Weber County welcomes a variety of Special Events to its communities and values the working relationships that it has with event organizers. The following pages provide general information and an application form that will help guide you through the Special Event application submittal and approval process.

Table of Contents:

General Application Information & Instructions

<u>Section I – Contact Information</u>

<u>Section II – Event Information</u>

Section III – Street Closure(s)

<u>Section IV – Catering/Food & Beverage</u>

Section V – Sanitation & Trash Removal

Section VI – Venue, Structures & Equipment

Section VII – Parking & Shuttle Service

Section VIII – Security & Safety

<u>Section IX – Emergency Services</u>

Section X – Event Signage Plan

<u>Section XI – Proof of Insurance</u>

Section XII – Miscellaneous

Indemnification Agreement

Applicant Agreement

General Application Information & Instructions

The Special Event Permit Application Form can be found online by visiting Weber County's homepage and then navigating to the Special Events page through the Recreation tab. The Special Event Application Form may also be found by going directly to: www.webercountyutah.gov/Spec_Events/

The Special Event Permit Application Form can be filled out online (fillable pdf.) and printed or picked up locally at the Weber County Community Development Department. Pick up and submit all applications to:

Weber County Community Development Attn: Special Events 2380 Washington Blvd., Suite 250 Ogden, UT 84401-1473 FAX (801) 625-3699

For other submittal arrangements or more information, please call (801) 399-8769 or (801) 625-3850. For the Weber County Special Event Code, please go to: https://library.municode.com/ut/weber county/codes/code of ordinances?nodeId=PTICOOR_TIT38SPEV

To provide adequate review time, please submit all Special Event applications at least forty-five (45) days prior to the event, and/or setup date if applicable. Late applications may not be approved.

Depending on the needs and characteristics of a Special Event, fees (in addition to the usual application fee) may be charged by the Weber County Sheriff's Office, Weber Fire District, Weber-Morgan Health Department, County Parks & Recreation, and/or any other County agencies that provide services, equipment, or facilities. If additional fees are required to be paid, they will be specified during the Special Event permit application process. If the use of County services, equipment, or facilities require the execution of an agreement or contract, the event organizer must contact the appropriate County agency to make arrangements early. All fees, other than the usual application fee, must be paid directly to the applicable agency prior to any Special Event being approved.

Application Review Process and Tracking:

The Special Event application review process will begin when the event organizer submits a <u>complete</u> Special Event Application Form, site plan/map, insurance certificate, required plans, and a non-refundable application fee. Upon acceptance of the application, the County Special Event Coordinator (SEC) will become your primary contact person. In addition to being able to work directly with the SEC and the individual review agencies, you'll be given instruction on how to create an account and follow your Special Event review process on the County's project tracking system known as <u>Frontier</u>. You may be contacted directly by the review agencies or be notified, through Frontier, if your Special Event application needs to be supplemented with additional information. It is important that you "follow" your Special Event review process in Frontier and respond to review comments that are made. You may respond through Frontier, directly to the review agency, or provide the necessary information to the SEC so that the information can be uploaded into the Frontier system.

Please be aware that, in cases where your Special Event could affect Federal or State property/facilities, you'll be asked to contact the applicable agency (e.g., U.S. Forestry, U.D.O.T, etc.) and provide proof that the agency is aware of the event or approves of the event.

Non-refundable Application Fee:

The application fee is \$345.00 for a large Special Event (over 200 people) and \$290.00 for a small Special Event (200 or less people). See Weber County Code Section 38-1-7(d) for fee exemption information. You may access fee exemption information at: https://library.municode.com/ut/weber county/codes/code of ordinances?nodeId=PTICOOR TIT38SPEV S38-1-7SAEE

Please keep in mind that acceptance of a Special Event application does not constitute an approval of the event.

Cancellation Policy:

If an event must be cancelled, the event organizer must contact the SEC and provide written notice so that the cancellation information can be distributed and uploaded to Frontier. The event organizer must also directly contact all agencies that are providing services, equipment, and/or facilities.

