

Special Event Guidelines

- Any sponsor or promoter of a special event (“Sponsor”) must make application to Herriman City (“City”) for approval to hold the special event. Applications for special events must be filed with the City at least 30 days prior to the date on which the activity is proposed to be held.
- Proposed special events that include temporary structures (tents, etc.) must be blue staked.
- Each application shall be accompanied by an explanation, including drawings and diagrams of the proposed event and obtain approval from the following:
 - Police
 - Fire
 - Salt Lake Valley Health Department (if food will be served)
 - Salt Lake Valley Health Department (if mass gathering permit is required)
 - Parks (including a sanitation plan, medical facility plan, if necessary, vehicle access and adequate off-street parking plan, facility cleanup and disposal, lighting and noise control plan)
 - Public Works (traffic control plan)
- Sponsors will be required to reimburse the City and make a deposit against such costs as deemed appropriate by the City for all personnel costs and services provided by the City.
- Pavement and parking markings to control spectators or direct participants will not be allowed unless the material used is approved by Public Works.
- For parades, materials or objects are prohibited from being thrown from moving vehicles.
- Any special event conducting sales may need a sales tax I.D. number from the Utah State Tax Commission.
- The following is prohibited in park areas: Alcohol beverages, fireworks, fires, illegal or unlawful firearms and discharge of firearms, camping or lodging, smoking, laser tag, air soft guns, amplified music unless approved, slip ‘n slides and other water activities ie: ice blocking, dunk tanks. Do not freeze ice cream or use tarps on the grass or dump anything on the turf except water.
- Before a permit to hold a special event can be issued, a certificate of liability insurance must be given to the City, listing the City as additional insured.¹

¹ Insurance Requirements:

- (i) Minimum coverage of \$1 Million per occurrence, with \$2 Million general aggregate. If the governmental immunity limits our subsequently altered by legislation or judicial opinion, the Sponsor must provide a new certificate of insurance within 30 days after being notified in writing by the City, certifying coverage and compliance with the modified limits or new law limits are specified, in a manner acceptable to the City.
- (ii) The insurance must be issued by an insurance company licensed to do business in Utah and either currently rated A- or better by AM Best Company or listed in the United States Treasury Department current listing of approved sureties (Department of Circular 570) as amended.
- (iii) The policy or endorsement must name as an additional insured the City, its officers and employees and agents, and as required, any other public entity involved in the event.
- (iv) If any work for the special event is subcontracted to a separate company, the Sponsor must require all subcontractors to provide the same insurance as provided herein.
- (v) The certificate and policy must provide that coverage will not be canceled or modified without providing 30 days’ prior written notice to the City in a manner approved by the City Attorney.

- The City may deny or revoke a permit for any of the following reasons:
 - Whenever it finds the Sponsor has previously violated the provisions of a special event permit or has submitted false or incomplete information on the application.
 - The special event would unreasonably interfere with the movement of services, capability of police, fire, ambulance, or other emergency services.
 - The special event would unreasonably interfere with the recreational use contemplated for a neighborhood park.
 - The special event would unreasonably interfere with another special event for which a permit has been issued.
 - The special event would create an undue burden on the personnel resources of the City.
 - The special event would have an unduly adverse impact on the environment or public health or safety.
 - The special event poses a significant change or threat to the public health, welfare, or safety.
 - The special event does not comply with these guidelines.
- Block or neighborhood parties that request street closure must submit a consent of all affected neighbors.
- The provisions of these guidelines do not apply to political events or the use of traditional public forums as alternate channels of communication by the public.
- By issuing a special event permit, the City makes no guarantees and assumes no liability for the safety of participants or spectators of special events.
- Individuals approved by the City must manage all road closures during any road closure period.
- The Sponsor shall assume the risk involved in conducting the special event and shall hold harmless and indemnify the City and its officers, employees, agents, and assigns, for all damages, injuries, loss, or expenses, including attorney's fees through applicant or any third party as a result of applicant's activities.