



311

## CUSTOMER SERVICE

# EVENTS AND SERVICES APPLICATION POLICIES AND INSTRUCTIONS

### General Information

The City of Provo recognizes special events as valuable to the community. In the City's role of both support and regulation of special events, City departments must operate in a consistent and coordinated manner. Although special events may be distinguished from continuing service functions for some departments, special events constitute an integral component of a departments' overall support service obligation.

A special event is defined as an activity or series of activities, specific to an identifiable time and place, produced in conjunction with community organizations often held on public property. Such events may include but are not limited to filming, protests and rallies, block parties, fund raisers, street parties, runs, races, walks, and other community events. They may occur on streets and/or sidewalks, parks, and other City-owned property. They may also include mass gatherings as defined in the city ordinance. For the purposes of this policy, special events shall not include privately sponsored events (unless a Mass Gathering) which rent space inside city facilities. Most functions or special events located on private property will not require a permit, but will be required to comply with all city ordinances including road closures, noise levels and noise curfews. All noise ordinance exceptions will require a signed authorization from the Mayor's Department. Contact Karen at 801-852-6122 or email her at [ktapahe@provo.org](mailto:ktapahe@provo.org) to apply for a noise ordinance exception.

### Provo River Parkway Trail/Parks

If your event requires the use of the Provo River Parkway Trail or one of the Provo City parks, please refer to the Special Park and Trail Use Guidelines included in this application. As with all Special Events, you will be required to fill out pages marked 1-4, along with Section F included in this package. The Provo River Parkway Trail was designed and is maintained for use by the general public as part of the Provo/Jordan River Parkway system. The trail serves as a non-motorized recreation/ transportation corridor where citizens and visitors to Provo may walk, run, or leisurely ride bicycles or inline skate. The Provo River Parkway Trail may not be used for bicycle races. Small scale running races may be allowed on a limited, not-for-profit basis, so as to allow continuous public access and safety on the trail.

### The Application

The Events and Services application is required for all special events. Pages 1-4 are required for every event all other supplemental forms are to be completed as needed. If you are using the Special Park and Trail Use application, you will also need to complete pages marked 1-4 of the Events and Services application.

### Deadlines

Applications submitted fewer than 90 days before the proposed special event will not be refused, however there is no guarantee that the special event permit will be issued. Larger events will need to abide by the 90 day rule. Please do not print brochures, packets, maps, advertisements, etc., or circulate promotional information until the City has approved your event. The City will not be responsible for printed materials, promotional items, etc., if dates, locations, and/or other requested services are denied, amended, or changed during the permit process. An application may not be submitted more than 18 months in advance of an event's proposed date.

### Mass Gathering

"Temporary Mass Gathering" or "Gathering" means an actual or reasonably anticipated assembly of 1000 or more people, which continues or can reasonably be expected to continue for two or more hours per day at a site for a purpose different from the designed use and usual type of occupancy. A temporary mass gathering does not include an assembly of people at a location with permanent facilities designed for that specific assembly, unless the designed occupancy levels are exceeded . Utah Administrative Rule 392-400.

**Permit Fees** (Per consolidated fee schedule)

- Application Review fee: \$50 (Mandatory for all events and non-refundable)
- Fees collected by the Engineering Department if appropriate to your event, and are due at the time the permit is issued.
  - » Traffic control plan review: \$75 (for permits requiring multiple traffic control plans only)
  - » Street closure: \$200 \* **Closing the street without a permit: 4x the permit fee**

The following fees are required where closures exceed 24 hours or where multiple daily closures are required;

- » Local street (per lane/per day) \$150    » Side walk, parking, bike lanes, shoulders, trails (per block/per day) \$50
- » Arterial street (per lane/per day) \$250

**Police Services**

**Security Details-** If your event is expecting an excess of 750 attendees you will be required to hire a minimum of two off duty Police Officers or licensed security guards. For every additional 750 expected attendees, you will be required to hire additional security.

**Traffic Details-** Police Officers will be required to direct traffic at each signalized intersection during any event that is being held on a public street, excluding a full street closure.

**Cost of Services:** There is a minimum three hour charge for all police services. Event sponsors should expect a minimum \$50 charge per each assigned Officer per hour.

\*At the completion of each event the person requesting services shall receive an invoice for Police services.

**Fire**

All special events must have a medical plan. The most basic plan for small events with a low medical risk assessment is the designation of an event representative to call 9-1-1, and a representative on site with CPR certification, and first aid skills. Events with a high potential for risk are required to implement an appropriate medical plan to address the specific needs of the attendees, and/or participants. Should Advanced Life Support (ALS) transport be needed at your event, your medical service provider is **REQUIRED** to use Provo Fire and Rescue, or the Provo 311 response.

It is your responsibility to ensure that all medical support personnel whether paid, or volunteer have the appropriate licensing, certification as per the State of Utah Department of Health, or the Bureau of Emergency Medical Services (BEMS), and insurance to provide services requirements, and will evaluate these requirements based on a number of factors related to your specific event.

To assist you in determining the appropriate type of medical services for your event, Provo Fire and Rescue has developed the following matrix of emergency medical service recourses which can be used as a guideline in developing your medical plan. Fees collected by the Fire Department if appropriate to your event.

Advanced Life Support (ALS) transport fees \$150/hr with a 2 hour minimum.

MATRIX

Event type	Anticipated crowd size	Knowledge of CPR and access to 911	First- Aid Station First- Aid trained or EMT	First-Aid Station with Nurse and water	First-Aid station with a PA or Dr	Paramedic Ambulance (ALS)	Mobile teams: Bike, ATV Foot Patrols
Concerts Music Festivals Street Fair	<2,500	Required	Required	Recommended			
	2,500-15,000	Required				Required	
	15,000-50,000	Required		Required	Recommended	Required	
Block Parties	>50,000	Required			Required	Required	
Athletic Sporting Events	<2,500	Required	Required	Recommended			
	2,500-15,000	Required		Required	Recommended	Recommended	
	15,000-50,000	Required			Required	Required	Required
	>50,000	Required			Required	Required	Required
Parades Public Assembly	<2,500	Required	Required				
	2,500-15,000	Required	Required	Recommended		Recommended	
	15,000-50,000	Required		Required	Recommended	Required	Required
	>50,000	Required		Required	Recommended	Required	Required
Conference Conventions	<2,500	Required	Required				
	2,500-15,000	Required	Required	Recommended			
	15,000-50,000	Required		Required		Required	Required
	>50,000	Required		Required	Recommended	Required	Required

## Insurance Requirements

Insurance is required for special events unless the event is a public assembly that qualifies for an exemption. Applicants required to provide insurance may choose one of the following options.

- 1) A certificate of insurance with coverage of at least \$1 million per occurrence with a \$2 million aggregate limit naming Provo City, its officers, employees and volunteers as additional insureds. Required coverage limits will be determined based on the type of event, number of participants and other relevant risk factors. The certificate must also state that coverage will not be canceled without ten days prior written notice to the City.
- 2) Applicants may choose special event insurance coverage through the City's insurance carrier by completing an application and paying the Tenant User Liability Insurance Program (T.U.L.I.P) policy premium. Applicants required to provide insurance, shall provide such evidence of insurance prior to the issuance of a permit. Applicants shall also execute a standard City indemnification agreement if required to provide insurance.

## Review Process

Event applications are reviewed by the City's Special Events Review Committee, including representatives from the Mayor's office, Police Department, Fire Department, Administrative Services, Public Works Department and Parks and Recreation Department. The Committee will look at the impact of the proposed event, the logistics of the event, the requested and required city services for the event (if any), and whether all other licenses, insurance, permits and agreements are in place. At each stage of the review, the events coordinator will contact the applicant by email and advise of the status of the review.

For more information on special event permitting, contact a Provo 311 Licensing Representative at 801-852-6000.



## PARK USE GUIDELINES

Your cooperation in observing the following rules and regulations will help you to conduct a successful event in Provo City parks.

**Business hours are Monday – Thursday, 7 a.m. – 6 p.m. Closed Friday - Sunday**  
**Main phone: (801) 852-6606, Fax: (801) 852-7605**  
**After-hours park attendant: (801) 368-1641 (evenings and weekends only)**

### Park Use Guidelines

Unauthorized vehicles are not allowed on grass areas unless prior authorization has been received by Parks Operations. If you require access through a locked gate, a key can be checked out from Parks Operations during business hours. Keys must be returned on the following business day.

