



## Sugar House Park Authority

6332 S Airport Road, West Jordan, UT 84084

Ph: 385-468-7275 Fax: 385-468-1855

[www.sugarhousepark.org](http://www.sugarhousepark.org)

## Special Event Rules, Regulations and Reservation Request Form

**\* Special event requests may be made up to one year in advance. \***

The following regulations and fees apply to holding a special event at Sugar House Park (the “Park.”). The Sugar House Park Authority (the “Authority”) controls the activities that take place in the park and requires applicants to attend a monthly board meeting to obtain approval for their event request. Because Salt Lake County Parks (the “County”) has a park maintenance agreement with the Authority, you will also work with the County to obtain a use permit.

### Submitting a Request Form

- Complete the following Special Event Request Form and submit it to the Parks office at:  
Salt Lake County Parks  
Attn: Heather Valero  
6332 S. Airport Road  
West Jordan, Utah 84084  
You can e-mail the completed form to [ParkOpsFD@slco.org](mailto:ParkOpsFD@slco.org)
- There is a \$20.00 non-refundable application fee for each request form. You will be sent an invoice for the fee(s).

### Approval of Request

- Submit a detailed map of your event with your request. A permit will not be issued until you have provided a certificate of liability insurance in the amount of \$1,000,000.00 naming Sugar House Park Authority as the certificate holder and listed as being additionally insured.
- Attend one of the Authority’s monthly board meetings unless that requirement is waived. The board meets on the **second Thursday** of each month (except July and December) at 6:00 pm at the Garden Center building, which is located at the northeast corner of the Park. The building’s parking lot may be accessed directly from 2100 S at about 1600 E.
- Your request form must be received by the Parks office at least one week prior to the next scheduled board meeting in order for it to be heard on that meeting’s agenda. Otherwise your request will be heard on the following month. A representative from your group must be present to answer any questions the board may have about your event unless that requirement is waived.

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- You may request an event date up to one year in advance from the month in which your request is approved by the Authority. For example, at the June board meeting, you may request an event date up to June 30 of the following year.
- If requesting fees be assessed at the non-profit rate, a copy of the current 501(c)3 certification including the Federal ID number must be provided **at the time of application.**
- If the board approves your event, the County will then confirm your request and outline the necessary fees and certificates required. Once these have been received, the County will issue a use permit. It is a violation of Salt Lake County Ordinance Section 14.56.040 to hold a special event without first obtaining a permit.

**Special Event Reservation Fees:**

Fee Description	Non-profit Groups	Other Groups
<ul style="list-style-type: none"> <li>• <b>Special Event Fee.</b> For events with up to 399 people, <b><u>including participants and spectators</u></b>                      --For events with up 400 to 999 people                      --For events with 1000 or more people</li> </ul>	\$200.00	\$400.00
	\$350.00	\$700.00
	\$750.00	\$1,500.00
<ul style="list-style-type: none"> <li>• <b>Pavilion reservation fees.</b> In most cases you must reserve a pavilion. For a full day rental (from 8 am to 10 pm)                      --For half day rental (8 am to 2 pm <u>OR</u> from 3 pm to 10 pm)</li> </ul>	\$100.00	\$140.00
	\$70.00	\$100.00
** Pavilion fees also apply for events that require previous day set up.		
<ul style="list-style-type: none"> <li>• <b>Park Road Closure to Vehicular Access.</b> The road must be closed at 7 am. The Authority retains the right to refuse a road closure request.                      --For every hour thereafter, up to 5 hours total                       --If the road will be closed for more than 5 hours</li> </ul>	\$500.00 (first hour)	\$1000.00 (first hour)
	\$100.00 per hour	\$200.00 per hour
	\$1,500.00 (all day)	\$3,000.00 (all day)

- A **\$1,000 refundable damage deposit** will be required for special events with the potential to damage park property, such as those that will erect tents, stages, or other structures on lawn areas. This will be assessed at the discretion of the Authority, and will be fully refunded upon determination that the park has not been damaged by the special event.
- Athletic field use fees are assessed for events using designated large grassy areas. In this case the Authority’s Athletic Fields Rules, Regulations and Reservations Request Form must be completed and submitted.

**Park Rules and Regulations**

- The posted speed limit on the Park road is 20 miles per hour and must be heeded. All traffic on the Park road is one-way (counterclockwise) and one-lane. Motorists must be aware that the left lane, inside the yellow line, is reserved for runners, walkers and bicyclists; they should park on the right-hand side of the road. All local and state traffic laws are enforced on the Park road.
- Consumption of alcohol and the possession of alcoholic beverages are prohibited in the Park.
- Smoking is prohibited in the Park, in conjunction with the ban on smoking in Salt Lake City-owned parks that was instituted by the city in 2006.
- All dogs in the Park must be on a leash and under the control of their owners or caretakers **at all times**. The Park has no off-leash areas for dogs.
- Vending of food, beverages or any products within the Park is prohibited. Anyone seeking an exemption from this policy must receive permission from the Authority.
- The use of personal fireworks within the Park is prohibited.
- The Park closes at 10 p.m. (9 p.m. during the winter months), and any unauthorized persons in the park after closing time will be considered to be trespassing.
- Salt Lake County’s Noise Ordinance is enforced in the Park.
- Other Activities: No Littering. No Golfing. No Archery. No Powered Aircraft, Drones or Watercraft.
- The sign policy with respect to special events is as follows:
  1. On the day of the event, banners and signs may be used. Do not post, tape or use any adhesive to attach any sign to Park signs, light poles or structures. Use freestanding sign structures such as realtor- or campaign-types when posting signs.
  2. If an event entails the closure of the park for a period of time to vehicular access, event organizers **must** post signs to that effect near the park entrances at 14<sup>th</sup> East and 15<sup>th</sup> East one week in advance of the event.