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

Section I - Contact Information

NOTE: Please complete the entire application by providing information in all fields. You may mark areas that do not apply with an "N/A." Incomplete applications cannot be accepted.

Host Organization/Group/Person:

This is the organization/group/person accepting all responsibility for the event and providing the required proof of insurance.

Organization/Group/Person Name: Huntsville Utah Marathon
Type of Organization: (□) Corporation (□) LLC (□) Non-Profit (□) Other
Mailing Address: 816 Shepard Creek Parkway, Farmington, UT 84025
Physical Address (If different): 816 Shepard Creek Parkway, Farmington, UT 84025
Primary Phone Number: (385-228-3454 Fax Number: ()
Website Address: http://huntsvilleutahmarathon.com
Event Organizer: The event organizer is the person representing the host as the contact person and who will be available for all questions prior to, during, and post event. Name & Title: Dan Aamodt, Race Director
Mail Address: 816 Shepard Creek Parkway, Farmington, UT 84025
Primary Phone Number: (385)-228-3454 Cell Phone Number: () Same
Fax Number: (Email Address: dan@triutah.com
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: Dan Aamodt, Race Director
Mailing Address: 816 Shepard Creek Parkway, Farmington, UT 84025
Primary Phone Number: <u>(385-)28-3454</u> Email Address: <u>dan@triutah.com</u>

- Page 4 *-*

Section II - Event Information

Event Details:

Event Name: Huntsville Utah Marathon

If an event includes activities that occur within the boundary of an adjacent city, the event organizer must coordinate with the adjacent city to ensure that a similar Special Event application process IS or IS NOT required by the adjacent city.

Location and Type of Event: Huntsville Town Square, Huntsville, Utah
Road Running Race
Road () Trail () Combination () Other ()
Event Description: The annual Huntsville Marathon is a full marathon, half marathon, 10k and 5 k running event. Runners run 26.2 miles from the Monte Cristo overlook on SR39 into Huntsville town.
Is this an annual event? (☑) Yes (□) No
Is this a multi-day event? (□) Yes (☑) No If yes, how many days?
Is there an admission fee? (□) Yes (□) No If yes, provide admission fee. \$\\$79-\\$129
What is the anticipated attendance? Overall: 1000 / 50 Daily: 1000 / 50
Participant/Spectator&Staff Participant/Spectator&Sta Previous year's attendance (if applicable): Overall: 1500 / 50 Daily: 1500 / 50
Previous year's attendance (if applicable): Overall: 1500 / 50 Daily: 1500 / 50 Participant/Spectator&Staff Participant/Spectator&Staff
Event Setup & Tear Down:
How many days will event require to: Setup 1 Tear Down 1
Event Setup Date: Friday, Sept 19 Event Setup Time: 10am to 9pm
(Day of the Week) (Date) AM/PM AM/PM
Event Start Date: Friday, Sept 20 Event Start Time: 4am
(Day of the Week) (Date) AM/PN
Event End Date: Friday, Sept 20 Event End Time: 3pm
(Day of the Week) (Date) AM/PN
Event Tear Down Date: Friday Sept 20 Event Tear Down Time: 3pm to 8pm
(Day of the Week) (Date) AM/PM AM/PM

Section III - Street Closure(s)

Temporary Street Closure:

The County requires that all temporary street closures (Soft/Intermittent access during event or Hard/No Access during event) be approved by the appropriate agency; for example, the Utah Department of Transportation (UDOT) is responsible for State Roads and the Weber County Engineer is responsible for County Roads. Any road closure requires written approval from the responsible agency.

