



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.

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.

Provo River Parkway Trail/Parks

If your event requires the use of a Provo City trail including the Provo River Parkway Trail or one of the Provo City parks, please refer to the Park Use Guidelines included in this application. 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, to allow continuous public access and safety on the trail.

Deadlines

Applications submitted less than 30 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 30-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 12 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. Provo City Code - Large Public Assemblies: Chapter 6.20, or for more details, see Provo City Code Chapter 6.20.020. Any person who violates any provision of this Chapter shall be guilty of a misdemeanor. To acquire a mass gathering permit, log on to utahcountyonline.org, or you may visit them at 151 S University Ave.

Noise Ordinance Exception

An event whether on public or private property that may exceed sound levels as allowed in Provo City ordinance 9.06 may require a signed authorization noise ordinance exception from the Mayor's office. A letter requesting the noise ordinance exception needs to have the following information: Date of event, start and end time, address of event, name of organizer/party responsible for the event, email and phone number of organizer, description of your event, and specify if it is on public or private property.

City Sponsored Event

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

Permit Fee (per consolidated fee schedule)

Application Review fee: \$50 (mandatory for all events and non-refundable)

Special Parks Use and Trail Use Fees

| | |
|--|-------------------|
| For events where attendees exceed reserved pavilion capacity or where multiple areas of a park are being used for an event | \$350 |
| Trail use fee/base up to 200 participants | \$350 |
| Up to 500 participants | \$1 per person |
| More than 500 participants (base fee plus) | \$0.50 per person |

*Fee collected by Parks and Recreation Department, if appropriate for your event, will be collected during the review process.

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 insured. 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.

Police Services

Security Details- You may be required to hire licensed professional security guards at the Police Chief's discretion. Refer to Provo City Code 6.20.040 - Conditions for Issuing Permit.

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, unless the event agrees to obey all traffic laws.

Cost of Services - Police services are \$75 per hour with a minimum of 3 hours per Officer.

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

Road Closure - A traffic control plan is required for any event that takes place in the public right-of-way, which includes travel lanes, bike lanes, shoulders, and sidewalks. The Traffic Control plan should follow Chapter 6 of the Manual on Uniform Traffic Control Devices (MUTCD).

UDOT

A UDOT permit is required for events that will impact any state roads within Provo City.

Fire

Medical - All special events must have a medical plan. 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 - For Advanced Life Support (ALS) transport, the Fire Department may charge a cost of \$150 per hour for a maximum of two hours.

Tent / Canopy - Any tent / canopy over 200 sq. feet requires a fire inspection. All tents / canopies are required to have a 50lb weight per leg.

| 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 State with a PA or Dr. | Paramedic Ambulance (ALS) | Mobile Teams: Bike, ATV, Foot, Patrols |
|---|------------------------|------------------------------------|--|--|----------------------------------|---------------------------|--|
| Concerts Music Festivals Street Fair Block Parties | <2,500 | Required | Required | Recommended | | | |
| | 2,500 - 15,000 | Required | | | | Required | |
| | 15,000 - 50,000 | Required | | Required | Recommended | Required | |
| | >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 Convention | <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 |

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 Representative at 801-852-6000.



SPECIAL EVENTS QUESTIONNAIRE

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 applies needs to be turned in at the time of submission along with the appropriate fees.

Paperwork and fees that must accompany ALL applications are:

- \$50 review fee
- Liability insurance
- Map / Site / Route plan
- Attach a medical plan

If applicable:

| | |
|---|--|
| <input type="checkbox"/> Bounce houses or large inflatable toys (Additional proof of liability insurance is required for all bounce houses and large inflatable toys) | <input type="checkbox"/> If in Downtown Provo, (which includes 500 W University) You must have an approval letter from Quinn Peterson. Phone: 801-372-6147 Email: Quinn@downtownprovo.org) |
| <input type="checkbox"/> Traffic control plan | <input type="checkbox"/> Noise ordinance approval if music will go after 10 pm |
| <input type="checkbox"/> If held in park, \$350 park use fee (section F) | <input type="checkbox"/> Utah County mass gathering permit (for over 1000 attendees) |
| <input type="checkbox"/> \$1000 clean up bond | <input type="checkbox"/> \$300 clean up bond |
| <input type="checkbox"/> Road closure signed petition (section C) | |

