

HUNTSVILLE TOWN

P.O. BOX 267
HUNTSVILLE, UT 84317
(801) 745-3420

Special Event Application

Activities held on Town streets or Town property are defined as "special events" when they are an athletic, entertainment, or political activity held for profit, nonprofit, or charitable purposes with the anticipated number of participants plus spectators exceeding 150, or any event/gathering requiring alteration of Town traffic/closing of a Town street.

This application will be reviewed by the Town Council. The Council will make a determination on granting the request based on the impact of the event on traffic, security, welfare, convenience, health and safety of the public, and the plans of the applicant to mitigate these concerns. No permit will be granted with evidence of insurance listing the Town as an additional insured. If a permit is granted, the Town makes no guarantees and assumes no liability for the safety of participants or spectators of special events. The event may also require coordination with any of the applicable agencies: Weber-Morgan Health Department, Weber County Sheriff Department, local Fire District, other Weber County recreational services that may be impacted.

Fees for Special Events are based on the number of people attending and participating in the event.

150-300 people: \$1000 for park rental with a \$250 refundable cleaning fee

301-500 people: \$2000 for park rental with a \$500 refundable cleaning fee

501 and above: \$3500 for park rental with a \$750 refundable cleaning fee

YOUR INFORMATION:

Name of Applicant: _____ Group/Function: _____

Address _____ City _____ Zip Code _____

Home/Cell Phone _____ Email Address: _____

EVENT INFORMATION:

Name of Event: _____

Event Description: _____

Is your event public or private? _____

Event Date: _____ Event Times: _____

Time of operation: _____

(Include start of set-up through the end of take down)

Estimated number of people participating: _____

(500+ requires mass gathering permit through Weber County)

Facilities Required by Huntsville Town: _____

Please answer the following questions. If your answer is "yes" to some of the questions, you will need to provide additional information as indicated:

1. Have you applied previously to hold this event in Huntsville Town? _____
If "yes," please complete Special Event Application Section A only. If "no", please complete the rest of this page.
2. Is your event a multiple day event? _____
If yes, please complete Special Event Application Section B
3. Will there be a cost for admission and/or vendor sales?
If yes, please complete Special Event Application Section C
4. Are you filming on public property?
If yes, please complete Special Event Application Section D
5. Will this event require Huntsville Town Services?
If yes, please attach list of those services (ie, Police, Sanitation, power, water, etc.)
6. Will this event use, cross or close any public roads, sidewalks or trails?
If yes, please attach a map with a proposed barricade plan. If State or County roads are involved, please attach proof of proper permitting, or provide details.
7. Does the event include a run, walk, race, or parade route?
If yes, please attach a map with the proposed route
8. Will food be served at this event?
If yes, please contact Weber-Morgan Health Department
9. Will you be bringing in, setting up or staking any special equipment?
If yes, please attach a description of the special equipment
10. Do you anticipate any parking problems?
If yes, please attach a parking plan

If you answered "yes" to question 2 (multi-day event), question 3 (charging admission and/or vendor sales) and/or question 4 (filming on public property), you must provide a certificate of insurance with your application.

I agree that I and the organizers of this event will abide by all laws, rules and policies applicable to this event and will follow any instructions of the Huntsville Town Staff and Weber County Sheriff. I also acknowledge that completion and submission of this form or any other related forms does not guarantee final approval of my event. I have also read the attached policies and procedures that are applicable to my event.

SIGNATURE: _____ DATE: _____

Special Event Application: page 3

Date Application received: _____

Town Council Approval: _____

Date Approved: _____

Conditions:

Section A (Previously Held Event)

When was your event last held in Huntsville Town?

Describe any changes or additional needs for your event this year?

Section B (Multi Day Event)

Will your event set-up and take-down include all, a portion, or none of the event related materials, tents, barricades, etc. each day?

If all or a portion, what are your set-up and take down times?

If a portion, please describe what will remain set-up overnight:

If a portion or none, please describe your overnight security plans?

Section D (Filming on Public Property)

Applicant agrees to comply with all applicable Federal, State and local laws, ordinances, regulations and rules. In the event an authorized representative of the Town finds that the activities being conducted by the applicant unnecessarily endangers the health and safety of any person or that said activities are or will cause damage to real or personal property, said representative, at his sole discretion, may suspend, cancel or amend this permit at any time without incurring any liability to the applicant. If any changes occur to the scope permitted by the permit, the Applicant must contact authorized Town Staff immediately.

Please note: You must provide a certificate of insurance with your application.

We hereby accept this permit and agree to abide by the terms and conditions hereof. The undersigned hereby personally covenants, guarantees and warrants that he/she has the power to obligate the filming company to the terms and conditions hereof.

Organization: _____

Country of Origin: _____ Network Affiliation: _____

Location Manager: _____ Cell Phone: _____

Asst. Location Manager: _____ Cell Phone: _____

Authorized Signature: _____ Date: _____

Film Start Date: _____ Film End Date: _____

Does the filming involve more than 4 people?

Does the filming involve restriction of public access including the stopping or disruption of vehicular or pedestrian traffic?

Does the filming require vehicle access adjacent to filming location? Explain.

What Huntsville services do you anticipate needing for the filming?

