LAYTON CITY CORPORATION – 437 N. Wasatch Drive – Layton, UT – (801) 336-3800

LAYTON CITY CORPORATION – COORDINATING DEPARTMENTS

Parks & Recreation Department | Community Development Department | Police Department
437 N. Wasatch Drive | 437 N. Wasatch Drive | 429 N. Wasatch Drive
Layton, Utah 84041 | Layton, Utah 84041 | Layton, Utah 84041
Phone: 801-336-3900 | Phone: 801-336-3760 | Phone: 801-497-8300

Instructions for Completing Special Event Application

NOTE: APPLICATION IS DUE 30 DAYS PRIOR TO EVENT

General Information:

- A Special Event Application MUST be completed for any event planned to take place on Layton City property where the public is invited to attend or an event that involves blocking public streets or sidewalks. It is also required for a private event (mass gathering) that involves more than 500 people.
- Provide all information as requested. APPLICATIONS MUST BE SUBMITTED 30 DAYS PRIOR TO THE EVENT DATE.
- All information MUST be provided, typed or printed with BLACK ink for copying. Illegible and/or incomplete requests will be returned.

Form Information:

1. Name of Event: If the event doesn’t have an official title such as the “March of Dimes Walkathon”, enter a generic description such as “Fun Run for Red Cross”, “Easter Egg Hunt”, etc.
2. Date(s): Date or dates the event will be held.
3. Time: Starting and ending times.
4. Type of Event: Check the appropriate box(es). If “other” is checked, write the type of event in the space provided.
   - Runs, walks, marches and all other events using Layton City Streets, Parks, etc. must include a map with the route clearly indicated by using a black marker so the map can be copied for distribution to affected city departments.
   - Maps must indicate which streets and/or sidewalks are to be used, water stations, site plan, etc.
   - Applications for parades must include a map that indicates the route, staging and disbanding areas and an estimate of the number of entrants, floats, etc.
   - Closure of a Utah State road within Layton City limits requires the approval of the Utah Department of Transportation. An “Application for Right of Way Encroachment Permit” may be obtained from UDOT District 1. The non-refundable fee is $25.00 and it cannot be waived for any organization. Contact person is Tommy Vigil – District #1 – (801) 620-1604.
5. Location or Starting Point (include map):
   - If the event includes use of a Layton City Park, a site map showing planned location of booths, activities, participants, etc. must accompany the Special Event Application. Reservations may be made by contacting the Layton City Parks Department at (801) 336-3900. Non-reservable parks are not available for special event use due to the lack of sufficient facilities and services that are inadequate for large functions.
   - FEES: All applicable park reservation fees will be charged and must be paid before the reservation can be confirmed. The Parks & Recreation Office may assess a cleaning fee, determined by the type of event, number of participants, etc.
6. Description of Assistance Needed From City Departments (Police, Fire, Streets, Parks, etc.): List any special assistance you require such as traffic control for crossing streets during a walkathon, access to electricity, extra dumpsters, etc. City may not provide all services requested. The City may require specific City services to be provided. Charges for City services may apply.
7. Previous Events: List previous events sponsored by applicant that are similar to the one being applied for. List names, locations, dates, and contacts.
8. Set-Up: List day, date and time.
9. Take Down: List day, date and time.
10. Estimated Attendance: Approximate number of participants and/or spectators expected at the event. If expected attendance is 500 or more, mass gathering rules may apply. Contact the Davis County Health Department (Information in #11).
11. Alcoholic Beverages: Check the appropriate box. Alcoholic beverages are NOT permitted in Layton City Parks. Special requests for serving alcoholic beverages at any event must be approved through the special event application process.
12. Health Department Contacted: A Temporary Food Service Permit must be obtained in any instance where food is prepared for sale to or consumption by the public. Contact Davis County Health Department, 99 S. Main, Farmington, UT 84025, Phone (801) 451-3296 to obtain the permit. There is a $15.00 charge the first day and $5.00 per day thereafter and the permit must be posted at the event. When the permit is obtained, a copy should be forwarded to the Layton City Parks & Recreation Department. In addition to the Food Service Permit, at least one person with a valid food handler permit must be on site at all times.
13. Non-Profit 501.C3 Tax Identification #: If the organization has a non-profit 501.C3 classification, enter the identification number here.
14. Organization Name: Title of organization or the event name if not affiliated with an organization.
15. Contact Person: Name of the person that the Coordinating Department may contact in case of questions or if an emergency situation occurs. Also include a secondary or alternate contact person who may be reached if the first person is unavailable.
16. Address: Address for correspondence from the Coordinating Department to the organization making the request.
17. Phone Number: Please include as many numbers as necessary for the Coordinating Department to be in contact with the person in charge of the event. This should include numbers in case of an emergency during an event held at times other than normal office hours.
18. Insurance Information: All events open to the public require a certificate of insurance for $1,000,000.00 commercial general liability coverage with Layton City Corporation named as the certificate holder and as additional insured. This is a standard request and most insurance companies supply the certificate at little or no charge. If you cannot obtain a certificate, Special Event Insurance may be purchased directly from Fred A. Moreton & Company (801) 531-1234. Fees range from $65 to $1000 per day. Application is available from Layton City Management Services Department upon request.
19. Signature: Person completing this form or the contact person must SIGN and DATE the application.
20. Date: Enter the date the application is signed.
21. Do not write in this section. This is for the signature of the person in the Coordinating Department who accepts the completed application form.
22. Do not write in this section. This is for the person accepting the completed application to fill in the date received.
23. Name of Event: Enter name of event the same as in #1 on page 1.
24. Date(s) of Event: Enter date(s) of event the same as in #2 on page 1.
25. Check each item that applies to your event and give an explanation. This information will help us to provide you the best service possible. If we require additional information about any of the items or if there are restrictions associated with any of the items checked, you will be contacted.
26. Explanation of items checked above: Give detailed information about items checked in section 20.
27. Name of Event: Enter name of event the same as in #1 on page 1.
28. Date(s) of Event: Enter date(s) of event the same as in #2 on page 1.
29. Event Approvals: Do not write below this section. You will be notified of approval or denial of your event by the coordinating department after your application has been reviewed by all departments involved in the approval process.