



SPECIAL EVENT PERMIT APPLICATION

801.229.7035 • 46 N State Street • Orem • UT, 84057 • kjadamson@orem.org

If you are arranging an event on behalf of a school, university, or government entity, please contact Ryan Peterson at 801.422.7325 to coordinate with the City.

General Information

The City of Orem may support events that citizens, nonprofit organizations, and businesses want to hold in the community. As they host their events, individuals and organizations often require the help of City personnel and resources. In order to ensure that the City is prepared to assist in these situations and to promote safety, the City issues special event permits. The City reserves the right to reject permit applications.

What Constitutes a Special Event?

Most special events meet one or more of the following criteria:

- The event requires the help of City employees such as traffic controllers, public safety officers, or parks workers.
- The event requires road closures.
- The event requires the use of a City park or building. (This does *not* apply to events that only require a pavilion or room reservation.)

Here are a few examples of common special events:

- Marathons, triathlons, and other races
- Festivals
- Carnivals
- Parades

Please submit your application to Jason Adamson, Risk Manager, using kjadamson@orem.org. If you are unsure whether your event would require a permit, please call Jason at 801-229-7013. Applications

What Should I Do *Before* Applying?

Call the appropriate number, based on your event type.

Event Type	Contact	Phone	Purpose of Call
Sporting Event	Karl Hirst	801.229.7152	Determine if fields are available on dates of your event.
Organized Walk or Run	Craig Martinez	801.229.7080	Go over route options.
Parade	Craig Martinez	801.229.7080	Go over route options.
Fair or Festival	Craig Martinez	801.229.7080	Discuss location for desired event dates.
Block Party	Craig Martinez	801.229.7080	If you're not closing a road, there is no need to submit an application. If you must close a road, please submit a block party courtesy notice only.

What Is the Application and Approval Process?

- 1) After calling the appropriate number, fill out and submit the special event permit application.
- 2) As necessary, meet with City representatives to determine and clarify needs.
- 3) Receive approval or denial.
- 4) If approved, you must submit a certificate of insurance 7 days before the event date. (See Section C.)

Application Deadline and Fee (Not Applicable to Block Parties)

Special Event Permit Applications are due 30 days prior to the event. Submission of the application does not guarantee approval. For events requiring significant coordination, please submit the application **sooner** than the 30 day deadline. The application fee is \$50.00 per event. Paying the fee is the last step before submitting the application. *The application fee is non-refundable. Whether the event is approved, the fee is intended to cover the cost of the event review. If your event *is* approved, the application fee will be applied to cost of services.

Additional Costs:

In addition to the application fee, approved events will require proof of insurance and a refundable deposit. The individuals or organizations hosting the event may also need to pay fees based on the use of City services.

Insurance Requirements

In order for a special event to receive final approval, the City requires that event organizers offer proof of insurance at least 7 days before the event. The applicant will also need to sign an indemnification agreement prepared by the City's Legal Department. (**See Section C on page 8 of the application**).

Deposit

After the special event has been approved, the City will charge a \$200 refundable deposit. The City will reimburse your deposit after the event on condition that all litter has been picked up and that there has been no damage to City property.

City of Orem Special Events: Fee Schedule for Use of City Services

Listed below are the charges for City personnel as needed for the event:

Personnel Type	Hourly Fee	Specifications
Public Works Employee	\$40.00 <i>per hour</i>	*If a public works employee needs a City vehicle or equipment to perform his/her work, there is an additional cost of \$30.00 <i>per hour</i> per piece of equipment.
Police Officer	\$60.00 <i>per hour</i>	
EMS Personnel	\$50.00 <i>per hour per person</i>	*Minimum 2-man crew

*This fee schedule is not intended to be exhaustive given that some events may incur other costs that are not included in the table above.



