



# Special Event Request

Review the **Information Packet** for descriptions of facilities, approval process, and fees.



Sugar House Park  
[sugarhousepark.org](http://sugarhousepark.org)



Salt Lake County  
Parks & Recreation  
385-468-7275  
[parks@saltlakecounty.gov](mailto:parks@saltlakecounty.gov)



DEPARTMENT of  
**PUBLIC LANDS**

Salt Lake City Public Lands  
801-972-7800  
[parks@slcgov.com](mailto:parks@slcgov.com)

# Submitting a Special Event Request\*

The following regulations 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. The County will inform you on what board meeting the event representative must attend.

## STEPS TO SUBMIT

1. Review the Sugar House Park Information Packet PDF on the website
2. Complete the **Special Event Attachments** in this document.  
Attachment A: Special Event Request Form  
Attachment B: Event Permit Checklist & Certification Acknowledgment  
Attachment C: Park Rules and Regulations Acknowledgment
3. Provide a detailed map of your event with your request. Use the included Park Map or provide your own.  
Map of Sugar House Park
4. Email the completed document to Salt Lake County Parks and Recreation [parks@saltlakecounty.gov](mailto:parks@saltlakecounty.gov)  
Have questions? Call Salt Lake County Parks and Recreation at 385-468-7275 (385-GOT-PARK)
5. There is a **\$20.00 non-refundable application fee** for each request that comes before the Sugar House Park Authority. You will be sent an invoice for the fee(s).

**\*Requests for Special Events may be made up to one year in advance.**

## Special Event Checklist

**A representative of Salt Lake County Parks & Recreation will check and confirm you have provided all the required documentation.**

### SPECIAL EVENT REQUEST

- Attachment A: Special Event Request Form
- Attachment B: Event Permit Checklist / Certification Acknowledgment
- Attachment C: Park Rules and Regulations Acknowledgment

### PERMITS / CERTIFICATE

- Mass Gathering Permit, Salt Lake County Health Department N/A
- Bureau of Food Protection, Salt Lake County Health Department N/A
- Event Permit, Salt Lake City N/A

Certificate 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.

# Attachment A: Special Event Request Form

## GROUP INFORMATION

- 1. Sponsoring Group Name: \_\_\_\_\_
- 2. **Yes**    **No**    Is Sponsoring Group a non-profit? If yes, provide Federal I.D. #: \_\_\_\_\_
- 3. Address: \_\_\_\_\_  
     City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

## RESPONSIBLE PERSON

- 4. Responsible Person (First and Last Name): \_\_\_\_\_
- 5. Phone Number: \_\_\_\_\_ Alternate Number: \_\_\_\_\_
- 6. Email Address of Responsible Person: \_\_\_\_\_

## EVENT INFORMATION

- 7. Event Name: \_\_\_\_\_
- 8. **Yes**    **No**    Has your group held a special event before at Sugar House Park?  
     If yes, for how many years? \_\_\_\_\_
- 9. Event Description Summary

## EVENT DETAILS

- 10. Desired Event Date (mm/dd/yy): \_\_\_\_\_ First Alternate Date (mm/dd/yy): \_\_\_\_\_  
     Second Alternate Date (mm/dd/yy): \_\_\_\_\_
- 11. Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

## EVENT SET UP

- 12. **Yes**    **No**    Do you require previous-day event setup?
- 13. Set up Time: \_\_\_\_\_ Take-down Time: \_\_\_\_\_
- 14. **Yes**    **No**    Do you require access before or after park hours?

## GROUP SIZE

- 15. Estimated **total number** of people (includes participants, spectators and support staff) \_\_\_\_\_
- 16. **Yes\***    **No**    Does your event have 500 or more people

**Park Hours:**  
 Summer: 7 am–10:00 pm  
 Winter: 7 am–9:00 pm

**\*See Attachment B for permit requirements**



## Attachment A: Special Event Request Form

### PAVILION SELECTION

All Special Events require a minimum of one pavilion reservation. Depending on group size two or more pavilion rentals may be required to accommodate parking. To learn more about our seven (7) pavilions, review the Information Packet, visit [sugarhousepark.org/pavilions](http://sugarhousepark.org/pavilions), and Map of Sugar House Park on the last page of this PDF.

