SPECIAL EVENT REQUEST

- All Special Events must make application and receive a permit from North Ogden City
- All Special Events are required to comply with Weber County Health Department regulations.
- Any event using a State Road (400 East, 2700 North) must obtain a permit from UDOT.
- If you use City or State Roads you must provide an approved traffic control plan.
- For parades, material or objects are prohibited from being thrown from a moving vehicle
- Smoking and alcoholic beverages are prohibited in City Parks
- Events must abide by park hours (6:00am - 10:00pm).

**CONTACT INFORMATION**

Name: ___________________________ Email: ___________________________
Daytime Phone: ___________________________ Cell/Other Phone: ___________________________
Address: ___________________________ City: ____________ State: _____ Zip: ________

**ALTERNATE CONTACT INFORMATION**

Name: ___________________________ Email: ___________________________
Daytime Phone: ___________________________ Cell/Other Phone: ___________________________
Address: ___________________________ City: ____________ State: _____ Zip: ________

**EVENT INFORMATION**

Event Name:__________________________________________________________________
Organization/Sponsor: __________________________________________________________
Billing Address: ___________________________ City: ____________ State: _____ Zip: ________
Tax ID: ____________________________________________________________________
Event Location: ___________________________ City: ____________, UT Zip: ________
   *(Please include a detailed site plan and/or route map. Computer or hand-drawn plans are appropriate)*
Event Date(s): Begin: ___________________________ End: ___________________________
   Time(s): ____________ AM / PM  Time(s): ____________ AM / PM
Event Web Address: __________________________________________________________

Type of Activity: *(check all that apply)*

- Race/5K
- March/Protest
- Concert
- Festival
- Parade
- Religious
- Cycling
- Other: __________________
PARTICIPANT INFORMATION
Number of Participants Expected: ____________ Number of Volunteer/Event Staff: ____________
(Applicant must contact Weber Morgan Health Dept. to determine if other requirements must be met.)

This event is (check all that apply):
☐ Open to Public ☐ Entrance Fee/Ticketed Event
☐ Private Group/Party ☐ Fee for Participants/Racers/Runners Only

OTHER INFORMATION
Are you requesting Police Assistance ($55 per officer per hour)? ☐ Yes ☐ No
If YES, number of officers*: _________________ Number of Hours*: _________________

Support Material
☐ Please attach a detailed description of your event.

☐ Please attach a detailed site plan and/or route map. Computer or hand-drawn site plans are appropriate. Include locations of volunteers/spotters along race routes. For events, please include locations of tents/vendors, and parking for participants, vendors and merchants.

☐ Attach copies of completed permits from the appropriate jurisdiction if your race/event is to be held on any roads owned by the Utah Department of Transportation (Washington Blvd south of 2600 N., and 2600 N. west of Washington Blvd.) or Weber County (North Ogden Divide).

☐ Attach copies of mass gathering and food vendor permits as required through Weber Morgan Health Department (801-399-7160).

☐ All events open to the public require a certificate of insurance for a minimum of $1,000,000 commercial general liability coverage with $2,000,000 aggregate. Please include a Certificate of Insurance and Additional Insured Endorsement Such insurance shall protect the City from all claims for damages to property and bodily injury in connection with the event, and comply with such other specified insurance coverage(s) and limits of liability.

North Ogden City requests the additional insured language to read as follows: "North Ogden City, its elected and appointed officials, employees, volunteers and agents are named as Additional Insureds for the _____(event)_____ scheduled for _____.(date)____. This language should appear on the required endorsement.

Approvals - Employees Only

Parks & Recreation Approval: ___________________________________________ Date: ____________________

Police Approval: ___________________________________________________ Date: ____________________