



Special Event Packet

Logan City welcomes all different types of events and values the working relationships with event organizers. The following pages provide general information and the Special Event application form which will guide and direct event organizers through the Special Event application submittal, review, and approval process.

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General Application Information & Instructions

How to find the Logan City Special Event Application Packet:

1. The Special Event License Application Packet can be found online by visiting Logan City's homepage and navigating the menus:

I Want to... ⇒ **Apply for:** ⇒ **Business License** ⇒ **Special Event License** (drop-down menu).

2. Or by using the link:

https://www.loganutah.gov/government/departments/community_development/business_licensing/forms_and_applications.php

3. Applications can be picked up and submitted at the following address:

Logan City
Attn: Special Events
290 N 100 W
Logan, UT 84321

4. Applications can be requested and submitted by contacting the following individual:

Marie Drollette
Special Events Licensing
435-716-9008
Marie.drollette@loganutah.gov

After reviewing the application and/or if there are any questions regarding Logan City Special Event Code, please use the following link:

https://codelibrary.amlegal.com/codes/loganut/latest/logan_ut/0-0-0-1942

There is a forty-five (45) day deadline prior to the event. Applications submitted after this time may not be accepted. Event locations and times may be grandfathered, please call to verify if there is a possible conflict. Locations and times do fill up quickly, so the sooner the application is submitted the less potential for conflicting times.

Depending on the services, needs, and type of Special Event, additional fees may be charged by the different Logan City Departments for services, equipment, or facilities. This may also include the Bear River Health Department, Utah Department of Transportation, and Department Alcohol Beverage Services.

Application Review and Tracking:

Review and Process:

The Special Event application review process will begin when the event organizer submits a completed Special Event Application, site plan/maps, insurance certificate, and required plans. Upon review and acceptance of the application, the Special Event Coordinator (SEC) will become the primary contact person.

Departmental Reviews:

The Special Event application will be reviewed by the different Logan City departments who make up the Special Events Committee. A license will not be issued until all reviews have been passed. Based on each review, it may be determined city services are required. Each department has a Special Event contact who will reach out based on the review requirements. If city services are requested, please contact the appropriate department to reserve services.

There is no timeline for departmental reviews, Logan City is dedicated to the safety and service of Special Events, which may require differing amounts of time for different events. If an update is needed on the progress of an application, please contact the SEC.

Special Event Committee Meeting:

All first-time applicants are required to attend the monthly Special Event Committee Meeting. The SEC will contact applicants to schedule a meeting. If a repeat applicant has made changes to the event from previous year, they will need to attend a meeting. The Special Event Committee reserves the right to bring in any event to a meeting based on the necessity to confirm or clarify information.

Reminder:

Please be aware that, in cases where a Special Event could affect Federal or State property/facilities, organizers will be asked to contact the applicable agency (e.g., U.S. Forestry, U.D.O.T, etc.) and provide proof that the agency is aware of the event or approves of the event.

Cancellation Policy:

If an event must be cancelled, the event organizer must contact the SEC and provide written notice so the cancellation information can be distributed to the SE Committee.

Only those authorized and acting as the event organizer will be able to make changes to the application or cancel an event.

Reminder:

Please keep in mind that acceptance of a Special Event application does not constitute approval and licensure of the event.

Contact List:

Department	Contact Name	Phone	Email
Logan City	Loganutah.gov		
Building	Ben Anderson	435-716-9032	ben.anderson@loganutah.gov
Business License - SEC	Marie Drollette	435-716-9008	Marie.drollette@loganutah.gov
Environmental	Amy Anderson	435-716-9761	amy.anderson@loganutah.gov
	Customer Service	435-716-9755	Dumpster.rentals@loganutah.gov
Emergency Management	Ron Gonsalves	435-716-9157	Ronald.gonsalves@loganutah.gov
Fire	Aarian Bingham	435-716-9500	Aarian.bingham@loganutah.gov
	Aaron Walker	435-716-9516	Aaron.walker@loganutah.gov
Legal	Rebecca Sparks	435-716-9083	Rebecca.sparks@loganutah.gov
Risk Management	Brody Parker	435-716-9670	Brody.parker@loganutah.gov
Light & Power	Dixie Swensen	435-716-9703	dixie.swensen@loganutah.gov
Parks & Recreation	Gloria Chacon	435-716-9241	Gloria.chacon@loganutah.gov
	Dan Blakely	435-716-9247	Dan.blakely@loganutah.gov
Planning & Zoning	Aimee Egbert	435-716-9036	Aimee.egbert@loganutah.gov
Police	Sergeant Darin Cook	435-716-9459	Darin.cook@loganutah.gov
Public Works	Charon Sprague	435-716-9152	charon.sprague@loganutah.gov
Streets	Jan Curtis	435-716-9642	jan.curtis@loganutah.gov

