



**HYDE PARK CITY**  
 113 East Center, Hyde Park, UT 84318  
 P: (435) 563-6507 F: (435)563-9029  
[hydepark.utahlinks.org](http://hydepark.utahlinks.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 30 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/BUSINESS NAME (DBA):** \_\_\_\_\_

**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

**IS THIS EVENT ON HYDE PARK CITY PROPERTY?**    YES    NO

**INSURANCE:**  
 Events on public property must be insured according to Hyde Park City Special Event Ordinance

<p><b>THIS EVENT WILL MOST LIKELY RECUR:</b></p> <p><input type="checkbox"/> AT THE SAME TIME EVERY YEAR</p> <p><input type="checkbox"/> MULTIPLE TIMES DURING THE YEAR</p> <p><input type="checkbox"/> NEVER - THIS IS A ONE-TIME ONLY</p> <p><input type="checkbox"/> OTHER: _____</p>	<p><b>PROFIT / NON-PROFIT STATUS</b></p> <p><input type="checkbox"/> FOR-PROFIT   <input type="checkbox"/> FOR THE BENEFIT OF A NON-PROFIT REGISTERED CHARITY</p> <p><input type="checkbox"/> FOR THE BENEFIT OF A 501(c)(3) NON-PROFIT CORPORATION:</p> <p style="margin-left: 20px;"><input type="radio"/> THE PARENT BUSINESS / ORGANIZER   <input type="radio"/> A THIRD PARTY "BENEFICIARY ORGANIZATION"</p> <p><b>BENEFICIARY ORGANIZATION: (IF APPLICABLE) INCLUDE CONTACT NAME / PHONE / WEBSITE / EMAIL</b></p> <p>_____</p> <p>_____</p> <p style="font-size: small; text-align: center;">TO REGISTER AS A CHARITY WITH THE STATE OF UTAH GO TO: <a href="http://consumerprotection.utah.gov/registrations/charities.html">HTTP://CONSUMERPROTECTION.UTAH.GOV/REGISTRATIONS/CHARITIES.HTML</a></p>
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<p><b>SPECIAL EVENT CLASSIFICATION:</b> CHECK ALL THAT APPLY</p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> RUNNING / WALKING / BIKING</td> <td><input type="checkbox"/> CAR WASH</td> </tr> <tr> <td><input type="checkbox"/> FESTIVAL / CARNIVAL/PARTY</td> <td><input type="checkbox"/> CIRCUS</td> </tr> <tr> <td><input type="checkbox"/> CONCERT / PUBLIC DANCE</td> <td><input type="checkbox"/> AUCTION</td> </tr> <tr> <td><input type="checkbox"/> VENDOR &amp; CONSUMER SHOW</td> <td><input type="checkbox"/> SPORTING</td> </tr> <tr> <td><input type="checkbox"/> SEMINAR / WORKSHOP / CONFERENCE</td> <td></td> </tr> <tr> <td><input type="checkbox"/> RALLY / PROTEST / DEMONSTRATION</td> <td></td> </tr> <tr> <td><input type="checkbox"/> PARADE PROCESSION   <input type="checkbox"/> OTHER</td> <td></td> </tr> <tr> <td><input type="checkbox"/> GOLD &amp; COIN SHOW</td> <td></td> </tr> </table> <p><b>TEMPORARY SALES TAX NUMBER:</b>   <input type="checkbox"/> N/A</p> <p>_____</p> <p><b>I HAVE TEMPORARY SALES TAX NUMBERS FOR VENDORS:</b>  <input type="checkbox"/> YES   <input type="checkbox"/> NO</p> <p style="font-size: small;">Event organizers are responsible to ensure that all participating vendors have sales tax numbers and state and/or federal licenses, as applicable.</p>	<input type="checkbox"/> RUNNING / WALKING / BIKING	<input type="checkbox"/> CAR WASH	<input type="checkbox"/> FESTIVAL / CARNIVAL/PARTY	<input type="checkbox"/> CIRCUS	<input type="checkbox"/> CONCERT / PUBLIC DANCE	<input type="checkbox"/> AUCTION	<input type="checkbox"/> VENDOR & CONSUMER SHOW	<input type="checkbox"/> SPORTING	<input type="checkbox"/> SEMINAR / WORKSHOP / CONFERENCE		<input type="checkbox"/> RALLY / PROTEST / DEMONSTRATION		<input type="checkbox"/> PARADE PROCESSION <input type="checkbox"/> OTHER		<input type="checkbox"/> GOLD & COIN SHOW		<p><b>THIS SPECIAL EVENT INCLUDES</b> CHECK ALL THAT APPLY</p> <p><input type="checkbox"/> SIGNAGE</p> <p><input type="checkbox"/> SALE OF ANY MERCHANDISE-PARENT ORGANIZATION AS THE VENDOR</p> <p><input type="checkbox"/> SALE OF ANY MERCHANDISE-OTHER VENDOR(S) # OF VENDORS:</p> <p><input type="checkbox"/> FRESH FOOD PREPARATION, SALES, OR SERVICE</p> <p><input type="checkbox"/> LIVE ENTERTAINMENT</p> <p><input type="checkbox"/> OUTDOOR AMPLIFIED SOUND</p> <p><input type="checkbox"/> TEMPORARY STRUCTURES</p> <p><input type="checkbox"/> TEMPORARY POWER</p> <p><input type="checkbox"/> OPEN FLAME (i.e. FIREWORKS, FIRE, COOKING FLAME)</p> <p><input type="checkbox"/> USE OF AN UNDEVELOPED LOT</p> <p><input type="checkbox"/> AMUSMENT RIDES AND/OR INFLATABLES</p> <p><input type="checkbox"/> TRAMPOLINES OR CLIMBING WALLS</p> <p><input type="checkbox"/> USE OF ROADWAY, SIDEWALK, PARK STRIP*</p> <p><input type="checkbox"/> REQUEST FOR ROAD CLOSURE*</p> <p><input type="checkbox"/> CROSSING AT LEAST ONE INTERSECTION*</p> <p><input type="checkbox"/> *PLEASE COMPLETE SECTION V ON PAGE 2.</p>
<input type="checkbox"/> RUNNING / WALKING / BIKING	<input type="checkbox"/> CAR WASH																
<input type="checkbox"/> FESTIVAL / CARNIVAL/PARTY	<input type="checkbox"/> CIRCUS																
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<input type="checkbox"/> PARADE PROCESSION <input type="checkbox"/> OTHER																	
<input type="checkbox"/> GOLD & COIN SHOW																	

