



Special Event Application

Please take time to review the special event Permit Application and instructions before you begin completing the Application Form.

Weber County is proud to have its residents and visitors host a multitude of special events to contribute to the vitality of our community. The following pages include the Special Events Permit Application and accompanying instructions developed to guide you through the permit process.

The Special Events Permit Application can be found online by visiting the Special Events webpage on the County website at webercountyutah.gov/special_events.

The Special Events Permit Application can also be printed online or picked up at and submitted to:

Attn: Special Event Permits
Operations Division
2380 Washington Blvd Ste 240
Ogden UT 84401-1473
FAX (801) 399-8862

For more information, please contact (801) 399-8794.

Please allow a minimum of thirty (30) days for the processing of the special events permit application.

Additional fees may be charged by the Sheriff's Office, the County Fire District, Weber-Morgan Health Department, the County Parks and Recreation Division, or other county agencies for special services, equipment or facilities provided by these agencies. Such additional fees shall be specified at the time the agency approves the special event permit application and shall be paid directly to the agency prior to the issuing of the special event permit.

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Permit Application Process:

The Permit Application Process begins when the Event Organizer submits a Completed Special Events Permit Application and Non-Refundable Permit Fee. Upon receipt of your completed Permit Application, a representative from the Operations Division will be appointed as your contact for the processing of your permit and will be your primary point person for the processing of your permit; you will be able to follow your application on the County’s Permit System [Miradi](#).

Please be aware that in some cases you may need to contact Federal or State Agencies (U.S. Forestry, U.D.O.T, etc.) in addition and their letters of permits will be part of this application.

Throughout the Permit Application Process, you will be able to go through the County's Permit System known as Miradi to review the application process. You may also be contacted individually by the Departments or Divisions. Any questions that you have for the individual Departments or Divisions, you will be able to address with them.

Throughout the Permit Application Process, you will be notified if your event requires any additional information, Permits, Licenses, or Certificates.

Non-refundable Permit Fee:

The Fee is \$345.00 for a Large Special Event (over 200 people) and \$290.00 for a Small Special Event (200 or less people) per application and may not be waived except under extraordinary circumstances by the direction of the Operations Director.

Please keep in mind that acceptance of your permit application should in no way be construed as final approval just confirmation of your Permit Application.

Cancellation Policy:

Should for any reason the need to cancel the event, it must be done by Written Notice of Cancellation and be received in our office no later than ten (10) days prior to the event start date. Verbal Cancellation will not be accepted.

Please submit completed Special Events Permit Application to the Operations Division. The Special Events Permit Application can be found online by visiting the Special Events webpage on the County webpage at webercountyutah.gov/special_events.

A Special Events Permit Application can also be printed online or picked up at and submitted to:

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Section I Contact Information:

Required information: Please complete entire section.

Host Organization: This is the organization accepting all financial responsibility for the event and provides the required insurance.

Organization Name:

Type of Organization: Corporation LLC Non-Profit

Mailing Address:

Physical Address:

(If different)

Primary Phone Number: () _____ Fax Number: () _____

Website Address: **http://**_____

Event Organizer:

Event Organizer is the applicant given authorization by the host organization to apply for the Special Even Permit, the contact person who will be available for all inquires prior, during, and post event.

Name & Title: _____

Mail Address: _____

Primary Phone Number: () _____ Cell Phone Number: () _____

Fax Number: () _____ Email Address: _____

Only those authorized as the event organizer will be able to make changes to the application or cancel the event.

On – Site Contact:

Contact information for the person who will be on-site and will be the primary contact on the day of the event if different than the event organizer.

Name & Title: _____

Mailing Address: _____

Primary Phone Number: () _____ Email Address: _____

Section II Event Information:

Event Details:

Event Name: _____

Type of Event: _____

Road ()

Trails ()

Event Description: _____

Is this an annual event? () Yes () No

Is this a multi day event? () Yes () No If so, how many days? _____

Is there an admission fee? () Yes () No If yes, include admission fee \$ _____

What is the anticipated attendance? Overall: _____ Daily: _____

Previous year's attendance (if applicable): Overall: _____ Daily: _____

Event Setup & Tear Down:

How many days will your organization require to: Setup _____ Tear Down _____

Event Setup Date: _____ Event Setup Time: _____ to _____
(Day of the Week) (Date)

Event Start Date: _____ Event Start Time: _____ AM/PM
(Day of the Week) (Date)

Event End Date: _____ Event End Time: _____ AM/PM
(Day of the Week) (Date)

Event Tear Down Date: _____ Event Tear Down Time: _____ to _____
(Day of the Week) (Date)

Section III Street Closure(s):

Temporary Street Closure:

The County requires that all temporary street closures (Soft) or (Hard) be accompanied by a permit from the Utah Department of Transportation for State Roads or for County Roads authorization from the County Engineer or his designee.

