



Special Event Checklist

*Please refer to Washington County Code Title 3, Chapter 3.
All Special Event Applications must meet the applicable requirements of
local, state and federal law.*

It is the purpose of the County to review special events in order to assist County employees, public servants, emergency responders, and volunteers in ensuring that the health, safety and welfare of all participants, residents and visitors alike, may be protected. Before any Special Event applications can be considered the applicant shall provide the following *(incomplete applications will be rejected)*:

1. Fully completed special event application forms, plans, and exhibits.
2. Applicable Fees.
3. Potable Water: The plans for supplying potable water, including the source, amount available and location of outlets.
4. Sanitary Facilities: The plans for providing toilet and lavatory facilities including the source, number and location, type, and the means of disposing of waste deposited.
5. Solid Waste: The plans for holding, collecting and disposing of solid waste material.
6. Emergency Services: The plans shall include the name(s) of any organization providing emergency or medical services and any agreement between the applicant and the emergency or medical service providers.
7. Lighting: The plans, if any, to illuminate the location of the assembly including the source and amount of power and the location of lamps.
8. Parking: The plans for the adequate parking of vehicles including size and location of lots, points of highways access and interior roads, including routes between highway access and parking lots.
9. Camping Facilities: The plans for camping facilities, if any, including facilities available and their location.
10. Security: The plans for security, including the number of guards, their names, addresses, credentials and hours of availability. Security personnel shall be adequately trained and eighteen (18) or older.
11. Fire Protection: The plans for fire protection, including the number, type and location of all protective devices, including alarms and extinguishers, and the number or emergency fire personnel available to operate the equipment.
12. Concessions: The plans for food concessions and concessionaires who will be allowed to operate on the grounds, including the names and addresses of all concessionaires, their license or permit numbers, and proofs of insurance.



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13. Traffic Laws, Controls or Road Closures: The plans for and map of all traffic controls and road closures for the event with details on how those roads will be controlled or closed and the plans for enforcement. Details regarding pick up of drop out participants, and the time for course closure, are required.
 - a All special event participants, attendees and organizers are subject to traffic laws, and will be cited for violations.*
 - b State Road 18: Due to traffic volumes, and to secure the health and safety of participants, attendees and the public, special events on SR-18 shall not impair the roadway or lanes.*
14. Route Plan: a complete route plan showing the entire route map. A detailed route plan including the parking, staging, start, aid station, toilets, finish and assembly areas.
15. Road Closures Plan and Notification: Any proposed road closures must be reviewed by and approved by the applicable department.
16. Site Plan: A site plan showing a diagram of all gathering points and the location of parking, sanitary facilities, spectator areas, etc.
17. Proof of Insurance: The applicant and all vendors or concessionaires at the special even must show proof of Insurance naming Washington County as the certificate holder but not as an additional insured and is approved by the County Attorney's office. Applicant must show insurance in the amount up to the statutory cap required by Utah State law, and must indemnify and hold harmless the county or any of its agents, officers, servants and employees from any liability or causes of action which might arise by reason of granting this permit.



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SPECIAL EVENT APPLICATION

APPLICANT INFORMATION			
Applicant Name:		Email:	
Address:			
Day Phone:		Cell/Other:	
Event Web Address (if applicable):			
Alternate Contact:		Email:	
Address:			
Day Phone:		Cell/Other:	
EVENT INFORMATION			
Event Name:			
Type of Event (check all that apply):			
Other _____			
Location of Event:			
Name of Organization:			
Date(s) of Event:		Start Time:	End Time:
		Set Up Date:	Take Down Date:
Number of Participants:		Number of Volunteers/Staff:	
<p>Please provide a detailed narrative of the event. You may attach an event advertisement or description to the application.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>			
SITE PLAN/DETAILED TRAFFIC PLAN			



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Please attach a detailed site plan including street names, routes of the events, lighting for evening hours (if applicable), parking maps, placement of barricades or road closures, signage, portable toilet placement, tent structures, water sources, vendors or concessions, etc.

TRASH

Describe plans for holding, collecting, and disposing of solid waste material, including trash, litter or any other debris left from event.

SANITARY FACILITIES

Provide plans for toilet facilities, handwashing stations, locations, number and means of disposing waste materials.

POTABLE WATER

Plans for providing potable water and dust control, including the source, amount, and location of outlets.

EMERGENCY SERVICES

Medical: The approved plans for providing sufficient medical personnel to provide for the needs of the special events participants, volunteers, and spectators with special consideration given to the medical needs of endurance race participants.

Fire: The plans for fire protection, including the number, type and location of all protective devices, alarms, extinguishers and the number of emergency fire personnel available to operate equipment.



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SECURITY			
Security guards will be deemed necessary if required by the Washington County Sherriff's Office. *If security is necessary, then please list the names of security personnel, age, and cell phone number.			
First	Last	Cell Phone Number	
CONCESSIONS			
Plans for concessions. Give concessionaries names, addresses, and license or permit number (may attach to the back). *Alcohol shall not be served at a special event outside the corporate limits of the cities and towns in the county, and within the corporate limits of the county			
Name	Address	License/Permit Number	
FEES			
A complete application for a minor special event permit shall be submitted with a nonrefundable fee of \$100 for an initial application, or \$50 for the renewal of a recurring application, no later than 30 days prior to the event. A complete application for a major special event shall be submitted with a nonrefundable fee of \$200, or \$100 for the renewal of a recurring application, no later than 60 days prior to the event. A late fee of \$100 shall be applied to any late application for expedited processing.			
INSURANCE			
Liability Insurance. Insurance amount must meet the statutory cap required by Utah State Law. *Applicant must also indemnify and hold harmless the county or any of its agents, officers, servants and employees from any liability or causes of action which might arise by reason of granting this permit.			
CERTIFICATION			
I certify that I am signing this application form as an event organizer or agent thereof. I certify that the information and exhibits I have submitted are true and correct to the best of my knowledge. If the event plans change, I will submit a revised application or additional information accordingly. I understand that all materials required by Washington County must be submitted prior to having this matter processed.			
Signature: _____		Date: _____	
OFFICE USE ONLY			
Approved: _____	Date: _____	Denied: _____	Date: _____