**Park curfew is 11 p.m.** Lights and power will shut off automatically around this time. Tampering with the sprinkler systems, fountains, water taps, circuit breakers, light plus or restroom fixtures is considered vandalism. Tables may not be moved around the park. Tables that are anchored must remain fastened to the floor. Our sprinkler times are approximately 7:00 am to 10:30 am. **All alcoholic beverages are prohibited in all Provo City parks.** Please notify the Police Department if you witness damage, vandalism or illegal activity in the park. Children are required to be supervised at playgrounds, parking lots, restrooms and near open water areas.

All parks observe fire restrictions set by the Provo Fire Marshal. It is your responsibility to verify and adhere to such restrictions. Open fires are only allowed in designated fire pits installed by Parks and Recreation and only when not prohibited by Provo's Fire Prevention Office. No outside fire pits or open fires are allowed. Please contact Provo Fire & Rescue at (801) 852-6321 for further information on fire restrictions and the type of wood permitted to be burned. Refunds will not be given because of fire restrictions. **Extinguish all hot coals and briquettes, never place hot coals in the garbage receptacles.** Insulate tables from heat or freeze damage. Do not freeze ice cream on the grass or dump anything on the grass except water.

Dogs are allowed in all City Parks as long as the dogs are on a leash. The only off leash Park is the designated Dog Park located within Bicentennial Park.

### Staking Items into the Ground

Caution must be used in setting inflatable toys or pounding stakes into the ground because the stakes can cause damage to underground electrical or irrigation lines. If you plan to strike stakes in to the ground, preapproval is required by Parks Operations at least five days prior to your event.

### Large Events, Weddings and Receptions

Large groups, weddings, receptions, events with multiple inflatables or unusual requests are subject to a \$200 parks use or wedding fee in addition to their pavilion rental rate. An Events and Services Application may need to be

completed through Customer Service. If you're unsure if your event will require an Events and Services Application, please contact Parks Operations at 801-852-6606 or you can learn more at <http://provo.org/provo311/special-events>.

Large events are required to carry out all of their own trash. Restroom facilities are provided at many parks for public use. These buildings are open for use from May 1 – September 31 each year. Events scheduled outside this period, or large events that exceed the capacity of park restrooms must rent portable restroom facilities at their own cost.

If the event involves music or other amplification, it must conform to the Provo City Noise Ordinance 9.19.120, located at <http://www.codepublishing.com/UT/Provo/?provo09/Provo0906.html>. Reservations may be cancelled on-site due to excessive noise by the Provo Police Department.

### **Trail Use**

**Event organizers may not limit public access to trails during their event.** Any races that start, end or have an aid station in Provo City or on the Provo Park Trail will need to complete an Events and Services Application, no exceptions. All trail events require the following trail use fee standard:

- 50 - 200 participants and/or spectators: \$200
- 200 - 500 participants and/or spectators: \$1 per person
- Any event over 500 participants and/or spectators: \$500 + .50 cents per person

The event planner must reserve a pavilion at the staging area park facility at the regular rate in addition to the trail rental fee standard and the \$200 parks use fee.

Parks and Recreation Policy #98-1 states:

*The Provo River Parkway Trail is designed as a recreational usage corridor in which citizens in our community will use to walk, jog, run, leisurely ride a bike, and inline skate. It was not designed or is it now intended to be used for races. It shall be against policy to use the Provo River Parkway Trail for bicycle races. Running races will be allowed by permission only, and in compliance with stipulations set forth by the special request approval coordinator within the Department.*

Trail Use Federal Requirements require the Provo River Parkway Trail must remain for use by the general public on a not-for-profit basis, and that adequate enforcement regulations and support will be provided to maintain accessibility. Only smaller scale race events such as 3k, 5k, 10k and fun runs are permitted on the Provo River Parkway Trail with the exception of County sponsored running events. Please call Utah County Parks at (801) 851-8640 for additional information about events on the Provo River Parkway Trail within Provo Canyon. Provo River Parkway Trail Alternatives for smaller events include; Rock Canyon Park, Carterville Park, Riverview Park, Kiwanis Park and Memorial Park.

