



Special Event Application

Applicant Information

Name:		
Phone Number:		
Mailing Address:		
City:	State:	ZIP Code:
Email Address:		

Emergency Contact Info

Name:	Phone Number:
Email Address:	

Event Information

Event Name:	
Location of Event:	Dates & Times:
Set Up:	Take Down:
Expected Number of Participants:	

Description of Event:
 *Please attach an itinerary to the back of the application.

Site Plan

Please attach a site plan including routes of the event, lighting for evening hours (if any), parking maps, camping facilities (if any), spectator's area, any other gathering points, and sign placement.

Trash

Plans for holding, collecting, and disposing of solid waste material.

Sanitary Facilities

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

Potable Water

Plans for supplying potable water. (*Dust control)

Emergency Services

Medical: Include the name(s) of any organization providing emergency or medical services and any agreement between the applicant and the emergency services provider.

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

Security

Security guards will only be deemed necessary if required by the Washington County sheriff's office.

*If security is necessary then the Sheriff will tell you how many, give names, credentials, and numbers of the guards.

Road Closures

Plans of any road that will need to be closed during the event and details on how those roads will be closed and plans to enforce.

*Reviewed by Washington County Public Works and/or UDOT.

*May attach to the back.

Concessions:

Plans for concessions. Give concessionaries names, addresses, and license or permit number.

*Alcohol shall not be served at a single (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 and Use Agreements (Public Lands & Private Landowner Signatures).

*Must be submitted 30 days before event.

*\$25 Late fee.

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.

*The 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: