



Hildale City
Business License Department

320 East Newel Avenue
 PO Box 840490
 Hildale, Utah 84784-0490
 Phone (435) 874-2323
 Fax (435) 874-2603
 Email recorder@hildalecity.com

OFFICE USE ONLY

Date Issued _____	Permit No. _____
Receipt No. _____	Code _____
Permit Fee _____	
Other Fee _____	
Total _____	

Master Festival & Special Event Application

Master Festival (MFL) & Special Event (SEL) applications **MUST** be complete and submitted to the Business License Department no less than **90 Days Prior** to a MFL and no less than **60 Days Prior** to a SEL.

Applications not submitted within the timeframe may not be approved. This application is not the final permit. A separate permit will be issued when City departments have approved.

If the event is to be held at a City Park, refer to the Municipal Park Rules for requirements.

APPLICATION FEES:

Applications require a \$30.00 non-refundable application processing fee.

MFL =\$500/day + \$100/day for set up/take down/clean up.

SEL =\$150 +\$100 for set up/take down/clean up.

Health, Fire, Police and other services fees will apply.

Fees for inflatables, mechanical rides, helicopters/aircrafts, fireworks, water activity, and others will apply.

Overnight Camping by special permit **ONLY**.

EVENT INFORMATION:

Name of event:					
Location of event:					
Overall event description (Briefly explain event & activities)					
Type of Event?		First Time Event? <input type="checkbox"/> Yes <input type="checkbox"/> No		Annual Event? <input type="checkbox"/> Yes <input type="checkbox"/> No (How many Years?)	
Master Festival Criteria (Public Event) If one box is checked the event is automatically an MFL	<input type="checkbox"/> Attraction of crowds over 200 participants and or spectators	<input type="checkbox"/> Requires Partial or Full Street Closure or use of Public Right of Way	<input type="checkbox"/> Use of City Park, buildings, or other public properties	<input type="checkbox"/> Admission Fee charged to enter the event	<input type="checkbox"/> Vendors or Food Trucks
Special Event Criteria (Public or Private Event)	<input type="checkbox"/> Significant public impacts via crowds, traffic, and or parking	<input type="checkbox"/> Wedding Party with Partial Park Closure	<input type="checkbox"/> Birthday Parties or Family Reunions	<input type="checkbox"/> Open to the public with NO admission fee	<input type="checkbox"/> Temporary structures, including inflatables

EVENT DATES AND TIMES

Event Date(s):		Event Hours –Start Time:	End Time:
Set-up Date(s):	Time(s):	Breakdown Date(s);	Time(s)

ESTIMATED PARTICIPANTS

Participants:	Volunteers:	Spectators:	Total:
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APPLICATION AND SPONSORING ORGANIZATION INFORMATION

Name:		Position:	
Street Address:			
City:		State:	Zip:
Mailing address: City, State, Zip			
Telephone (work)		Mobile:	Home:
Email:		Fax Number:	
Sponsoring Organization:		Is organization a registered non-profit? YES NO (If yes, provide verification)	
Onsite contact:		Mobile phone:	

HILDALE CITY CORPORATION OPERATIONAL PART A**PARADE/STREET CLOSURES/TRAFFIC IMPACT**

Will this be a complete road closure? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will this be a partial road closure? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will this be a rolling road closure? <input type="checkbox"/> Yes <input type="checkbox"/> No	
SITE MAP MUST BE INCLUDED WITH APPLICATION including streets to be closed /impacted and proposed route.			
Description of reason for closure:			
Days of Closure: (including setup and breakdown)	Start Date and Time:	End Date and Time:	Total Hours of Road Closure:

PARADE INFORMATION

Assembly Area:	Disbanding Area:	# of anticipated entrants:
Does the event cross over city boundaries? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Town of Colorado City	<input type="checkbox"/> Washington County	<input type="checkbox"/> Mohave County <input type="checkbox"/> BLM

PUBLIC FACILITY USE

SITE MAP MUST BE INCLUDED WITH APPLICATION

Additional fees may apply

Check any or all the Apply

<input type="checkbox"/> Maxwell Park	<input type="checkbox"/> City Hall/ Other	<input type="checkbox"/> Public School (name)
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EVENT PARKING

SITE MAP MUST BE INCLUDED WITH APPLICATION

Additional fees may apply

Request for Closure or Access to any public parking. This includes any activity that will remove public parking. <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will the event be on Private Property? <input type="checkbox"/> Yes <input type="checkbox"/> No Attach letter of permission from property owner.	
Will there be transportation services to and from parking lots? <input type="checkbox"/> Yes <input type="checkbox"/> NO	
If yes, who is the provider? Name:	Contact Information:

TEMPORARY STRUCTURES & IMPROVEMENTS

SITE MAP MUST BE INCLUDED WITH APPLICATION

Additional fees may apply

Hildale City Building Department (435-874-2323) & Hildale Fire Marshall (435-874-2240) must inspect and approve all temporary structures

What is the purpose of the structure(s)?	
Check all that apply	
<input type="checkbox"/> Bleachers	<input type="checkbox"/> Inflatables
<input type="checkbox"/> Temporary Lighting	<input type="checkbox"/> Trailers
<input type="checkbox"/> Canopies	<input type="checkbox"/> Structures over 6' in height
<input type="checkbox"/> Stage(s)	
Will you have electrical needs? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you propose to use generators? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be using flammable material, including fuels and gasses? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will you be requesting permits for fireworks? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, you must contact the Hildale City Fire Department (435) 847-2400, and the Hildale City Records office (435) 874-2323	

FOOD & MERCHANDISE SALES

SITE MAP MUST BE INCLUDED WITH APPLICATION

Additional fees may apply

Will there be merchandise for sale? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will there be food for sale or complimentary? <input type="checkbox"/> Yes <input type="checkbox"/> No
Describe items that will be for sale:	
Will food items be prepackaged? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will food items be cooked at the event? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will food items be prepared off site? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Event coordinator will be required to contact Utah Special Events at 1-800-662-4335 for sales tax information to distribute to vendors. Food vendors must obtain a permit from Utah Public Health (435-986-2584)	
Event Coordinator will provide Hildale City a list of all vendors.	
Will there be beer, wine, and/ or liquor sales during the event? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will there be alcohol at the event? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, the applicant is required to obtain local consent from the Hildale City Council, a background check through the Utah Bureau of Criminal Identification (801-965-4445), and an On-Premises Alcohol permit through the Utah Department of Alcohol and Beverage Control (801-977-6800). A copy of a Surety Bond in the amount of \$2000.00 with Hildale City listed, must be attached with the local consent application.	

Toilet Facilities:

SOUTHWEST UTAH PUBLIC HEALTH DEPARTMENT may require additional permits/fees to ensure adequate public facilities. (435) 986-2584

SITE PLAN MUST INCLUDE PUBLIC FACILITIES

WASTE MANAGEMENT

SITE MAP MUST BE INCLUDED WITH APPLICATION

Additional fees may apply

Hildale City encourages sustainable efforts in Waste Management. Please indicate on the site map where garbage bins and containers will be. All applications must include a waste management plan that includes pre and post event details. Contact the Arizona Strip Land Fill office for Waste Management information on dumpsters, bins, and roll offs (435) 467-8175

ANIMALS AT EVENT

Will there be animals at the event? <input type="checkbox"/> Yes <input type="checkbox"/> No What type of animals?	If yes, you will be responsible to clean up after them.
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SAFETY & SECURITY

SITE MAP MUST BE INCLUDED WITH APPLICATION

Additional fees may apply

An Operational Plan is required for all events outlining: Security and crowd control specifics, Fire District and Access Information, First Aid & EMT requirements.
Does the event require Law Enforcement services beyond routine periodic patrol? <input type="checkbox"/> Yes <input type="checkbox"/> No
Upon review the Hildale City Police Department may require additional onsite personnel for event approval.

INSURANCE REQUIREMENTS

Hildale City Corporation requires proof of liability insurance in the minimum amount of two million dollars (\$2,000,000.00) and the applicant shall name Hildale City Corporation, 320 East Newel Avenue, PO Box 840490, Hildale Utah 84784 as additionally insured.

AGREEMENT & SIGNATURES

I, the undersigned representative has read the rules and regulations with reference to this application and am duly authorized by the organization to submit the application on its' behalf. The information contained herein, including supporting documentation is complete and accurate. I understand that this application has to go through processing and does NOT guarantee approval.	
Name (Printed)	
Signature	Date:

WAIVER AND RELEASE

Waiver and Release: I, _____ as the applicant, hereby release and discharge Hildale City, its officers, employees, directors, and employees from and against any and all claims, actions and demands arising out of or in connection with participation in or use of City facilities, including, without limitation, any and all claims, cost liabilities, expenses, or judgments, including legal fees, penalties, interest and court costs incurred by Hildale City in defense of same, arising in favor of any party on account of claims, personal injuries, death, or damages to property and all other claims or demands, occurring or in any way incident to, in connection with, or arising directly or indirectly from user's participation in or use of any City facilities.

I hereby release Hildale City, its officers, employees, and agents from any liability, and clearly and unequivocally agree to defend, indemnify, and hold harmless Hildale City, its officers, employees, agents, and servants from any liability arising from activities associated with participation in or use of the Hildale City facilities whether caused by negligence or otherwise. I understand and agree that by signing this waiver I am freeing Hildale City, its employees, officers or agents from any liability resulting from participation in or use of City facilities. I also understand that no employee or agent is authorized to modify this waiver.

I certify that I have read the above authorization and release and I hereby state that I understand the contents, and that I know that in signing it I am signing away any right of claim for damages sustained to any user while participating in or using any City facilities.

I covenant and agree to indemnify, hold harmless and defend City, its agents, and employees from all fines, suits, claims, demands, and actions of any kind, including attorney's fees, by reason of any and all of its operations hereunder and agrees to assume all the risk in the operation of the event and is solely responsible and answerable in damages for any and all accidents or injuries to persons or property associated with the event. I, as the Applicant agree to maintain a comprehensive general liability insurance policy, naming City as an additional insured, satisfactory to City, protecting both Applicant and City against public liability, products liability, and property damage.

My signature acknowledges that I understand and agree to the above conditions, and that I sign this release of my own free will, and I represent and acknowledge that I do so with full authority or right as the Applicant or as a duly empowered agent or representative of said Applicant.

EVENT NAME _____

PRINT NAME _____

SIGNATURE _____

DATE _____

OFFICE USE ONLY

Engineering Department	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date:	Signature:	Comment:
Police Department	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date:	Signature:	Comment:
Building Department	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date:	Signature:	Comment:
Zoning Department	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date:	Signature:	Comment:
Southwest Utah Health Department	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date:	Signature:	Comment:
Hildale City Fire Department	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date:	Signature:	Comment:
Public Works	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date:	Signature:	Comment:
Business Licenses	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date:	Signature:	Comment: