

SPECIAL EVENT APPLICATION

Washington City Leisure Services Department

\$75- 200-300 PERSONS PER 4 HR BLOCK

\$150- OVER 300 PERSONS PER 4 HR BLOCK

\$5- VENDOR SUB-LICENSE PER VENDOR

An event greater than two hundred (200) people are brought together to watch or participate in a large scale event. Permission shall be obtained no later than thirty (30) days. Washington City Code 6-5-1, 6-5-3



Parks & Recreation

Title of Event: _____

Applicant:	Organization:
Mailing Address:	City, State, Zip:
Contact Phone: Fax #:	Email Address:
Date of Event:	Hours of Event:
Location of Event:	Expected Attendance:
Purpose of Event:	Description of Event:
Security Director & Contact Information:	Sound System Being Used:
Entertainment (DJ's, Bands, Dancers, Radio Stations):	Vendors:
Layout Map (Attach Run/Walk Map):	Street Closures:
Signage Plan:	Certificate of Liability Insurance:
Washington City Tax ID #:	Business License #:

4. Street Closures

_____	_____	_____
Public Safety Initials	Print Name	Date
_____	_____	_____
Public Works Initials	Print Name	Date

Should a street need to be closed for an event, an encroachment permit will need to be reviewed by the Police Department, before final approval from the Public Works Department. 6-5-3

Checklist For Office Use Only

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Needed	Rec'd	Approved (Y/N)

5. Event Site Diagram

_____	_____	_____
Leisure Service Staff Initials	Print Name	Date

A diagram or sketch of the event as it will appear showing placement of vendor booths, sound systems, stages, etc. The information must be submitted for approval to the leisure services department for approval thirty (30) days prior to the event. 6-5-3

Checklist For Office Use Only

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Needed	Rec'd	Approved (Y/N)

6. Run or Walk Route Diagram

_____	_____	_____
Leisure Service Staff Initials	Print Name	Date

If the event is a run or walk on one of the city trails or streets, a map of the route must be submitted to the Washington City Leisure Services Department. 6-5-3

Checklist For Office Use Only

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Needed	Rec'd	Approved (Y/N)

7. Sale of Goods

_____	_____	_____
Leisure Service Staff Initials	Print Name	Date
_____	_____	_____
City Recorder Initials	Print Name	Date

If the event will be selling goods, approval is required by Washington City Council thirty (30) days prior to the event. Once approval has been granted by the city council, proper registration and vendor sub-license must be done through the Special Events Coordinator or the Parks and Recreation Coordinator at the Washington City Community Center. 6-5-3

Checklist For Office Use Only

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Needed	Rec'd	Approved (Y/N)

Denial

Please note item number and reason for denial:

Any application can be denied for failure to provide all information or requirements of this chapter or any ordinance of the city. 6-5-3

Contact Information for Washington City Departments/Offices

Washington City Parks and Recreation Office

Phone Number: (435) 656-6383

Danice Bulloch

Washington City Recorder

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Public Works Director

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Barry Blake

Leisure Services Director

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Kole Staheli

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