EVENT TYPE

Private assembly on public property (weddings, birthdays, company parties)

If applicable, added forms:

- | | |
|--|--|
| <input type="checkbox"/> Tent 200 sq feet or larger/inspected by Fire Dept. prior to event | <input type="checkbox"/> Noise ordinance approval if music will go after 10 pm |
| <input type="checkbox"/> Pavilion(s) / Park reserved and confirmation number | <input type="checkbox"/> Placement map of all areas being utilized outside of pavilion |

Block Party

If applicable, added forms:

- Temporary sales tax number-if there will be sales

Filming

If applicable, added forms:

- | | |
|---|--|
| <input type="checkbox"/> Section D | <input type="checkbox"/> Pavilion(s) / Park reserved and confirmation number |
| <input type="checkbox"/> Tent / canopy 200 sq feet or larger inspected by Fire Dept. prior to event | <input type="checkbox"/> Placement map of all areas being utilized outside of pavilion |

Marathons / Walks / Runs

If applicable, added forms:

- Pavilion(s) / Park reserved and confirmation number
- If held on a trail, trail and park use fee(s) (section F)
- 90-day notice

Protests / Rallies / Pickets

If applicable, added forms:

- For every 1000 people expected to attend, provisions for not less than 1 security guard licensed under the Utah Security Personnel, Licensing, and Regulation Act must be provided
- Pavilion(s) / Park reserved and confirmation number

Concert

If applicable, added forms:

- 90-day notice
- Tent / canopy 200 sq feet or larger inspected by Fire Dept. prior to event
- Pavilion(s) / Park reserved and confirmation number
- For every 1000 people expected to attend, provisions for not less than 1 security guard licensed under the Utah Security Personnel, Licensing, and Regulation Act must be provided

Carnivals or Festivals

If applicable, added forms:

- Temporary business license
- Temporary sales tax number
- 90 day notice
- Tent / canopy 200 sq feet or larger inspected by Fire Dept. prior to event
- Pavilion(s) / Park reserved and confirmation number
- For every 1000 people expected to attend, provisions for not less than 1 security guard licensed under the Utah Security Personnel, Licensing, and Regulation Act must be provided



CUSTOMER SERVICE

SPECIAL EVENT APPLICATION

Name of Event _____

Date of Event _____ Type of Event _____

Setup Time Start _____ Event Start Time _____

Take Down Time _____ Event End Time _____

Number of participants expected _____

Location of Event _____

Please describe your event in detail:

CONTACT INFORMATION (Mandatory for acceptance)

Contact Name _____

Address _____

City _____ State _____ Zip _____ Phone (____) _____

Alt Phone (____) _____ Email Address _____

BILLING INFORMATION (Mandatory for acceptance)

Billing name _____

Mailing Address _____

City _____ State _____ Zip _____ Phone (____) _____

Alt Phone (____) _____ Email Address _____

Application fee must be received before your application is processed. Include a check with your application form made out to Provo City.

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 1000 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) | | |
| Rally or protest on public property (If yes, complete Section F) | | |
| Does your event involve a Park or Trail use (If yes, complete Section E) | | |
| Does your event involve a street closure? (If yes, complete Section C) | | |

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

Signature of Applicant _____ Date _____

Please send completed application and attachments to:

Provo 311
445 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 may cause a delay in the approval process.

If your event is postponed or cancelled after the permit has been granted, a new application must be submitted, along with a \$50 review fee.

SECTION A: COMMUNITY EVENT / BLOCK PARTY / PUBLIC ASSEMBLY

Please respond to the following questions

| | 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? | | |
| Will this event involve music or other amplification? | | |
| Please describe the source of music or amplification | | |
| Will food be served at this event? | | |
| Will 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 for admission? | | |
| Will products be sold at the event? | | |

List available parking including the number of spaces available

Describe your plan for disposal of all garbage (where disposed, type of containers, etc.) and how many containers will be used.