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Date of Application: _____

Please indicate the event type:

- Sporting Event
- Walk or Run
- Parade
- Fair or Festival
- Public Gathering (non-sporting)
- Block or Neighborhood Party (only if road closure is required)
- Other: _____

Name of Event: _____

Organization: _____

Event Location: _____

- Please attach an **event map** showing location and/or route. As you proceed through the application, you may be asked to provide additional details on this map, and/or provide additional maps.
 - Event map attached?** Yes/No

Category:

- Indoor
- Outdoor
- Both

Application Type:

- First-time Application
- Repeat Application
- CARE Organization Application

Event Organizer Information

Event Date(s): _____

Event Time(s): _____

Setup Time Start: _____

Take Down Time End: _____

Estimated Number of Participants: _____

Estimated Number of Spectators: _____

*Note: If the combined number of participants and spectators exceeds **500 people**, the Utah County Health Department requires a [Mass Gathering Permit](#).

Primary Contact:

Name: _____ Organization: _____

Address: _____

Email Address: _____ Work Phone: _____

Home Phone: _____ Cell Phone: _____

On-site Contact (or Secondary Contact if Primary Contact will be on-site):

Name: _____ Organization: _____

Address: _____

Email Address: _____ Work Phone: _____

Home Phone: _____ Cell Phone: _____

Please complete the appropriate supplemental forms before submitting your application and fee.

- Complete **Section A** if the event is on public property.
 - (Public property includes city-owned land, streets, sidewalks, facilities, and parks)
- Complete **Section B** if the event will disrupt traffic and/or require road closures.
- All events require the completion of **Section C** in order to provide insurance information.

Signature _____ Date _____

Section A: General Application

Park Use

Will you be using a City park for your event? Yes/No

- If yes, please attach proof of your reservation and answer the following questions:
 - Which park or trail area have you requested? _____
 - Which pavilions (if any) will you need? _____
 - Please include the activities and their specific locations on the **event map**. Have you included the activities and their locations on the **event map**? Yes/No
 - Have you attached proof of your reservation? Yes/No

Music, Media, and Electricity Use

- Will this event involve music or other amplification? Yes/No
 - If yes, please describe the source of music or amplification: _____
- Do you have any special electricity requirements? Yes/No
 - If yes, please describe what these requirements would be: _____

Food and Drink

- **Will food and/or drink be served at this event?** Yes/No
 - Note: Alcoholic beverages are not permitted on City property.
 - Note: If you're serving food and drink, you may need to obtain a [temporary food permit](#) from the County. For more information, call the Utah County Health Department at 801.851.7525.

Event Proceeds

- **Will any funds or proceeds be collected from this event?** Yes/No
 - If yes, will a fee be charged for admission? Yes/No
 - If applicable, what is the fee amount? _____

Health and Safety

- **Will there be fireworks at your event?** Yes/No
 - Note: Fireworks are not allowed at public facilities.
- **Will there be candles or other open flame at the event?** Yes/No
 - If yes, what type of flame? (e.g., candles, campfire, etc.) _____
- **Will your event have private security on hand?** Yes/No
 - If yes, what is the security company? _____
- **Will any of the following aircraft be at your event?**
 - Drones: Yes/No
 - Hot air balloons: Yes/No
 - Helicopters: Yes/No
 - Airplanes: Yes/No
 - Other: Yes/No
- **Will you be setting up additional fencing and/or scaffolding for your event?** Yes/No
 - If yes, please show all fencing and/or scaffolding locations on the **event map**.
 - Please note that the City does not provide temporary fencing.
 - Have you included the activities and their locations on the event map? Yes/No

Parking and Traffic

- Please list available parking, including the number of spaces available. _____

- Will this event interfere with or interrupt pedestrian or vehicular or traffic? Yes/No
 - If yes, please follow the instructions in Section B to provide a **detailed traffic control plan**.
- Will this event require road closures? Yes/No
 - If yes, which road(s)? _____
 - *Note: The following roads require separate [Utah Department of Transportation \(UDOT\) approval](#).
 - Geneva Road
 - State Street
 - University Parkway
 - 800 North

Section B: Traffic Control Plan

Please attach a traffic control plan to the application if your event will disrupt pedestrian or vehicular traffic and/or require road closures.

