



5400 West Civic Center Drive - Suite 1
 Highland, UT 84003
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SPECIAL EVENT PERMIT APPLICATION

STAFF USE ONLY

Application Date: _____ Application Number: _____ Fee Owed: TBD
 Received by: _____ Receipt #: _____ Cash/Card/Check (Check #: _____)
 Lone Peak Police Approved/Denied: _____ Fire Department Approved/Denied: _____
 Application Approved/Denied: _____ Permit Number: _____

EVENT NAME: _____ EVENT DATE: _____

APPLICANT INFORMATION

Name: _____

Mailing Address: _____

Phone #: _____ Fax #: _____

Email Address: _____

EVENT TYPE

- | | | |
|--|--|---|
| <input type="checkbox"/> Bike Race* | <input type="checkbox"/> Block/Neighborhood Party | <input type="checkbox"/> Murdock Canal Trail* |
| <input type="checkbox"/> Walk* | <input type="checkbox"/> Carnival | <input type="checkbox"/> Parade* |
| <input type="checkbox"/> 5K* | <input type="checkbox"/> Concert | <input type="checkbox"/> School Function |
| <input type="checkbox"/> 10K* | <input type="checkbox"/> Festival | <input type="checkbox"/> Scouting |
| <input type="checkbox"/> Half Marathon* | <input type="checkbox"/> Filming (script required) | <input type="checkbox"/> Wedding |
| <input type="checkbox"/> Marathon* | <input type="checkbox"/> Fireworks | |
| <input type="checkbox"/> Other (detailed description): _____ | | |

*Highland City does not allow any permanent paint on roads or trails. Please use sidewalk chalk or other methods to mark your route if needed.

Does your event utilize/cross any City streets: No Yes (this will need to be reviewed by Lone Peak Police Department. Please attach a race map with detailed information.)

Does your event utilize/cross any State or County streets: No Yes (this will need to be reviewed by LPPD and UDOT and/or Utah County Sherriff's Department)

Does your event involve more than 500 people for 2 or more hours at one location: No Yes (this will need to be reviewed by the Utah County Health Department for a Mass Gathering Permit)

EVENT INFORMATION

Event Name: _____

Event Website: _____

Event Date: _____ Set-up: _____ Clean-up: _____

Event Time: _____ Set-up: _____ Clean-up: _____

Event Location: _____

Park Being Used (if applicable): _____ (A Pavilion Reservation Request must be completed and approved prior to submitting a Special Event Permit Application)

Number Participating in Event: _____

Number of Spectators: _____ Number of Staff: _____

Non-Profit or For Profit Event: _____

Portable Restroom or Janitorial Service Name: _____

Waste Management Company Name: _____

EVENT CHECKLIST:

- | | |
|---|--|
| <input type="checkbox"/> 30 + Days in Advance | <input type="checkbox"/> Utah County Health Dept. Approval |
| <input type="checkbox"/> Event Insurance | <input type="checkbox"/> Lone Peak Fire Approval (Fireworks) |
| <input type="checkbox"/> Location Map | <input type="checkbox"/> UHP or UCSO Approval (State Highways) |
| <input type="checkbox"/> Park Reservation | <input type="checkbox"/> Utah County Approval (Murdock Canal Trail Events) |
| <input type="checkbox"/> Police Approval (Security Agreement & Fees Paid) | |