# SPECIAL EVENT APPLICATION

(A Special Event Application is required for licensing any of the following: Private Parties, Exhibitions, Fairs, Films, Shows or Carnivals, Concerts, Charity Events, Parades, Athletic Events, etc.)

<table>
<thead>
<tr>
<th>DATE</th>
<th>NAME</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Person responsible for supervision of event, coordination of permits, inspections and compliance with all codes & ordinances)

<table>
<thead>
<tr>
<th>BUSINESS/CELL PHONE</th>
<th>FAX NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ORGANIZATION (if any)</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MAILING ADDRESS</th>
<th>(Street)</th>
<th>(City)</th>
<th>(Zip)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DO NOT PRINT BROCHURES, PACKETS, MAPS, ADVERTISEMENTS, ETC., OR CIRCULATE SUCH WITHOUT APPROVAL OF THE EVENT!**

## EVENT TITLE/NAME (indicate type of event)

<table>
<thead>
<tr>
<th>PROPERTY LOCATION (if applicable include map of route or site)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

## EVENT SET UP DATE/TIME __________________________ at _______ (AM/PM)

## DATE(S) EVENT WILL TAKE PLACE __________________________

## STARTING TIME OF EVENT ______________________ (AM/PM)

## ENDING TIME OF EVENT ______________________ (AM/PM)

## EVENT TAKE DOWN DATE/TIME __________________________ at _______ (AM/PM)

## NUMBER OF PARTICIPANTS EXPECTED ________________________

## NUMBER OF SPECTATORS EXPECTED ________________________

## PLEASE ANSWER THE FOLLOWING QUESTIONS:

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

- Are you requesting any public roadways/streets or parking areas to be closed/traffic obstacles?
- Are you requesting Police, Fire/Emergency Medical personnel?
- Does the event involve food concession and/or food preparation areas?
- Does the event involve the sale or use of alcoholic beverages?
- Will items or services be sold at the event/will sales tax be collected? If ‘YES’ Special Event # _________
- Will there be any physical hazard, i.e.: marathon, walk, or race?
- Are there any other special conditions or requirements? (e.g. accessibility, etc.)
- Will there be a fee or donation to attend?
- Charity Event? (What is the fee/donation amount and what will it be used for? Please list the name, address & phone number of the charitable organization _________)

## APPLICABLE Fee’S:

- BUSINESS LICENSE FEE __________________________
- REIMBURSABLE CASH BOND __________________________
- POLICE FEE (PER OFFICER/CAR) ____________________
- FIRE DEPARTMENT APPARATUS FEE/PERSONNEL ________
- MISCELLANEOUS FEES [garbage clean up, road barrier removal, electrician, park/city personnel, etc.]
- TEMPORARY USE PERMIT __________________________
- OUTDOOR FACILITY RENTAL FEE ____________________
- 501.C3 NON- PROFIT STATE TAX ID NUMBER _________
- LOCATION RENTAL AGREEMENT _____________________
- DEPT OF AGRICULTURAL APPROVAL _________________
- APPLICABLE STATE LICENSES ______________________

## OTHER RELATED REQUIREMENTS:

- PROOF OF INSURANCE _____________________________
- CITY COUNCIL APPROVAL _________________________
- TEMPORARY SITE PLAN __________________________
- POLICE DEPARTMENT APPROVAL ____________________
- FIRE DEPARTMENT APPROVAL ______________________
- TEMPORARY USE PERMIT _________________________
- RECREATION DEPARTMENT APPROVAL ________________
- STREETS DEPARTMENT APPROVAL _________________
- LOCATION RENTAL AGREEMENT ____________________
- COMMUNITY DEVELOPMENT APPROVAL ______________
- PARKS DEPARTMENT ______________________________
- HEALTH DEPARTMENT APPROVAL ___________________
- DOWNTOWN ADVISORY BOARD APPROVAL ____________
- CONDITIONAL USE PERMIT _______________________
- DEPT OF AGRICULTURAL APPROVAL ______________
- EVENT WAIVER/LIABILITY STATEMENT ______________
- LANDOWNER APPROVAL __________________________
- APPLICABLE STATE LICENSES ______________________

I certify that the information contained in this application is true and correct and agree to adhere to all rules, regulations, and policies of Pleasant Grove City. Applicant also understands that a Special Event Authorization does not authorize any violation of the provisions of Pleasant Grove City code or any other code or law, rules, regulations or ordinances. The undersigned agrees to waive and release all rights and claims that might be had against Pleasant Grove City for any and all injuries or losses suffered because of participation in or use of Pleasant Grove City facilities or services, except in the case of gross negligence on the part of the City.

Signature: __________________________ Date: __________________________

(This form is not a permit or authorization to do a special event. That permission and authorization is issued separately after all requirements are approved and complied with.)