



Application for Special Event Permit

P.O. Box 156, 15 North Church Street, Eureka, Utah 84628

Phone (435) 433-6915 Fax (435) 433-6891

www.eurekautah.org

An application must be completed and submitted no less than 30 days in advance of the special event. Failure to submit a complete application and/or submission of that application outside of the required submission time frame may delay approval. Application submission does not guarantee approval. A Special Event Permit may be revoked upon failure to comply with conditions to the original approval of the permit.

| SUBMITTAL REQUIRMENTS: | |
|---|-------------------------------------|
| If the event will take place in any city facility or park, the event needs to be scheduled with the Eureka City Office. | |
| City Park Pavilion Reservation | \$100.00 Use Fee includes Restrooms |
| Completed and signed Special Event Application Form. | |
| Attach Site Plan of the event and Map of Proposed Route (if applicable). | |
| Attach Proof of Insurance (certificate must list Eureka City as an additional insured). | |
| Attach Proof of Non-Profit Status (For Non-Profit or Charitable Organizations) | |
| All other applicable items requested on Special Event Application. | |
| Pay Special Event Fee of \$100.00 | |
| Pay Deposit (refundable) of \$500.00 | |

APPLICATION INFORMATION:

Applicant Name: _____

Street Name: _____

Mailing Address: _____ City: _____ State _____ Zip _____
(If different from above)

Phone: _____ Email: _____

EVENT INFORMATION:

Name of event: _____

Type of event: _____

Sponsor(s) of Event (if any): _____

Location of Event: _____

Date of event: _____ Event hours:(Start) _____ (End) _____

Estimated Attendance: _____ Estimated Staff on Hand for Event: _____

If City facility or park is used, has a reservation been made for scheduled time of event?

Yes No

Proposed Route: (enclose map of proposed route if applicable)

EVENT PARKING: (must be included on site plan)

Will Off-street parking at location be sufficient for the event? Yes No
(if no, additional parking may need to be arranged)

Will event parking be on private property? Yes No
(if yes, written permission from owner of private parking area is required)

Will there be transportation services to and from the parking lots? Yes No

STREET CLOSURES: (must be included on map of proposed route, City roads need approval of the Mayor and Council, anything involving closure of Highway 6 will need approval from U.D.O.T. This can be done by requesting a permit from the following website: www.udot.utah.gov)

Name of Streets to be closed and type of road closure (Full Street, Rolling Street Lane):

Description of reason for closure: _____

Time of closure:(Start Time) _____ (End Time) _____

AMPLIFIED SOUND:

Will amplified sound be used for the event? Yes No
(if yes, use of loud speakers must be approved by the Mayor and Council)

RESTROOM FACILITIES:

Will portable restroom facilities be needed? Yes No
(2 chemical toilets for every 250 people)

FOOD AND VENDOR BOOTHS: (must be included on site plan)

A business license is required to sell, expose for sale, or offer for sale any goods, wares, or merchandise in Eureka City. The event coordinator must contact the City Office to obtain a business license prior to the event and provide a Temporary Utah Sales Tax number, if applicable.

Will the event have vendor booths? Yes No If yes, how many? _____

Will the event have food booths? Yes No If yes, how many? _____

TRASH DISPOSAL:

What measures will be taken to clean up after the event? _____

INSURANCE:

Insurance must be submitted at least 10 days prior to the event. Eureka City requires proof of liability insurance in the minimum amount of one million dollars (\$1,000,000) and the applicant shall name Eureka City, 15 North Church Street, Eureka, UT 84628 as additionally insured.

NON-PROFIT or CHARITABLE ORGANIZATIONS:

All Non-Profit or Charitable Organizations may request a waiver of fees, but must do so by attending a regular Council Meeting and submitting proof of the 501(c)3 status prior to the event.

AGREEMENT AND SIGNATURE:

I, the undersigned representative have read and do understand the Special Event guidelines and application. I agree to follow the guidelines and necessary conditions. The information contained herein, including supporting documentation, is complete and accurate.

Applicant name (printed): _____ Date: _____

Applicant signature: _____

FOR CITY USE ONLY

City approval granted for the special event permit based on conditions: Yes No

Conditions: _____

City Recorder

Mayor

