, which include ticket sales and registration fees, and sales tax must be collected.

Special events fall under a variety of situations including sporting events, marathons, state and county fairs, festivals, antique shows, gun shows, food shows, art shows, auctions, liquidations, hobby shows, concerts, seasonal stands, and other similar events.

Murray City is required to notify the Utah State Tax Commission of your event.

Event organizers will need to call 801-297-6303 for a Temporary Sales Tax license.

The City may deny or revoke a permit for any of the following reasons:

- Whenever it finds the Sponsor has previously violated the provisions of a special event permit or has submitted false or incomplete information on the application.
- The special event would unreasonably interfere with the movement of services, and the capability of police, fire, ambulance, or other emergency services.
- The special event would unreasonably interfere with the recreational use contemplated for a neighborhood park.
- The special event would unreasonably interfere with another special event for which a permit has been issued.
- The special event would create an undue burden on the personnel resources of the City.
- The special event would have an unduly adverse impact on the environment or public health or safety.
- The special event poses a significant change or threat to public health, welfare, or safety.
- The special event does not comply with City guidelines.

Insurance/ Liability

Certificate of Liability insurance naming Murray City as Additional Insured (attach)

1. A minimum coverage of \$1 Million per occurrence, with \$2 Million general aggregate. If the governmental immunity limits our subsequently altered by legislation or judicial opinion, the Sponsor must provide a new certificate of insurance within 30 days after being notified in writing by the City, certifying coverage and compliance with the modified limits or new law limits are specified, in a manner acceptable to the City.
2. The insurance must be issued by an insurance company licensed to do business in Utah and either currently rated A- or better by AM Best Company or listed in the United States

Treasury Department's current listing of approved sureties (Department of Circular 570) as amended.

3. The policy or endorsement must name as an additional insured the City, its officers and employees, and agents, and as required, any other public entity involved in the event.
4. If any work for the special event is subcontracted to a separate company, the Sponsor must require all subcontractors to provide the same insurance as provided herein.
5. The certificate and policy must provide that coverage will not be canceled or modified without providing 30 days prior written notice to the City in a manner approved by the City Attorney.

Signature of Sponsor

Sponsor affirms that they agree to strictly comply with all laws, ordinances, codes, and regulations of the City, Salt Lake County (to the extent applicable), State of Utah, and the United States. The Sponsor assumes any and all the risk involved in conducting the Sponsor's activities and forever waives, releases, and discharges any and all rights and claims for damages, suits, actions, etc., known or unknown, against the City, its officials, agents, employees and assigns with respect to Sponsor's activities. In addition, Sponsor agrees to save and hold harmless and indemnify the City and its officers, agents, employees, and assigns from all damages, injury, loss, or expenses, including attorney fees caused by Sponsor, its servants, agents, employees, guests, and business invitees arising or alleged to arise from Sponsor's activities. The Sponsor further affirms that all statements contained in the application and associated documents are true and correct.

Sponsor Signature: _____

Printed Name: _____

Dated: _____

SPECIAL EVENT REQUEST FORM

Murray City Corporation
5025 South State Street, Room 115
Murray, Utah 84107
(801) 264-2607

Name of Organization: _____

Event Description: _____

Event Location: _____ City _____, Ut Zip _____

(attach a map of the proposed route or site with a barricade plan)

Event Date(s): Start _____ End _____

Time(s) _____ a.m. p.m. to _____ a.m. p.m.

Primary Contact Person: _____

Phone: _____

Email: _____

Address _____ City _____, UT Zip _____

Secondary Contact Person: _____ Phone: _____

Special Event Sales Tax # (if applicable) _____

Expected # of attendees: _____ (Salt Lake Valley Health must be contacted to determine if other requirements must be met.)

- Selling food or drinks? Yes No
- Serving food or drinks? Yes No
- Beer or alcohol? Yes No
 - (If alcohol is served, the State Division of Alcohol Beverage Control must be contacted to determine if other requirements must be met.)
- Tents used for this event? Yes No
 - (If yes, contact Fire Dept. to obtain a Tent Permit: 801-264-2781)
- Non-profit event? Yes No
- Will the event require Police assistance, street closures, or traffic obstacles? Yes No
- Does the event leave Murray City's geographical area? Yes No
 - If the event leaves Murray City's geographical area, other City/County permits may/will be required. This is the responsibility of the Event Sponsor.

Please provide additional information about the event including any services required from City departments (Power, Water, Police, Fire, Public Services, stage, sound systems, etc.)

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 Murray City. The applicant also understands that an Event Permit does not authorize any violation of the provisions of the Murray City Code or any other code or law, rules, regulations, or ordinances including requirements imposed by the Utah Division of Alcohol and Beverage Control and Salt Lake Valley Health. The undersigned agrees to waive and release all rights and claims that might be had against Murray City for any and all injuries or losses suffered because of participation in or use of Murray City facilities or services. Undersigned agrees to reimburse Murray City for all costs incurred by Murray City as a result of the event including public safety, garbage, park maintenance, clean-up, and power.

Signature: _____ Date: _____

Department Use Only			
Department Review	Signature	Department Review	Signature
CED		Public Works	
Fire		Power	
Police		Risk Mgmt.	
Parks		Legal	
Recorder		Mayor's Office	
Heath Dept		Other	

Detailed Site Map

PLEASE INCLUDE OR ATTACH A DETAILED SITE PLAN AND/ OR ROUTE MAP.
COMPUTER OR HAND-DRAWN SITE PLANS ARE APPROPRIATE.

Your map should include:

- The names of streets, placement of barricades, and/ or road closures.
- The areas where participants and vendors/ merchants will park.
- Parade forming and disbanding areas, bleachers, etc.
- Vendor and booth placement

Event Description

PLEASE DESCRIBE YOUR EVENT IN DETAIL AND ANY ADDITIONAL INFORMATION OR PAGES.

-Please be sure to include any elements of your event that will help us review your request.

Please include an event overview/itinerary.

Property Owner Authorization Form

(To be completed and signed by the Property Owner)

Property Owner Name: _____ Phone: _____

Property Address: _____

Name of Organization: _____

Primary Contact Person: _____ Phone: _____

Secondary Contact Person: _____ Phone: _____

Event Description: _____

Event Start Date: _____ Event End Date: _____

Event Start Time: _____ (AM) (PM) to _____ (AM) (PM)

Estimated Number of Attendees Authorized: _____

Additional information or comments:

As the above-listed property owners, I hereby give my permission for the event listed above to be held at the above address during the listed dates and times. I acknowledge that the information given is true and correct and agree to adhere to all rules, regulations, and policies established by Murray City Corporation. 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 or use of Murray City facilities or services.

Signature: _____ Date: _____

Neighborhood Consent Form

Block or neighborhood parties that request street closure must submit a consent of all affected neighbors.

	Name	Address	Consent Signature
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2			
3			
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Murray City Corporation Special Event Authorization

Murray City Recorder
5025 S State Street, Room 113
Murray, UT 84107
Phone: 801-264-2660

THIS AUTHORIZATION IS ISSUED TO THE APPLICANT BY THE MURRAY CITY MAYOR AND RECORDERS OFFICE. THIS AUTHORIZATION MUST BE IN THE POSSESSION OF THE APPLICANT AT ALL TIMES DURING THE EVENT. POSTED REGULATIONS AND/OR CODE & LEGAL VIOLATIONS WILL BE ENFORCED UNLESS SPECIFICALLY NOTED ON THIS AUTHORIZATION. THIS AUTHORIZATION DOES NOT CONSTITUTE NOR GRANT PERMISSION TO USE OR OCCUPY PROPERTY NOT BELONGING TO OR UNDER THE CONTROL OF MURRAY CITY.

NAME OF ORGANIZATION: _____
CONTACT PERSON: _____ PHONE: _____
ADDRESS: _____ CITY: _____, UT ZIP: _____
PROPERTY OWNER NAME: _____ PHONE: _____

EVENT DESCRIPTION: _____
EVENT LOCATION: _____

DATES APPROVED: START: _____ END: _____
TIME FRAME: START: _____ END: _____

NO. OF ATTENDEES AUTHORIZED: _____	SERVING FOOD OR DRINKS: Yes <input type="checkbox"/> No <input type="checkbox"/>
FOOD OR DRINK SALES: Yes <input type="checkbox"/> No <input type="checkbox"/>	BEER OR ALCOHOL: Yes <input type="checkbox"/> No <input type="checkbox"/>

ADDITIONAL INFORMATION: _____

The applicant has acknowledged that the information given is true and correct and agrees to adhere to all rules, regulations, and policies established by Murray City Corporation. The applicant 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 or use of Murray City facilities or services.

[City Seal]

MURRAY CITY MAYOR

CITY RECORDER