LEHI

PIONEERING UTAH'S FUTURE

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.

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

_____

_____

A $20 Special Event Review Fee must be submitted with the application. Additional charges for police, fire, or parks personnel may apply. A $100 refundable deposit is required along with naming Lehi City as an additional insured on a Commercial General Liability Insurance Policy of $1,000,000. If the event involves the use of a park pavilion, a park reservation confirmation must also be included.

_____ **I understand that no blowup toys such as bounce houses may be used on city property during this event. (Initial)**

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 an 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: _____

_____

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