



Hurricane City – Event Permitting

147 N 870 West, Hurricane, UT 84737

Phone: (435) 635-2811 x 106

E-mail: cindy@cityofhurricane.com

SPECIAL EVENT CHECK LIST

Thank you for choosing the City of Hurricane to hold an event. The City of Hurricane Special Event Ordinance requires a Special Event Permit for a temporary gathering or organized activity that will disrupt the normal expected peace of any area in the City of Hurricane or is outside the established and normal use allowed by zoning, including but not limited to parades, block parties, sales in parking lots or vacant lots, circuses/carnivals, car shows, foot races, and walk-a-thons, which are held on private or public property. Events shall not be more than seven continuous days in length and shall not occur more than two times within a twelve-month period.

DOCUMENTS

- ___ 1. Complete Special Event Application (Due 45 days before event). Events filed less than 45 days will not be accepted.
- ___ 2. \$100 Application Fee
- ___ 4. Security Plan. Must provide names of security personal, Ages and contact information
- ___ 5. Detailed Event Site Plan. Must include street names, placement of barricades, road/sidewalk closures, vendor/merchant parking, vendor booth placement, inflatables, amusement devises, table placement, portable toilet placement, fencing, tents, placements, etc.
- ___ 6. Encroachment permit application. Traffic Control Plan (foot, cycling, or any time using streets) – From a certified traffic controller
- ___ 7. UDOT Permit (if the event touches state roads)
- ___ 7. Written authorization for events held on private property from the property owner.
- ___ 8. Insurance for each vendor naming the City of Hurricane as additional insured. Insurance is required when the vendor is vending at a city facility or park. See the sample insurance certificate and the required amounts.
- ___ 9. Proof of Insurance naming the City of Hurricane as additional insured. Insurance is required when the event is held at a city park, facility, road closure or sidewalk closure.
- ___ 10. Alcohol Sales/Beer Garden Application – Please contact state of Utah Department of Alcohol Beverage Control - (801) 977-6800
- ___ 11. Temporary sales tax number for event and vendors. Please contact state of Utah special events tax division – 801-297-6303
- ___ 12. Health department approval for any food provided at an event. Southwest Health Department – 435-986-2580
- ___ 13. Proof of park reservation or city facility reservation.
- ___ 14. If alcohol is to be sold or served in conjunction with a special event, a current and valid City of Hurricane Liquor Licensee must be identified. The Licensee must obtain a Liquor Catering License from the Business Licensing Department to cater alcohol at the event. See Waiver and Release application for insurance requirements

The application will be submitted to the event committee for their recommendation of approval. The applicant will be contacted by the city with comments/concerns from the event committee. Comments/ concerns of the committee must be resolved by the applicant prior to Hurricane City approving the event permit. City council approval is required for single event alcohol permits. Questions please contact Cindy Beteag, 435-635-2811 x 106, cindy@cityofhurricane.com

Office Use Only

Date application received _____ Date for Staff Review _____ Staff Approval Date _____

Permit# _____ Date _____ Receipt # _____ Amount _____

Date sent to City Departments for review _____.



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SPECIAL EVENT PERMIT APPLICATION

Type of Event: *Check all that apply*

\$100 Application Fee

<input type="checkbox"/> Circuses/Carnival	<input type="checkbox"/> Concert	<input type="checkbox"/> Race	<input type="checkbox"/> Car Show	<input type="checkbox"/> Grand opening
<input type="checkbox"/> Parade	<input type="checkbox"/> Fun run	<input type="checkbox"/> Cycling	<input type="checkbox"/> Religious	<input type="checkbox"/> Festival
<input type="checkbox"/> Community benefit	<input type="checkbox"/> Non-profit	<input type="checkbox"/> Festival	<input type="checkbox"/> Block party	<input type="checkbox"/> Rally/Protest/March
<input type="checkbox"/> Film Production	<input type="checkbox"/> Film Production	<input type="checkbox"/> Fundraiser	<input type="checkbox"/> Other: _____	

1. Event Name: _____

2. Applicant Name: _____	Contact Person: _____	Cell Phone: _____
3. Organization: _____		
4. Applicant Address: _____	City: _____	State: _____ Zip: _____
5. Mailing Address: _____	City: _____	State: _____ Zip: _____
6. Phone Number: _____	Cell Phone: _____	
7. E-mail: _____	8. Event Web Address: <i>(Only if applicable)</i> _____	

EVENT DETAILS

9. Location of Event: _____

10. Event Date(s): _____ Start Time: _____ End Time: _____

11. Clean up: Date(s): _____ Start Time: _____ End Time: _____

12. Approx. # of persons attending event per day: _____ Admission fee charged: __ Yes __ No Amount \$ _____

13. Is event held on private property? __ Yes __ No (Please provide letter of approval from property owner)

14. Will food be served? __ Yes __ No (Please contact Southern Utah Health Department (435) 673-3528)

15. Will alcohol be sold or served? __ Yes __ No **If Yes, Name of Licensee:** _____
(The Licensee must obtain an alcohol catering license from the business license office for the event).