UDOT Road(s): Soft closure, SR 39 fr	(☑) Yes om Monte Cristo Ov	(□) No verlook to 9500	Street Name(s)/Lo 0 E in Huntsville	cation: SR 39	
County Road(s): (open to public)	(□) Yes	(□) No	Street Name(s)/Lo	cation: 9500 E	
Closure Type: County police escort r		(□) Hard	Describe:		
Closure Start Date:	Saturday Sept	ek) (Date)	Closure Start Time	. <u>6am</u>	AM/PM
Closure End Date:	Saturday Sept	ember 20	Closure End Time:	12pm	AM/PM
Does the event hav	e its own barrica	de equipme	ent? (☑) Yes	(□) No	
Will event rent barricade equipment? (□) Yes (□) No If yes, please provide rental company information and contact person below:					
Company Name: _					
Address:					
Contract Number:					
Contact Person/En	nail Address:				
Phone Number: <u>(</u>)		_Fax Number: ()	
		-		equires the event o ourteen (14) days pr	_
traffic impacts and	mitigation strate	gies. It is su	uggested that all tra	n Element that desc ffic impact locations ned as a separate illu	and
		Pa	ge 6		

Section IV - Catering/Food & Beverage

Weber-Morgan Health Department Coordination/Permits:

The event organizer must coordinate with the Health Department's Environmental Health Services Office when food and/or beverages will be sold or provided. For more information call 801.399.7160 or email: envhealth@co.weber.ut.us.

Weber-Morgan Environmental Health 477 23rd Street, Suite 200 Ogden, Utah 84401

Food and Beverage Information:

Please mark which one applies:

- (□) Food and/or beverages **WILL NOT** be sold or provided at event.
- (☑) Food and/or beverages **WILL** be sold or provided at event.

Describe food type and service method: Food Trucks will provide retail food at the event.

Food Service Vendor List:

In addition to possessing temporary food permits appropriately issued by the Health Department, all food vendors must possess a valid business license issued by Weber County or the jurisdiction where the vendor's business is based. For more information go to: http://www.webercountyutah.gov/Engineering/business.php

1. tbd	10. tbd
2. tbd	11. ^{tbd}
3. tbd	12. tbd
4. tbd	13. ^{tbd}
5. tbd	14. ^{tbd}
6. ^{tbd}	15. tbd
7. tbd	16. ^{tbd}
8. tbd	17. ^{tbd}
9. tbd	18. ^{tbd}

Alcoholic Beverages:

If alcoholic beverages will be sold at the event, a separate application requesting "local consent" must be submitted to the Weber County Public Works Office located in the Weber Center, Suite #240, 2380 Washington Blvd., Ogden, Utah. 84401. The application requesting local consent must be submitted concurrently with or prior to making application for a Special Event.

Please mark which one applies:

(☑) Alcoholic beverages WILL NOT be sold	or provided at event.
(□) Alcoholic beverages WILL be sold or pro	vided at event.
Describe alcohol type and service method:_	

Section V – Sanitation & Trash Removal

Restroom and Hand-Washing Station Information:

Some events will require the presence of portable restrooms and hand-washing stations. The number of these facilities is based on event type and attendance. Compliance with the Americans with Disabilities Act (ADA) is required.

For information related to the required number/type of facilities, contact the Health Department's Environmental Health Services Office as describe above in Section IV. Restroom and hand-washing station information must be illustrated on event site plan/map submitted with the Special Event application.

Will event organizer provide portable restroom facilities?	• •	(□) No
If yes, please provide rental company information and contact pe		
Company Name: Foxey Sanitation Service	<u> </u>	
Address:		
Contract Number: 801-648-7667		
Contact Person/Email Address: Natalie / Brian		
Contact Person/Email Address: TACKATIC / BITATT		
Phone Number: <u>stame</u>) Fax Number: <u>(</u>	same)	
Trash Removal:		
Trash removal includes, but is not limited to, emptying trash bins	-	
debris from the event site and other affected areas. Please prov	ide the followi	ng information
for those responsible for trash removal.		
How will event organizer provide trash removal? (☑) Eve	ent Staff	(□) Contract
Please provide staff member or company information below:		,
Staff Member/Company Name: Dan Aamodt / Tri	Utah	
Staff Member/Company Name:		
Address: 816 Shepard Creek Parkway, Farn	าington, L	Jtah 84025
Contract Number: 385-228-3454		
Contact Person Name/Email Address: Dan		
Phone Number: (same) Fax Number: (same)	me)	

