



**DEPARTMENT OF  
COMMUNITY DEVELOPMENT**  
290 North 100 West, Logan, UT 84321  
P: (435) 716-9008 F: (435) 716-9001  
www.loganutah.org

**CATEGORY:**  
 INDOOR  
 OUTDOOR  
 BOTH

**TYPE:**  
 FIRST-TIME APPLICANT  
 REPEAT APPLICATION (LAST LICENSE YEAR) \_\_\_\_\_  
 APPLICATION AMENDMENT \_\_\_\_\_

# SPECIAL EVENT APPLICATION

**LICENSE NO.:** \_\_\_\_\_

A complete application must be submitted at least 45 days prior to the event.  
Applications not submitted within that time frame may not be approved.

**DATE RECEIVED:** \_\_\_\_\_

**INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.** This application does not constitute a valid permit.

## SECTION I: EVENT ORGANIZER/BUSINESS INFORMATION

**PARENT BUSINESS/ORGANIZER:** \_\_\_\_\_

**EVENT NAME :** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_  
STREET (INCLUDE UNIT #)/PO BOX CITY, STATE, ZIP CODE

**CONTACT PHONE:** \_\_\_\_\_

**STATE REGISTRATION:**

DBA    SOLE PROPRIETORSHIP    CORPORATION  
 LLC    PARTNERSHIP    NON-PROFIT CORPORATION

## SECTION II: EVENT DESCRIPTION - GENERAL (COMPLETE ALL SECTIONS)

**EVENT LOCATION:**

**ADDRESS:** \_\_\_\_\_

**START DATE:** \_\_\_\_\_ **END DATE:** \_\_\_\_\_ **HOURS:** \_\_\_\_\_

**IS THIS EVENT OPEN TO THE PUBLIC FOR A FEE?**    YES    NO

**INSURANCE:**

Events on public property must be insured. Contact Risk Management at (435) 716-9080 to determine insurance needs and for indemnification and Hold Harmless Agreements.

**IS THIS EVENT ON LOGAN CITY PROPERTY?**    YES    NO

**THIS EVENT WILL MOST LIKELY RECUR:**

- AT THE SAME TIME EVERY YEAR
- MULTIPLE TIMES DURING THE YEAR
- NEVER - THIS IS A ONE-TIME ONLY
- OTHER: \_\_\_\_\_
- APPROX ATTENDEES: \_\_\_\_\_

**PROFIT / NON-PROFIT STATUS**

- FOR-PROFIT    FOR THE BENEFIT OF A NON-PROFIT REGISTERED CHARITY
- FOR THE BENEFIT OF A 501(c)(3) NON-PROFIT CORPORATION:
  - THE PARENT BUSINESS / ORGANIZER
  - A THIRD PARTY "BENEFICIARY ORGANIZATION"

**BENEFICIARY ORGANIZATION: (IF APPLICABLE) INCLUDE CONTACT NAME / PHONE / WEBSITE / EMAIL**

\_\_\_\_\_  
\_\_\_\_\_  
TO REGISTER AS A CHARITY WITH THE STATE OF UTAH GO TO: [HTTP://CONSUMERPROTECTION.UTAH.GOV/REGISTRATIONS/CHARITIES.HTML](http://consumerprotection.utah.gov/registrations/charities.html)

**SPECIAL EVENT CLASSIFICATION:** CHECK ALL THAT APPLY

- RUNNING / WALKING / BIKING    CAR WASH
- FESTIVAL / CARNIVAL/PARTY    CIRCUS
- CONCERT / PUBLIC DANCE    AUCTION
- VENDOR & CONSUMER SHOW    SPORTING
- SEMINAR / WORKSHOP / CONFERENCE
- RALLY / PROTEST / DEMONSTRATION
- PARADE PROCESSION    OTHER
- GOLD & COIN SHOW

**TEMPORARY SALES TAX NUMBER:**    N/A

**I HAVE TEMPORARY SALES TAX NUMBERS FOR VENDORS:**

YES    NO

Event organizers are responsible to ensure that all participating vendors have sales tax numbers and state and/or federal licenses, as applicable.

**THIS SPECIAL EVENT INCLUDES:** CHECK ALL THAT APPLY

- SIGNAGE
- SALE OF ANY MERCHANDISE-PARENT ORGANIZATION AS THE VENDOR
- SALE OF ANY MERCHANDISE-OTHER VENDOR(S) # OF VENDORS: \_\_\_\_\_
- FRESH FOOD PREPARATION, SALES, OR SERVICE
- ALCOHOL SALES AND/OR SERVICE
- LIVE ENTERTAINMENT
- OUTDOOR AMPLIFIED SOUND
- TEMPORARY STRUCTURES
- TEMPORARY POWER
- OPEN FLAME (i.e. FIREWORKS, FIRE, COOKING FLAME)
- USE OF AN UNDEVELOPED LOT
- AMUSMENT RIDES AND/OR INFLATABLES
- TRAMPOLINES OR CLIMBING WALLS
- USE OF ROADWAY, SIDEWALK, PARK STRIP\*
- REQUEST FOR ROAD CLOSURE\*
- CROSSING AT LEAST ONE INTERSECTION\*

\*PLEASE COMPLETE SECTION V ON PAGE 2.