- Your traffic control plan should contain the following elements:
 - A detailed map with a magnified view of the affected area. Indicate the affected intersections, roads, and sidewalks. (This map is *in addition* to the event map requested on [pg. 3](#) of the application.)
 - For street closures, please indicate the proposed barricade location(s) on the map.
 - For any street closures, use the map to write the times for closures to begin and end at each location.
 - Who will provide traffic control?
 - € We need Orem personnel to help.
 - (Please see fee schedule on [page 2](#) for cost information.)
 - € Other _____
 - How will traffic be handled through signalized and/or non-signalized intersections?
 - € We need Orem personnel to help.
 - (Please see fee schedule on [page 2](#) for cost information.)
 - € Other _____
 - How will volunteers or paid staff be deployed for traffic control purposes?
 - *Note: Volunteers acting as traffic control must wear high-visibility safety vests._____

 - How will impacted neighborhoods and agencies be notified of the changes?

 - How (if at all) do you anticipate needing the City of Orem’s services for the event?

If any portion of a street is closed, the event will need to provide barricades. As a consideration for this permit, the applicant agrees to:

1. Rent or secure barricades from a licensed barricade company.
2. Assume all liability of erection and maintenance of barricades.
3. Clean up the area upon termination of the permitted use.

4. Assume all liability for the applicant's use of the street during the specified period.
5. Ensure that barricades will be conspicuously displayed and lighted if the event takes place prior to dawn or after dusk.

Section C: Insurance Requirements

Proof of Insurance

The City may tentatively issue a special event permit before event organizers have presented proof of insurance. However, to avoid liability issues, the City requires proof of insurance for approved events by (7 days prior to the event). Ultimately, you will need to provide a certificate of insurance that meets the following three specifications:

- General Liability Coverage is at least \$2 million per occurrence for bodily injury, personal injury and property damage with a general aggregate limit of \$3 million.
- Additional insureds should be listed as "The City of Orem, its Elected and Appointed Officials, Officers, Employees and Volunteers."
- The certificate states that coverage will not be canceled without ten days prior written notice to the City.

If you already have a certificate of insurance, please attach it to this application.

If you will submit your certificate of insurance after the City has approved your event, click **here**.

For more information, contact Jason Adamson at 801.229.7013.

Indemnification Agreement

To the fullest extent permitted by law, the applicant and/or applicant's organization, if any, shall indemnify, defend, and hold harmless the City of Orem, and any subsidiary, representative, employee, or affiliate of the City, from and against all claims, damages, losses, liabilities, liens, costs, and expenses, including but not limited to attorneys' fees, arising out of or resulting from the applicant's event. If damages exceed the \$200 deposit, the applicant agrees to forfeit the deposit and pay the balance for repairs.

Signature _____

Date _____

Block Party Courtesy Notice

This courtesy notice *only* applies to block parties that will require road closures. Other block parties do not need to submit information to the City. There is no fee for a block party courtesy notification.

Date of Block Party: _____

Which road(s) will be closed? _____

Start time for road closure: _____ **End time for road closure:** _____

Are all affected households aware of the proposed road closure(s)? Y/N

Primary Contact:

Name: _____ Organization: _____

Address: _____

Email Address: _____ Work Phone: _____

Home Phone: _____ Cell Phone: _____

On-site Contact (or Secondary Contact if Primary Contact will be on-site):

Name: _____ Organization: _____

Address: _____

Email Address: _____ Work Phone: _____

Home Phone: _____ Cell Phone: _____

Signature _____ Date _____

Event Approvals (City Use Only)

Department	Approved	Changes Needed	Denied	Comments (please include any personnel hours to be charged)
Admin Services				
Develop Services				
City Manager				
Fire				
Legal				
Library				
Police				
Public Works				
Recreation				
Other				

Fees

Application Fee: \$ _____
 Reimbursable Deposit: \$ _____
 Fire Department Fees: \$ _____
 Police Department Fees: \$ _____
 Public Works Fees: \$ _____
 Other Fees: \$ _____

Total Due: \$ _____

Amount Paid: \$ _____

Paid By: Check/Cash/Credit Card

Receipt #: _____

Received by: _____