



Lehi City Corporation
153 North 100 East, Lehi, UT 84043
(385) 201-1000

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 Melanie Hansen at (385) 201-1000 x.2276 or mehansen@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: _____

Onsite Contacts

Primary Contact Name: _____ Email Address: _____ Cell Phone: _____

Other Phone: _____

Secondary Contact Name _____

Cell Phone: _____ Other Phone: _____

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

If an event is over 1,000 people, Police, EMT's and an Emergency Action Plan is required.

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

Set-up Time/Date: Start _____ End _____ Time(s) _____ AM/PM _____ AM/PM

SITE SETUP check all that apply

- Fencing/Scaffolding
- Tents
- Barricades
- Portable Bathrooms
- Propane/Gas
- Trash/Recycle bins

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

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.
4. Failure to submit application 2 weeks before the event will result in a \$25.00 late fee.

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. *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: _____

FOR OFFICE USE ONLY

- 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: _____