Issues considered prior to receiving event approval on a Provo City park trail include:

- Impact on adjacent facilities (parking lots, pavilions, parks, restrooms)
- Trail capacity/congestion - designed for free public access
- Commercial use of public facility (trail).
- Scheduling conflicts between events.
- Considering current trends, what will impact be on public access
- Risk Management issues
- Races on trail or move to surface streets
- Improved control of the approval process for events is needed.
- Competition and conflict between race organizers and relationships
- Is Provo, or should it be, the low or no cost alternative?

Parks Use Guidelines

## **Pavilion Reservations**

A seven day notice is required for all pavilion reservations, cancellations and modifications with no exceptions. A \$10 processing fee is applied to all cancellations and modifications. Weather related cancellations will be given 50% refund depending on severity of weather (i.e. snow, heavy rain, hurricane force winds etc...) and only after the date has taken place.

Park pavilions are used heavily each day during the summer months. Please leave the pavilion in as good, if not better condition than when you arrived. Remove table covers, tape and any cooking oil or grease from tables, grills and floors. Pick up all litter and place in garbage receptacles or take bagged trash with you upon completion of your event. **Provo Parks and Recreation does not provide water taps, opening of gates or additional power.**

Electricity is for limited use only. Capacity is 15 amps total, which can power a radio or a slow cooker. If a circuit overloads, reduce the load and push the GFI reset. Repeated tripping of the circuit breaker will cause the power to go out permanently. Power will not be reset until the next day.

City parks have a variety of amenities, including playgrounds, play courts, trails and open spaces. These amenities may not be reserved, but available on a first come first serve basis to the public. Athletic fields are used by Parks and Recreation programs. Some athletic fields and courts can be rented by contacting Penn Almoney at [palmoney@provo.org](mailto:palmoney@provo.org) or (801) 852-6628.

## **Bounce Houses and Large Inflatable Toys**

**Slip and Slides, large water features and inflatable toys which require a water hose are prohibited from all city parks.** Water guns and water balloons are allowed, please pick-up your litter after your event.

You must provide your own power source because the electrical service at our parks will not support the electrical draw of the inflatable toy or bounce house. **Staking in the ground is permitted with approval only, please contact Parks Operations at least five days prior to your event.**

**Two or more bounce houses/inflatable toys require a \$200 Parks Use Fee; more than four require an Events and Services Application.** You can learn more about this process by going to <http://provo.org/provo311/special-events>.

**Bounce houses and inflatable toys are allowed with pavilion reservations only.** Insurance covering Provo City MUST be provided **AT LEAST FIVE DAYS PRIOR TO THE EVENT.** If insurance is not provided, the bounce house or inflatable toy will not be allowed to be used in the park. If the rental agency does not provide insurance, insurance may be purchased at Provo City through the [T.U.L.I.P.](#) insurance program by contacting Andrea Wright by email [awright@provo.org](mailto:awright@provo.org) or by calling (801) 852-6518.

**The insurance certificate must be sent to the Parks Division office.** It can be emailed to [jstarley@provo.org](mailto:jstarley@provo.org) or faxed to (801) 852-7605. Please include the following information when submitting insurance certificate:

- Park name and which pavilion is reserved
- Date and time of the reservation
- Event Name and contact name
- Map indicating the placement of toy



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**CUSTOMER SERVICE**

## SPECIAL EVENTS AND SERVICES APPLICATION

Mark the box(s) that apply to your event. Mandatory documentation is listed under each event as well as other documentation if applicable. All documentation that apply needs to be turned in at the time of submission along with the appropriate fees.

**Paper work and fees that must accompany your application:**

**If applicable, added forms:**

Private assembly on Public property (Weddings, birthdays)

- Liability insurance
- \$200 Park Use Fee (section F)
- \$50 review fee
- Bounce houses or large inflatable toys liability insurance

- Pavilions/parks reserved with proof
- Permit if there will be 2 or more bounce houses
- Noise ordinance approval if music will go after 10 pm
- Attach a Medical Plan

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Block Party

- Traffic control plan/street closure permit
- Liability insurance
- Road closure signed petition (section D)
- \$50 review fee

- Noise ordinance approval if music will go after 10 pm
- Tent 200 sq feet or larger/inspected by fire
- Canopy 400 sq feet or larger/inspected by fire Department prior to event
- Temporary sales tax number-if there will be sales
- Attach a Medical Plan