**17. Desired Pavilion(s). For your first, second, and third choice of pavilion, type a 1,2, and 3.**

Big Field \_\_\_\_ Fabian Lakeside \_\_\_\_ Parley's Creek \_\_\_\_ Sugar Beet \_\_\_\_  
Hidden Grove \_\_\_\_ Mt. Olympus \_\_\_\_ Sego Lily \_\_\_\_ All 7 Pavilions (Full Park Closure) \_\_\_\_

### ROAD CLOSURE TO VEHICLES

18. **Yes No** Do you require a road closure to vehicular access?  
**Yes No** If yes, which location(s)? Loop Road (includes Spoke Road) \_\_\_\_  
Spoke Road Only \_\_\_\_

### PRIVATE OR PUBLIC

19. **Yes No** Is the event private?  
20. **Yes No** Is the event open to public participation  
**Yes No** If yes, do you allow Sugar House Park to share your event on our online platforms?

### EVENT TYPE

21. **Yes No** Competitive race  
22. **Yes No** Walk (non-competitive)  
23. **Yes No** Monitors (provided by you for walk/run)  
24. **Yes No** Bicycles used in event  
25. **Yes No** Use of the park's Loop Road pedestrian walkway

### BOOTHS OR TENTS

26. **Yes No** Do you plan to set up booths/tents?  
If, yes, How many? \_\_\_\_  
27. **Yes No** Are your booths/tents under 400 sq ft in size?\*

### INFLATABLES\*

28. **Yes No** Do you plan to set up inflatables?\* If yes, How many? \_\_\_\_  
What size? \_\_\_\_\_ sq ft **or** \_\_\_\_\_ x \_\_\_\_\_ ft

### FOOD\*

29. **Yes No** Food catering / Food given away / Food prepared on site

### POWER / SOUND\*

30. **Yes No** Personal Amplifications (PA) System for Announcements or Music

### ANIMALS

31. **Yes No** Are animals participating in the event?  
If yes, what kind? \_\_\_\_\_ How many? \_\_\_\_\_

A road closure allows you to control vehicle access to the park, but the park remains open to any visitors during park hours.

**Follow and Tag**  
**IG:** [SugarHouseParkSLC](https://www.instagram.com/SugarHouseParkSLC)  
**FB:** [Sugar House Park](https://www.facebook.com/SugarHousePark)  
**Tag #sugarhouseparkslc**

**NO STAKING IS ALLOWED. Must use sandbags to weigh down inflatables.**

**Dogs must be on leash at all times.**

## Attachment B: Event Permit Checklist / Certification Acknowledgment

For any of the special circumstances below, contact the corresponding agency for approval and/or permitting. These must be completed and provided before you receive your event permit from Salt Lake County.

### GROUP SIZE

1. **Yes**    **No**        Over 499 estimated **total number** of people (participants, spectators and support staff)  
If yes, Contact Salt Lake County Health Department for a Mass Gathering Permit, 385-468-3845 or go to <http://slco.org/health/special-events>

### SANITATION

2. **Yes**    **No**        Additional portable sanitary units are required  
If your event is over 499 people, additional sanitary services are determined by a Mass Gathering Permit. Contact Salt Lake County Health Department, 385-468-3845, go to <http://slco.org/health/special-events>

### LARGE BOOTHS OR TENT

3. **Yes**    **No**        Tent with sides is **over** 400 square feet or over 700 square feet with no sides  
If yes, Contact [Salt Lake City Fire Prevention Bureau](http://slco.org/health/special-events), 801-799-4150

### FOOD

4. **Yes**    **No**        Food catering / Food given away / Food prepared on site  
If yes, Contact Bureau of Food Protection, 385-468-3845 or go to <http://slco.org/health/food-protection/>

### SOUND AMPLIFICATION

5. **Yes**    **No**        Personal Amplifications (PA) System for Announcements or Music  
If yes, Contact Salt Lake Valley Health Department, 385-468-3845

### SANITATION

6. **Yes**    **No**        Need for extra garbage containers  
If yes, Contact Salt Lake County Park Operations at 385-468-7275. Additional fee required depending on quantity.

### SALT LAKE CITY PERMIT

7. **Yes**    **No**        Event will affect road traffic and property outside of the park  
If yes, a Salt Lake City Permit is required if your event affects road traffic or property outside of park boundaries. For more information, contact Salt Lake City, 801-972-7815 or go to <https://www.slc.gov/eventpermits/>

### SECURITY

8. **Yes**    **No**        Off duty police officers  
If yes, Contact [Salt Lake City Police Department](http://slco.org/health/special-events), 801-799-3113

### SAFETY

9. **Yes**    **No**        Use of privately obtained barricades

### INSURANCE

10. **Have**    **Will Acquire**        Certificate 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.

