



Special Event Application

1265 E Fort Union Blvd #250
 Cottonwood Heights, UT 84047
 p. 801-944-7000 f. 801-944-7007

Any activity held on city streets and property and defined as a "Special Event" meaning any athletic, entertainment or political event, whether held for profit, nonprofit or charitable purposes require a Special Event Permit. It is unlawful to promote, advertise or hold a special event without first obtaining a Special Event Permit and paying the required fees. Applications should be submitted at least 30 calendar days before the event is scheduled to take place, in order to allow sufficient time to process the application.

Type and description of event _____ Location of Event _____ <p style="text-align: center;"><i>Site plan or map route must be submitted with application.</i></p>		
Name of Sponsoring Entity _____ Address _____		Contact Person _____ Email Address _____ Phone _____
Name of Promoting Entity _____ Address _____		Contact Person _____ Email Address _____ Phone _____
Date of Event _____ Beginning Time _____ am / pm Ending Time _____ am / pm	Will Sales Tax Be Collected <input type="checkbox"/> Yes <input type="checkbox"/> No Has a Temporary Sales Tax License Been Obtained? <input type="checkbox"/> Yes <input type="checkbox"/> No	Estimated Number of Attendees _____ <i>If 500 or More Attendees are expected, contact the Salt Lake Valley Health Department</i>
Will there be admission fees? <input type="checkbox"/> Yes <input type="checkbox"/> No Amount _____ Are these fees for a Charity? <input type="checkbox"/> Yes <input type="checkbox"/> No Name of Charitable Organization receiving funds _____ Address _____ Phone _____ <i>Any solicitations for charitable donations must be registered with the Utah Division of Consumer Protection</i>		
Will tents be used ? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes , contact the Fire Department regarding applicable permits and fees</i>	Will event require any traffic migration, security, large crowd control? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes , contact the Police Department for applicable services and fees</i>	Will alcohol be served? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes , contact the Utah Department of Alcohol Beverage Control for a Special Event Alcohol/Beer Permit.</i>
Will there be any physical hazards (marathon, walk, race)? <input type="checkbox"/> Yes <input type="checkbox"/> No Will there be selling or serving of food or drinks? <input type="checkbox"/> Yes <input type="checkbox"/> No Will there be amplified sound? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes to any of the above, contact the Salt Lake Valley Health Department for applicable permits and fees.</i>		APPLICATION FEE (non-refundable) <p style="text-align: center;">\$268.00</p> Nonprofit organizations exempt (status must be provided), other department or agency fees may apply.
***** OFFICIAL USE ONLY *****		
RECOMMENDATION: _____ COMMENTS: _____ _____ _____ APPROVED BY _____ DATE _____ DEPARTMENT _____		

The undersigned acknowledges that the information in this application is true and correct and agrees to adhere to all rules, regulations, and policies established by Cottonwood Heights. Applicant also understands that an event permit does not authorize any violation of the provisions of Cottonwood Heights code or any other code or law, rules, regulations or ordinances. The undersigned agrees to waive and release all rights and claims that might be had against Cottonwood Heights for any and all injuries or losses suffered because of participation in or use of Cottonwood Heights facilities or services.

Signature _____ Title _____ Date _____