



2603 Santa Clara Drive, Santa Clara, UT 84765
Phone: (435) 673-6712 or email 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