

SPECIAL EVENTS PERMIT APPLICATION

Mapleton City Corporation
125 West 400 North
Mapleton, UT 84664
Phone: (801) 489-5655
Fax: (801) 489-5657

Permit # _____

Approval: _____

(City Administrator or Designee)

Date: _____

Application Date: _____

Your Name: _____

Organization: _____

Mailing Address: _____

City, State, Zip: _____

Work Phone: _____ Cell Phone: _____

Fax: _____ E-Mail: _____

Brochure, packets, maps, advertisements etc., may not be circulated without prior approval of the event.

Event Title: _____

Location: _____

Date(s) of event: _____

Times: Set up – date/time: _____
Starting time of event: _____
Ending time of event: _____

Number of participants expected: _____

Number of spectators expected: _____

Mapleton City \$25.00 processing fee paid Date: _____ Receipt #: _____

Insurance Company (if needed):

Agents name: _____ Phone number: _____

Address: _____ Fax #: _____

_____ Policy #: _____

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Check Items that apply

- _____ Admission Charged
- _____ Animals what kind: _____ how many: _____
- _____ Barricades (must obtain privately)
- _____ Booths/Vendors giving away products/services
- _____ Competitive Run
- _____ Electrical Requirements
- _____ Fencing/Scaffolding – Temporary
- _____ Food: catered by restaurants (contact Utah County Health Department @ 370-8771)
- _____ Food: prepared on site (contact Utah County Health Department @ 370-8771)
- _____ Food: given away (contact Utah County Health Department @ 370- 8771)
- _____ Garbage Cans/Collection
- _____ Mass Gathering permit needed if attendance is 200 or more (call Utah County Health Department @ 370-8771)
- _____ Monitors: provided by you for walk/run
- _____ Music – Amplified (electricity needed)
- _____ Off Duty Police Officers for additional security (contact Chief Dean Pettersson @ 491-8048)
- _____ Open to the Public
- _____ PA System for speeches
- _____ Parade: Number of Floats _____ Types of Floats and other entries: include details with permit
Forming area: _____ Disbanding area: _____
- _____ Park Reservation (contact City Office @ 489-5655)
- _____ PSU, Portable Sanitary Units
- _____ Private Group/Party
 - o Neighborhood
 - o Church
 - o Family
 - o Business
- _____ Private Security Hired: Company name: _____ Number of Personnel _____
- _____ Road Closure Where: _____ (attach plan with permit)
- _____ Sidewalk usage Where: _____ (attach plan with permit)
- _____ Stage used Where: _____ (attach plan with permit)
- _____ Temporary Structures (contact Josh Diamond, Fire Department)
- _____ Tents (contact Josh Diamond, Fire Department)
- _____ Vendors Number: _____ Type: _____
- _____ UDOT Road Use (contact UDOT – Orem 227-8000)
- _____ Walk – non competitive
- _____ Will stay on sidewalks and follow pedestrian laws, ie?
- _____ Ending time _____ Ordinance #: _____
- _____ Noise level _____ Ordinance #: _____
- _____ Clean up requirements _____ Ordinance #: _____

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**PLEASE DRAW A SITE PLAN AND/OR ROUTE MAP. A COMPUTER
DRAWN SITE PLAN MAY ALSO BE USED IN PLACE OF THIS SHEET.**

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**PLEASE EXPLAIN EVENT IN DETAIL. ATTACH PROPOSED
BROCHURE, FLYER, ETC., IF AVAILABLE.**

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INSURANCE REQUIREMENTS:

Mapleton City may require commercial general liability insurance in order for you to host your event.

Evidence of this insurance is due (14) days prior to the event. Your event will be denied if the City Recorder doesn't receive the insurance in a timely manner. It is the applicant's responsibility to see that their insurance company/agent receives the proper insurance and forwards to Mapleton City the proper evidence of insurance (certificate of insurance)

Coverage amount: _____

Certificate of holder: Mapleton City Corporation
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