16. Number of Private Security/Officer(s): _____ Company Name: _____

CITY PERSONNEL - Please be specific about services required

17. Security/Police Officer – Complete Security Plan (see attached)
 Ambulance: (Rate: \$100/hr. crew may leave on other calls)
 Rec Staff after 9:00 p.m. (Rate: \$50/hr.)
 Public Works/Sanitation (Rate varies- contact Public Works at 435-635-2811 Ext. 119) *Subject to current fee schedule rates

SITE SET-UP/SOUND *Check all that apply*

18. Music **Please initial** that you will comply with Hurricane City Sound Ordinance. 4-9-2 _____ Date _____.

PA/Audio System – Type/Description: _____

Portable Sanitary Units

Tents/Canopies Yes No How many tents/pop ups canopies? _____ All tents require inspection from the Hurricane Valley Fire Department

Food Truck Inspection- Require Inspection from Hurricane Valley Fire District/Southwest Health Department

Fireworks/Fire Performance/Open Flame – Requires approval from Hurricane Valley Fire – 435-635-9562

Propane/Gas on site – Requires approval from Hurricane Valley Fire – 435-635-9562

Trash/Recycle Bin Coordination on site – WCSW – 435-673-2813

Mobile Stage (\$400/Event)

I certify that the above information is true and accurate. By signing below, I acknowledge receipt, review & understanding of the Special Event Permit Guidelines, and Schedule of Fees. I am aware that I am responsible for paying for requested City services. I will also comply with all local, state and federal regulations. I will notify the City of any changes to the event. I understand that changes can result in denial or revocation of the permit.

Applicant Signature: _____ Title _____ Date _____



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SPECIAL EVENT APPLICATION DETAILED SITE PLAN

Please draw a detailed plan of how the site will be set up on the day of the event. Please attach supporting maps, pictures etc. for better clarification if needed.

The site plan 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 area, bleachers, etc.
- Vendor and booth placement, tables, etc.
- Portable Toilets
- Dumpsters/Trash Removal Plan
- Fencing
- Stage
- Please attach maps, pictures, other supporting documents if needed to explain your site.

SPECIAL EVENT VENDOR LIST

Special Events that include vendors are required to have a sponsor or promoter. If the vendor is acting as the promoter, the vendor is required to pay license fees for all vendors. If a hotel acts as the promoter, they are required to pay the sales tax to the Utah Tax Commission. The organizers or promoters of the event in which a sale is conducted are liable for sales tax to be collected by their **registration, exhibitors, or vendors**. The promoter or organization must obtain a One Time Sales Tax Permit from the Utah Tax Commission. Please contact the Utah Tax Commission at (801) 297-6303 or visit their Web page at www.tax.utah.gov/sales/specialevents. Vendors serving or providing food items must comply with the Southern Utah Health Department requirements and obtain any required permits from their office. Attach additional page if you need to add space for contacts.

Name of Vendor	Phone Number	Type of Product Sold

I certify that the above information is true and accurate to the best of my knowledge.

Applicant Signature _____ Date _____



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FOR OFFICE USE ONLY	DATE: _____
RECEIVED: _____	DATE: _____

Security Plan Request Form Hurricane City Police Department

All questions must be answered completely, or application will not be considered. Please allow 10 days for approval. (Together with this application please provide a written security plan, include the names of all security personnel.)

Event Name

1. Event Name: _____			
2. Applicant Name: _____		Contact Person: _____	Cell Phone: _____
3. Organization: _____			
4. Applicant Address: _____		City: _____	State: _____ Zip: _____
5. Mailing Address: _____		City: _____	State: _____ Zip: _____
6. Phone Number: _____		Cell Phone: _____	
7. E-mail: _____		Website: (if applicable) _____	
8. Number of Expected Attendance _____		Occupancy Load: _____	

- Security Personnel must be at least 21 years old.
- A security director must always be onsite with a cell phone.
- Shirts or Vests must look the same. "Security" must be stated on the shirt or vest, so it is visible to the public and the police department.

Please Check Applicable Security (*The following will allow for the calculation of security required. The calculations will change depending on the type of event.*)

- | | | |
|--|-------------------------|-----------------|
| <input type="checkbox"/> Police Officers | 2 Police Officers per | 1 to 300 People |
| <input type="checkbox"/> Security Officers in Uniform | 3 Security Officers per | 1 to 300 People |
| <input type="checkbox"/> Private Citizens in Security Shirts/Vests | 4 Private Citizens per | 1 to 300 People |

Name of Security Contact: _____ Cell Number _____

Comments: _____

I understand that falsifying any information on this application constitutes enough cause for rejection or revocation of the Special Events Permit. I also understand that the police department may require additional information as permitted by ordinance and agree to supply the same.