- Page 8 *-*

<u>Section VI – Venue, Structures & Equipment</u>

Venue Information:

When a Special Event is held at a County park, the event organizer must contact the appropriate facility manager to coordinate a schedule and determine whether or not the event will require the execution of an agreement for use of the facility. If an agreement is necessary, the event organizer must ensure that the agreement receives an official County approval prior to the event taking place.

If an event is held on public, quasi-public or private property, the event organizer must provide proof that permission has been given by the owner. Will the event take place at a Weber County park? (□) Yes (☑) No Venue Name or General Location if Not Properly Named: Huntsville Town Park Venue Address: 200 S. 7500 E. Huntsville, UT Venue Description and Specific Locations within Venue: Finish-line and athlete congregating area is at Huntsville Town Park on grassy areas and courtyard. Note: Please attach site plan/map to the Special Event Application Form and packet. Structures and Equipment: When a Special Event uses temporary structures and certain equipment it may be necessary for the event organizer to coordinate with the Weber County Building Official and Fire Marshal. It may also be necessary for the event organizer to address mitigation strategies when the event impacts neighboring properties. Please mark all that apply: (☑) Amplified Speakers (□) Generator(s) (□) Bleachers (□) Stage (☑) Tents/Sun Canopy (☑) Start/Finish Line Structure (☑) Fencing (□) Playground Equipment (□) Other (Please Describe)__ 10x10 tents, 10x12 scaffolding finish-line, temporary snow fencing/barricades for finish-line

Note: Please show and dimension all structures on the Special Event site plan/map.

- Page 9 *-*-

Section VII - Parking & Shuttle Service

Parking Information/Plan: Describe the overall public parking plan, including specific information about each parking area, and provide a count for parking spaces in each: Parking is on public parking spots in town, streets, and church parking lot (with permission) Note: Please show all parking areas, including ADA accessible spaces on the Special Event site plan/map. Shuttle Information: Will shuttle service be provided from a parking area to the event site? (\square) No (\square) Yes, provided by event staff. (\square) Yes, provided by professional shuttle service. If yes, describe the shuttle plan and provide contact information below: There will be shuttles for participants from Huntsville Park to Monte Cristo overlook for the race start. Note: Please show all pick-up and drop-off locations on the Special Event site plan/map. Staff Member/Company Name: Red Star Transportation Address: 2233 Warm Srpings Rd., Salt Lake City, UT 84116 Contract Number: 801-685-8560 Contact Person/Email Address: Chrsity Majors

Phone Number: (801) 685-8560 Fax Number: (801) 685-8560

Section VIII - Security & Safety

Public Safety Services:

Weber County Sheriff's Office

Ogden, Utah 84404

1400 South Depot Drive (700 West)

The County, as part of an event approval, may impose conditions in order to protect public and private property, ensure the proper management of traffic, and reduce the possibility of a public safety resource shortage in the community.

The event organizer may request the use of the Weber County Sheriff's Office resources or the County may require the use of Sheriff's Office resources if the Special Event warrants a moderate to high level of police protection. A fee, in addition to the Special Event application fee, will be charged by the Sheriff's Office and the cost may be based on number of officers needed, type and quantity equipment required, event date, time, location, and length, anticipated traffic and weather conditions, estimated number of participants and spectators, and the nature, format, and configuration of the event.

The event organizer must contact the Weber County Sheriff's Office to coordinate the use of County resources and fees must be paid prior to the issuance of the special event permit.

