



## Community Development Department

197 East Tabernacle

St. George, Utah 84770

Phone (435) 634-5701

[events@washco.utah.gov](mailto:events@washco.utah.gov)

## SPECIAL EVENT APPLICATION CHECKLIST

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. The following items are required with the submittal of all special events applications (incomplete applications shall not be accepted):

Complete Special Event Permit Application.

Website address of event, if applicable.

Event description and copy of event advertisement, if applicable.

Detailed Site/Route Plan. This must include routes of the event and street names, lighting for evening hours (if any), parking maps, placement of barricades, signage, fencing, tents, portable toilet placement, placement of any food or vendors, etc.

Road closure site plan, details, and plans to enforce.

Trash clean-up plans, including litter or other debris left from event, and disposal plans.

Plans for providing sanitary facilities, including handwashing stations, number of toilet facilities, location, and means of disposing of waste deposited.

Security plan determined in conjunction with Washington County Sheriff's Office.

Plans for supplying potable water and dust control.

Emergency medical and fire services plan.

Concessions and/or vendor information, if applicable. Health Department approval is required for any food provided at the event.

Proof of Insurance naming Washington County as Certificate Holder with amounts of at least 1,000,000 and 3,000,000.

Applicable fees.

\*Please submit all questions, necessary forms and supplemental documents to [events@washco.utah.gov](mailto:events@washco.utah.gov)

\*Applications must be submitted no later than 30 days prior to event.



**Community Development Department**

197 East Tabernacle  
 St. George, Utah 84770  
 Phone (435) 634-5701  
 events@washco.utah.gov

**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):			
5K	Marathon	Outdoor Sales	Dance
10K	Cycling	Sporting	Festival
Other _____			
Location of Event:			
Name of Organization:			
		Start Time:	End Time:
Date(s) of Event:		Set Up Date:	Take Down Date:
Number of Participants:		Number of Volunteers/Staff:	

Please provide a detailed description of the event. You may attach an event advertisement or description to the application.

---



---



---



---



---



---



---



---

**SITE/ROUTE PLAN AND DETAILED TRAFFIC PLAN**

Please attach a detailed site/route plan including street names, routes of the event, 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.

---

---

---

---

---

**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**

Special Event Permit filing fee of \$100 must be submitted 30 days prior to event. Any recurring event filing fee will be \$50.

ASSEMBLY: A company of persons five hundred (500) or more gathered together at any location for any purpose for over two (2) hours will need a special event permit from the Southwest Utah Public Health Department.

**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:  _____
-------------------------	--------------------

\*Please submit all questions, necessary forms and supplemental documents to [events@washco.utah.gov](mailto:events@washco.utah.gov)\*