

SPECIAL EVENT REQUEST FORM

Any event occurring out of the ordinary course of parks or business functions, i.e., *weddings, dog shows, races, runs, walks, bicycle races, filming and festivals*, primarily for the purpose of entertainment or fund raising and to attract participants and/or observers, requires a valid Special Event Permit. Advertising and/or ticket sales should not begin until application is approved. Please allow up to 10 days for application approval process. **Special events and 5K races in Murray Park will require a special event fee, and most special events will require the rental of one or more pavilions. Jordan River Parkway races will require a pavilion rental only.**

ALL SPECIAL EVENTS REQUIRE A \$500 DEPOSIT

Application Date _____ / _____ / _____

Event Name: _____

Contact Person: _____

Organization: _____

Address: _____ City: _____ Zip: _____

Cell Phone: _____ Other Phone: _____ Email: _____

Is the organization a non-profit? Yes No

NOTE: *If so, it is required that organization be registered with the Division of Consumer Protection (801) 530-6601*

Date(s) Requested: _____ Start Time: _____ am/pm End Time: _____ am/pm

Type of Event: 5K Fun Run/Walk Wedding Festival Filming Dog Show Other

Facility/Location Request: _____

Will your event be hiring inflatables (bounce-houses): Yes No

If yes, inflatables require a **separate generator** and **proof of insurance**. **Please see insurance requirements*

Public event: Yes No **Private Event:** Yes No

Anticipated Number of Attendees: Participants: _____ Spectators: _____

(If over 500, you must contact Salt Lake County Health Department for a Mass Gathering Permit – (385) 468-3817)

Will you be selling merchandise? **Serving and/or selling food or drinks?** **No, neither**

(If selling food/drinks, you must contact Salt Lake County Health Department for a temporary food license permit (385) 468-3845 - Alcoholic beverages are not permitted in Murray City Parks)

If using outside vendors: *Attached vendor information sheet must be filled out*

If selling merchandise, food and/or drinks, Murray City sales tax must be collected? *(Organizer is responsible to ensure that all vendors obtain a temporary Murray City sales tax number from the State Tax Commission (801)297-6303, or fill out a TC69B if using a current Murray City sales tax number)*

Will there be a fee or donation to attend event? Yes No Fee \$ _____

If yes, what will the proceeds be used for: _____

Please provide additional information about the event and include any services required from the Parks Department or City Staff (if any) such as; Police or Fire/EMS. **Attach a map** and any additional pages if necessary. _____

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

Check fees that apply:

<i>Applicant Use:</i>	<i>Parks Office Use:</i>
5K/Run/Walk	Fee Collected
100+ People \$100 <input type="radio"/>	Yes <input type="radio"/>
100- People \$50 <input type="radio"/>	Yes <input type="radio"/>
Other Special Event	
100+ People \$250 <input type="radio"/>	Yes <input type="radio"/>
100- People \$150 <input type="radio"/>	Yes <input type="radio"/>
Pavilion Needed (possibly required) Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/>
Pavilion(s); #1 <input type="radio"/> #2 <input type="radio"/> #3 <input type="radio"/> #4 <input type="radio"/> #5 <input type="radio"/> JRP <input type="radio"/> _____ Constitution Circle <input type="radio"/> Gazebo <input type="radio"/>	
Water Key Needed \$50 Yes <input type="radio"/> No <input type="radio"/> (plus \$100 deposit)	Yes <input type="radio"/>
Inflatable(s) \$50/inflatable Yes <input type="radio"/> No <input type="radio"/> # _____	Yes <input type="radio"/> No <input type="radio"/> Yes <input type="radio"/>
Insurance – General Liability Insurance in the amount of \$2,000,000 naming Murray City Corp. as the additional insured – this is required for inflatables and special events	Must be submitted no less than 10 working days prior to event. Submit by (date): _____ Received: Yes <input type="radio"/>
Additional Staff Hours Needed Yes <input type="radio"/> No <input type="radio"/> #of hrs ____ (Regular Park staff hours are from 7am-10pm – additional \$25/hr)	Yes <input type="radio"/>
Additional Tents/Structures Yes <input type="radio"/> No <input type="radio"/> <i>Possible fee required. Explain Use:</i>	Yes <input type="radio"/>
Electrical Needed Yes <input type="radio"/> No <input type="radio"/> <i>Explain Use:</i>	
Vendor Informational Sheet (if selling food/merchandise)	Must be submitted no later than 10 working days prior to Event. Submit by (date): _____ Received: Yes <input type="radio"/>

Superintendent Notes: _____

Parks Superintendent: Approved Denied

Superintendent Signature: _____

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, it's 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 the 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.

Signature of Applicant: _____ Date: _____

Print Name: _____

Retain this 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.

