



Special Event Application

Name of Event \_\_\_\_\_

Type of Event \_\_\_\_\_

Event Description, be specific; attach additional pages if needed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Event \_\_\_\_\_ Start Time \_\_\_\_\_ am/pm End Time \_\_\_\_\_ am/pm

Location of Event (be specific) \_\_\_\_\_  
*(Attach a map showing location and/or route)*

Number of participants expected \_\_\_\_\_

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

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_\_) \_\_\_\_\_

Cell Phone (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_

Email Address \_\_\_\_\_



Please answer the following questions.

1. Community event on public property?  Yes  No  
*If yes, you must complete attachment A*
2. Event using Clearfield City parks or trails or adjacent parking lots  Yes  No  
*If yes, you must complete attachment B*
3. Event involving more than 50 participants on private property  Yes  No  
*If yes, you must complete attachment A and attachment D*
4. Event is a level 1, application fee is \$5  Yes  No  
Generally smaller events that are not open to the general public, for which an admission fee is not charged and with no commitment of City resources.
5. Event is a level 2, application fee for a non-profit, 501(c) 3, is \$25; for-profit organization is \$50  Yes  No  
Medium-size events with up to 300 participants and involving some level of City participation in traffic control, use of barricades, etc. *If yes, you must complete attachment C in addition to any other(s) listed above*
6. Event is a level 3, application fee is \$150  Yes  No  
Large scale events with more than 300 participants and/or involving extensive City support in traffic control, setup, cleanup, use of city equipment, etc. *If yes, you must complete attachment C in addition to any other(s) listed above*

Complete the appropriate supplemental forms based on the type and scope of your event.

The undersigned acknowledges that the information in this application is true and correct and agrees to adhere to all rules, regulations, and policies established by Clearfield City Corporation. Applicant also understands that an Event Permit does not authorize any violation of the provisions of Clearfield City Code or any other code or law, rules, regulations or ordinances. The undersigned agrees to waive and release all rights and claims that might be had against Clearfield City facilities or services.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Advertising and/or ticket sales should not begin until application is approved.  
Allow 30 days for application and approval process.**

Please print and mail or hand deliver the application and all attachments to:

Clearfield City  
55 South State Street  
Clearfield, Utah 84015  
Fax: 801-525-2865  
Email: [recdesk@clearfieldcity.org](mailto:recdesk@clearfieldcity.org)

Payment must be received before application will be processed. Include a check, payable to Clearfield City, with your application. Or you may call Clearfield Community Services at 801-525-2790 to pay with a credit card.



## Attachment A: Community Event

Attach a detailed map of the location showing where activities will take place.

Will this event interfere with or interrupt pedestrian traffic?  Yes  No

Will this event interfere with or interrupt vehicle traffic?  Yes  No

Will this event require closing a street?  Yes  No

*Road closure requires the applicant to rent barricades. Please show proposed barricade location on the map.*

Will this event involve music or other amplified sound?  Yes  No

*If yes, please describe the source of music or amplification: \_\_\_\_\_*

Will you be serving and/or selling food or drinks?  Yes  No

*If yes, appropriate permits must be obtained, even if you are a caterer or operator/owner of a restaurant.*

*Please note: Clearfield City has a contract with Pepsi which does not allow non-Pepsi products to be sold or advertised in our parks.*

Will you be serving and/or selling beer or alcohol?  Yes  No

*If yes, appropriate permits must be obtained, even if you are a caterer or operator/owner of a restaurant.*

Will any funds or proceeds be collected from this event?  Yes  No

*If yes, will a fee or donation be charged for admission?  Yes  No      Fee or donation amount \$ \_\_\_\_\_*

*What will the proceeds be used for? \_\_\_\_\_*

*If yes, will products be sold at the event?  Yes  No*

*Products to be sold \_\_\_\_\_*

*If yes, does your organization have an IRS 501(c)3 or similar designation?  Yes  No*

*If yes, will any of your proceeds benefit a charitable/non-profit organization?  Yes  No*

*Please name the charity or non-profit \_\_\_\_\_*

Will sales tax be collected?  Yes  No

*If yes, you must get a temporary sales tax number from the State Tax Commission, or fill out a TC69B if using a current sales tax number and file with the City.*

Are you expecting more than 50 participants?  Yes  No

*If yes, you must contact the North Davis Fire District for an on-site inspection.*

Are you expecting more than 500 participants?  Yes  No

*Events with over 500 participants will require a mass gathering permit. For more information, please contact the Davis County Health Department at 801-525-5000.*

Will a tent(s) be used for this event?  Yes  No

*If yes, you must contact the North Davis Fire District to obtain a Tent Permit.*

Will there be use of any open flame devices or use of pyrotechnic special effects material  Yes  No

*If yes, you must contact the North Davis Fire District.*

Please provide additional information about the event and include any services requested from the Parks (electrical power, water, stage, sound system, garbage cans, etc.), Police, Fire, Public Works, or other City departments. Attach additional pages if necessary.



