



South Salt Lake City

## SPECIAL EVENT REQUEST FORM

Date Distributed

\_\_\_\_/\_\_\_\_/\_\_\_\_

Date Approved

\_\_\_\_/\_\_\_\_/\_\_\_\_

Date Disapproved

\_\_\_\_/\_\_\_\_/\_\_\_\_

An event occurring out of the ordinary course of neighborhood functions e.g. races, runs, walks, bicycle races, block parties, filming of movies, parades, festivals, primarily for the purpose of entertainment or fund-raising and attracting participants and/or observers, must fill out this application form and return to the City Recorder 10 days before any advertising of the event commences. The City Recorder will notify the applicant of approval or disapproval within seven calendar days.

Name of Organization \_\_\_\_\_ Date \_\_\_\_\_

Person in Charge \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Facility Requested (please include map of route site) \_\_\_\_\_

Date(s) Requested \_\_\_\_\_ Time Requested \_\_\_\_\_

Expected length and duration of event \_\_\_\_\_

Expected number attending \_\_\_\_\_ % of South Salt Lake residents \_\_\_\_\_

Is there a fee or donation to attend? Yes \_\_\_ No \_\_\_ If yes, what is the fee and what will the proceeds be used for? What is the anticipated revenue? \_\_\_\_\_

Please provide additional information about the event and include any services required from City department (water, stage, police, fire, public works, etc.) Attach a separate page if necessary

The undersigned acknowledges that the information in this application is correct and agrees to adhere to all rules, regulations, and policies established by South Salt Lake City Corporation. The undersigned agrees to waive and release all rights and claims that might be had against South Salt Lake City Corporation for any and all injuries or losses suffered because of participation in or use of South Salt Lake City facilities or services.

Signature \_\_\_\_\_ Date \_\_\_\_\_