



Application must be received 30 days in advance

Special Event Permit Application Cedar City, Utah

Main Street Park Events: (435) 865-9223 Aquatic Center, 2090 W. Royal Hunte Dr.

EVENT SHOULD NOT BE SCHEDULED OR ADVERTISED WITHOUT FINAL APPROVAL PLEASE ALLOW 10 BUSINESS DAYS FOR APPROVAL PROCESS

APPLICANT & EVENT INFORMATION

Estimated Daily Attendance: \_\_\_\_\_

Print Name of Applicant (Must be on-site during the event) Printed E-mail (REQUIRED)

Best Contact Phone Number Fax (If Any) Sponsoring Entity

Business Address, City, State, ZIP

Name of Event Location(s) of Event

Will there be music? If so, music provided by: Admission Charge (If Any)

Event Date(s) Hours of Event (Include set-up & take-down times)

If event proposes closing or impeding access to any City streets, sidewalks, alleys or parking lot, please attach a site plan and contact the Cedar City Police Department at (435) 586-2956.

SITE PLAN

- Will the event include any of the following? (Indicate on attached site plan) Tents or Canopies Barriers Temporary Fencing Inflatables/Amusement Power Needed Water Needed

For Park reservations you are required to schedule a meeting (10 business days before the event) with the Parks Director (435) 865-1802.

PORTABLE TOILET

One (1) portable toilet is required above 500 people required # (To be decided by Parks Director (435) 865-9223 in the pre-event meeting.) \*\*\*\*Toilets/Dumpsters need to be removed within 36 hours of event\*\*\*\*

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**DUMPSTERS**

One (1) 30-yard dumpster is required per five hundred (500) people required # \_\_\_\_\_  
The location and placement of dumpsters and portable toilets **needs to be approved by the Parks Director in the pre-event meeting.**

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**ENTERTAINMENT**

Will there be entertainment? ( ) Yes ( ) No

If yes, list group(s) and scheduled time(s):

\_\_\_\_\_

Outside dances and events that create similar noise must conclude by: 10:30 p.m. Sun. – Thurs.  
11:30 p.m. Fri., Sat. and Holidays

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**VENDOR SALES**

If selling food, a food handler’s permit from the Health Dept. is required  
Any vendors contact the City Recorder (435) 865-5106

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**ALCOHOL**

**All events are subject to Cedar City Ordinance 27A**  
(go to <http://www.cedarcity.org/DocumentCenter/Home/View/263>)

**ALCOHOL AND SMOKING ARE NOT ALLOWED IN CITY PARKS**

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**EVENT SECURITY**

Has security been contacted for this event? ( ) Yes ( ) No

If yes, provide the following:

Security Company \_\_\_\_\_

Scheduled Date(s) and Time(s) \_\_\_\_\_

Total number of security staff contracted \_\_\_\_\_

Contact Person/Phone Number \_\_\_\_\_

**Comments from the Police Department:** \_\_\_\_\_

\_\_\_\_\_

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*I have read and do understand the terms and conditions of this permit and do hereby agree on behalf of the Sponsor of this event, that all participating in this event shall adhere to and abide by all applicable ordinances, state, and local rules and regulations. Sponsor shall release Cedar City from any liability and will hold Cedar City harmless from any claims resulting from leased premises during the term of use. **Beyond reasonable wear and tear, Applicant may be held liable to reimburse the City for all costs needed to repair damages to City property.***

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Park Reservation Fees**

0 – 6 Hour Event: \$110/Day (\$25 Special Event Fee, \$60 Pavilion Fee, \$20 Power Fee)

6+ Hour Events: \$185/Day (\$25 Special Event Fee, \$120 Pavilion Fee, \$40 Power Fee)

(See Cedar City Corporation fee schedule: <http://www.cedarcity.org/DocumentCenter/View/8336>)

**Total Fee \$** \_\_\_\_\_ **Cash** \_\_\_\_\_ **Check #** \_\_\_\_\_ **CC** \_\_\_\_\_

**Reviewed By (Signature Required ☒):**

City Manager date

Chief of Police date

Parks Division Head date

Leisure Services Director date

Street Superintendent date

City Recorder date

Insurance Required

(Cedar City Corp may require insurance coverage naming Cedar City as additional insured in the amount of \_\_\_\_\_ per event.

If Required, has Insurance been received?

