



CITY OF CEDAR HILLS

SPECIAL EVENT APPLICATION

The special event application must be filled out completely and submitted electronically to the City no less than 60 days prior to the event. recreation@cedarhills.org Approval is not guaranteed.

APPLICANT INFORMATION

Date:	
Name of Applicant: <i>(Last, First):</i>	
Street Address:	
City, State, Zip:	
Daytime Phone:	E-mail:
Sponsoring Organization:	
Contact Person "ON-SITE" Day of Event:	Cell Number:

EVENT INFORMATION

SPECIAL EVENT CRITERIA (Check all that apply)

If these criteria DO NOT apply in any way to your event you will not need a permit from the City.

<input type="checkbox"/> Attraction of crowds over 500	<input type="checkbox"/> Necessitates temporary business or liquor licensing
<input type="checkbox"/> Street Closure	<input type="checkbox"/> Causes significant public impacts via disturbance, crowd, traffic/parking
<input type="checkbox"/> Use of city park, building or property	<input type="checkbox"/> Disruption of the normal routine of the community or affected neighborhood
<input type="checkbox"/> Use of temporary structures	<input type="checkbox"/> Events signs, visible from public property

TYPE OF EVENT (Check all that apply)

<input type="checkbox"/> Run/Walk	<input type="checkbox"/> Parade	<input type="checkbox"/> Trail Event	<input type="checkbox"/> Road Bike Event
<input type="checkbox"/> Park Festival	<input type="checkbox"/> Concert	<input type="checkbox"/> Other (please specify)	

EVENT TITLE

Event Date(s):	Event Hours:	Start Time:	End Time:
Set-up Date:	Set-up Start Time:		
Break Down Date:	Break Down Finish Time:		
Total Attendance:			
Spectators:	Participants:		
Location:			

DESCRIBE YOUR EVENT

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EVENT RULES AND REGULATIONS

- A non-refundable application fee is required at the time the application is submitted to the City of Cedar Hills. For new events the application fee is \$100.
- Part I of the application must be submitted a minimum of 60 days prior to a Special Events Permit and 60 days prior to a Special Event. Part II of the application for a Special Event must be submitted 45 days prior to the requested event date if required.
- A site plan of your event is required with your application identifying street closures, signs, supply trucks, barricades, tents, activity location, portable toilets, bleachers, other temporary structures, water stations, headquarters, solid waste containers, entrance/exits, walkways and any other details that would assist the City Staff with understanding the setup of your event.
- For runs, walks and parades a site plan outlining your route must be submitted along with your Special Event Permit application. If your event will generate additional traffic, or interrupt existing traffic on any city street, a traffic control plan outlining necessary street closures is required before a Special Event Permit will be issued.
- Permit Applications may require review by the City Council for approval or denial. Need for review is based on size, location, scope and impact of event.
- An applicant must schedule a meeting with City Staff 30 working days prior to event.
- A certificate of insurance must be filed with the Building and Zoning Department ten (10) working days before the event in the amount of \$1,000,000.
- All debris and trash must be removed from an event site immediately after the event. Failure to do so may require more City Services. All expenses will be the responsibility of the event applicant. It is highly recommended that the applicant provide recyclable receptacles at the event. Please contact a local recycle company (information provided in Application Part II).
- Depending on the duration of your event and the availability of public restrooms, you may need to rent portable chemical toilets to accommodate participants. Code requires one (1) chemical toilet for every 65 people. The figure is based upon the maximum number at your event during peak time. The total number of toilets will be determined on a case-by-case basis.
- You must receive approval for your event before you promote market or advertise your event. Conditional approval will be made after the event organizer submits the application and it is initially screened. Acceptance of your Special Event Application by the City is not a guarantee of the date, location or an automatic approval of your event.
- Only readily removable barricades may be used for street closures and a 20-ft lane of clearance is required for emergency vehicle access at all times. You may be required to provide advisory signs if your event impacts a major use roadway. Advisory signs are intended to provide advanced notice to the regular users of a roadway of the scheduled closure.
- In some cases, the hiring of officers from the American Fork Police Department, a professional security company, or a combination of both may be required in order to obtain a Special Event Permit. The American Fork Police Department determines the need, number, and type of security personnel based on expected attendance, location of the event, the presence of alcohol, history of the event, nature of the event, street closures, and the amount of advertising used for an event.
- The Fire Department must review and approve the following: your plans for first aid and/or emergency medical services; your route for emergency vehicle access;
- The Building Department must review parade floats; use of an open flame; use of fireworks or pyrotechnics; handling of vehicle fuel; cooking facilities; the location of power sources; the availability and location of on-site fire suppression equipment; the occupancy and spacing of tables or enclosures; and the use of tents, canopies or any fabric shelters. The Building Department will require an inspection before and/or during the event.
- All temporary structures, i.e. tents, stages, platforms, etc. must be reviewed and approved by the City Engineer.
- The applicant(s) shall assume and reimburse the City for any and all costs and expenses determined by City to be unusual or extraordinary, and related to the event for which the permit is sought, including but not limited to:
 - A. The cost of providing, erecting, and moving barricades and/or signs;
 - B. The cost of providing and moving garbage or waste receptacles;
 - C. The cost of city personnel who are required by the city to work overtime hours
- The City may require, as a condition to issuance of a permit, that a sum be deposited with the city to meet such costs. The required deposit shall not exceed one thousand dollars (\$1,000.00).