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

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
 - 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 barricaded 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 for use of the street during the specified period.
- Attach the traffic control plan with the events application.

SECTION C: ROAD CLOSURE PETITION

For each application which involves a street closure, the applicant must secure the signatures of the residents or business in the area where the street will be closed.

Please use this form for that process.

We understand that a street closure is proposed or requested

Street _____
date _____ from (time) _____ AM / PM to _____ AM / PM

If held in downtown Provo, you will need an approval letter from Quinn Peterson --

Phone: 801-372-6147 Email: Quinn@downtownprovo.org.

By our signature, we acknowledge our awareness of the proposed closure.

| B or R | Name of Business or Resident | Address | Signature |
|--------|------------------------------|---------|-----------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

* (B) Business

* (R) Resident

Applicant:

Make additional copies of this form as needed to secure at least one signature from each address that will be impacted by the street closure.

SECTION D: FILMING INFORMATION

Film Start Date: _____ Film End Date: _____

| | Yes | No |
|--|-----|----|
| Does filming involve restriction of public access including stopping or disruption of vehicular or pedestrian traffic? | | |
| Does filming require vehicle access adjacent to the filming location? | | |

Crew Information : Number of crew members _____ Number of vehicles _____

| Location | Date | Time | Type of Shot |
|----------|------|------|--------------|
| | | | |
| | | | |
| | | | |

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

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

1. The permit provided with the approval of this application must be always kept in the possession of the applicant while on location and must be made available for inspection when requested by City authorities or the public.
2. The 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: SPECIAL PARKS AND TRAIL USE

Park or trail area requested _____

Pavilion #(s) _____ Estimated attendance _____ Estimated parking spaces needed _____

Pavilion(s) reservation number(s) _____

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

| | Yes | No |
|--|-----|----|
| Will this event involve music or other amplification? If yes, describe below | | |
| 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? | | |
| Will any of your proceeds benefit a charitable/non - profit organization? If yes, list below | | |
| Does your organization have an IRS 501c3 or similar designation? | | |

| | Yes | No |
|--|-----|----|
| Will you be bringing in or setting up any special equipment? If so, check all that apply. | | |
| Are you planning on staking anything into the ground? | | |
| Bounce house or inflatables (Water slides and water inflatable are not permitted) | | |
| If yes, how many? | | |
| Tent 200 sq. feet or larger Qty? | | |
| Canopy 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. | | |

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

SECTION F: PUBLIC ASSEMBLY / PICKETS / PROTESTS / RALLIES

| | 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 require Police services? | | |
| Will this event interfere with or interrupt pedestrian or vehicle traffic? | | |

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

Is applicant indigent? (Provo City Code: 6.20) Yes No

If yes, attach a notarized affidavit to your application. To print this form visit the website at provo.org/provo311/special-events.

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

REQUIRED INSURANCE AND INDEMNIFICATION

Insurance Requirements

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

- the sponsor of the event makes written application for a waiver of one or both of these requirements
- the Mayor finds that the sponsor
 - is seeking to exercise First Amendment rights and
 - cannot pay the cost of insurance and/or indemnify Provo City: (refer to code 6.20.050 (5 & 6), and
- the Mayor grants a waiver of one or both conditions.
- the event is a block party with less than 200 participants with no high risk activities as determined by the City (e.g. bounce houses, fireworks, etc.) All block party applicants are required to agree to and provide a signed and dated indemnification form as shown on this page.

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 the certificate holder. 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 you have questions, you can contact Stephanie Green by email at sgreen@provo.org or call 801-852-6526.

Indemnification

Applicant/Applicant's organization agrees to indemnify and hold the City of Provo harmless from any and all loss, injury or damage to the premises caused by Applicant/Applicant's organization, its guests or invitees, or to the personal property or persons of Applicant/Applicant's organization, its guests and invitees on the premises during Applicant/ Applicant's organization use of the premises, unless the loss or injury is solely caused by the gross negligence or willful misconduct of the City of Provo, its officers, employees, or representatives.

Signature _____ Date _____