Attachment B: Park or Trail Use

Park or trail area requested \_\_\_\_\_

Pavilion(s) needed \_\_\_\_\_

Attach a detailed map of activities and their specific locations.

Will this event involve music or other amplified sound?  Yes  No

*If yes, please describe the source of music or amplication:* \_\_\_\_\_

Will you be serving and/or selling food or drinks?  Yes  No

*If yes, will the food be served by a caterer?  Yes  No*

*If yes, will the food be cooked on site?  Yes  No*

*Please note: Clearfield City has a contract with Pepsi which does not allow non-Pepsi products to be sold or advertised in our parks.*

Will any funds or proceeds be collected from this event?  Yes  No

*If yes, will a fee or donation be charged for admission?  Yes  No Fee or donation amount \$ \_\_\_\_\_*

*If yes, will products be sold at the event?  Yes  No*

*Products to be sold* \_\_\_\_\_

*If yes, does your organization have an IRS 501(c)3 or similar designation?  Yes  No*

*If yes, will any of your proceeds benefit a charitable/non-profit organization?  Yes  No*

*Please name the charity or non-profit* \_\_\_\_\_

Will you be bringing in or setting up any special equipment?

Bounce house or inflatables  Yes  No *If yes, you must complete attachment C*

Tent or shading awnings  Yes  No

Booths  Yes  No

Dunk tank  Yes  No

Carnival games  Yes  No

Other \_\_\_\_\_

Please provide additional information about the event and include any services requested from the Parks (electrical power, water, stage, sound system, garbage cans, etc.), Police, Fire, Public Works, or other City departments. Attach additional pages if necessary.

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### Attachment C: Insurance Requirements for Event Levels 2 & 3

For all level 2 and level 3 events, the City requires event insurance. The applicant must execute an indemnification agreement prepared by the Legal Department and signed by applicant.

Level 2 Event: Contractors, subcontractors, vendors shall be required to have liability limits of at least \$1,000,000 per Occurrence and \$2,000,000 Aggregate for Premises & Operations, Products and Completed Operations, Personal and Advertising Injury. There shall also be at least \$5,000 for Medical Payments to Others. Clearfield City must be named as an additional insured limit naming Clearfield City, its officers, employees and volunteers as additional insureds. The certificate must also state that coverage will not be cancelled without ten days prior written notice to the City. ***Level 2 events including the use of inflatable bounce houses or other similar equipment will be subject to the same insurance requirements as a level 3 event.***

Level 3 event: A certificate of insurance with coverage of at least \$2 million per occurrence with a \$3 million aggregate limit naming Clearfield City, its officers, employees and volunteers as additional insureds. The certificate must also state that coverage will not be cancelled without ten days prior written notice to the City.

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



Attachment D: Property Owner Authorization

Property Owner Name \_\_\_\_\_ Phone \_\_\_\_\_

Property Owner Home Address \_\_\_\_\_ Phone \_\_\_\_\_

Property Address \_\_\_\_\_

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

Representative/Manager \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Work Phone(\_\_\_\_) \_\_\_\_\_ Home/Cell Phone(\_\_\_\_) \_\_\_\_\_

Event Description \_\_\_\_\_

Dates Approved: Start \_\_\_\_\_ End \_\_\_\_\_

Time Frame: Start \_\_\_\_\_ End \_\_\_\_\_

No. of Attendees Authorized \_\_\_\_\_

Additional Information \_\_\_\_\_

As the above listed property owner, I hereby give my permission for the event listed above to be held at the above address during the listed dates and times.

I acknowledge that the information given is true and correct and agree to adhere to all rules, regulations, and policies established by Clearfield City Corporation. The undersigned agrees to waive and release all rights and claims that might be had against Clearfield City Corporation for any and all injuries or losses suffered because of participation in or use of Clearfield City facilities or services.

Signature \_\_\_\_\_

Date \_\_\_\_\_