



## MURRAY CITY PARKS

296 E. Murray Park Avenue

Murray, Utah 84107

(801) 264-2614

Application Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### SPECIAL EVENT REQUEST APPLICATION

Any event on park property, occurring out of the ordinary course of parks or business functions, i.e. races, runs, walks, filming, festivals, fundraisers, organization team building, or hosting of private events primarily for the purpose of entertainment, requires a valid special event permit approved by Murray's Park Superintendent. Requirements include special event fee(s), refundable deposit, general liability insurance, and rental of one or more pavilions. Races at the Jordan River Parkway requires pavilion rental(s), as deemed necessary by the Park Superintendent. Advertising and/or ticket sales for the event should not begin until the application is approved. Please allow up to 14 days for the application approval process.

### APPLICATION MUST BE SUBMITTED AT LEAST 45 DAYS PRIOR TO THE EVENT

Contact Person \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

Organization \_\_\_\_\_ 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 INFORMATION

Event Name \_\_\_\_\_ Have you hosted your event here before? Yes ☐ No ☐

Date of Event \_\_\_\_\_ Start Time \_\_\_\_\_ AM/PM End Time \_\_\_\_\_ AM/PM

Type of Event: 5K Run / Walk ☐ Festival ☐ Filming ☐ Other ☐ \_\_\_\_\_

# of attendees expected \_\_\_\_\_ Public event ☐ Private event ☐

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

Fee/donation to attend? Yes ☐ No ☐ Amt \$ \_\_\_\_\_ What will proceeds be used for? \_\_\_\_\_

Are multiple locations needed? Yes ☐ No ☐ Facility/Location request \_\_\_\_\_

Will you be serving food or drinks? Yes ☐ No ☐ Will you be using a food truck? Yes ☐ No ☐ *\*Only to be served to attendees*

Will you be using inflatables (bounce house)? Yes ☐ No ☐ If yes, how many? \_\_\_\_\_

Will there be marketing of event? Yes ☐ No ☐ If yes, please list type & details \_\_\_\_\_

Additional event details (signs, spacing, structures, activities, staff, etc.) \_\_\_\_\_

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### PLEASE READ THE FOLLOWING STATEMENTS & INITIAL ON EACH LINE THAT YOU WILL COMPLY INITIALS

\*Murray City ordinance 8.16.010 prohibits the use of amplified sound at any Murray City parks. \_\_\_\_\_

\*Inflatable require a separate generator & proof of insurance. *Please see insurance requirements on the next page.* \_\_\_\_\_

\*Event organizer is responsible for ensuring that vendor(s) obtain a proper business license &/or permits. \_\_\_\_\_

\*Money cannot be exchanged on any Murray City park property. All fees & donations must be exchanged prior to event. \_\_\_\_\_

\*Murray City ordinance 12.24.220 prohibits the consumption of alcohol on any Murray City park property. \_\_\_\_\_

REFUNDABLE EVENT DEPOSIT	REQUIRED	\$ <u>500.00</u>
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GENERAL LIABILITY INSURANCE	REQUIRED	SUBMIT TO PARK OFFICE NO LATER THAN 10 DAYS PRIOR TO EVENT
Proof of General Liability Insurance is required in the amount of \$2,000,000, naming Murray City Corporation as the additional insured.		

EVENT TYPE	MARK ONE
5K Run/Walk      < 100 people <input type="checkbox"/> \$50 100+ people <input type="checkbox"/> \$100	Other Special Event      < 100 people <input type="checkbox"/> \$150 100+ people <input type="checkbox"/> \$250      \$ _____

RESERVE PAVILIONS ONLINE AT [MCREG.ACTIVITYREG.COM](http://MCREG.ACTIVITYREG.COM)      Pavilion rental required for all special events

PAVILION(S)	* = 1 FOOD TRUCK PERMITTED	MARK ALL THAT APPLY
Murray Park	#1 <input type="checkbox"/> #2 <input checked="" type="checkbox"/> #3 <input type="checkbox"/> #4 <input checked="" type="checkbox"/> #5 <input type="checkbox"/> White Gazebo <input type="checkbox"/> Constitution Circle <input type="checkbox"/>	RATES ARE BASED OFF RESIDENCY & HALF VS. FULL DAY RESERVATION \$ _____
Jordan River Parkway	Germania <input checked="" type="checkbox"/> Walden <input type="checkbox"/> Winchester <input type="checkbox"/>	
Neighborhoods	Hidden Village <input type="checkbox"/> Southwood <input type="checkbox"/> Grant <input checked="" type="checkbox"/>	

FOOD TRUCK?    Yes <input type="checkbox"/> No <input type="checkbox"/>	UP TO 1 FOOD TRUCK IS PERMITTED AT SELECT PAVILIONS - SEE ABOVE
Quantity _____ x \$50 each Separate generator required	\$ _____

TENTS/STRUCTURES?    Yes <input type="checkbox"/> No <input type="checkbox"/>	INFLATABLES / BOUNCE HOUSES ARE NOT PERMITTED
Type _____    Quantity _____ (\$50 for large tent) Description of need/set up _____	\$ _____

ADDITIONAL STAFF HOURS NEEDED?    Yes <input type="checkbox"/> No <input type="checkbox"/>	PARK STAFF HOURS: 8AM - 10PM
# of hours _____ x \$50 per hour Description of need _____	\$ _____

ELECTRICITY NEEDED?    Yes <input type="checkbox"/> No <input type="checkbox"/>	
Description of need _____	N/A

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 parks. Murray City Ordinance 8.16.010 prohibits all amplified sound in the parks. This permit does not allow defacing of City property of any kind, including racecourse markings.

Signature of Applicant \_\_\_\_\_      Date \_\_\_\_\_

Printed Name \_\_\_\_\_

OFFICE USE ONLY
Superintendent Notes: _____ _____ _____
Approved <input type="checkbox"/> Denied <input type="checkbox"/> Superintendent Signature _____      Date _____