Sergeant Greenhalgh

801-778-6634

tgreenha@webercountyutah.gov

For Weber County Sheriff's Office participation information visit, email, or call:

OR

Please describe security plan and the coordination of law enforcement response: We would like to request traffic control from Weber County Sheriffs Dept for the soft closure from Huntsville				
town square to The Monte Cristo Overlook on SR 39				
Our team of Staff and Volunteers will be managing security at the event venue in Huntsville.				
Does event organizer request assistance from Weber County Sheriff Office? (E	☑) Yes	(□) No		
Does the event organizer propose the use of a private security company? (Diffusing a private security company, please provide company and contact person below:	•	(☑) No ation		
Company Name: n/a				
Address:				
Contract Number:				
Contact Person/Email Address:				
Phone Number: () Fax Number: ()				

Page 11

Section IX - Emergency Services

Fire Prevention Plan:

All events are required to submit a fire prevention plan and be available to coordinate the review of the plan with the Weber Fire District if necessary. An additional fee may be charged for fire prevention services and equipment provided by the Weber Fire District.

Please describe any possibility of igniting a fire and the event's plan for preventing, mitigating, and

suppressing a fire:
The only possibility of igniting a fire is if a generator somehow creates a fire. As such, we have fire extinguishers
on-site

Emergency Medical Plan:

All events are required to submit an emergency medical plan and be available to coordinate the review of the plan with the Weber Fire District if necessary. An additional fee may be charged for medical services and equipment provided by the Weber Fire District.

The level of medical service that is available at an event is dependent upon the size and type of event. The minimum plan for providing medical services for small events, with a low medical risk, may be the designation of an event staff member who can call 9-1-1 and is certified in CPR. Events that are larger and/or have a higher medical risk may be required to provide more services such as paramedic, ambulance, advanced life support, and on-site physician.

It is responsibility or the event organizer to ensure that all medical support personnel, whether paid or volunteer, are familiar with the Utah Health Code and have the appropriate licensing, certifications, and insurance to provide services at a Special Event.

Emergency medical plans should include but are not limited to:

- Name, contact number, and certification type/level for all medical services providers.
- Description of communication type/method.
- Description or illustration (on Special Event site plan/map) of first aid and/or other medical service or staging locations.
- Description or illustration (on Special Event site plan/map) of medical evacuation strategies and/or staging locations.

Please describe any likely medical condition(s) that can result from the event and describe the
event's plan for prevention, treating conditions/providing medical services, and evacuation:
During any endurance event, accidents like heart attacks, leg or ankle injuries can occur. Each participant is
required to sign a waiver stating they understand the risks associated with running a marathon, and waive all
liabilities.
As a team, our staff are CPR certified and trained in Safe Sport programs through USA Track & Field, and
USA Triathlon. Each team member has contact information for emergencies on-site. We also have an EMT on our staff on-site in our first aid tent.
Our first aid tent is equipped to support minor incidents with first aid supplies, cot, chairs, emergency blankets, etc.
Our staff is instructed to call 911 in the event of an emergency
We are planning on 3 mobile medical services on course
The are planning on a mobile medical services on course
NOTE: To assist in determining the appropriate level of medical services for an event, please
refer to the table on page 14.
Telef to the table on page 14.
Medical Provider Information:
If medical services will be provide by an entity other than a Weber Fire District resource, please
provide the following information:
Company Name:
company vanie.
Address:
Contract Number:
Contact Person/Email Address:
Phone Number: () Fax Number: ()
If medical services will be provided by individuals other than Weber Fire District personnel,
please provide name(s), contact number(s), and certification type/level below: Name Number Certification Type/Level
Name Number Certification Type/Level Sam Page 801-230-6067 EMT
Page
13