I have read, understand, and will comply with the sign policy as stated herein. Initial: \_\_\_\_\_  
**\*This must be initialed to receive a permit.**

I understand that no vending of any kind is allowed in the park. Initial: \_\_\_\_\_  
**\*This must be initialed to receive a permit.**

**Sugar House Park Special Event Request Form**

**Contact Information**

Sponsoring Group Name: \_\_\_\_\_

Is Sponsoring Group a non-profit? \_\_\_\_\_ Federal I.D. #: \_\_\_\_\_

Responsible Person (Please Print): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Has your group held a special event before at Sugar House? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, for how many years? \_\_\_\_\_ Will the event this year be exactly the same as last year? \_\_\_\_\_ If no, please explain below (under event description) how it will differ.

**Event Information**

Desired Pavilion(s)/Location (check):

\_\_\_\_\_ Big Field/ \_\_\_\_\_ Fabian Lakeside/ \_\_\_\_\_ Parley's Creek/ \_\_\_\_\_ Sego Lily  
\_\_\_\_\_ Mt. Olympus/ \_\_\_\_\_ Sugar Beet/ \_\_\_\_\_ Hidden Grove/ (Other) \_\_\_\_\_

Desired Event Date \_\_\_\_\_ 1st Alternate \_\_\_\_\_ 2nd Alternate \_\_\_\_\_

Set up Time: \_\_\_\_\_ Take-down Completion Time: \_\_\_\_\_

Event Time From: \_\_\_\_\_ To: \_\_\_\_\_

Event Description, including Event Name (or attach your event's information sheet):

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Estimated **TOTAL** Number of People (Participants, Spectators & Support Staff) \_\_\_\_\_  
(If 500 or more people, a Mass Gathering Permit is needed, see *ii* below)

Do you plan to set up booths/tents? \_\_\_\_\_ How many? \_\_\_\_\_ What size? \_\_\_\_\_

\*\*Indicate locations on map.

For tents over 400 square feet in size (or over 700 square feet if there are no sides), you must get a permit from the Salt Lake City Fire Prevention Bureau. Their contact number is 801-799-4150.

Do you plan to set up inflatables? \_\_\_\_\_ How many? \_\_\_\_\_ What size? \_\_\_\_\_

\*\*Indicate locations on map. (Note - 3 hours max on grass. NO STAKING IS ALLOWED.)

Please describe any other set up plans and include on map. \_\_\_\_\_

Are animals participating in the event? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, what kind? \_\_\_\_\_ How many? \_\_\_\_\_

Do you require previous-day event setup? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you require road closure to vehicular access? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, which locations? \_\_\_\_\_ Denote on map.

**Event Checklist**

Check all that apply.

**Type:**

- \_\_\_\_\_ Open to the Public
- \_\_\_\_\_ Competitive race. Denote course on map.
- \_\_\_\_\_ Walk (non-competitive.) Denote course on map.
- \_\_\_\_\_ Bicycles used in event
- \_\_\_\_\_ Will stay on pedestrian walkways and follow pedestrian rules
- \_\_\_\_\_ Other \_\_\_\_\_

**Activities:**

- \_\_\_\_\_ Food Catering (contact Bureau of Food Protection, see *ii* below)
- \_\_\_\_\_ Food Given Away (contact Bureau of Food Protection, see *ii* below)
- \_\_\_\_\_ Food prepared on site (contact Bureau of Food Protection, see *ii* below)
- \_\_\_\_\_ Music/Sound Amplification (contact Gerry Bourke, Salt Lake Valley Health Department, 385-468-3845)
- \_\_\_\_\_ PA System for Announcements
- \_\_\_\_\_ Other, Explain: \_\_\_\_\_

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**Security:**

- \_\_\_\_\_ Barricades (must obtain privately)
- \_\_\_\_\_ Off Duty Police Officers (contact Ms. Shanna Werner, Salt Lake City Police Dept., 801-799-3113)
- \_\_\_\_\_ Monitors (Provided by you for walk/run)

**Miscellaneous:**

- \_\_\_\_\_ Electrical Requirements (pavilions have 110 volt service only)
- \_\_\_\_\_ Need for portable sanitary units (additional port-a-potties & hand wash stations are determined by Mass Gathering Permit, see *i* below)
- \_\_\_\_\_ Need for extra garbage containers (Contact Salt Lake County Park Operations at 385-468-7275. Additional fee required depending on quantity.)

**Additional Permits/Certificates**

- i.* Mass Gathering Permit: For events with 500 or more people, the Salt Lake County Health Department requires a Mass Gathering Permit. Contact them directly at 385-468-3845 or go to their web site for more information. <http://slco.org/health/special-events/>
- ii.* \*\*Bureau of Food Protection: Contact Salt Lake County Health Department at 385-468-3845. For more information, go to their web page at: <http://slco.org/health/food-protection/>
- iii.* Salt Lake City Permit, required **ONLY** if event affects road traffic or property outside of park boundaries. For more information, contact Salt Lake City Parks at 801-535-6110 or go to their web page at: <http://www.slcityevents.com/permitting.html>
- iv.* You must provide proof of liability insurance in the amount of \$1,000,000.00 for your event. The certificate of coverage must include Sugar House Park Authority as the certificate holder and listed as being additionally insured.

***I agree to abide by all Rules and Regulations as contained within this Special Event Rules and Regulations document.***

Signature of Responsible Person \_\_\_\_\_ Date \_\_\_\_\_

**Park Map**

You may obtain an electronic copy of this map at:  
[http://www.sugarhousepark.org/wp-content/uploads/2011/01/map\\_pavilions1.jpg](http://www.sugarhousepark.org/wp-content/uploads/2011/01/map_pavilions1.jpg)