Health Department	brhdut.gov		
Bear River Health Department	Customer Service	435-792-6570	

Utah Department of Transportation	connect.udot.utah.gov/business/permits/special-event-permits		
UDOT - Special Events Permit	Chase Wilson	435-671-6230	chasewilson@utah.gov

Utah Department of Commerce	Corporations.utah.gov		
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Utah State Tax Commission	tax.utah.gov/sales/specialevents		
Special Events Unit	Office	801-297-6303	specialevent@utah.gov

Department of Alcoholic Beverages	abs.utah.gov		
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Fee Schedule: Fees are determined by the specific services requested or required for an event. Below is a breakdown of these fees by department and billing source.

Please note that an event may receive up to three separate invoices from Logan City: Miscellaneous, Utility, and Gold Cross Billing.

Logan City - Miscellaneous Billing		
Department	Description	Fee
Business Licensing		
	Special Event Application Fee	\$75
	Fire Administration Fee	\$75
	Fireworks or Flame effects	\$150
Light & Power		
	Permanent Event Temp Panels (Center Street)	TBD
	Movable Temp Pedestals	TBD
Parks & Recreation		
	Special Event Fee	\$300
	Special Event Fee - Nonprofit	\$150
	A-Frames	\$25/A-Frame
	* Center Street Events minimum requirement of 12 A-Frame signs from P&R	
Police		
	Traffic Control / Event Presence	\$70/hr. per officer
	*2 officers & 2 hours minimum	
Streets		
	Manhours	TBD
	Barricades	TBD

Logan City – Utility Billing		
Department	Description	Fee
Environmental		
	Black Cans	\$3 / can
	Delivery Fee:	\$20
	Dumpsters (Two options)	
	Front Load - 4yd container	
	Rental Fee / day	\$1.50
	Charge per dump	\$27
	Rolloff - 17 or 30yd container	
	Rental Fee / day	\$6
	Haul Fee	\$227
	Waste - Weight (Tonnage) Fee	\$40/ton
	* Rental Fee includes the delivery, in-between, and pickup days	

Gold Cross - Billing		
Department	Description	Fee
Fire		
	EMS Standby	
	Deposit (goes toward final bill)	\$100
	One ambulance with two personnel (min. 2hrs)	\$215/hr.
	charge after first 2hrs	\$53.75/0.25hr
	Additional Personnel	
	Additional personnel (min. 2hrs)	\$68/hr. per person
	charge after first 2hrs	\$17/0.25hr per person

Other Departments – Fee Schedule: These departments are not associated with Logan City, but the fees may be required depending on the type, size, and location of the event.

Department	Description	Fee
Bear River Health Department		
	Mass Gathering Permit	\$300
UDOT Permit		
	Single Region	\$450
	Multi-Region	\$900
	Expedited Review Fee * <30 days' Notice	\$1,100
	* All special event fees are non-refundable review fees.	

	DEPARTMENT OF COMMUNITY DEVELOPMENT 290 North 100 West, Logan, UT 84321 P: (435) 716-9006 F: (435) 716-9001 www.loganutah.gov	Type: ☐ First-Time Application ☐ Repeat Application	Fees: See Special Event Fee Schedule
SPECIAL EVENT APPLICATION This is a multi-part application for Special Events in Logan. Contact Logan City Business Licensing with application questions. This application does not constitute a valid license.			Staff Use License No.: _____ Date Received: _____

Section I – Contacts & Billing Information

Note: Please complete the entire application by providing information in all fields. If areas do not apply mark with “N/A”. Incomplete applications will not be accepted.