EMERGENCY MEDICAL SERVICES RESOURCE MATRIX

Event Type	Anticipated Crowd size	Knowledge of 9-1-1 and CPR	Basic First Aid Stations	Mobile First Aid Stations	ALS First Aid Stations	Ambulance	Mobile ALS Teams	On- site physi cian
	<800	*						
	800-1,500	*	*					
Concert/	1,500-3,000	*	*	*	*			
Music Festival/	3,000-5,000	*	*	*	*	*		
Street Fair	5,000-10,000	*	*	*	*	*	*	
	Over 10,000	*	*	*	*	*	*	
	<800	*	*					
	800-1,500	*	*	*				
Athletic/	1,500-3,000	*	*	*	*			
Sporting Event	3,000-5,000	*	*	*	*	*		
	5,000-10,000	*	*	*	*	*	*	
	Over 10,000	*	*	*	*	*	*	*
Confere nce/ Convent ion	<800	*						
	800-1,500	*						
	1,500-3,000	*	*					
	3,000-5,000	*	*	*				
	5,000-10,000	*	*	*	*			
	Over 10,000	*	*	*	*	*	*	

<u>SECTION X – Event Signage Plan</u>

Standards for Temporary Signs:

Temporary Special Event signs are permitted when meeting the standards found in the County's Land Use Code. Please illustrate the type, dimension, and location of all proposed signs on the event Site Plan/Map or submit a separate sheet serving as a signage plan.

The unincorporated County is divided into two planning areas. All of the unincorporated area of the County located westerly of the Mount Ogden ridgeline, except for the Ogden Canyon, is the Western Weber County Planning Area. All of the unincorporated area of the County located easterly of the Mount Ogden ridgeline, including the Ogden Canyon, is the Ogden Valley Planning Area.

For events taking place in the Western Weber County Planning Area, refer to Weber County Sign Code Section 110-1-3 (6) - Special Provisions.

https://library.municode.com/ut/weber county/codes/code of ordinances?nodeId=PTIILAUSC O TIT110SI CH1WEWESI S110-1-3SPPR

For events taking place in the Ogden Valley planning area, refer to Weber County Sign Code Section 110-2-11 - Temporary Sign Usage.

https://library.municode.com/ut/weber_county/codes/code_of_ordinances?nodeId=PTIILAUSC O_TIT110SI_CH2OGVASI_S110-2-11TESIUS

What date will event signs be displayed:	Setup	Take Down
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<u>Section XI - Proof of Insurance</u>

Insurance:

The host organization and/or event organizer must submit a certificate of insurance, listing the County as an additional insured, on an occurrence policy issued by an insurance company authorized to do business in Utah, showing comprehensive general liability and property damage coverage in the minimum amount of:

- 1. \$1,000,000.00 for injury or death for one person in any one occurrence; and
- 2. \$3,000,000.00 for injury or death for two or more persons in any one occurrence; and
- 3. \$500,000.00 for property damage in any one occurrence.

Section XII - Miscellaneous

Animals:

If animals will be present, food service canopies/tents/areas must be located at least fifty (50) feet away. The event organizer is required to provide hand-washing stations near animal attractions or enclosures.

Will there be any kind of animals at this event (i.e. petting zoo, pony rides, etc)? (\square) Yes (\square) No If yes, please illustrate the location of all animal attractions and enclosures on the Special Event site plan/map.

 Page
15

Indemnification Agreement

Host organization and 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 not limited to, attorney fees, investigation costs, expert witness costs, etc.) arising out of the issuance of applicant's Special Event Permit regardless of where the injury, death, or damage may occur.

Host organization and event organizer further agree to provide and maintain, during the proposed special event, the appropriate comprehensive general liability insurance and property damage coverage in an amount required by Weber County Code.

damage coverage in an amount require	d by Weber County Code.
Dan Aamodt	Event Manager
Print Name	Title
DIL	7/05/25
Signature	Date
Applicant Agreement	
misrepresentation made in this applicat Applicant also agrees that failure to con conditions, established by the County, is Applicant further agrees that the Specia	ter(s) agree that any false statement or material tion is cause for denial of a Special Event Permit. Inply with relevant codes, policies, procedures, and so cause for revocation of the Special Event Permit. It is also Event Permit may be revoked, at any time, by any ty and welfare of the public and willful destruction of
Dan Aamodt	Event Manager
Print Name	Title
DIL	7/05/25
Signature	Date