

Special Event Guidelines for Use of City Facilities

- All special events must make application and receive a permit from Murray City.
- All special events involving large numbers of people are required to comply with Salt Lake Valley Health Department (SLVHD) regulations.
- Any event using a State road (State Street, 5300 South, 4500 South, 900 East) must obtain a permit from UDOT.
- If you use City or State roads you must provide an approved traffic control plan. The traffic control plan must include a detour. The traveling public expects routes to be open and free of delay. Therefore, detours must be clearly marked and as direct as possible to minimize inconvenience to through traffic.
- No road closure is allowed for any period of time longer than 15 minutes. However, with an approved traffic plan, this time may be extended by permit to cover the event duration.
- Murray City Police Officers must manage all road closures during entire closure period. The number of officers needed for traffic control shall be determined by the City. Based on the application, the City will estimate additional costs incurred by the City as a result of the event, including public safety, garbage, park maintenance and clean-up before and after the event. The sponsor or organizer of the event shall pay to the City the estimated costs prior to the City issuing a special event permit.
- There must be adequate off-street parking to accommodate the special event. If the special event generates more vehicles than available parking, then the event may be denied.
- Pavement and/or paint markings to control spectators or to direct participants are not allowed unless the material used is approved by the City.
- For parades, material or objects are prohibited from being thrown from a moving vehicle unless approved by the City.
- Smoking is prohibited in City parks.
- Noises above 70 decibels is prohibited.
- The following are prohibited in park areas without prior approval:
 - Alcoholic beverages (unless properly licensed for light beer),
 - Fireworks and fires,
 - Camping or lodging,
 - Conducting business or sale of merchandise,
 - Amplified sound,
 - The set up of automobiles, blow-up toys, dunking booths or other structures.
- A \$1,000,000 liability insurance policy, naming Murray City Corporation as additional insured, must be submitted 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 of liability.
- If the additional costs incurred by the City exceeds the estimated amount, the sponsor or organizer of the event shall reimburse to the City for the cost difference within 30 calendar days after being notified by the City of the actual costs incurred.

- If the special event will occur on property owned by Salt Lake County or other government entities, no permit shall be granted by the City for the event until the event sponsor or organizer obtains a permit from the other governmental entity or proof that no permit is required. A permit issued by the other governmental entity conditioned on the City approving a special event permit satisfies the requirement. A permit issued by another governmental entity shall not be an approval by the City.
- Political or public issue events shall be exempt from the provisions. Sponsors or organizers planning such an event shall complete an application when a political or public issue event is planned so the City will be aware of the time, place, and scope of the event and the name or names of persons in charge.
- The City may deny or revoke a special event permit whenever it finds:
 - The applicant person or entity has previously violated the provisions of a special event permit or has submitted materially false or incomplete information on any special event permit application; or
 - The special event would unreasonably interfere with the movement or service capability of police vehicles, fire fighting equipment or ambulance service; or
 - The special event would interfere with access or use of City property; or
 - The special event would unreasonably interfere with the historic recreational use and the adopted recreational use policies for a neighborhood park; or
 - The special event would unreasonably interfere with another special event for which a permit has been issued; or
 - The special event would create an undue burden on the personnel resources of the City; or
 - The special event would have an unduly adverse impact on the environment or public health and safety.



SPECIAL EVENT REQUEST FORM

Murray City Corporation
5025 South State Street, Room 115
Murray, Utah 84107
(801) 264-2607 Fax: (801) 264-2618

(Return completed form to the address above.)

Name of Organization: _____

Event Description: _____

Event Location: _____ City _____, Ut Zip _____

(attach map of proposed route or site with barricade plan)

Event Date(s): Start _____ End _____

Time(s) _____ a.m. p.m. to _____ a.m. p.m.

Contact Person: _____ Phone: _____ Email: _____

Address _____ City _____, UT Zip _____

Special Event Sales Tax # (if applicable) _____

Expected # of attendees: _____ (Salt Lake Valley Health must be contacted to determine if other requirements must be met.)

Selling food or drinks? Yes No Serving food or drinks? Yes No Beer or alcohol? Yes No

(If alcohol is served, the State Division of Alcohol Beverage Control must be contacted to determine if other requirements must be met.)

Tents used for this event? Yes No (If yes, contact Fire Dept. to obtain a Tent Permit: 801-264-2781)

Non profit event? Yes No

Will event require Police assistance, street closures or traffic obstacles? Yes No

Please provide additional information about the event including any services required from City departments (Power, Water, Police, Fire, Public Services, stage, sound systems, etc.)

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 Murray City. 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, rules, regulations or ordinances including requirements imposed by the Utah Division of Alcohol and Beverage Control and Salt Lake Valley Health. The undersigned agrees to waive and release all rights and claims that might be had against Murray City for any and all injuries or losses suffered because of participation in or use of Murray City facilities or services. Undersigned agrees to reimburse Murray City for all costs incurred by Murray City as a result of the event including public safety, garbage, park maintenance, clean-up, and power.

Signature: _____ Date: _____

Departmental Use Only

Approved by: Tim Tingey _____ Mike Dykman _____ Craig Burnett: _____ Kim Sorensen: _____

Doug Hill: _____ Bruce Turner: _____ Jordan Knight: _____ Health: _____

Comments/Restrictions _____

RESIDENTIAL PERMISSION SLIP
(For neighborhood functions only)

Event Description: _____

will be held on _____

Time(s) _____ a.m. p.m. to _____ a.m. p.m.

Event location _____ City _____, UT Zip _____

In order to be in compliance with Murray City requirements, signatures from all those residents whose properties will be directly affected by this event (i.e. street closure, amplified sound, etc.) must give written permission for this event to be held. Please sign below if you have no objections to this event being held at the above location.

Printed Name _____

Signature _____

Address _____

Comments:

PROPERTY OWNER AUTHORIZATION FORM
(To Be Completed and Signed by Property Owner)

Property Owner Name: _____ Phone: _____

Property Address: _____ City _____, UT Zip _____

Name of Organization: _____

Contact Person: _____ Phone: _____

Address: _____ City: _____, UT Zip _____

Event Description: _____

Dates Approved: Start: _____ End: _____

Time(s) _____ a.m. p.m. to _____ a.m. p.m.

Number of Attendees Authorized: _____

Additional information or comments:

As the above listed property owner, I hereby give my permission for the event listed above to be held at the above address during the listed dates and times. I acknowledge that the information given is true and correct and agree to adhere to all rules, regulations and policies established by Murray City Corporation. 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 or use of Murray City facilities or services.

Signature: _____ Date: _____