### 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, MAPS AND PARKING PLAN)

Empty space for event description, pictures, maps, and parking plan.

### SECTION V: USE OF RIGHT-OF-WAY (DETAIL)

*Submit a detailed Traffic Plan*

**Traffic Control**  
Approved traffic control is required any time any roadway is to be used and / or intersection crossed. Your attendance at a LUA meeting is required in order to discuss the details of your route or right-of-way closure.

**The following can address specific questions:**  
North Park Police Department: 435-753-7600  
Smithfield City Fire Department: 435-563-3056

**Traffic Control will be provided by:**  
 Certified, equipped flaggers  
 North Park Police Department - \$50/hour/officer  
 Road Closure through Hyde Park City

**THE FOLLOWING CITY SIDEWALKS/ROADWAYS WILL BE USED:**  
 N/A \_\_\_\_\_  
 MAIN / HWY 89-91 \_\_\_\_\_  
 Center Street \_\_\_\_\_

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

### SECTION VI: ENVIRONMENTAL

ARE GARBAGE SERVICES NEEDED:  YES  NO  
EXPLAIN: \_\_\_\_\_  
For information, contact the Environmental Department at: (435) 716-9794.  
For storm water regulations contact the Public Works Department at: (435) 563-6507

### 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 30 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 Hyde Park license indicates compliance with requirements specific to the Division of Business Licensing, and not those of any other agency.
- 4) **SIGNAGE**- Consult with the Planning and Zoning commission prior to making temporary signage arrangements. A planner can be contacted at (435) 563-6507.
- 5) **ANY DEVIATION FROM THE DESCRIPTION OF THE ACTIVITY 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