



Approved Rejected

City Official Signature/Date

Today's Date _____

Herriman Special Event Permit Application Packet

Regarding Block Parties, Parades of Less Than One Mile, Political Functions and School Events in the Immediate Area

Date of Event _____

Citizen: _____

Event Address _____

Thank you for your inquiry regarding a Special Event Permit in the City of Herriman. The following items are enclosed and/or required with the appropriate contact agencies listed:

1. Application for a permit to hold a special event in Herriman. For non-applicable questions, fill in N/A.
2. A copy of your neighborhood/area site plan. Herriman will provide a map at your request.
3. Proper notification of each resident located within the designated boundaries of an event that will be affected by street closure and vehicular access.
4. Street closure, barricade requirements, and the need for officer assistance during the event will be evaluated and determined by the Sheriff's Office. The Sheriff's Office can also provide barricades. Please contact Herriman Sub Station, 302-2080

Please return your application within 15 days prior to the scheduled event. The application will be processed and you will receive an explanation letter granting or denying your request for a permit based on ordinance compliance and recommendation by the Sheriff's Office.

For ease in completing your application, Chapter 14.56 **SPECIAL EVENTS**, has been attached.

If you have any questions or require assistance in completing this packet, please call Herriman City Office at 446-5323

Request for Permission to Hold Special Events In Herriman

1. Herriman Policy and Procedure requires that the sponsor of any organized race, run, walk, bicycle race, block or neighborhood party, parade, carnival or similar activity occurring, whole or in part, on any City public roadway or property must request permission of the City, through submission of this form to: Herriman City, Special Events, 13011 S. Pioneer Street, Herriman, UT 84096. Telephone 446-5323. Fax 446-5324.
2. Block Parties will submit paperwork with the signatures of affected residents concurrence to the road closure.
3. Block and neighborhood parties, parades of less than one mile, and school activities held in the immediate area of the school are exempted from providing the City with indemnification protection.
4. Herriman reserves the right to deny permit applications for proposed special events which pose a significant danger or threat to the public health, welfare or safety, or which may result in unreasonable inconvenience or cost to the public.
5. Failure to obtain a permit as required, may result in enforcement action by the County Sheriff's Office, which, in its discretion, may stop an event which has not been issued a permit and/or may issue citations where event, staff or participants violate other Herriman ordinances, including but not limited to traffic rules and regulations, disturbing the peace, public nuisance, failure to disperse, trespass, or other health and safety regulations.
6. Any request for events on public roadways, except as covered by Number 3 above, or sponsored by a City Agency, must have obtained a Certificate of Insurance for the event and naming Herriman City as an additional insured.

Type and Description of Event

Admission Fee/Donation? _____ Date of

Event _____

Name of Sponsoring Group _____

Sponsor Contact _____

Address _____ Phone _____

Proposed Location or Route Map and Barricade Plan Attached? Yes _____ No _____

Include a Site Plan indicating the location of the following features:

- | | | |
|--------------------------------------------------|-------------------------------|---------------------------------|
| a. Name of area | d. Restrooms/water facilities | f. Food Stands |
| b. Address | e. Waste containers | g. EMT Center/First Aid Station |
| c. Entrances, exits, roadways, walks, & parkways | | h. Traffic Control Plan |

Please Note: Parks and recreations have maps available at Herriman City Offices.

Emergency Medical Technicians Agency/UFA _____

Number of Personnel _____ Estimated number of participants _____

Expected average spectator's length of stay _____ hours.

Will any amplified music or a public address system be used at the event? Yes ___ No ___

Signature of Authorized Applicant _____

Date _____

Herriman Resident acknowledgement of

Event _____

Event Date: _____ Coordinator _____

Contact Phone and Signature:

Resident Name and Address: _____

**Herriman Special Event Permit
Law Enforcement Staff Recommendation**

Applicant _____

Contact Person _____ Phone _____

Site Address _____ Fax _____

Description of Event _____

Recommendations _____

Other _____

Approved By (Please Print) _____

Signature _____ Date _____

Please return this form to Herriman City
If you have any questions, please do not hesitate to call.
Telephone (801) 446 - 5323 Fax (801) 446 - 5324

Do I Need To Contact The Health Department?

