



**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 mehanzen@lehi-ut.gov.

**Name of Organization:** \_\_\_\_\_

**Event Description:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Location of Event:** \_\_\_\_\_

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

**Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Contacts:**

Primary Contact Name: \_\_\_\_\_ Email Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Other Phone: \_\_\_\_\_

Secondary Contact Name \_\_\_\_\_ Email Address: \_\_\_\_\_

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 Date:** \_\_\_\_\_ **Set-up 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.**

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

**Will the event require road closures of any kind??** ☐ Yes ☐ No

\*If you marked Yes, then you will be required to provide a route map along with a barricade plan. Please indicate road closure times: Time(s) \_\_\_\_\_AM/PM to \_\_\_\_\_AM/PM

**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.

**Will there be any form of pyrotechnics?** ☐ Yes ☐ No

Note: Lehi City does not allow fireworks in the park or any open flames except in designated fire pits.

**Will there be any food or beverage at this event?** ☐ Yes ☐ No

\*\*If yes, additional permits may be required. Note: Alcoholic beverages are not allowed to be served or consumed at or in Lehi City owned facilities.

**Does the event involve music or other amplification?\*\*** ☐ Yes ☐ No

\*\*If yes, please state the times music will be played at your event. Time(s) \_\_\_\_\_AM/PM to \_\_\_\_\_AM/PM

**Will any funds or proceeds be collected from this event?** ☐ Yes ☐ No

**Is there a fee charged for admission?** ☐ Yes ☐ No

**Will products be sold at this event?** ☐ Yes ☐ No

**Will there be signs used at the event or for advertising prior to the event?** ☐ Yes ☐ No

**Traffic Control Plan-** Please describe in detail your plans for traffic control on streets and sidewalks. Attach a detailed map showing intersections, roads, and sidewalks affected and starting times for road closures. The traffic control plan/route map will need to be submitted prior to final approval. If any portion of a street is closed, barricades must be used.

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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: \_\_\_\_\_

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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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