



# Application for Mass Gathering Event

20 North Main Alpine, UT 84004 • (801) 756-6347 • (801) 756-1189-fax • [www.alpinecity.org](http://www.alpinecity.org)

The applicant shall propose the event to the Alpine City staff at least 40 days prior to the date of the proposed event. An application must be complete and submitted no less than 30 days prior to the start date of the event. Failure to submit a complete application and/or submission of that application outside of the required submission time frame may delay approval. Application submission does not guarantee approval. A mass gathering permit may be revoked upon failure to comply with conditions to the original approval of the permit.

SUBMITTAL REQUIREMENTS:		YES
If the event will take place in any city facility or park, the event needs to be scheduled and separate park reservation fee paid with the Alpine City Front Office.		
Resident Mass Gathering Application Fee	\$150 Mass Gathering Use Fee	
Nonresident Mass Gathering Application Fee	\$300 Mass Gathering Use Fee	
Attend staff meeting (Monday mornings at 9:00. Contact city to ensure the meeting is scheduled).		
Review and obtain permission for proposed event from Police Chief.		
Completed and signed Mass Gathering application form.		
Attach site plan of the event and map of proposed route (if applicable).		
Attach proof of insurance (certificate must list Alpine City as an additional insured).		
All other applicable items requested on mass gathering application.		
Business Entity	\$2,500 use fee	

## APPLICANT INFORMATION:

Applicant Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
(If different from above)

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## EVENT INFORMATION:

Name of event: \_\_\_\_\_

Type of event: \_\_\_\_\_

Date of event: \_\_\_\_\_ Event Hours: (Start time) \_\_\_\_\_ (End time) \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Location of Event: \_\_\_\_\_

If city facility or park is used, has a reservation been made for scheduled time of the event? YES  NO

Proposed Route: (enclose map of proposed route if applicable)

**EVENT PARKING:** (must be included on site plan)

Will off-street parking at location be sufficient for the event? YES  NO  (If no, additional parking may need to be arranged)

Will event parking be on private property? YES  NO  (If yes, written permission from owner of private parking area is required)

Will there be transportation services to and from the parking lots? YES  NO

**STREET CLOSURES:** (must be included on map of proposed route and approved by Police Chief)

Names of streets to be closed and type of road closure (Full Street, Rolling Street, Lane): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Description of reason for closure: \_\_\_\_\_

\_\_\_\_\_

Time of Closure: (Start time) \_\_\_\_\_ (End time) \_\_\_\_\_

**AMPLIFIED SOUND:**

Will amplified sound be used for the event? YES  NO  (If yes, use of loudspeakers must be approved by Police Chief)

**RESTROOM FACILITIES:**

Will portable restroom facilities be needed? YES  NO  (2 chemical toilets for every 250 people)

**FOOD AND VENDOR BOOTHS:** (must be included on site plan)

A business license is required to sell, expose for sale, or offer for sale any goods, wares, or merchandise in Alpine City. The event coordinator shall obtain one business license and pay one fee (\$50 License Fee + \$25 for each Employee, for a Maximum Fee of \$400) for all possible booths. Any one event shall not have more than ten (10) booths.

Will the event have vendor booths? YES  NO  If yes, how many? \_\_\_\_\_

Will the event have food booths? YES  NO  If yes, how many? \_\_\_\_\_

**TRASH DISPOSAL:**

What measures will be taken to clean up after the event? \_\_\_\_\_

\_\_\_\_\_

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**INSURANCE:**

Insurance must be submitted at least 10 days prior to the event. Alpine City requires proof of liability insurance in the minimum amount of one million dollars (\$1,000,000) and the applicant shall name Alpine City, 20 North Main Street, Alpine, Utah 84004 as additionally insured.

**AGREEMENT AND SIGNATURE:**

I, the undersigned representative have read and do understand the mass gathering ordinance and application. I agree to follow the ordinance and necessary conditions. The information contained herein, including supporting documentation, is complete and accurate.

Applicant name (printed): \_\_\_\_\_ Date: \_\_\_\_\_

Applicant signature: \_\_\_\_\_

**FOR CITY USE ONLY**

City approval granted for the mass gathering permit based on conditions: YES  NO

Conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Police Chief

\_\_\_\_\_  
City Planner