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Parade

- Liability insurance
- Traffic control plan/street closure permit
- Map and Description
- Road closure signed petition (section D in packet)
- Downtown Provo Inc., (which includes 500 W-University (DPI) approval contact Brady Curtis at [brady@downtownprovo.org](mailto:brady@downtownprovo.org) or call 801-750-4871
- \$50 review fee
- Attach a Medical Plan

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Concert

- Mass gathering permit (See instructions on page ii)
- If held in a park, \$200 Park Use Fee (section F)
- Liability insurance
- Traffic control plan/street closure permit
- Road closure signed petition (section D)
- Map and description
- 90 days notice
- \$50 review fee
- Bounce houses or large inflatable toys liability insurance

- Canopy 400 sq feet or larger/inspected by fire Department prior to event
- Tent 200 sq feet or larger/inspected by fire Department prior to event
- Pavilions/parks reserved with proof
- Attach a Medical Plan

## Paper work that must accompany your application

- Marathons, walks, runs
  - Detailed map and description, providing all coordinates, intersections or street addresses
  - Liability insurance
  - \$50 review fee
  - Traffic control plan/street closure permit
  - Attach a Medical Plan
  - If held on a trail, Trail Use Fee (section F)
  - Bounce houses or large inflatable toys liability insurance
  - Park pavilion(s) reservation confirmation

## If applicable, added forms

- 90 days notice if a very large group
- Downtown Provo Inc, (which includes 500 W-University) (DPI) approval contact Brady Curtis at brady@downtownprovo.org or call 801-750-4871

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### Protests/Rallies/Pickets

- Liability insurance
- Map and description
- \$50 review fee
- If held in a park, \$200 Park Use Fee (section F)
- Park pavilion(s) reservation confirmation
- Attach a Medical Plan

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### Filming

- Liability insurance
- Map and description
- \$50 review fee
- If held in a park, \$200 Park Use Fee (section D&E)
- Park pavilion(s) reservation confirmation
- Pavilion/parks reservation with proof (section F)
- Street closure permit
- Attach a Medical Plan

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### Carnivals or Festivals

- Liability insurance
- \$50 review fee
- Detailed map and description, providing all coordinates, intersections or street addresses
- Traffic control plan/street closure
- Canopy 200 sq feet or larger, inspection by Fire department prior to event
- Tent 200 sq feet or larger, inspection by Fire department prior to event
- 90 days notice
- Temporary business license
- Temporary sales tax number
- If held in a park, \$200 Park Use Fee (section F)
- Park pavilions(s) reservation confirmation
- Bounce houses or large inflatable toys liability insurance
- Downtown Provo Inc., (which includes 500 W-University) (DPI) approval contact Brady Curtis at brady@downtownprovo.org or call 801-750-4871
- Attach a Medical Plan

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### City-sponsored Events

If your event is a City sponsored or cosponsored event, please provide with your application signed documentation from the Mayor's office so that fees may be adjusted accordingly.

- Mayor's approval in writing
- Liability insurance waiver

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### Mass gatherings (proof of approval is required to be attached to application).

- \$50 review fee
- Liability insurance
- Attach a Medical Plan
- Before being issued a license, the applicant shall first determine the maximum number of people which will be assembled or admitted to the location of the assembly.
- The maximum number shall not exceed the maximum number which can reasonably assemble at the location of the assembly in consideration of the nature of the assembly.
- Any person who violates any provision of this Chapter, shall be guilty of a misdemeanor.

Per Provo City Code-large Public Assemblies. Chapter 6.20. For more details, see Provo City Code Chapter 6.20.020

To acquire a mass gathering permit, log on to [utahcountyonline.org](http://utahcountyonline.org), or you may visit them at 151 S University Ave. Provo.