Event Host: This is the business/organization/individual accepting responsibility for the event.

Business, Organization, or Individual Name:	
Mailing Address:	
Phone Number:	
Email:	
Online event listing:	

☐ Event Host information is the same for Event Billing information

Event Billing: This is the business/organization/individual accepting responsibility for the event billed services & expenses.

Business, Organization, or Individual Name:	
Mailing Address:	
Phone Number:	
Email:	

Event Organizer(s): Represents the host as the contact(s) who will be available for questions prior, during, and post event.

Primary Contact:

Name & Title:	
Phone Number(s):	
Email:	

Secondary Contact: Two contacts are required

Name & Title:	
Phone Number(s):	
Email:	

Event Identity:

Event Name:	
Event Address:	

☐ Park:		☐ Bridger Park - Pickleball Courts	
☐ Park Pavillion:		☐ Center Street	
☐ Trail:		☐ Laub Plaza	
☐ Willow Park Sports Complex		☐ Aquatic Center	
☐ Don Reese - Baseball Complex		☐ Town Hall & Library Plaza	
☐ Cache Event Center	☐ Cache Outdoor Arena	☐ Cache Indoor Arena	☐ Cache Fairgrounds
☐ Other:			

Event Classification Type: Mark any which apply or add event in the “other” category.

☐ running/walking/biking ☐ parade/procession ☐ festival/carnival/party/circus ☐ concert/public dance ☐ vendor or consumer show/auction	☐ sporting event ☐ rally/protest/demonstration ☐ firework display ☐ filming or videography ☐ seminar/workshop/conference
☐ other:	

Event Description & Goals: Please explain the event as if talking to someone who has never attended. This description is published to organizations who may be impacted by the event and are outside the Logan City Departments. Please provide the goals for this event. Goals are not published outside of the Logan City Departments.

[illegible]

Section III - Event Schedule:

Some events require onsite inspections which can occur pre, during, and/or post event. Please provide enough information for the inspectors to determine when the best time for inspections.

Event - Setup:

Date(s)	Times	Description

Event:

Date(s)	Times	Program

Event - Tear Down:

Date(s)	Tear Down - Start Time(s)	Tear Down - End Time(s)	Any Additional Information regarding – Tear Down

All garbage, debris, signage, temporary structures, and decor must be removed before the “Tear Down – End Time” deadline.

Section IV – Temporary Structures, Equipment, Power, & Impacts:

Temporary Structures & Equipment:

Please mark all that apply. This list will be reviewed by the Building & Fire Inspectors. If they have more questions they will reach out.

☐ Amplified Speakers	☐ Start / Finish Line
☐ Generator(s)	☐ Tents / Sun Canopies
☐ Bleachers / Temporary seating	☐ Inflatables
☐ Temporary Panels / Fencing	☐ Center Street - Arch Banner
☐ Stage(s) Number:	☐ Other:

All Temporary Structures and Equipment will need to be labeled on the event sitemap. Please submit pictures and dimensions of temporary structures.

Power

☐ Center Street – Temporary Power Panel - by The Owl	☐ Temporary Power Pedestal
☐ Center Street – Temporary Power Panel - by Great Harvest	Number of Pedestals:
☐ Other:	

Reservation Reminder: All Logan City Light & Power marked items will need to be reserved no later than 30 days before an event. Contact list: Light & Power. Fees will be assessed for services.

Neighborhood Impacts:

The following are defined impacts which affect the neighboring areas around the event. Please mark all which will apply to the event.

- ☐ Amplified Sound:
 - ☐ Noise source that may exceed 60 dBA at adjacent residential properties between 7am and 10pm
 - ☐ Noise source that may exceed 55 dBA at adjacent residential properties between 10pm and 7am
- ☐ Fireworks or pyrotechnic displays
- ☐ Residential area off-site parking or street parking to accommodate event attendees
- ☐ Alcohol Sales
- ☐ Closure of any public property, street, parking lot, or sidewalks
- ☐ Temporary power (generators)

Impact Mitigation Plan: To maintain good relations with the Neighboring Areas impacted by events. Please outline a plan to help mitigate impacts outlined above.

