



Community Development  
7505 S Holden Street  
Midvale, UT 84047  
801-567-7211  
[www.MidvaleCity.org](http://www.MidvaleCity.org)

## Special Event Permit Application Information

Special events play a significant role in bringing the community together and supporting the local economy. Most special events located on private property will not require a permit but will be required to comply with all city and county ordinances including road closures, noise levels and noise curfews.

### Midvale City Special Event Permit

#### Application

A Special Event Application (Application) is required for an event that requires the use of city property (city facilities and parks, city owned parking lots, streets, and sidewalks) and:

- involves 50 or more people, or
- involves fewer than 50 people and requires the use of city property in a way that does not comply with normal or usual use.

#### Fee's

- Application Review fee: \$20 (non-refundable) unless the event qualifies for an exemption.
- Cost Recovery: You could potentially incur costs for any services provided beyond "basic city services" necessary to protect the safety, health, and welfare of the public. An Estimate of Cost Recovery form will be provided to you before the event. A permit will not be issued until the cost of the estimate has been paid. Additional city services could include, but are not limited to, police services, and/or park cleanup.

#### Insurance

Required coverage limits will be determined based on the type of event, number of participants, and other relevant risk factors.

#### Deadline

The latest a Special Event Permit Application can be submitted is no later than 30 days prior to start date of the event and prior to any advertising. Filming permit applications must be submitted no later than 4 days before filming date(s). Applications submitted fewer than 14 days before the scheduled event will be denied. If the Organizer demonstrates that compliance with the 30-day deadline was impractical or impossible due to the nature of the event, the community development director or his/her designee may approve the late submittal.

### Salt Lake County and UDOT Permits

#### Salt Lake County Mass Gathering Permit

Events that attract more than 500 people must adequately meet restroom, first aid, waste disposal, and other requirements. To ensure that event organizers meet these important needs, the health department requires organizers of large events to have a Mass Gathering Permit.

- If your event or gathering will **last more than 2 hours AND be attended by more than 500 people**, you will need to apply for a [Mass Gathering Permit](#) by contacting the Salt Lake County Health Department at 385-468-3845 or [tempevents@slco.org](mailto:tempevents@slco.org).

#### Utah Department of Transportation (UDOT)

Special events or Filming held on any state roadway(s) may also require an additional permit from Utah Department of Transportation. Contact Alicia Stinson, UDOT Permits Officers, at 801-887-8763 or [astinson@utah.gov](mailto:astinson@utah.gov).

If you have any questions, please contact Midvale City's Event Application Coordinator, Kate Andrus at 801-567-7211 or [kandrus@midvale.com](mailto:kandrus@midvale.com).



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## Special Event Permit Application

<b>Name of Event</b>								
<b>Date(s)</b>								
<b>Start Time</b>			<b>End Time</b>					
<b>Setup Start Time</b>			<b>Take Down End Time</b>					
<b>Estimated # of Participants</b>			<b>Estimated # of Spectators</b>					
<b>Type of Event</b> (Mark the box that applies to your Type of Event. Complete the sections that are checked for your Type of Event.)	<b>Type of Event</b>	<b>Event</b>	<b>Special Event Permit App.</b>	<b>Section A</b>	<b>Section B</b>	<b>Section C</b>	<b>Section D</b>	<b>Section E</b>
		<b>Entertainment</b>	X	X	X			
		<b>Athletic</b>	X	X	X			
		<b>Block Party</b>	X			X	X	
		<b>Filming</b>	X					X
		<b>Demonstration</b>	X	X	X			
		<b>Other</b>	X	X	X			
<b>Location</b> (Attach a Site Map showing location and/or route)								
<b>Please describe your event, be specific</b>								
<b>Organization (if applicable)</b>								
<b>Contact Name</b>								
<b>Phone</b>			<b>Email</b>					
<b>Mailing Address</b>								
<b>Secondary Contact Name</b>								
<b>Phone</b>			<b>Email</b>					

I, \_\_\_\_\_, the authorized applicant of this Special Events Permit am aware that no event can occur until a permit has been issued and agree to the ordinances and requirements as outlined in the Midvale Municipal Code. I understand that following this special event any additional support service cost (damages, additional cleanup, etc.) undertaken by Midvale City will be invoiced to me and must be paid within thirty (30) days from date of invoice. I agree to provide the facilities and implement the safeguards required by Midvale City and Salt Lake County Health Department and comply with all ordinances, laws, and statutes applicable to the Special Event Permits.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



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Name of Event

## Section A: Event Planning Details

Please answer yes or no on all items below as they relate to your event. Provide an explanation under "details" for each "Yes" item. If we require additional information or if there are restrictions associated with any of the items checked, you will be contacted. **Events that require extra city or local agency support may be assessed fees for services.** You will be notified of any fees and they will be payable before your event permit can be issued. If you have questions, please contact the Midvale City Event Application Coordinator at 801-567-7211. Your permit will be issued after all necessary departments have responded with their approval.

Yes	No	N/A	Item	Details (if you answered yes, please provide more details)
			<b>Are you requesting assistance from Midvale City (Streets, Parks, etc.)?</b> Note: Unless the City has agreed to provide such services, you are responsible for cleaning the special event area of clutter and debris.	
			<b>Will event require any traffic, security, or large crowd control?</b> Note: If the police department determines that police presence is necessary or if the event requests police presence, a fee will be assessed.	
			<b>Will any city streets be blocked or closed for the event?</b> Note: Please attach proposed road closure map. Traffic control plan must be approved by Midvale City before Event Permit will be approved.	
			<b>Will there be any type of admission, registration fee or the selling of food, goods, or services at the event?</b> Note: An event conducting sales of any type must obtain a Temporary Sales Tax ID number from the Utah State Tax Commission. More information can be found online at tax.utah.gov or by calling 801-297-6303.	
			<b>Will there be a food service of any kind at the event?</b> Note: Each food booth is required to have a posted Temporary Food Permit. You may not obtain these permits on behalf of your vendors. To ensure your food vendors are properly permitted contact the Food Protection Bureau at 385-468-3846 or HealthFood@slco.org.	
			<b>Will there be sound amplified?</b>	



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Section B: Supporting Documents	
<input type="checkbox"/> <b>Site Map</b>	Include a detailed site map of the event and/or a detailed map of the event route. The site map should include things such as entrances, exits, roadways, walkways, and parking; restrooms and water facilities; waste containers; food stands; First Aid Station; tent locations, etc.
<input type="checkbox"/> <b>Detailed traffic control and parking plan</b>	Provide a detailed map showing traffic flow patterns. If the event will use City roads you must provide a traffic control plan. The traffic control plan should include a detour route when applicable.
<b>Certificate of Insurance</b> (N/A if exempt)	Required coverage limits will be determined based on the type of event, number of participants and other relevant risk factors.
<input type="checkbox"/> <b>Salt Lake County Mass Gathering Permit</b> (If applicable)	Special Events that are more than two (2) hours AND have more than 500 attendees must obtain a Mass Gathering Permit from the Salt Lake County Health Department.
<input type="checkbox"/> <b>Utah Temporary Sales Tax Certificate</b> (If applicable)	Any event conducting sales of any type must obtain a Temporary Sales Tax ID number from the Utah State Tax Commission. More information can be found online at <a href="http://tax.utah.gov">tax.utah.gov</a> or by calling 801-297-6303.
<input type="checkbox"/> <b>UDOT permit</b> (if applicable)	Special events held on any state roadway(s) may also require an additional from the Utah Department of Transportation.



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Name of Event

### Section C: Block Party (No application fee required)

Please answer yes or no on all items below as they relate to your event. Provide an explanation under "details" for each "Yes" item. If we require additional information or if there are restrictions associated with any of the items checked, you will be contacted. **Events that require extra city or local agency support may be assessed fees for services.** You will be notified of any fees and they will be payable before your event permit can be issued. If you have questions, please contact the Midvale City Event Application Coordinator at 801-567-7211. Your permit will be issued after all necessary departments have responded with their approval.

Yes	No	N/A	Item	Details (If you answered yes, please provide more details)
			Will this event interfere with or interrupt vehicular or pedestrian traffic?	
			Will this event require closing a street? <small>Note: If yes, the applicant must collect and submit with the application form the signed consent to any street closure from all neighbors whose vehicular access to their property is affected by the street closure.</small>	
			Will this event involve music or other amplification?	
			Are you requesting assistance from Midvale City?	
			Would you like representatives from Midvale City, Unified Fire Authority, or Unified Police Department to attend your Block Party?	

### Required Supporting Documents

<input type="checkbox"/> <b>Site Map</b>	Attach a site map of the block party. Include barricade and traffic route/control plans.
<input type="checkbox"/> <b>Block Party Street Closure Petition</b> (if applicable)	Signed consent from all neighbors whose vehicular access will be affected by the street closure. Attach a copy of the signed "Street Closure Petition" (See Section D)



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<b>Section D: Block Party Street Closure Petition (Only required when closing a Street)</b>		
<b>Name of Resident</b>	<b>Address</b>	<b>Signature</b>



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<b>Name of Event</b>	
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## Section C: Filming

**Please answer yes or no on all items below as they relate to your event.** Provide an explanation under “details” for each “Yes” item. If we require additional information or if there are restrictions associated with any of the items checked, you will be contacted. **Events that require extra city or local agency support may be assessed fees for services.** You will be notified of any fees and they will be payable before your event permit can be issued. If you have questions, please contact the Midvale City Event Application Coordinator at 801-567-7211. Your permit will be issued after all necessary departments have responded with their approval.

Yes	No	N/A	Item	Details (If you answered yes, please provide more details)
			Does filming involve disruption of vehicular or pedestrian traffic?	
			Will you anticipate needing any Midvale City Services?	

### Crew Information

Number of crew members anticipated	
Number of vehicles estimated	

### Required Supporting Documents

<input type="checkbox"/> <b>Site Map</b>	Include a detailed site map. Include any street or sidewalk closures.
<input type="checkbox"/> <b>Certificate of Insurance</b>	Required coverage limits will be determined based on the type of event, number of participants and other relevant risk factors.
<b>Neighborhood and Business Notification</b>	Written confirmation that you have discussed the filming schedule with property owner(s), occupants, and affected neighborhoods.
<b>List of affected neighbors &amp; businesses</b>	Provide a list of all property owner(s), occupants, and affected neighborhoods address, contactphone numbers, along with their response to notification of filming.
<b>Filming Schedule</b>	An outline of all locations for filming, description of film shoots, along with the corresponding dates and times at each location.
<input type="checkbox"/> <b>Corporation</b> (only required for Corporations)	Corporations must provide a list of all owners and corporate officers (registered agents, local manager/contact) home address, Social Security Number, date of birth and phone number.
<b>UDOT Permit</b> (if applicable)	Filming held on any state roadway(s) may also require an additional permit from Utah Department of Transportation.



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## ***For Applicant reference***

<b>Midvale City Department and Local Agency Contact Information</b>			
<b>Agency</b>	<b>Contact/ Phone</b>	<b>Email and Website</b>	<b>Comments</b>
Midvale City Community Development	Kate Andrus 801-567-7211	<a href="mailto:Kandrus@midvale.com">Kandrus@midvale.com</a>	Special Event Permit Coordinator
Midvale City Public Works	Amber Hirsbrunner 801-567-7235	<a href="mailto:Ahirsbrunner@midvale.com">Ahirsbrunner@midvale.com</a>	
Midvale City Parks	Al Hoyne 801-567-7264	<a href="mailto:Ahoyne@midvale.com">Ahoyne@midvale.com</a>	
Midvale City Recorder	Rori Andreason 801-567-7207	<a href="mailto:randreason@midvale.com">randreason@midvale.com</a>	Rori works with the Trust to approve insurance or bond requirements.
Midvale City Communications	Laura Magness 801-941-4000	<a href="mailto:Lmagness@midvale.com">Lmagness@midvale.com</a>	
Midvale City Economic Development	Chris Butte 801-567-7426	<a href="mailto:Cbutte@midvale.com">Cbutte@midvale.com</a>	
Unified Fire Authority	Christen Yee 801-750-9476	<a href="mailto:Cyee@unifiedfire.org">Cyee@unifiedfire.org</a>	
Unified Police Department	Chief Randy Thomas	<a href="mailto:rthomas@upd.org">rthomas@upd.org</a>	
Salt Lake County Health Department	Hayley Shaffer 385-468-3845	<a href="mailto:TempEvents@slco.org">TempEvents@slco.org</a> <a href="http://slco.org/health/special-events/">slco.org/health/special-events/</a>	Mass Gathering Permits
Salt Lake County Health Department Food Protection Bureau	385-468-3846	<a href="mailto:HealthFood@slco.org">HealthFood@slco.org</a> <a href="http://slco.org/health/food-protection/">slco.org/health/food-protection/</a>	Event Organizers can contact the Food Protection Bureau to ensure all food vendors are properly permitted.
Utah Department of Transportation	801-887-8763	<a href="mailto:astinson@utah.gov">astinson@utah.gov</a> <a href="http://www.udot.utah.gov/connect/business/permits/special-event-permits/">www.udot.utah.gov/connect/business/permits/special-event-permits/</a>	Special events or filming held on any state roadway(s) may also require an additional permit from Utah Department of Transportation.
Utah Tax Commission Special Events Unit	801-297-6303	<a href="mailto:specialevent@utah.gov">specialevent@utah.gov</a> <a href="http://tax.utah.gov/sales/specialevents">tax.utah.gov/sales/specialevents</a>	Any event conducting sales of any type must obtain a Temporary Sales Tax ID number from the Utah State Tax Commission.





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## *For Office Use only*

<b>Name of Event</b>	
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<b>Midvale City Department and Local Agency Review</b>						
<b>Do not write below this section.</b> You will be notified of approval, modifications needed, fees, or denial of your event after your application has been reviewed by all departments and agencies involved in the approval process.						
Req'd	Approve	Deny	Department/ Agency	Signature	Comments	Estimated Service Cost
X			Unified Police Department			
X			Unified Fire Authority			
X			Midvale City Public Works			
X			Midvale City Recorder			
			Midvale City Parks			
			Midvale City Traffic Engineer			
X			Midvale City Administration			
<b>Information Only</b>			Midvale City Communications	Not required		
<b>Information Only</b>			Midvale City Economic Development	Not required		
<b>Information Only</b>			Midvale City Legal	Not required		
X			Midvale City Event Permit Coordinator			
					<b>Total Estimated Service Cost</b>	<b>0</b>