Street Closure(s):

Name of Street: _____

Utah Department of Transportation for State Roads: () Yes () No

County Roads: () Yes () No

Street Closures: () Soft () Hard

Closure Start Date: _____ Closure Start Time: _____ AM/PM
(Day of the Week) (Date)

Closure End Date: _____ Closure End Time: _____ AM/PM
(Day of the Week) (Date)

Does the Event have its own Barricade Equipment: () Yes () No

Event will rent Barricade Equipment: () Yes () No

If renting please provide Company Information and Contact Person.

Company Name: _____

Contact Number: _____

Mailing Address: _____

Phone Number: () _____ Fax Number: () _____

Email Address: _____

Traffic Plan:

If the Engineering Division or Sheriff's Office in their professional opinion feel it is necessary for the Event Organizer to obtain a Professional Traffic Plan; this will have to be submitted at least ten (10) days prior to the event. Your Site Plan must include the Traffic Plan on your Site Map.

Section IV Catering & Food Vendors:

Catering/Food Vendor Details:

Event Organizer must obtain copies of current Food Handler Permits from all catering and food vendors and their staff to be submitted not later than ten (10) days before the event. If alcoholic beverages will be sold at the event, a Permit is required and application is separate from the Special Even Permit and will need to be submitted ten days prior to event or the event will not be able to have alcohol.

() Alcoholic Beverages () Pre-packaged Food/Soft Drink Beverage Items

() Professional Catering () Retail Food Vendors

Vendor Information Requirement:

All participating food vendors must have a valid Permit from the Weber County Environmental Health Department or their jurisdiction and valid Business License.

Number of Food Vendors: _____

Section V – Venue & Staging:

Parks, Recreation & Community Services Events may apply:

If you plan to hold your event at a County/City Park, it is your responsibility to contact the appropriate facility manager to coordinate the schedule of your event. Rules, regulations, and restrictions unique to each site will be your responsibility and a notice from the respective facility manager must accompany your application.

Will this event take place at a County/City Park? () Yes () No

Venue Details: _____

Venue Address: _____
(Street Address)

Venue Description: (Please attach your Site Plan/Map to your Application Packet):

Staging Details:

The following items will be used at the event (Mark all that applies):

- () Amplified Music () Bleacher(s) () Dance Floor
() Live Entertainment () Loud Speakers () Microphone(s) () Stadium
() Stage(s) () Canopy Number & Size: _____

Note: If any of the above items will be used, please indicate their location on your attached Site Plan/Map with legend. Use of the above items may require the Building Official to meet On-Site and approve ADA Regulations and use of electricity.

Section VI – Parking & Shuttle Service(s):

Parking Details:

Describe Public Parking arrangements. (Please indicate Location(s) on Site Plan/Map)

Shuttle Service Details:

Will a Shuttle Service be provided from parking to the event site? () Yes () No

If yes, describe the shuttle plan. (Please indicate pick-up and drop-off location(s) on Site Plan/Map)

If providing a Private Shuttle Service, please provide the following information:

Company Name: _____

Contact Number: _____

Mailing Address: _____

Phone Number: () _____ Fax Number: () _____

Email Address: _____

Parking Encroachment Details:

No Parking Signs 36 hours before event.

County Roads: () Yes () No Location: _____

Off Street Parking: () Yes () No Location: _____

On Street Parking: () Yes () No Location: _____

Marked Stalls: () Yes () No Location: _____

Impacts ADA/Disabled Parking Stall(s) or Pedestrian Access Ramps: () Yes () No

How do you plan to utilize the parking space? Please provide specific details:

Section VII – Sanitation & Waste Removal:

Restroom Facility Details:

Some event will require the presence of portable restrooms and hand-washing stations. Use of these items will require ADA Regulations. If you are not sure on restroom ratios, please contact the Weber County Environmental Health Department. Indicate location(s) on your Site Plan/Map.

Will Event Organizer provide portable restroom facilities? () Yes () No

If so, please provide the following information.

Company Name: _____

Contact Number: _____

Mailing Address: _____

Phone Number: () _____ Fax Number: () _____

Email Address: _____

This includes, but is not limited to emptying of trash bins and the removal of all waste from the event site and other affected areas. Please provide the following information for person(s) responsible for waste removal.