Impacts and/or Private Property: The following forms are part of impact mitigation and private property approval for events.

Required for all events on Center Street. Contact list: Business Licensing for the forms. May not apply to some events.

- ☐ Land Use Permission Form
- ☐ Toilet Use Permission Form

Section V - Noise Variance, Indemnification, & Insurance

Will the event create a noise disturbance after 10:00pm or before 7:00am? Y ☐ N ☐

☐ If yes, a Noise Variance approved by the Mayor is required for the event.

Noise Variance Contact

Teresa Harris

435.716.9002, teresa.harris@loganutah.gov

Insurance, Indemnification and Hold Harmless Agreement

- ☐ Provide Certificate of Liability Insurance
☐ Complete Indemnification and Hold Harmless Agreement

A copy of both the Certificate of Liability Insurance requirements and Indemnification and Hold Harmless Agreement will be provided after submission of the Special Event application by the Logan City Legal Department contact. Both the Certificate of Liability Insurance and Indemnification and Hold Harmless Agreement are required to be submitted to the Legal Department prior to issuance of the Special Event License

Section VI – Event Attendance:

Attendees

Anticipated Attendance				Anticipated Attendance - Peak Times			
	Daily	Peak Time	Event Overall	Start Time		End Time	
Attendees					AM PM		AM PM

☐ **BRHD - Mass Gathering Permit:** Events that will have more than 1,000 attendees for more than two hours are directed to obtain a Mass Gathering Permit from the Bear River Health Department. A copy of the permit will need to be submitted to Business Licensing prior to issuance of the Special Event License. Contact List: BRHD

Staff & Vendors

Anticipated Attendance			
Staff (including volunteers)		Mobile Food Trucks	
Nonfood Vendors		Alcohol Vendor	
Food Vendors			

☐ **Vendor List:** A list of the vendors is required to be submitted to Business Licensing prior to issuance of the Special Event License

Competitors, Participants, & Entertainment

Anticipated Attendance		
Competitors/Participants	Groups:	Individuals:
Entertainment	Groups/Bands:	Individuals:

☐ **Entertain List:** An entertainment list is required to be submitted to Business Licensing prior to issuance of the Special Event License.

Section VII – State Compliance:

All events are required to be State and local compliant before issuance of a local Special Event License. Below are the State requirements for events. Please review and verify if the requirements apply to the event.

Utah Department of Commerce: (corporations.utah.gov)

Requirement for Businesses or Organizations. Events sponsored by an individual are exempt.

Entity (DBA, LLC, INC, etc.):

- ☐ Event Hosts are required to have a registered and active entity with the State of Utah.
- ☐ Event Host is located out of State. w
 - ☐ Please indicate which State: _____
 - ☐ Please provide State Certification of the registered/active business entity.

Nonprofit Entity:

- ☐ Event Host is required to have a registered and active entity with the State of Utah.
- ☐ Event Host is located out of State.
 - ☐ Please indicate which State: _____
 - ☐ Please provide the State Certification of a registered/active nonprofit entity.

Or

- ☐ Event Host has a registered and active Federal Tax-Exempt EIN: _____.

Special Event Unit - Utah State Tax Commission: (tax.utah.gov/sales/specialevents)

Is the event collecting admissions? Y ☐ N ☐ Is the event selling alcohol? Y ☐ N ☐ Is the event selling food or merchandise? Y ☐ N ☐

If yes, registering for the event with the Utah State Tax Commission is required.

Account ID – SSE # (Temporary Sales Tax Number): If the event has been registered with the Special Event Unit - Utah State Tax Commission, please provide the Account ID – SSE # for the event found on the TC-791 form.

