



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.) _____

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. _____

*Inflatables 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

\$ 500.00**GENERAL LIABILITY INSURANCE**

REQUIRED

Proof of General Liability Insurance is required in the amount of \$2,000,000, naming Murray City Corporation as the additional insured.

SUBMIT TO PARK OFFICE NO LATER THAN 10 DAYS PRIOR TO EVENT

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	\$ _____
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RESERVE PAVILIONS ONLINE AT 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 type="checkbox"/> * #3 <input type="checkbox"/> #4 <input 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 type="checkbox"/> * Walden <input type="checkbox"/> Winchester <input type="checkbox"/>	\$ _____
Neighborhoods	Hidden Village <input type="checkbox"/> Southwood <input type="checkbox"/> Grant <input type="checkbox"/> *	\$ _____

FOOD TRUCK? Yes No

UP TO 1 FOOD TRUCK IS PERMITTED AT SELECT PAVILIONS - SEE ABOVE

Quantity _____ x \$50 each

Separate generator required

\$ _____

TENTS/STRUCTURES? Yes No

INFLATABLES / BOUNCE HOUSES ARE NOT PERMITTED

Type _____

Quantity _____ (\$50 for large tent)

\$ _____

Description of need/set up _____

ADDITIONAL STAFF HOURS NEEDED? Yes No

PARK STAFF HOURS: 8AM - 10PM

of hours _____ x \$50 per hour

Description of need _____

\$ _____

ELECTRICITY NEEDED? Yes No

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 Denied Superintendent Signature _____ Date _____