Company Name: _____

Contact Number: _____

Mailing Address: _____

Phone Number: () _____ Fax Number: () _____

Email Address: _____

Section VIII – Security Sheriff’s:

Security and/or Sheriff’s:

Will Event Organizer require assistance from Weber County Sheriff Office? () Yes () No

The Sheriff’s Office shall coordinate the use of professional peace officers if the special event requires traffic control or police protection. An additional fee shall be charged by the Sheriff’s Office to cover the costs incurred. The Sheriff’s Office shall specify the fee required upon its approval of the Special Event Permit Application, based upon the number of officers and amount of support equipment required by such factors as: the date and time of the event; the event location and length; the anticipated traffic and weather conditions; the estimated number of participants and spectators; the nature, composition, format and configuration of the event; and the estimated time for the event. The fee charged for traffic control or Sheriff’s protection shall be paid prior to the issuing of the special event permit.

Will the Event Organizer provide a Private Security Company? () Yes () No

If providing a Private Security Company, they may still need to coordinate with the Sheriff’s Office, and a fee may still be assessed. This is in order to promote, protect, and assure the safety and convenience of the people in their use of public streets, public places, and/or private property. The use of professional peace officers will be used if the special event requires traffic control or Sheriff’s protection. Please provide the following information.

Company Name: _____

Contact Number: _____

Mailing Address: _____

Phone Number: () _____ Fax Number: () _____

Email Address: _____

Section IX – Emergency Services:

Fire/EMS Medical Plan:

All events are required to have a First Aid Station On-Site and must coordinate with Weber Fire District. An additional fee may be charged for any additional services and equipment used by the Weber Fire District.

Please indicate the location on the Site Plan/Map.

Will the Event Organizer provide a medical doctor, registered nurse and/or EMT Staff to be on-site?
() Yes () No

If providing a medical doctor, registered nurse and/or EMT Staff, please provide the following information:

Company Name: _____

Contact Number: _____

Mailing Address: _____

Phone Number: () _____ Fax Number: () _____

Email Address: _____

Evacuation Plan:

Please provide a detailed description of your Emergency Evacuation Plan.

SECTION X – Plans for Advertising Signs:

All signs that are intending to support Special Events, Special Even Banners, Special Event Signs, and Special Event Directional Signs are subject to Title 110 Signs, Chapter 2-11. Please indicate the location of the Signs on the Site Plan/Map.

What date will your signs be displayed: Setup _____ Tear Down _____

Section XI – Proof of Insurance:

Insurance:

Host Organization and/or Event Organizer must provide a General Liability Insurance Certificate providing evidence of general insurance coverage in the minimum amount of one Million Dollars (\$1,000,000) for injury or death for one person in any one occurrence; Three Million Dollars (\$3,000,000) for injury or death for two persons in an one occurrence; Five Hundred Thousand Dollars (\$500,000) for property damage in any one occurrence.

Section XII – Miscellaneous:

Animals:

If animals will be present, food service canopies/tents must be at least fifty (50) feet away. It will also be required that Event Organizer will provide hand-washing stations where animals will be stationed.

Will there be any kind of animals at this event (i.e. petting zoo, pony rides, etc)? () Yes () No

If so, indicate the location of the animals on the Site Plan/Map. Additional permitting may be required.

Balloons/Balloon Launching:

It is required that the Event Organizer contact Aviation authorities to obtain information regarding weather and timing of air flights in the direction of the launch. Mylar balloons, string, ribbon and/or valves are not permitted when launching balloons.

Will Mylar and/or Latex helium-filled be launched/sold at event? () Yes () No

If so, indicate launch site on Site Plan/Map. How many balloons will be launched? _____

Host Organization and/or Event Organizer agree, in consideration of the granting of this Application and Special Event Permit for:

_____ to be held on _____
Event Name Event Date(s)

By _____ of _____
Event Organizer/Primary Applicant Host Organization

Indemnification Agreement:

Host Organization and/or Event Organizer(s) agree to defend, indemnify, and hold harmless Weber County and its employees and volunteers from any injury or death to any person or damage to any property including all reasonable costs for investigation and defense thereof (including but limited to, attorney fees, costs and expert fees) arising out of or attributed to the issuance of Applicants Special Event Permit regardless of where the injury, death or damage may occur, unless such injury, death or damage is caused by the sole negligence or willful misconduct of the County.

Host Organization and/or Event Organizer agree to provide satisfactory evidence of, and shall thereafter maintain during the specified special even general liability insurance coverage.

Applicant Agreement:

Host organization and/or Event Organizer(s) agree that any false statement or material misrepresentation made in support of this application and permit is cause for denial of issuance of a Special Event Permit. Applicant also agrees that failure to adhere to the policies and procedures established by the County is cause for revocation of the Special Event Permit. Applicant further agrees that the Special Event Permit may be revoked at any time by the Sheriff's Office, Health Department, Building Official, EMS, County Engineer, and Operations Director for failure to adhere to the policies and procedures established by the Ordinance for Special Events or for the Safety and Welfare of the public and willful destruction of property:

Print Name

Title

Signature

Date