Account ID – SSE #: (XXXXXXXX – XXX – SSE)	
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Department of Alcohol Beverage Services (DABS): (abs.utah.gov)

- Is the Special Event requesting to sell or service alcohol? Y ☐ N ☐
- Is the Event Host the Alcohol Vendor? Y ☐ N ☐
 - ☐ If yes, please follow the instructions below for Event Host.
 - ☐ If no, please fill out the Alcohol Vendor information. The Alcohol Vendor will need to contact Logan City for a separate Special Event Alcohol Vendor Application.

Alcohol Vendor Information: ☐ Mark if Host Information is the same as the Alcohol Vendor.

Alcohol Vendor:	
Primary Contact Name:	
Phone Number:	
Email:	

Event Host

Alcohol Vendor

1. Please submit the following for City Administration Review:
 - ☐ Local Consent
2. Please provide the following prior to issuance of the Logan City Special Event License:
 - ☐ DABS Submitted – Event Floor Plan/Sitemap
 - ☐ DABS State Alcohol Permit

Please indicate who will be providing security:

☐ Private	☐ Logan City Police Department	☐ Cache County Sheriff
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Business or Organization Name:	
Primary Contact Name & Title:	
Phone Number:	
Email:	

UDOT Permit: An event will need a UDOT Permit if it is using, crossing, closing, intersecting, or directly adjacent to UDOT roadways or sidewalks. Please refer to the map below to determine if the event requires a UDOT Permit.

Section VIII – Temporary Closures & Traffic Control: If yes, to any of the questions below, please fill out this section.

- Is the event space using any intersection, street, sidewalk, parking lot, and/or park strip? Y ☐ N ☐
- Is the event crossing or turning at any intersection as part of the event? Y ☐ N ☐
- Is the event requesting hard and/or soft closures of any road, sidewalk, park strip and/or parking lot? Y ☐ N ☐

Temporary Closure(s): Restricts the regular use of sidewalks, park strips, intersections, parking lots and streets for an event.

Proposed closures are evaluated for site and event compatibility, as well as community impacts. Not all closures will be approved. All temporary closures and times must be approved before issuance of a Special Event License.

Closure - Type: Please mark all which apply. **Soft:** Allows intermittent regular-use access. **Hard:** Allows no regular-use access.

	Hard	Soft		Hard	Soft		Hard	Soft
Sidewalk(s)	☐	☐	Intersection(s)	☐	☐	Parking Lot	☐	☐
Park Strip(s)	☐	☐	Street(s)	☐	☐			

Please indicate all closures on the Closures & Traffic Control Site Plan/Map.

Closure - Dates & Times:

Date(s)	Closure - Start Time		Closure - End Time	
		AM PM		AM PM
		AM PM		AM PM
		AM PM		AM PM

All participants, staff, equipment, event related items, and garbage are to be removed from the area prior to the Closure - End Time.

Closure - Stipulations:

1. If the event requires a UDOT permit, the closure information provided needs to match the UDOT Permit **exactly**.
 - a. If the closure information provided falls outside the parameters of the UDOT Permit, Logan City will adhere to the UDOT permit parameters.
 - b. If the UDOT permit parameters fall outside the closure information provided, Logan City will adhere to the parameters of the closure information provided.
2. No changes to closure information provided will be accepted 30 days prior to the event.

Closure - Traffic Control:

Note: If an event is crossing any Street or turning at an intersection using a traffic control device (Traffic light, traffic sign, or pedestrian hybrid lighted/sound crossing sign), no traffic control provider is required. However, participants are required to yield to the "vehicle right-of-way" at these locations.

Please indicate who will be providing traffic control for the event:

- ☐ Logan City Street Division (Additional fees apply for City Service)
- ☐ Logan City Police Department - (Additional fees apply for City Service)
- ☐ UDOT Certified Flagger (ID is required and Traffic Control Plan)
- ☐ Certified 3rd party traffic control – If a third party is contracted to provide traffic control, a traffic control plan prepared and stamped by a Professional Engineer registered in the State of Utah is required. Please provide information for the 3rd party traffic control provider below.

3rd party traffic control

Business or Organization Name:	
Primary Contact Name:	
Phone Number:	
Email:	

Section IX - Environmental Services:

Garbage Control Plan - describe how garbage from the event will be managed. Include anticipated sources of garbage, collection points, garbage management, and disposal and removal from site:

The Logan City Environmental Department will evaluate the Garbage Control Plan to determine if additional garbage cans and/or dumpsters will be required for the event.

