



SPECIAL EVENT REQUEST APPLICATION

Any event occurring out of the ordinary course of parks or business functions, i.e. *races, runs, walks, filming, festivals, organization team building or hosting of private events* primarily for the purpose of entertainment, requires a valid special event permit. Additional requirements include event fee, refundable deposit, general liability insurance, and rental of one or more pavilions. Jordan River Parkway races require rental of the Germania Pavilion. Advertising and/or ticket sales for the event should not begin until application is approved. Please allow up to 14 business days for application approval process.

Application must be submitted at least 45 days prior to the event.

Application date ____/____/____

EVENT NAME _____ Event TYPE _____

Contact Person _____ Cell _____ Email _____

Organization _____ Is organization a non-profit? Yes No

Non-profit organizations are required to be registered with the Division of Consumer Protection: 801-530-6601

Address _____ City _____ Zip _____

EVENT INFO

Date of Event _____ Start Time _____ AM/PM End Time _____ AM/PM

Have you hosted your event here before? Yes No # of attendees _____ Public Event Private Event

If over 500, you must contact Salt Lake County Health Department for a Mass Gathering Permit: 385-468-3817

Type of Event: 5K Run / Walk Festival Filming Other _____

Multiple Locations needed? Yes No Facility/Location Request _____

More info about your event and needs (spacing, activities, staff etc.) _____

*Murray Park, including all neighborhood parks, prohibits amplified sound due to our noise ordinances. Initials _____

Will you be using inflatables (bounce houses)? Yes No If yes, How many? _____

*Inflatables require a separate generator and proof of insurance. Please see insurance requirements on next page. Initials _____

Will you be serving food or drinks? Yes No Will you be using a food truck? Yes No Food may *only be served to attendees*

*Event organizer is responsible for ensuring that vendor(s) obtain a proper business license and/or permits. Initials _____

Is there a fee or donation to attend event? Yes No Fee \$ _____ What will proceeds be used for? _____

*All fees and donations must be exchanged *prior to* event. Money cannot be exchanged at any Murray City Park location. Initials _____

Will there be marketing of event? Yes No If yes, please list on-line, radio, and print advertisements _____

CHECK ALL THAT APPLY

Refundable Event Deposit (required)				Deposit Amount \$500.00	
EVENT TYPE (circle one)					
5K Run/Walk	<input type="radio"/> < 100 people	\$50	Other Special Event	<input type="radio"/> < 100 people	\$150
	<input type="radio"/> 100+ people	\$100		<input type="radio"/> 100+ people	\$250
Fee Amount \$ _____					
General Liability Insurance (required)				Special events require proof of <u>General Liability Insurance</u> in the amount of \$2,000,000, naming Murray City Corp as the additional insured. SUBMIT AT LEAST 10 DAYS PRIOR TO EVENT.	
Pavilion Needed (possibly required) Yes <input type="checkbox"/> No <input type="checkbox"/>					
Pavillion(s) Requested		#1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/> #4 <input type="checkbox"/> #5 <input type="checkbox"/> Gazebo <input type="checkbox"/>		Fee Amount \$ _____	
		Germania <input type="checkbox"/> Constitution Circle <input type="checkbox"/> Other _____			
Inflatable/Food Truck Yes <input type="checkbox"/> No <input type="checkbox"/> Proof of <u>General Liability Insurance</u> is required (see above)					
Quantity _____ x \$50 each				Fee Amount \$ _____	
Description of need _____					
Additional Staff Hours Needed Yes <input type="checkbox"/> No <input type="checkbox"/> Park staff hours: 8AM-10PM					
# of hours _____ x \$50 per hour				Fee Amount \$ _____	
Description of need _____					
Serving Food? Yes <input type="checkbox"/> No <input type="checkbox"/>				If serving food, <u>Vendor Information Sheet</u> must be submitted <i>no later than 10 days prior to event.</i>	
Additional Tent/Structures Yes <input type="checkbox"/> No <input type="checkbox"/> Possible fee required					
Type _____		Quantity _____ (\$50 for large tents)		Fee Amount \$ _____	
Description _____					
Electrical Needed Yes <input type="checkbox"/> No <input type="checkbox"/>					
Description of need _____				NA	

TOTAL \$ _____

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 the Murray Parks and Recreation Department. Applicant also understands that an Event Permit does not authorize any violation of the provisions of Murray City Code or any other code or law, rule, regulation or ordinance. Event organizers and participants shall indemnify, defend and hold harmless the City, its officers, agents, employees and volunteers from all damages, costs or expenses in law or equity, including attorney fees that may arise out of or result from the event in damages to property, bodily injury or personal injury except to the extent these damages or injuries are caused by the sole negligence of Murray City. The undersigned agrees to waive and release all rights and claims that might be had against Murray City Corporation for any and all injuries or losses suffered because of participation in use or use of Murray City facilities or services. Retain this copy as your receipt in case of conflict. Murray City Ordinance 12.24.220 prohibits the consumption of alcoholic beverage within the park. Per City ordinance, this permit does not grant permission to amplify sound/music and does not allow defacing of City property of any kind, including racecourse markings.

Signature of Applicant _____ Date _____

Print Name _____

OFFICE USE ONLY

Parks Superintendent Notes _____ _____ _____ _____	Parks Superintendent Approved <input type="checkbox"/> Denied <input type="checkbox"/> Superintendent Signature _____ Date _____
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ITEM	PAID	DATE	INITIALS	ITEM	DONE	DATE	INITIALS
Pavilion Reservation				Liability Insurance Provided			
Deposit				Approved by Superintendent			
Event Fee				Deposit returned after event			