



## Special Event Permit Checklist

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Complete applications **must be submitted to Ephraim City no later than thirty (30) days before the event is scheduled to take place.** Applications submitted in less than thirty (30) days of the scheduled event will not be accepted.

- Complete the *Special Event Permit Application* and provide copies of any advertisements for the event
- Complete in detail the *Event Site Plan*. Please include street names, barricade placement, road/sidewalk closures, vendor and merchant parking, vendor booth placement, inflatables, bounce houses, amusement devices, portable toilet placement, temporary fencing, tents, etc.
- Complete the attached *Security Plan*
- Provide proof of Insurance naming the City of Ephraim as additionally insured. Insurance is required when the event is held at any City Facility, City Park, or any Road or sidewalk Closures.  
*(Please see the example insurance certificate for amounts of coverage and language required to be on the insurance certificate.)*
- Provide proof of City Facility or City Park reservation
- Provide a completed and approved *UDOT Road Closure Permit*. Required if road closures involve any state roads (US-89, College Loop, Etc.)
- Provide written authorization from the property owner for any event that will be held on Private Property
- Provide a Temporary Sales Tax Number for the event and for any vendors. *Please contact the State of Utah Special Event Tax Division at 801-297-6303. <https://tax.utah.gov/sales/specialevents>*
- Obtain Health Department Approval for any food that will be provided at the event. *Please contact the Central Utah Health Department. – 40 W 200 N, Manti Utah, 435-835-2231*
- Complete any Ephraim City Use Agreements *(if required)*
- Pay applicable fees
- Additional Requirements: \_\_\_\_\_

## Review Process Information

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The applicant will be contacted with any comments or concerns. All matters MUST be resolved by the applicant prior to final approval from the City Manager. City Council Approval is required for any Single Event Alcohol Permit issued. For questions regarding this application, please contact Megan Spurling at 435-283-4631 or by email at [megan.spurling@ephraimcity.org](mailto:megan.spurling@ephraimcity.org)

Date Application Received: \_\_\_\_\_ Permit Number: \_\_\_\_\_  
 Date Insurance Received: \_\_\_\_\_ Date Issued: \_\_\_\_\_



**Approvals**

City Manager: \_\_\_\_\_ Date: \_\_\_\_\_  
 Police Chief: \_\_\_\_\_ Date: \_\_\_\_\_  
 Fire Chief: \_\_\_\_\_ Date: \_\_\_\_\_  
 Power Department: \_\_\_\_\_ Date: \_\_\_\_\_  
 Streets Department: \_\_\_\_\_ Date: \_\_\_\_\_  
 Recreation: \_\_\_\_\_ Date: \_\_\_\_\_  
 Other: \_\_\_\_\_ Date: \_\_\_\_\_  
 Other: \_\_\_\_\_ Date: \_\_\_\_\_

**Type of Activity (Check all that apply)**

<input type="checkbox"/> Sporting	<input type="checkbox"/> Training	<input type="checkbox"/> Festival	_____
<input type="checkbox"/> Film Production	<input type="checkbox"/> Parade	<input type="checkbox"/> Dance	<input type="checkbox"/> ATV/UTV Ride
<input type="checkbox"/> Outdoor Sales	<input type="checkbox"/> Fun Run, 5K, 10K	<input type="checkbox"/> Concert	<input type="checkbox"/> Block Party
<input type="checkbox"/> Religious	_____	<input type="checkbox"/>	_____

**EVENT NAME:** \_\_\_\_\_  
**LOCATION OF EVENT:** \_\_\_\_\_  
**ORGANIZATION NAME:** \_\_\_\_\_  
**DATE(S) OF EVENT:** \_\_\_\_\_

EVENT DETAILS:	Date(s)	Start Time	End Time
Event Set-up			
Event			
Event Clean-up			

Is this a Recurring Event? If so, please list additional dates, times, and places: \_\_\_\_\_  
 Is this an Annual Event? If so, please list additional dates, times, and places: \_\_\_\_\_

**Part 1: Participants**

Number of participants expected: \_\_\_\_\_ Number of volunteers/event staff: \_\_\_\_\_  
 Is this event open to the public: \_\_\_\_\_ Is this a private event: \_\_\_\_\_  
 Does this event require: Tickets/Entrance Fees:  Participant Fees:  Free:

**Part 2: Applicant Information**

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Event Web Address: \_\_\_\_\_ Alternate: \_\_\_\_\_  
 Address: \_\_\_\_\_ Contact: \_\_\_\_\_

Please provide names and phone numbers for additional persons that will be involved in the planning and organization of this event:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Part 3: Vendors/Food/Alcohol

- YES  NO Are any vendors or merchants selling any products or services? If **yes**, Temporary Sales Tax Numbers are required and can be obtained from the Utah State Special Event Tax Division by calling 801-297-6303
- YES  NO Will food be available at this event? If **yes**, check those that apply:  
 Given Away/Pre-packaged  Catered/Food Trucks  Prepared on Site
- YES  NO Will alcoholic beverages be available at the event? If **yes**, selling, serving, or giving away alcohol at an event requires approval from the City Council, City Business Licensing, and the Utah Department of Alcoholic Beverage Licensing

### Part 4: Tents/Stages/Structures

- YES  NO Will stages, tents, pop-ups, and/or canopies be used for this event? If **Yes**, please list the total number of structures and their dimensions: *Please note that all stages, tents, and some pop-up canopies require an inspection from the Ephraim City Fire Department*

Total number and type of structures: \_\_\_\_\_

Structure dimensions: \_\_\_\_\_

### Part 5: Site Set-up and Sound

*Please check all that apply:*

- Fencing and Scaffolding (*must be obtained privately*)
- Barricades (*must be obtained privately*)
- Portable Toilets and Sanitary Stations. *Local services include Whites Sanitation at 435-896-9212*
- Inflatable Bounce Houses. (*Certificates of liability insurance are required with this application*)
- Music. Please indicate if the music will be acoustic or amplified? *Requires approval from the Ephraim City Power Department*
- PA/Audio System. *Requires approval from the Ephraim City Power Department*
- Fireworks, Fire Performances, or Open Flames. *Requires approval from the Ephraim City Fire Department*
- Propane/Gas on-site. *Requires approval from the Ephraim City Fire Department*
- Trash/Recycle Bins. *Local services include North Sanpete Disposal at 435-462-3173 or Whites Sanitation at 435-896-9212*

### Part 6: Road and Sidewalk Use

- YES  NO Will any roads or sidewalks be utilized during this event? If **yes**, please list which roads and sidewalks are involved and the intended use during the event.

- YES  NO Are you requesting any road or sidewalk closures for this event? If **yes**, please list which roads and sidewalks will be closed. Note that any closure of state roads requires a *UDOT Road Closure Permit*.



**Part 8: Detailed Site Plan and Map**

Please include or attach a detailed site plan and/or route map:



**Part 9: Vendor Information**

Please provide the following information for all vendors. Special Event Tax Numbers are required for each Vendor. Those Vendors selling, giving away, or preparing food on-site are required to obtain approval from the Central Utah Public Health Department.

	<b>Vendor Name</b>	<b>Vendor Phone #</b>	<b>Product or Service to be Offered at Event</b>
1			
2			
3			
4			
5			
6			
7			
8			
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15			
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25			

**Part 10: Application Fees**

- \$25 If no admission is being charged (*this fee is non-refundable*)
- \$50 If admission is being charged (*this fee is non-refundable*)
- Based on the type and size of your event, additional fees are required (*these fees are non-refundable*)

Fees are payable to Ephraim City

All cancellations must be submitted in writing. If your event is canceled or rescheduled after the permit is issued and fees are paid, another application will need to be submitted, and additional costs may be required.

By signing and submitting this application, the applicant agrees to the following:

- Falsifying any information on this application will constitute cause for rejection or revocation of the permit
- Completion of this application DOES NOT guarantee approval
- Any advertising for the event should take place after the application has been approved by Ephraim City
- Additional fees ARE required if utilizing Police and Fire Department personnel during the event
- Ephraim City is not responsible for any costs accrued by the applicant if the application is denied or revoked

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Applicants Name (PRINT)

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Applicants Signature

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Date