A Special Event License will not be issued until all Environmental Services are compliant, ordered, and verified.

Environmental Site Plan Map – Include the location of all trash receptacles, dumpster(s), and any other garbage collection points.

Special Events Garbage Guidelines and Restrictions

- **Responsibility for Refuse/Garbage/Debris:** Events must collect and dispose of all garbage and waste generated during the event. For additional garbage needs or disposal requirements, organizers should contact the Environmental Department to make arrangements for additional containers or empties.
- **Handling Overfill:** If City provided garbage cans or dumpsters become overfilled, event Organizers are responsible for collecting and disposing of the excess garbage and waste.
- **Center Street Events:** Events held on Center Street between Main Street and 100 West are required to maintain and empty all bolted garbage cans on both sides of the street during and after the event. Liners are not optional. Please plan on replacing liners.
- **Main Street Events:** Events on Main Street have access to the Main Street cans, which should not be moved from their assigned locations. These cans are typically collected on Tuesdays and Fridays for regular pickup. Event organizers are responsible for collecting and disposing of any overfill from these cans. Additional cans are required for all Main Street events and can be arranged through the Environmental Department.
- **Shared Dumpsters:** If a shared dumpster will be used for an event, the event organizer is responsible for arranging for the dumpster to be emptied following the event.

Section X – Signage & Parking:

The Planning Division reviews site compatibility, parking, and signage.

Planning Review Checklist (Mark all items that are applicable to the event):

- ☐ On-Site signage - provide images with dimensions of the signs, include location on site map
- ☐ Off-Site signage – provide a separate Signage and Marketing Plan and approved prior to placement of signs. The plan must include images and dimensions of the signs and a map showing placement of the signs in accordance with the Special Event Temporary Signs regulations, §17.33.11).
- ☐ Parking – Identify on the site plan all parking areas that will be utilized as part of the event. If the event does not have adequate on-site parking to accommodate the estimated number of attendees, an alternative parking plan may be required.
- ☐ Use of a vacant or undeveloped lot.

Section XI - Fire, Police, and Emergency Management:

Fire checklist (Mark all that apply and add to the Site Plan/Map)

- ☐ Use of any open flames
- ☐ Fireworks or pyrotechnic displays
- ☐ EMT services – Note: *Based on the location and type of event, Logan City may require EMT services*

Required for all events: Emergency Access Lanes...may need to work with Fire to determine the access points and lanes.

Note: All cooking operations shall be inspected and approved by the Fire Prevention Bureau prior to the initiation of cooking operations.

Public Safety Plan

Fill out this section if you anticipate more than 1,000 attendees.

Provide a description and indicate on the Special Event Site Plan how the event organizers plan to address the following public safety concerns:

Emergency vehicle ingress and egress	
Emergency exit/escape routes for event attendees	
Emergency medical services – both location and staffing	
Parking and traffic control and direction	
The need for the presence of law enforcement	
The need for emergency medical services	
The need for weather monitoring	
The anticipated size of crowds and the staffing available to manage the crowd	

Police Services Checklist (Mark all that apply)

- ☐ Request for Police presence/security
- ☐ Request for Traffic Control
- ☐ Event will take place on a closed street
- ☐ Alcohol sales and/or service
- ☐ Center Street Event

Security Plan

Fill out this section if you anticipate more than 1,000 attendees.

Provide a detailed description of any on-site security measures, including staff or volunteers, 3rd party security, check points, fencing, closures, barriers, or overnight security measures. All physical items should be included on the Special Event Site Plan Map.

Note: Based on the location and type of event, a police presence may be required by Logan City to protect the health, safety, and welfare of the public. See Special Event Police Memo for more information.

Section XII - Site Plan/Map(s): Required for all events.

- Use Google Maps or other GIS Source Maps (Outdoor & Mobile Maps)
- Architect produced or hand-drawn (Indoor Maps)
- Drawn to scale.
- Map Key

Checklists: These checklists are for the different required plan/maps. Some plan/maps can be combined; however, they need to be concise, clearly designed, and easy to read. Include all that apply.