UDOT Permit (Attach)

Southwest Health Permit (Attach)

**Comments / Requirements (by City Personnel)**

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**Dumpsters:**

Rocky Ridge Roll-Offs – 867-1368  
Mosdell Sanitation – 586-8823

**Portable Toilets:**

Hero Plumbing – 586-2756

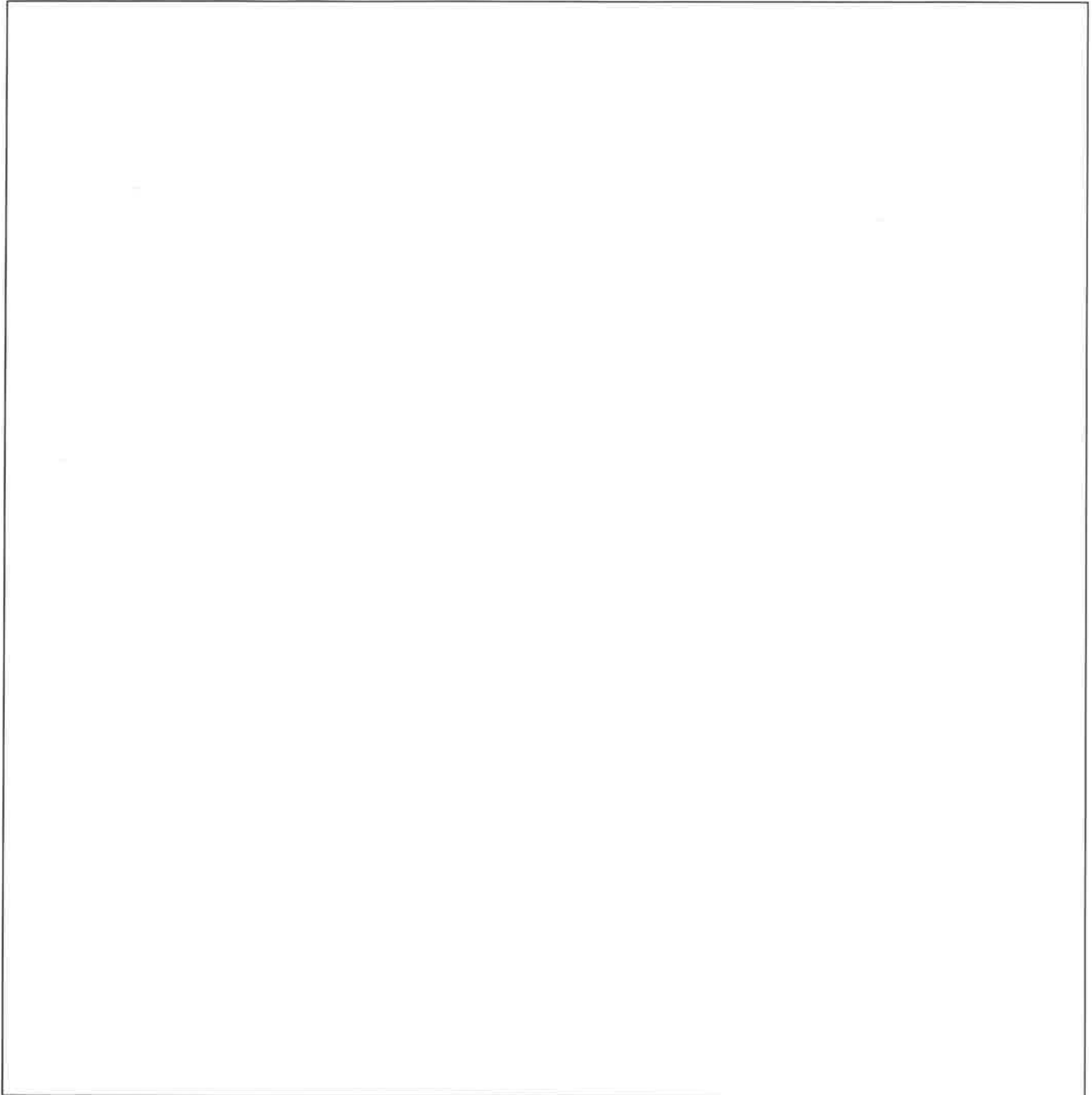
**ADDITIONAL PARK INFORMATION**

- **No Parking Lot - Street Parking Only**
- **Power Sources are available but must be arranged with Parks Personnel when you meet with them at least 10 days before your Event.**
- **No driving or parking on the lawn!**

# SITE PLAN

**\*Site Plan is required before Event is approved.**

North



South

**Any extension cords must be 12 gauge/OSHA approved**



