

Town of Mantua

Special Event Application/Temporary Use Permit

Event/Contact Information

Application is due 30 days prior to event and must be approved in a Town Council meeting.

\$35.00 Non-Refundable Application Fee Due upon submittal along with an additional \$500.00 cash deposit refundable upon permit conditions being met.

* If a Nonprofit ID is provided, application fee may be waived.

Name of Event: _____

Location or Address of Event: _____

Date(s) of Event _____

Time of Event _____ Estimated Attendance: _____

Description of Event (Provide detailed information):

What facilities/areas will be used:

Organization: _____ * Nonprofit 501.c3 Tax ID# _____

Primary Contact Person: _____ Phone: _____

Address _____ City, State, Zip _____

Email: _____ Cell Phone (Day of Event) _____

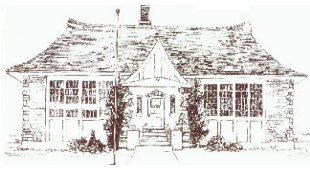
Alternate Contact Person: _____ Phone: _____

Address: _____ City, State, Zip _____

Email: _____ Cell Phone (Day of Event) _____

Signature of Authorized Agent _____ Date _____

Date Received: _____ Fee Paid: _____ Receipt # _____ Date Issued: _____ By: _____



Special Event/Temporary Use Permit

Rules and Regulations

All sections of this application must be filled out and fees paid within 5 business day of approval of request.

You are only required to fill out this Special Event Application if your event meets one or more of the following criteria:

- *The applicant requires part of a public road to be closed off to through traffic or, if the event would impede traffic i.e., parades, bicycle rides, etc.
Pursuant to Utah Code § 41-6a
- *The applicant requires additional assistance from Mantua for the event.
- *The bowery is reserved for more than one day and the group exceeds the bowery capacity.
- *The applicant intends to use open space for tents, canopies, stages, sound equipment, etc. **INFLATABLES ARE PROHIBITED.**
- *The applicant requests exclusive one-time use of Mantua fields, courts, or park amenities.
- *The applicant intends to sell anything during the event.

It should be noted that having this permit does not exclude parties from obeying Mantua Town Ordinances and the Utah State Code (i.e., noise, disruptive behavior, littering, drinking alcohol etc.)

Failure to complete this form or submit required documentation may significantly delay or necessitate the cancellation of your event. Submission of this addendum does not guarantee approval of your event and the Special Event Committee reserves the right to make any necessary alterations, cancel and/or relocate the event.

Assistance from Mantua/Use of Open Space/Fields, Courts, or Park Amenities

Describe any assistance required from Mantua departments (Police, Parks & Recreation, etc.) charges for city services may apply. Attach an additional page if more space is needed. Due to the nature of the event, those expected to attend the event, others who may be present and/or location of the event, the city may determine it to be in the best interests of the health, safety, and welfare of the public to require the presence of public safety personnel at an additional cost to the applicant.

- _____ I agree to provide a deposit and pay any additional fees established by the Special Event Committee prior to the event.
- _____ I agree to provide a map to Mantua of the layout of my event. I understand the Special Event Committee will need to approve the final Layout. I agree to place all items as indicated on the approved site map.
- _____ I agree to reserve any field, court or park amenity that will be needed for my event that is more than just the area under the reserved Bowery.

Groups Exceeding the Bowery Capacity for More Than Two Hours

A deposit and additional fees may be assessed to cover additional costs such as porta-pots, garbage dumpsters, security, barricades, etc. for any use of parks by groups that exceed the pavilion capacity for the particular park for more than one day. If you anticipate having 500 or more people at your event and your event is longer than two hours, you will need to apply for a Temporary Mass Gathering Permit offered through the Bear River Health Department.

- _____ I agree to provide a deposit and pay any additional fees established by the Special Event Committee prior to the event
- _____ I agree to provide to Mantua a copy of the Temporary Mass Gathering Permit for this event prior to the event.

Sales and Food in the Park

No commercial use or sales are permitted within City parks unless conducted in connection with a city-sponsored event or otherwise approved by the Community Activities and Services Director in limited circumstances as part of a park reservation. Limited sales may be approved for sales to invitees of the event or park reservation.

Will you be preparing food for the public? Yes / No

- _____ I agree to comply with all rules and regulations established by the Bear River Health Department and provide proof of compliance with Mantua.
- _____ I agree to secure all necessary permits, business licenses, insurance, sales tax IDs, provide all supplies, materials and equipment and abide by all laws and regulations governing the same.

Insurance Requirements and Certifications

All events require the submission of a copy of a liability insurance policy. The policy needs to be a least \$1,000,000 occurrence/ \$3,000,000.00 aggregate with Mantua listed as an additional insured on the certificate.

- _____ I agree to provide to Brigham City a copy of the liability insurance policy as outlined above with this application 30 days prior to the event.

Cost Recovery

The City often incurs costs beyond its normal operating expenses when events are held. The Community Activities and Services Department contact these departments and determine the cost. Any damages will be billed 100% to the Authorized Agent.

- _____ I agree to pay any costs that are associated with my event that are beyond normal operating expenses.
- _____ I agree to pay 100% of any damages that occur during event.

Block Party – Road Closure

If you are organizing an event in your neighborhood within the boundaries of Mantua and will require a road closure then you will need to fill out the following. No Block Parties will be allowed during Holidays

- _____ I agree to submit the following with the application:

- Detailed Event Site Plan. Must include street names, route or boundaries marked on map, placement of any barricades, road/sidewalk closures, fencing, tables, vendor booths or portable toilets, etc.
- Parking Plan. (Must comply with all Town Ordinances unless otherwise authorized.)
- Security/Safety Plan.
- Trash collection plan.
- Written authorization from the property owner for Events held on private property.
- Names, addresses, phone numbers and signed permission from every resident that is immediately affected by the road closure.
- If the event has vendors: - a list of the vendors – Temporary Sales Tax Number for Event and vendors.

_____ I agree to comply with the following guidelines for closing a public road.

- Barricades must be portable so emergency vehicles and ‘local’ traffic can have access if needed.
- Any barricades must be removed by 10 P.M.
- No alcohol is permitted on the street or public right-of-way.
- Do not park cars to obstruct entry to streets or fire hydrants.
- Police Department, Fire Department and the Public Works Departments shall be notified of proposed closure and receive a copy of the event site plan.
- Additional fees may apply, based on Mantua or Police Department personnel that may be required for your event.

Parades

A parade is described as; a public procession to mark a holiday or event, and involving many different people or groups who travel down a street on foot, bicycle, or in a vehicle. Parades will impede the normal flow of traffic and require the following to be agreed upon by the applicant. The Town of Mantua reserves the right in its sole discretion, at any time, and by the chief of the Town’s Fire Department or the Police Department, or the Mayor of Mantua, to remove from the parade any entry or unit violating any of these rules. The Town has the right to take any other action it deems necessary to keep participant and spectators safe during the parade.

_____ I agree to attach a copy of a map depicting the routing of the parade. This map shall be reviewed by the Mantua Police Department. They may determine any additional coverage or any road blocks that may be necessary.

_____ I agree to follow the following regulations:

- Candy may be gently tossed, not thrown, but must reach the shoulder of the road. It should clear the path of any vehicle so as to not encourage children into the path of that or any moving vehicle.
- No person shall discharge; firearms, pyrotechnics, noise makers, fireworks, water cannons, squirt guns, silly string or any other projectiles during the parade.
- No alcohol, drugs, smoking, or inebriations is allowed with any parade entry at the time of set up or while in route. State and local laws will be enforced.
- All children in the parade under the age of 18 must be under adult supervision at all times.
- Anyone riding a motorcycle, bicycle, ATV, scooter, skateboard, or similar vehicle must wear a helmet at all times.
- Vehicles and trailers shall be properly licensed, insured and registered with the State of Utah; proof of insurance shall be kept in the vehicle at all times. Vehicle owners and operators warrant that vehicles are in good working order and have passed a recent safety inspection. In particular, brakes and steering must operate correctly. All drivers must be a licensed and insured driver.
- All Utah traffic laws must be followed. Including but not limited to; speeding, burnouts, wheelies, following to close, etc.
- Only animals that are properly trained and able to handle large crowds, loud/sudden noises and the presence of other animals are permitted to participate in the parade.
- All animals shall be properly restrained at all times and remain under the constant control of a trainer or experienced handler or rider at all times.
- Applicant must ensure that waste is cleaned before the next parade entry arrives.

_____ I agree to clean up after my group and ensure nothing is left on the roadway that could be considered a hazard.