Event Coordinators

First, determine if your event is public or private. The Health Department does not regulate private events such as weddings, family reunions, or parties.

A public event is one, which is:

- A. Advertised to the public in any way, and
- B. Anyone may attend if they show up

Whether you charge an admission fee, or solicit fund raising, is not a factor. If you are sponsoring a public activity, you must contact the Health Department under the following conditions:

- 1 You are planning a public outdoor event where you expect to attract 500 people or more, for two hours or longer.
- 2 You are planning a public outdoor event of any size, which includes physical hazards. Examples are races, walks, river runs, water sports demos, bicycle races, or rallies.
- 3 You are planning an indoor public event for 500 or more, in a temporary structure or one that was not designed for your purpose. Examples could be concerts, haunted houses, or events in warehouse spaces.
- 4 You are planning a public outdoor event of any size, which includes amplified sound.

If your activity meets any of these criteria, you will need to obtain a

Mass Gathering Permit

Phone Dan Moore at 313-6629 Or 313-6620, Monday – Friday 8:00 am to 4:00 pm
If you leave a voice-mail message, be sure to include your fax number or the address you would like the application sent to. You will not need to go to the Health Department in person. This permit can be completed entirely by phone, mail or fax.

The application will request specific health-related information, such as First Aid, amplified sound, presence of food vendors, liability insurance, sanitary facilities and drinking water. A fee is required, which can be waived if IRS non-profit status can be demonstrated. A late fee (which cannot be waived) must be included if the application is not returned to the Health Department at least 45 days before the event.

Applications will be process in chronological order based on an event date. If any required information is incomplete, you will be contacted for an update. If all information is appropriate and complete, you will receive your permit by fax or mail.

The event may be inspected for compliance with health regulations.

Herriman City and Salt Lake County will not issue their Special Event Permits until the Health Department Mass Gathering Permit is completed and a letter of approval has been issued.

Food Vendors

If you are participating in a Mass Gathering or other public outdoor event, you will need to obtain a

Temporary Event Permit

Whether food is for sale or free is not relevant to these health concerns. This permit is required even if you are already a restaurant operator or caterer.

The permit must be obtained in person from the

Bureau of Food Protection
788 E Wood Oak Ln
Murray, Utah 84107
Open Monday – Friday 8:00 am to 4:00 pm

Their web site is www.slvhealth.org then go to Environmental Health Food Protection.

You will need to know your menu, how all food will be prepared and cooked, your booth structure and how you will do hand washing in your booth. No food for the public may be prepared at home. At least one person, preferably the person in charge must have a Food Handler card. (Call 313-6620 for recorded information on class times, etc.)

The fee is based on per/day or seasonal use. You do not need to call for an appointment. Their hours are 8:00 am to 4:00 pm Monday – Friday. Please bring someone to help you if spoken or written English is a problem. Your food booth may be inspected at the event.

For information call 313-6629.

Instructions for Obtaining a Temporary Food or Beverage Permit For a Special Event in Herriman

1. All permit requests must be filed through the Salt Lake County Health Department.
2. Apply in person no appointment necessary Monday – Friday 8:00 am to 4:00 pm at least one week in advance to Dan Moore, Salt County Mass Gathering Specialist, 788 East Wood Oak Lane (5380 South), Murray, UT 84107-6379
3. Mr. Moore will conduct a personal interview with the requester on the procedures of food and beverage handling.
4. The fee is \$55.00 per day payable to Salt Lake County Health Department.
5. Requesters will receive a certificate of compliance and the City will be notified by mail.

Note: A permit is not required for canned drinks.

If you have further questions, please call the Salt Lake County Health Department at 313-6620.