Office Use Only
<input type="checkbox"/> CMEV ___ \$50 _____
<input type="checkbox"/> CC <input type="checkbox"/> CK <input type="checkbox"/> CASH
CSR initials _____
Date _____

## SPECIAL EVENTS AND SERVICES APPLICATION

Name of Event \_\_\_\_\_

Date of Event \_\_\_\_\_ Type of Event \_\_\_\_\_

Setup Time Start \_\_\_\_\_ Event Start Time \_\_\_\_\_ Event End Time \_\_\_\_\_ Take Down Time \_\_\_\_\_

Location of Event \_\_\_\_\_

(Attach a Map showing Location and/or Route)

Number of Participants Expected: \_\_\_\_\_

Please describe your event, be specific


### CONTACT INFORMATION (Mandatory for acceptance)

Contact Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Email Address \_\_\_\_\_ Fax \_\_\_\_\_

### BILLING INFORMATION (Mandatory for acceptance)

Billing Name: \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_ Fax \_\_\_\_\_

Application fee must be received before your application will be processed. Include a check with your application form made out to Provo City or call Provo 311 at 801-852-6000 to pay with a credit card.

Does your event include the following: Please answer each question

(Public property includes: city-owned land, streets, sidewalks, facilities and parks)

	Yes	No
Community event on public property (If yes, complete Section A)		
Event using Provo City streets or sidewalks (If yes, complete Section B)		
Event involving more than 500 participants on private property (If yes, complete Section A)		
Block Party (If yes, complete Section A & C)		
Filming on public property (If yes, complete Section D & E)		
Rally or protest on public property (If yes, complete Section G)		
Does your event involve a Park or Trail use (If yes, complete Section F)		

**Notice:**

If your event requires more forms than you have provided, the department requesting the additional forms will contact you.

PLEASE COMPLETE THE APPROPRIATE SUPPLEMENTAL FORMS BASED ON THE TYPE AND SCOPE OF YOUR EVENT

As a condition for receiving a special event permit, I agree to reimburse the City and/or Applicant for the necessary requested support services provided by the City.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Please Print & send the form and attachments to:

Provo City Licensing Or

PO Box 1849  
Provo, UT 84601

Hand Deliver to:

Provo 311 Licensing Representative  
351 West Center St.  
Provo, UT 84601

All documentation and fees need to accompany your application at the time of submission. Any missing documentation or fees, will cause your application to be rejected.

If your event is canceled or rescheduled after the permit is issued and fees are paid, another application will need to be submitted and another \$50 review fee is required.

## Section A: Community Event/Block Party/ Public Assembly

Attach a detailed map of the location showing where activities will take place

	Yes	No
Will this event interfere with or interrupt pedestrian traffic?		
Will this event interfere with or interrupt vehicle traffic?		
Will this event require closing a street?		

**(Road closure requires the applicant to obtain a street closure permit from the Engineering Department.)**

	Yes	No
Will this event involve music or other amplification?		
Please describe the source of music or amplification		
Will food be served at this event?		
Will the food be served by a caterer?		
Will the food be cooked on site?		
Will any funds or proceeds be collected from this event?		
Will a fee be charged admission?		
Will products be sold at the event?		

List available parking including the number of spaces available:


Trash Services

Describe your plan for disposal of all garbage (Where disposed, type of containers,etc)?
How many garbage containers will be used?

What Provo City Services do you anticipate needing for the event?


**Note: Attach a Medical Plan (see Matrix)**

## Section B: Street or Sidewalk Closure

Provide a legible, detailed Traffic Control Plan showing intersections, roads, and sidewalks affected by this event. Please show and/or include the following information:

- Location of Barricades and signs
- Barricade and sign types
- Police and flagger locations
  - Flaggers must be certified
  - Volunteers are not allowed to direct traffic
- Detour routes with location of detour signs

**Please be aware:**

- The applicant will be responsible to rent traffic control devices from a licensed barricade company.
- Provo City does not provide barricades or signs.
  - The applicant agrees to provide, at their own expense, traffic control devices and signs which will be conspicuously displayed and lighted if the event takes place prior to dawn or after dusk.
- Full street closures must be barricade at all intersections.
  - Traffic will not be permitted to make U-turns.
- Police officers are required at all intersections that are controlled by a traffic light.
- The applicant agrees to assume all liability of the applicant's use of the street during the specified period.

For every 750 people expected to attend, provisions for not less than one security guard licensed under the Utah Security Personnel and Licensing and Regulation Act must be provided.

- Provo City does not provide barricades or signs.

Attach the Traffic Control Plan to the Street Closure Permit application, inclusive of all of the information described above and submit to the Engineering Department.

What Provo City services do you anticipate needing for the event?


Have you attached your traffic control plan?    YES\_\_\_    NO\_\_\_

**For a block party, which will close a street, also complete Section C**



## Section D: Filming Application

General Terms and Conditions for filming to which the applicant agrees:

1. The permit provided with the approval of this application must be kept in the possession of the applicant at all times while on location and must be made available for inspection when requested by City authorities or the public.
2. Applicant agrees to comply with all applicable Federal, State and Local laws, ordinances, regulations and rules.
3. In the event an authorized representative of the City finds that the activities being conducted by the applicant endangers the health and safety of any person or that said activities are or will cause damage to real or personal property, said representative at his sole discretion, may suspend, cancel or amend this permit at any time without incurring any liability to the applicant.

If any changes occur to the scope authorized by the permit, the Applicant must contact the Provo City Police Department at 801-852-6211 immediately.

We hereby accept this permit and agree to abide by the terms and conditions hereof. The undersigned hereby personally covenants, guarantees and warrants that he/she has the power to obligate the filming company to the terms and conditions hereof.

Media Organization \_\_\_\_\_

Country of Origin \_\_\_\_\_ Network Affiliation \_\_\_\_\_

Location of Manager \_\_\_\_\_ Cell Phone \_\_\_\_\_

Location of Asst. Manager \_\_\_\_\_ Cell Phone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Section E: Filming Information

Film Start Date: \_\_\_\_\_

Film End Date: \_\_\_\_\_

	Yes	No
Does filming involve more than 4 people?	<input type="checkbox"/>	<input type="checkbox"/>
Does filming involve restriction of public access including stopping or disruption of vehicular or Pedestrian traffic?	<input type="checkbox"/>	<input type="checkbox"/>
Does filming require vehicle access adjacent to the filming location?	<input type="checkbox"/>	<input type="checkbox"/>

(If yes was marked on any item, please complete Part 1, if not, proceed to Part 2)

### Part 1: Crew Information

Number of crew members: \_\_\_\_\_

Number of vehicles: \_\_\_\_\_

### Part 2: Location Information

Location	Date	Time	Type of Shot

What Provo City services do you anticipate needing for the filming?


# SECTION F: Special Parks and Trail Use

Park or trail area requested \_\_\_\_\_  
 Pavilion #(s) \_\_\_\_\_ Estimated attendance \_\_\_\_\_ Estimated parking spaces needed \_\_\_\_\_  
 Pavilion(s) reservation number(s) \_\_\_\_\_

**Please attach the following documents:**

- A detailed map of activities and their specific locations.
- Liability insurance for bounce houses, large inflatable toys and rock walls.

The following fees which pertain to my event have been paid

- \$200 Parks Use Fee  Trail or Parks use fee (see page v)
- \$200 Film Fee  \$200 Wedding/Reception Fee

**Please answer each question below.** If you answer **YES** to any of the questions, please refer to the Parks Use Guidelines attached in this packet for additional information.

	YES	NO
Will this event involve music or other amplification?		
Describe the source of music or amplification		
Have you received a noise ordinance exception from the Mayor's office?		
Will food be serviced at this event?		
Will the food be served by a caterer?		
Will the food be cooked on site?		
Will there be a food truck?		
Will any funds or proceeds be collected from this event?		
Will a fee be charged for admission?		
Will products be sold at the event?		
Does your organization have an IRS 501c3 or similar designation?		
Will any of your proceeds benefit a charitable/non -profit organization?		
If yes, which charity?		

	YES	NO
Will you be bringing in or setting up any special equipment? (Check all that apply)		
Are you planning on staking anything into the ground?		
Bounce house or inflatables?		
If yes, how many? (Water slides and water inflatable are not permitted)		
Tent (size) 200 sq. feet or larger                      Qty?		
Canopy (size) 200 sq. feet or larger                      Qty?		
Booths?    Qty?		
Extra tables and/or chairs?    Qty?		
Dunk Tank?		
Carnival Games?		
Will you need access through a secured park gate? (Key check-out is required)		
Will you have over 400 people in attendance of your event?		
If yes, it's required to bring in portable restrooms and trash containers for your event. Trash must be hauled out prior to leaving the park.		
I have read and agree to all items in the Parks Use Guidelines		
All Pavilion reservations and corresponding fees have been paid*		
* All reservations and fees must be paid prior to submitting this application		

After reviewing the Parks Use Guidelines, are there additional details that should be addressed?


## Section G: Public Assembly - Pickets, Protests or Rallies

Include a brief description of this event:


Location of Event \_\_\_\_\_

(Attach a Map showing location and /or Route)

Question:	Yes	No
Will this event include a march?		
Will this event include picketing?		
Will this event include a rally?		
Will any printed material be handed out to citizens?		
Will any vehicles be used in this event?		
Will this event include music or other amplification?		
Will this event interfere with or interrupt pedestrian or vehicle traffic? *If yes, a traffic control plan must be submitted with this permit. (Section B)		
Will this event require Police services?		

What Provo City Services do you anticipate needing for this event?


Is applicant indigent Yes \_\_\_ No \_\_\_

If yes, attach a notarized affidavit to your application To print this form visit the website at [provo.org](http://provo.org)

List the sizes and location of any props, signs, etc. that will be used in the event.


### Attach a Medical Plan

For guidelines for public assemblies, please visit the website at [provo.org](http://provo.org)

# REQUIRED INSURANCE AND INDEMNIFICATION

## Insurance Requirements

The City requires event insurance and indemnification for special events, unless:

- a) the sponsor of the event makes written application for a waiver of one or both of these requirements
- b) the Mayor finds that the sponsor
  - (i) is seeking to exercise First Amendment rights and
  - (ii) cannot pay the cost of insurance and/or indemnify Provo City: (refer to code 6.20.050 (5 & 6), and
- c) the Mayor grants a waiver of one or both conditions.

Unless waived, the applicant must execute a City indemnification agreement and provide evidence of insurance to the City by selecting one of the following options prior to the issuance of a permit:

- A certificate of insurance with coverage of at least \$1 million per occurrence with a \$2 million aggregate limit naming Provo City, its officers, employees and volunteers as additional insureds. Required coverage limits will be determined based on the type of event, number of participants and other relevant risk factors. The certificate must also state that coverage will not be canceled without ten days prior written notice to the City.
  
- If the event organizer cannot provide such a certificate, the City has arranged with its insurance carrier to provide single event coverage if the event organizer pays the policy's premium. (For more information, see instructions sheet). To purchase insurance through the City, please contact Andrea Wright by email [awright@provo.org](mailto:awright@provo.org) or call 801-852-6518

## Indemnification

To the fullest extent permitted by law Applicant and/or Applicant's organization, if any, shall indemnify, defend and hold harmless Provo City, and any subsidiary, representative, employee or affiliate of the City, from and against all claims, damages, losses, liabilities, liens, costs and expenses, including, but not limited to, attorneys' fees arising out of, or resulting from, the Applicant's special event.

Signature \_\_\_\_\_ Date \_\_\_\_\_



## PROVO CITY CORPORATION PUBLIC WORKS DEPARTMENT - ENGINEERING DIVISION

### PERMIT APPLICATION

#### OWNER INFORMATION

Owner \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Contact \_\_\_\_\_ Mobile Phone \_\_\_\_\_ Office Phone \_\_\_\_\_  
fax \_\_\_\_\_ Email \_\_\_\_\_

#### CLOSURE INFORMATION

Location of Closure \_\_\_\_\_ Event Name \_\_\_\_\_  
Date/Time Setup to Begin \_\_\_\_\_ Completion Date/Time \_\_\_\_\_

#### EVENT TYPE

- BLOCK PARTY       FILMING       FESTIVAL  
 PROTEST       RACE       OTHER \_\_\_\_\_  
 BIRTHDAY/WEDDING       FUND RAISER

DESCRIBE PROPOSED EVENT: \_\_\_\_\_  
\_\_\_\_\_

DESCRIBE ANY ADMISSIONS CHARGED, REGISTRATIONS, PROCEEDS, OR SALES AT/FOR THE EVENT: \_\_\_\_\_  
\_\_\_\_\_

#### APPLICATION CHECKLIST

Will this event be within the public street right of way.    **Yes**    **No**    If Yes, is a **TRAFFIC PLAN** Attached.    **Yes**    **No**  
**The Traffic Control Plan must be MUTCD Compliant, showing all traffic control devices, signs, detour routes, flaggers, and their locations.**

\*Submit this Street Closure Permit application to the Public Works Department, Engineering Division with all applicable fees for review.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_