### SECTION III: EVENT OFFICERS

**LEGAL NAME:** \_\_\_\_\_  APPLICATION CONTACT  VOLUNTEER  EMPLOYEE  
**HOME ADDRESS:** \_\_\_\_\_  OWNER  LOCAL MANAGER  OTHER \_\_\_\_\_  
STREET (INCLUDE UNIT #)/PO BOX CITY, STATE, ZIP CODE  
**CONTACT PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_  
**DATE OF BIRTH:** \_\_\_\_\_ **DRIVERS LIC #:** \_\_\_\_\_ **STATE:** \_\_\_\_\_  
 THIS PERSON CAN BE CONTACTED DURING THE EVENT OR AFTER-HOURS BY POLICE, FIRE, OR ANY OTHER CITY DEPARTMENT.

**LEGAL NAME:** \_\_\_\_\_  APPLICATION CONTACT  VOLUNTEER  EMPLOYEE  
**HOME ADDRESS:** \_\_\_\_\_  OWNER  LOCAL MANAGER  OTHER \_\_\_\_\_  
STREET (INCLUDE UNIT #)/PO BOX CITY, STATE, ZIP CODE  
**CONTACT PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_  
**DATE OF BIRTH:** \_\_\_\_\_ **DRIVERS LIC #:** \_\_\_\_\_ **STATE:** \_\_\_\_\_  
 THIS PERSON CAN BE CONTACTED DURING THE EVENT OR AFTER-HOURS BY POLICE, FIRE, OR ANY OTHER CITY DEPARTMENT.

### SECTION IV: EVENT DESCRIPTION (IN DETAIL, INCLUDE PICTURES IF POSSILBE)

### SECTION V: USE OF RIGHT-OF-WAY DETAILS

**TRAFFIC CONTROL**  
Approved traffic control is required any time any roadway is to be used and/or any intersection crossed. Your attendance at the **Special Event Review Board Meeting** is required in order to discuss the details of your route or right-of-way closure.

**RIGHT-OF-WAY PERMIT**  
Contact Public Works at (435) 716-9152 to apply for a Right-of-Way Permit.

**QUESTIONS?** The following departments can be contacted with specific questions:  
Police Depratment (435) 716-9300  
Street Division (435) 716-9642  
Risk Management (435) 716-9080

**THE FOLLOWING UDOT SIDEWALKS/ROADWAYS WILL BE USED:**

<input type="checkbox"/> N/A	<input type="checkbox"/> 2500 NORTH (MAIN TO 1000 W)
<input type="checkbox"/> MAIN / HWY 89-91	<input type="checkbox"/> 400 NORTH (EAST OF MAIN)
<input type="checkbox"/> 1000 WEST	<input type="checkbox"/> 200 NORTH (WEST OF MAIN)

**UDOT PERMIT**  
If using a UDOT regulated right-of-way, apply for a UDOT permit.  
For more information go to:  
[WWW.UDOT.UTAH.GOV](http://WWW.UDOT.UTAH.GOV) OR CALL (801) 620-1639.

**TRAFFIC CONTROL WILL BE PROVIDED BY:**  
(Map of traffic control plan must be provided)

CERTIFIED, EQUIPPED FLAGGERS THROUGH \_\_\_\_\_

LOGAN CITY POLICE DEPARTMENT - \$70/HR/OFFICER

ROAD CLOSURE - APPROVAL FROM STREETS DIVISION REQUIRED

**SECTION VI: ENVIRONMENTAL**

ARE GARBAGE SERVICES NEEDED:  YES  NO

EXPLAIN: \_\_\_\_\_

For information, contact the Environmental Department at: (435) 716-9755.  
For storm water regulations contact the Public Works Department at: (435) 716-9168.

### SECTION VII: NOTIFICATIONS AND VERIFICATION OF AUTHORITY

- 1) MANDATORY REVIEW PROCESS** - This application does not constitute a license. ALL applications are subject to review process. Decisions on special event applications take approximately 45 business days from the submission of a complete application.
- 2) DENIAL OF LICENSE** - Application denial is most often the result of: (i) an accurate or incomplete application, and/or (ii) non-compliance with the Municipal Code, the Land Development Code, and/or applicable building, fire, and environment codes.
- 3) 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.
- 4) SIGNAGE** - Consult with the Division of Planning and Zoning prior to making temporary signage arrangements. A planner can be contacted at (435) 716-9023.
- 5) ANY DEVIATION FROM THE DESCRIPTION OF THE ACTIVIY ON THIS FORM RENDERS THE LICENSE NULL AND VOID.**

I affirm that: (i) I am an authorized agent of the parent entity over the event or business for which application is being made, and (ii) the information on this form and on all application materials is both complete and accurate to the best of my knowledge.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE