



North Ogden City Corporation
 2705 North 550 East
 North Ogden, UT 84414
 801-737-0587

SPECIAL EVENT REQUEST

- All Special Events must make application and receive a permit from North Ogden City
- All Special Events are required to comply with Weber County Health Department regulations.
- Any event using a State Road (400 East, 2700 North) must obtain a permit from UDOT.
- If you use City or State Roads you must provide an approved traffic control plan.
- For parades, material or objects are prohibited from being thrown from a moving vehicle
- Smoking and alcoholic beverages are prohibited in City Parks
- Events must abide by park hours (6:00am - 10:00pm).

CONTACT INFORMATION

Name: _____ Email: _____
 Daytime Phone: _____ Cell/Other Phone: _____
 Address: _____ City: _____ State: _____ Zip: _____

ALTERNATE CONTACT INFORMATION

Name: _____ Email: _____
 Daytime Phone: _____ Cell/Other Phone: _____
 Address: _____ City: _____ State: _____ Zip: _____

EVENT INFORMATION

Event Name: _____
 Organization/Sponsor: _____
 Billing Address: _____ City: _____ State: _____ Zip: _____
 Tax ID: _____
 Event Location: _____ City: _____, UT Zip: _____
(Please include a detailed site plan and/or route map. Computer or hand-drawn plans are appropriate)
 Event Date(s): Start: _____ End: _____
 Time(s): _____ AM / PM Time(s): _____ AM / PM
 Event Web Address: _____
 Type of Activity: (check all that apply)

<input type="checkbox"/> Race/5K	<input type="checkbox"/> March/Protest	<input type="checkbox"/> Concert	<input type="checkbox"/> Festival
<input type="checkbox"/> Parade	<input type="checkbox"/> Religious	<input type="checkbox"/> Cycling	<input type="checkbox"/> Other: _____

PARTICIPANT INFORMATION

Number of Participants Expected: _____ Number of Volunteer/Event Staff: _____

(Applicant must contact Weber Morgan Health Dept. to determine if other requirements must be met.)

This event is (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Open to Public | <input type="checkbox"/> Entrance Fee/Ticketed Event |
| <input type="checkbox"/> Private Group/Party | <input type="checkbox"/> Fee for Participants/Racers/Runners Only |

OTHER INFORMATION

Are you requesting Police Assistance (\$55 per officer per hour)? Yes No

If YES, number of officers*: _____ Number of Hours*: _____

Support Material

- Please attach a detailed **description of your event**.

- Please attach a **detailed site plan and/or route map**. Computer or hand-drawn site plans are appropriate. Include locations of volunteers/spotters along race routes. For events, please include locations of tents/vendors, and parking for participants, vendors and merchants

- Attach copies of completed **permits** from the appropriate jurisdiction if your race/event is to be held on any roads owned by the Utah Department of Transportation (Washington Blvd south of 2600 N., and 2600 N. west of Washington Blvd.) or Weber County (North Ogden Divide).

- Attach copies of **mass gathering and food vendor permits** as required through Weber Morgan Health Department (801-399-7160).

- All events open to the public require a certificate of insurance for a minimum of \$1,000,000 commercial general liability coverage with \$2,000,000 aggregate. Please include a **Certificate of Insurance and Additional Insured Endorsement** Such insurance shall protect the City from all claims for damages to property and bodily injury in connection with the event, and comply with such other specified insurance coverage(s) and limits of liability.

North Ogden City requests the additional insured language to read as follows: "North Ogden City, its elected and appointed officials, employees, volunteers and agents are named as Additional Insureds for the ____ (event) ____ scheduled for ____ (date) _____. This language should appear on the required endorsement.

Approvals - Employees Only

Parks & Recreation Approval: _____ Date: _____

Police Approval: _____ Date: _____