



2603 Santa Clara Drive, Santa Clara, UT 84765  
Phone: (435) 673-6712 or email [www.sccity.org](http://www.sccity.org)

## **SPECIAL EVENT PERMIT CHECK LIST & APPLICATION AS PROVIDED BY SANTA CLARA, UTAH, CITY CODE CHAPTER 12.22**

### **Documents:**

- \_\_\_ 1. Complete Special Event Application (Due 45 days before event). Events filed less than 45 days will not be accepted.
- \_\_\_ 2. \$100.00 Application Fee.
- \_\_\_ 3. Written Description/Narrative of the event.
- \_\_\_ 4. Event Site Plan. Must include street names, placement of barricades, road/sidewalk closure, vendor/merchant parking, vendor booth placement, inflatables, amusement devises, table placement, portable toilet placement, fencing, tents, temporary signage, etc.
- \_\_\_ 5. Security Plan. The is required by the police department. It must include: an estimated amount of people expected at your event, a security director on the site at all times with a cell phone, the total number of security personnel (required to be 21 years or older), security personnel must be in security shirts or vests that look the same, and a name and phone number of someone to contact as necessary.
- \_\_\_ 6. Written Authorization for events held on private property from the property owner.
- \_\_\_ 7. Provide a Certificate of Insurance with a minimum limit of one million dollars (\$1,000,000.00) per person in any occurrence and two million dollars (\$2,000,000.00) aggregate.
- \_\_\_ 8. Alcohol Sales/Beer Garden Application – Please contact state of Utah Department of Alcohol Beverage Control – (801) 977-6800.
- \_\_\_ 9. Temporary sales tax number for event and vendors. Please contact state of Utah special events tax division – (801) 297-6303.
- \_\_\_ 10. Health Department approval for any food provided at the event. Southwest Health Department – (435) 986-2580.
- \_\_\_ 11. Proof of park reservation or city facility reservation.
- \_\_\_ 12. Sign and return a Special Event Hold Harmless Agreement.

**Event Details:**

1. Event Name: \_\_\_\_\_
2. Applicant Name(s) & Contact information: \_\_\_\_\_
3. Organization: \_\_\_\_\_
4. Applicant Address: \_\_\_\_\_
5. Mailing Address: \_\_\_\_\_
6. Phone Number & Email: \_\_\_\_\_
7. Location of Event: \_\_\_\_\_
8. Event Date(s) including Start Time & End Time: \_\_\_\_\_
9. Clean up Date(s) including Start Time & End Time: \_\_\_\_\_
10. Approximate Number of Persons attending the event per day: \_\_\_\_\_
11. Is the event being held on private property: \_\_\_\_\_
12. Will Food be served at the event: \_\_\_\_\_
13. Will Alcohol be sold or served at the event: \_\_\_\_\_
14. Will Outdoor Music be part of the event: \_\_\_\_\_, if yes,  
written approval of all neighbors is required.
15. Will Fireworks/Fire Performance/Open Flame be part of the event: \_\_\_\_\_, if yes,  
contacts Santa Clara/Ivins Fire at (435) 673-6712, Ext. 300.

***A completed application of City Forms shall be submitted to the City at least forty-five (45) calendar days before the event is scheduled to take place, to allow sufficient time to process the application.***

I HEREBY DECLARE THAT THE FOREGOING INFORMATION GIVEN ON THIS APPLICATION FOR A SPECIAL EVENT PERMIT IS TRUE AND THAT FALSIFYING ANY INFORMATION CONSTITUTES CAUSE FOR REJECTION OF MY PERMIT.

---

Signature Applicant(s)

---

Date