1. Stationary Indoor/Outdoor Site Plan/Map:

- ☐ Event organizers booth
- ☐ Vendors (Map Key: color code...food vendors, food trucks, and nonfood vendors)
- ☐ Temporary structures & equipment
- ☐ Restrooms

2. Mobile Site Plan/Map:

- ☐ Staging area (refer to the Stationary Checklist for requirements which apply)
- ☐ Event route
- ☐ Temporary structures & equipment (if located on the route)

3. Parking Site Plan/Map:

- ☐ Event parking for attendees, vendors, and staff.

4. Signage Site Plan/Map:

- ☐ Indicate the location of all signage for event. (Provide pictures with dimensions)

5. Emergency Services Site Plan/Map:

- ☐ First Aid location
- ☐ EMS Standby location
- ☐ Indicate all Emergency vehicle access points and lanes

6. Fireworks Site Plan/Map:

- ☐ Staging area
- ☐ Emergency Services location

7. Closures & Traffic Control Site Plan/Map: May not apply to all events. Please refer to the Contact list: Streets.

- ☐ Indicate the location of hard or soft closures of any street, intersection, sidewalk, parking lot, or park strip.
- ☐ Indicate the proposed placement of any traffic control devices or barriers.

8. Environmental Services Site Plan/Map: May not apply to all events. Please refer to the Contact list: Environmental.

- ☐ Location of all trash receptacles and garbage collection points

9. Security & Safety Site Plan/Map: May not apply to all events. Please refer to the Contact list: Police.

- ☐ Police presence location
- ☐ Police traffic control locations
- ☐ Private Security location(s)

Note: The Special Events Review Committee may require additional information prior to license approval.

Section XIII - Application, Review, and City Services Fees Section:

Logan City assesses fees for Special Events based on the adopted fee schedule. These fees may include departmental fees for application review and reservations, and fees to cover the City's costs in providing direct services in support of the Special Event, such as police, emergency services, street closures, environmental services, or temporary power. City support services may be mandatory based on the City's determination that the services are necessary to protect the public's health, safety, and welfare.

Section XIV - Organizer Certifications:

The applicant shall certify the following with initials:

___ **Mandatory Review Process** - This application does not constitute a license. All applications are subject to a mandatory review process, including meetings with the Special Events Review Committee and on-site meetings as directed by City staff.

___ **Conditions of Approval** - Where appropriate, City staff may require reasonable conditions aimed at mitigating adverse impacts on city infrastructure and the public at large, including but not limited to the event's impact on traffic, noise, parking, congestion, security, health, and safety, and an evaluation of the measures proposed by the organizer to satisfy those requirements. All listed conditions of approval on the license shall be followed. Failure to follow conditions renders the license null and void.

___ **Other Regulatory Bodies** - It is the applicant's responsibility to determine and comply with any requirements from other regulatory agencies. Issuance of a City of Logan license indicates compliance with requirements specific to the Division of Business Licensing, and not those of any other agency.

___ **Damage to Public Property** - The Organizer shall be responsible for damage or destruction of property attributable to the Special Event. Spray paint or other permanent markings are prohibited. No signs, placards, advertisements, banners, or other items should be attached to public infrastructure, including utility and light poles. Fees will be assessed to the organizer for the replacement or repair cost of any damage or destruction of property.

___ **Event Clean Up** – The Organizer shall restore the Special Event location to its original condition, free from litter, garbage, refuse, and other material changes. Fees will be assessed to the Organizer to cover staff or contractor abatement of litter, garbage, refuse, and other material charges attributable to the Special Event.

___ **Deviation** - Any deviation from the description of the activity on this form renders the license null and void.

___ **Event Information** - Failure to disclose pertinent event information that would have been relevant to the license review process renders the license null and void.

I affirm that: I am an authorized agent of the Organizer of the Special Event for which application is being made, and the information on this form and on all application, materials is both complete and accurate to the best of knowledge.

Signature

Printed Name

Date

Privacy Notice:

