



Special Event Guidelines

- **Application Submission** – Applications must be submitted 45 days prior to the event to allow adequate time for the Parks Department to review details of the special event. **Applications are not considered ready for review until all required paperwork is submitted. Once approved, special events are not considered secure until all required items are submitted and the deposit, pavilion fees, and event fees have been paid.**
- **Pavilions and Reservations** – All special events require the reservation of a pavilion. For an additional fee, one food truck or one inflatable is allowed at designated pavilions.
- **Special Event Deposit** – A refundable deposit of \$500 will be assessed for all special events and will be returned after the event, assuming no damage to city property occurs or excess cleanup is required from the Murray City Parks Department. *See City code(s) 12.24.060 and 12.24.070.*
- **Insurance** -Pavilion reservations and special events with an inflatable on city property must be insured. A \$2,000,000 general liability insurance policy, naming Murray City Corporation as an additional insured must be submitted no less than 10 working days prior to the event. Such insurance shall protect the city from all claims for damages to property and bodily injury in connection with the event and comply with such other specified insurance coverage(s) and limits liability.
- **5K Events** - Choose from pre-designated routes for 5K events at Murray Park. With your application, please include the chosen 5K route, placement of signs, and notation of street crossings. Permitted route signs include flags, cones, or people. Chalk, paint, and stickers are not permitted.

Vendors, Food Trucks

- **Vendor Information Sheet** - If the event includes food and drinks, a vendor information sheet must be completed and submitted to the Park Office no later than 10 business days prior to the scheduled event.
- **Food Trucks** - Only one food truck is allowed per event in designated areas. Money may not be exchanged on park property so payment arrangements with the food truck must be made prior to or after the event.

Additional Permits

- **Mass Gathering Permit** – is required for events with 500+ attendees for 2 or more hours (including participants and spectators) and will require portable toilets and possibly other requirements. Permit takes 30 days to process and can be obtained through Salt Lake County Health Department (385) 468-4100 or go to slco.org/health/permits. Your event coordinator is responsible for satisfying all requirements regarding a mass gathering permit.
- **Special Events Permit** - A Permit from the Murray City Recorder's Office is required for requests with city road closures or if the event involves 500 or more attendees. *See City Code 5.40.060 (801)264-2660 or go to: murray.utah.gov > recorder.*

- **Tents/Structures** – If additional tents or structures are going to be erected, the placement, size, and number of structures will need to be approved by the Murray City Park Superintendent. If the tent/structure size is larger than 200 square feet, an inspection by the Murray City Fire Marshall’s office must be completed for approval. An additional fee may apply. *Murray City Fire Marshall (801)264-2780 Tent/Structure inspection (801)573-7381*

- The following are **prohibited** in any Murray City Park:
 - Alcoholic beverages (*City Code 12.24.220*)
 - Smoking (*City Code(s) 8.20.040 and 8.20.050*)
 - Fireworks and/or fires (*City Code(s) 12.24.050 and 12.24.100*)
 - Camping/Lodging (*City Code 12.24.090*)
 - Amplified Sound over 70 decibels (*City Code 5.40.060*)
 - Paint and/or permanent markings (*City Code(s) 12.24.060 and 12.24.070*)

- **Quick Checklist:**

ITEM	Done	ITEM	Done
45 days in advance		Liability Insurance Provided	
Pavilion Reservation		Approved by Superintendent	
Deposit \$500		Vendor Info Sheet	
Event Fee		Route Map	
Inflatable fee		Signatures	
Special Event Permit		Additional Permits	