



Lehi City Corporation
153 North 100 East, Lehi, UT 84043
(801)768-7100

FOR OFFICE USE ONLY
Issued Date
Permit # Date Rec'd
App. Fee Other Fee(s)
Deposit: Total Fee:
Docs. Rcvd Fee Paid
Check Cash Charge
Deposit Release Date

Special Event Permit Application

For questions, please contact Erin Wells at (801)768-7100 x.2274 or ewells@lehi-ut.gov.

Name of Organization:

Event Description:

Location of Event:

Event Date(s): Start End Time(s) AM/PM to AM/PM

Contact Person: Phone:

Address:

Email:

Special Event Sales Tax No. (If Applicable): Expected # of Attendees:

Estimated # of Staff/Volunteers: Admission Fee (if applicable):

Will your event require public sidewalks or other public right-of-way?* Yes No

*If you marked Yes, then you will be required to provide a route map along with a barricade plan.

Will your event require the use of a park pavilion?** Yes No

**If you marked Yes, a park reservation confirmation must also be included. Make park reservations online or by calling (801)768-7124.

Will your event use any bounce-house type blow-up toys?*** Yes No

***If you marked Yes, please see the insurance requirements on the following page.

Please describe what city staff (if any) such as Police, Fire/EMS, or Parks personnel your event will need.

The following fees must be paid to obtain a Special Event Permit:

1. A \$20 Special Event Review Fee,
2. Additional charges for police, fire, or parks personnel as needed for the event. See the [Consolidated Fee Schedule](#) for a breakdown,
3. A \$100 refundable deposit. This deposit will be refunded to you after the event concludes assuming no damage has taken place.

The following insurance requirements must be met to obtain a Special Event Permit:

1. A \$3,000,000 Commercial General Liability Insurance Policy where Lehi City is named as an additional insured is required. Within that insurance policy:
 - a. *Damages to Rented Premises* must be insured for \$500,000;
 - b. *Medical Expenses* must be insured for \$100,000;
 - c. *Personal Injury* must be insured for \$500,000;
 - d. and *Products* must be insured for \$500,000.

If you would like to use a bounce-house or similar blow-up toy as a part of the Special Event, the bounce-house vendor must meet the following special insurance requirements:

1. A General Liability Insurance policy of \$3,000,000 where Lehi City is named as an additional insured,
2. and An insurance policy that has an athletic participation exclusion OR is one that will pay for bodily injury and property damage based not on the participants but on territory, policy period, and unintentional injury.

Some events also require a Temporary Mass Gathering Permit. For information and to obtain a permit, contact the Utah County Health Department at (801)851-7525 or see their [website](#).

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 Lehi City. Applicant understands that a Special Event Permit does not authorize any violation of the provisions of Lehi City 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 Lehi City for any and all injuries or losses suffered because of participation in or use of Lehi City facilities or services. Undersigned agrees to indemnify and defend Lehi City against all claims arising out of the event and to reimburse Lehi City for all costs incurred by Lehi City as a result of the event including public safety, garbage, park maintenance, clean-up, and power.

Signature: _____ Date: _____

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- Not a Special Event
- Special Event with no additional services (requires deposit and insurance)
- Special Event with additional services (requires deposit, insurance, and additional fees)

COMMENTS: _____