Murray City Parks Department
296 E Murray Park Ave, Murray, UT 84107
Murray Park Office: (801) 264-2614
Non-emergency Police: (801) 840-4000

Murray City Parks Department Special Event Guidelines

- **Application Submission** – Applications must be submitted no later than 10 working days prior to special event to allow adequate time for various City departments to review the details of the special event. **Applications are not considered ready for review until all required items are submitted. Once approved, Special Events are not considered secure until all fees/deposits have been paid.**

Quick Check List:

- 10 working days in advance
- Application
- Signature
- Additional Permits (if applicable)
- Special Event Fee
- Special Event Deposit
- Inflatable Fee (if applicable)
- Special Events Permit
(from City Records Office – if applicable)
- Pavilion Reservation/Fee
- Route Map
- Proof of Insurance
- Vendor Info Sheet (if applicable)

- **Special Event Processing** – To insure prompt and accurate processing of your application, please have ALL relevant support materials and documentation accompanying application. Failure to do so will constitute an incomplete application and may delay approval.
- **Special Events Permit** (from City Records Office) A Special Events Permit from the City’s Records Office is required if the event involves more than 500 in attendance, City road closures and/or fireworks. – See City Code 5.40.060
- **Special Event Deposit** – A refundable deposit of \$500 will be assessed to all special events assuming no damage to City property or excess cleanup is required from the Murray City Parks Department. See City Code(s) 12.24.060 and 12.24.070.
- **Insurance** – Special events and anyone with an inflatable on City property must be insured. A \$2,000,000 general liability insurance policy, naming Murray City Corporation as an additional insured, must be submitted prior to 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 liability. Proof of this required insurance must be submitted no less than 10 working days prior to event.
- **Route Map** (choose from pre-designated route through Parks Dept.) – Including; route chosen, where signage will be placed, additional temporary structures, portable toilets, staging areas, EMS stations, road closures or cross-overs.
 - Hiring out for road closures or cross-overs inside Murray Park or any City road: Murray Police (801) 290-4125 – Sgt. Devin Higgins
 - Hiring out for EMS: Murray Fire (801) 264-2781 or mdykman@murry.utah.gov
- **Vendor Information Sheet** – If event includes the selling of food, drinks and/or merchandise a vendor informational sheet must be filled out and submitted no later than 10 business days prior to scheduled event. This form and the information within, will then be submitted by the Parks Department to the Utah State Sales Tax Commissions Special Event Unit.
- **Additional Permits**
Mass Gathering Permit – If your event anticipates 500+ attendees for 2 hours or more (including participants and spectators) a Mass Gathering Permit must be obtained through Salt Lake County at least 30 days prior to the event - (385) 468-3817.

UDOT – Any event using a State road (i.e. State Street, 5300 South, 4500 South, 900 East) must obtain a permit from UDOT.

Temporary Food Permit - All food service vendors must obtain a Temporary Food Permit. These include existing restaurants, fast-food operations, caterers, churches, community or school organizations, volunteer and social groups.

Contact: Salt Lake County Health Department

Mass Gatherings (385) 468-3817

<http://slcohealth.org/programs/foodProtection/massGatheringPermit.html>

Temporary Food Permit (385) 468-3845

<http://slcohealth.org/programs/foodProtection/tempFoodBooths.html>

Contact: UDOT (Utah Department of Transportation)

Any event using a State road

<http://www.udot.utah.gov/main/f?p=100:pg:::::V,T:,680>

- **Temporary Sales Tax Number** - All vendors participating in special events are required to obtain a Temporary Sales Tax License and Special Return from the Utah State Tax Commission. The license/return is only good for the event it is issued.

Contact: Utah State Tax Commission (Special Event Unit)

Temporary Sales Tax License/Number (801) 297-6303

<http://tax.utah.gov/sales/specialevents>

- **Additional Tents/Structures** – If additional tents or structures are going to be erected, the placement, number of structures and size will need to be approved by the Murray City Parks Superintendent and/or Parks Department. If the tent/structure size is larger than 200 sq. ft. then an inspection by the Murray City Fire Marshall’s office must be done for approval. An additional fee may apply.

Contact: Murray City Deputy Fire Marshall (Pat Killion)

Tent/structure inspection (801) 573-7381

- The following are prohibited in any Murray Park;
 - Alcoholic beverages (*City Code 12.24.220*)
 - Smoking (*City Code(s) 8.20.040 and 8.20.050*)
 - Fireworks and/or fires (*City Code(s) 12.24.050 and 12.24.100*)
 - Camping/Lodging (*City Code 12.24.090*)
 - Amplified Sound (*City Code 5.40.060*)
 - Paint and/or permanent markings (*City Code(s) 12.24.060 and 12.24.070*)