



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 devices, table placement, portable toilet placement, fencing, tents, temporary signage, etc.
- _____ 5. Security Plan. This 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.