



Special Event Permit Application
Summit County Government

Date: _____

PLEASE DO NOT LEAVE ANY BLANKS (MARK N/A AS APPROPRIATE).

A. Fill in the blanks

Name of Event: _____

Date(s) of Event: _____ Time(s) of Event: _____

Check all that apply:

- Event will be held on private property .
- Event is stationary and will be held at the following location/address: _____
- Event will cross Open Space property.
- Event will cross town property. Which town(s): _____
- Event will cross DRRec property.
- Event will cross CDOT property (i.e., State Highway).

Description of Event/Scope of Activities (attach narrative if appropriate) : _____

Applicant: Organization Name: _____

email: _____

Contact Person: _____ Phone: _____

Address: _____

Responsible Party for Day of Event: Name: _____

Mobile Phone Number: _____

Event Sponsors: _____

Contact Name and Mobile Phone Number – Day of Event: _____

Number of Participants: _____ Entry fee per Participant: _____

Number of Vendors: _____ Number of Spectators: _____

\$50 Application Fee will be added to final permit fee.

See the *Application Instructions and Guidelines* for assistance in completing the application.

B. Vicinity Map/Site Plan

REQUIREMENT: Attach a vicinity map and site plan for each event application.

C. Parking/Traffic Flow

1. Authorized personnel to direct traffic are: _____
2. Will you have off -site parking? ____ If yes, How will you be moving people to the event site?

3. Number of Parking Spaces Provided: _____
4. Is parking proposed on County roads? ____ If yes, please indicate where parking will be during a snowstorm to allow for plowing (only applicable for events that are taking place during the winter months from September through May): _____

Be sure to indicate number of parking spaces and the locations of the following: parking areas, traffic flow, personnel directing traffic, and traffic signage on the site plan.

D. Summit County Sheriff's Office/Law Enforcement

Describe the plan for communications to be used in the event of an emergency (i.e. radio (what channels), cell phones, etc.): _____

1. Will your event involve multiple Law Enforcement Agencies? (list): _____

2. Do you anticipate utilizing uniform deputy services from the Summit County Sheriff's Office for ground security or traffic direction? _____
3. Will a private security company be used? _____
4. How will your security be identified? _____
5. Will your event interrupt the normal traffic flow on any roadway? _____

6. Will your event seek to obtain authorization to park vehicles on any roadway? _____

7. Is there any possibility that your event could need the services of the Summit County Rescue Group or the Summit County Water Rescue Team?: _____

Be sure to indicate locations of security personnel on the site plan.

E. Emergency Medical Care

1. Describe EMS arrangements/plan: _____

2. Indicate routes for EMS and Fire Crew access: _____

Be sure to indicate locations of first aid and emergency services on the site plan.

F. Water

Indicate if participants are providing their own water: _____

If providing water for your participants, describe water source and method of distribution:

Be sure to indicate locations of water stations on the site plan if applicable.

G. Sanitation

1. Number of Sanitation Facilities Provided: _____

2. Describe disposal plan: _____

Be sure to indicate location and number of sanitation facilities on the site plan.

H. Food Service

Describe all food services planned for this event and list all vendors: _____

Be sure to indicate locations of all food service booths on the site plan.

I. Alcohol

1. Is alcohol service planned for this event? If yes, explain: _____

Be sure to indicate locations of all food service and alcohol booths on the site plan and attach copies of all required licenses and 501(C)(3) as applicable. Liquor Licenses can only be obtained from the Clerk & Recorder's Office.

J. Animal Control

1. Will pets/animals be allowed at this event?: _____ If yes, what types of animals: _____

2. Types of activities involving animals: _____

K. Utilities

1. Describe utilities required for this event: _____

2. Will this event require a sound system/amplification?: _____ If yes, describe system to be used: _____

Be sure to indicate all electrical sources and lighting locations on the site plan and attach cut sheets of proposed lighting if appropriate.

L. Trash Collection/Removal

1. Number of trash receptacles to be provided: _____

2. Describe trash removal plan/schedule: _____

3. Describe plan to remove hot coals and grease: _____

Be sure to indicate location of all trash receptacles on the site plan.

M. Open Space and Trails Facilities

List the open space parcel, natural surface trails and/or recreational pathway sections that are proposed

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to be used by this event: _____

Be sure to indicate location of all trails, open space parcels and the recreational pathway that are proposed to be used on the vicinity map and/or site plan.

N. Road and Bridge Facilities

List the roads that are proposed to be used to perform the activities of this event: _____

Be sure to indicate location of all right-of-ways and roadways on the vicinity map and/or site plan.

O. Temporary Road Closure

List the roads that will qualify for a temporary road closure to ensure the health, safety, and welfare of the public or the participants of this event: _____

Be sure to indicate location of all temporary road closures on the vicinity map and/or site plan.

P. Signage

List all signage that is proposed to be used for this event and its purpose. Please attach a diagram or example of each sign describing the text, size and materials proposed. All traffic signs must meet MUTCD standards _____

Be sure to indicate location of signs on the vicinity map and/or site plan.

CONDITIONS OF APPROVAL:

- **Permit Fee** – The applicant may be required to pay a non-refundable Special Event permit fee in an amount not-to-exceed six hundred and fifty dollars (\$650.00). The Special Events Committee shall determine the actual amount of the Permit Fee, based upon consideration of the following criteria:
 - Number of participants
 - Duration of the Special Event
 - Geographic extent of the event on County facilities
 - Impacts of the proposed event on County facilities
 - Amount of processing time required by the Summit County Government for the event
 - Direct benefit(s) of the event to Summit County’s residents

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- a) Whether the event provides an economic infusion into Summit County;
- b) Whether the event is a fundraiser for a Summit County -based non-profit organization; and
- c) Whether the Special Event Participants are comprised mostly of local community members.

Requests and recommendation letters may be included with the application for consideration as to how the proposed event meets the above criteria.

- ❑ **Security Deposit** - A refundable security deposit or performance bond shall be required from the applicant when the Special Events Committee determines that the proposed Special Event has the potential to damage County Roads, Property, and Property Interests and when a Temporary Road Closure and/or signage is determined necessary for conducting the proposed Special Event in accordance with the Special Event Regulations. The Special Events Committee shall determine the amount of such Security Deposit based upon its consideration of the nature and extent of the proposed Temporary Road Closure, signage and/or potential damage. The Open Space and Trails Department will notify the applicant of the amount and the deadline for payment. The Security Deposit shall be reimbursed to the applicant in an amount determined by the Special Events Committee that is commensurate with the applicant's compliance with the conditions provided for the administration of the Temporary Road Closure and/or signage, and the extent of any damage incurred.
- ❑ **Insurance (Permit is not valid without appropriate insurance at the time of the event.)** - Liability Insurance shall be provided in the amount required by the county based on the size and type of event proposed. Evidence of insurance shall be provided prior to issuance of any permit. The insurance policy shall name the County as an insured, and shall provide coverage for County personnel rendering service during an event. The permittee shall have in force public liability insurance covering: (1) Property damage in the amount of fifty thousand dollars (\$50,000) and, (2) Death or injury to one person in the amount of two hundred thousand (\$200,000) and, (3) Death or injury to more than one individual in the amount of six hundred thousand dollars (\$600,000). Contractual liability coverage must also be provided in a similar amount for the indemnity agreement. The coverage shall extend to property damage, bodily injury, but not limited to the occupancy or use of the land and the construction, maintenance, and operation of the structures, facilities, or equipment authorized by the permit. Summit County must be added as additional insured on the policy.

Insurance carrier, address, phone number and policy information: _____

- ❑ **Indemnification Agreement** – All permits must be accompanied by an indemnification agreement, see attached. Failure to submit indemnification agreement within a minimum of 10 business days prior to the date of the Special Event will prohibit final approval of the Special Event by the County. Summit County will provide Indemnification agreement and application.
- ❑ **Written operational plan** - A written operational plan regarding the management of the event is required.
- ❑ **Provision of Notice** – A notice, via certified mail, to the appropriate fire protection districts, volunteer fire departments, and any other emergency response agencies that may be affected by the event is required. The applicant must obtain a list of appropriate agencies from the Sheriff's Office.

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- ❑ **Public Notice** – Placement of an advertisement, or advertisements, explaining the details of the event a minimum of seven (7) calendar days prior to the event, in at least one local newspaper of general circulation as approved by the County is required. The applicant shall be responsible for the cost of advertising and for providing proof to the Open Space and Trails Department at least five (5) business days prior to the event.
- ❑ **Additional Permits:** Applicant shall acquire valid approvals for conducting the proposed event from the owner or manager of each of the properties accessed, crossed or otherwise directly affected by this event. The County may require Applicant's provision of written evidence of such approvals as a condition precedent to issuance of a County Special Event Permit.
- ❑ **Supplemental Conditions for Temporary Road Closure** – As listed in the *Special Event Permit Regulations For Conducting Special Events On Summit County Roads Property And Property Interests*. Please contact the Open Space and Trails Department for the supplemental information regarding Temporary Road Closures at 970-668-4060.

Any changes to your event after the completion of the application must be submitted immediately in writing to Summit County Government Open Space and Trails Office.

I certify that all application information is true and correct to the best of my knowledge.

Signature: _____ Date: _____