# Attachment C: Park Rules and Regulations Acknowledgment

## PARK COMPLIANCE

- Vending of food, beverages or any products within the Park is prohibited. Any food or products at your event must be complimentary or pre-paid.
- No staking! To prevent injury to the irrigation system, do not use stakes in the grass. Use sandbags to weigh equipment down.
- Inflatables are allowed, but with a maximum time of three (3) hours on the grass. Use concrete pads near pavilions for the inflatable set up.
- Vehicles are not allowed on the grass for any reason.
- Salt Lake County's Noise Ordinance is enforced in the Park.
- All signage and trash from event must be picked up and placed in the receptacles. Practice Leave no trace principles.
- We encourage recycling of appropriate materials. Glass can be recycled in the container at the Sugar Beet parking lot. Cardboard, cans and plastic should be recycled off-site.

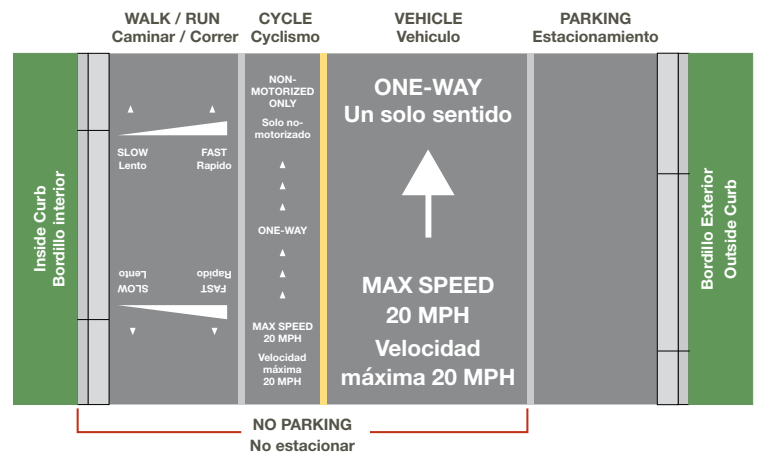
The Park is a **NO VENDING** zone. The selling of goods or services is prohibited.

## HOURS

- The Park closes at 10 pm (9 pm during the winter months), and any unauthorized persons in the park after closing time will be considered trespassing.

## RULES OF THE ROAD

- All local and state traffic laws are enforced.
- The posted speed limit is 20 miles per hour.
- Vehicle traffic on the Loop Road is one-way (counterclockwise) and one-lane.
- The left curb and inside lanes are reserved for runners, walkers and bicyclists. **No parking allowed.** Vehicle parking on the right-hand side of the road only.



## DOGS

- 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.

Dogs must be on leash at all times.

## PROHIBITED ACTIVITIES

- Vending
- Damaging or Removing Property
- Camping or Overnight Use
- Motorized vehicles on the grass
- Fireworks
- Alcohol
- Smoking or Vaping
- Posting of Signs or Flyers (Use of an a-frame or campaign style sign for directional wayfinding on the day of your event, is permitted, please pick up and dispose of signs after your event.)
- Swimming, wading or skating in the creek or pond
- Illegal discharge of firearms
- Fires outside of designated area
- Unauthorized Drones

# Attachment C: Park Rules and Regulations Acknowledgment

## SIGN POLICY

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 a-frame or campaign-style. For campaign-style signs, do not insert in grass more than 2-3 inches.
2. If your event entails the closure of the park's vehicular access for a period of time, park staff will post signs to that effect near the 14th East and 15th East entrances one week in advance of the event. The event organizer is responsible for staffing the gate on the day of the event from park open at 7am until the your event ends.

### Recommended Sign Types



A-Frame



Yard Sign

I have read, understand, and will comply with the sign policy as stated herein.\*

**Initials:** \_\_\_\_\_

I have read, understand, and will comply with **no** vending of any kind in the park.\*

**Initials:** \_\_\_\_\_

I have read, understand, and will comply with **no** staking in the grass\*

**Initials:** \_\_\_\_\_

I have read, understand, and will comply with **no** parking along the inside lane along the left-hand curb\* **Initials:** \_\_\_\_\_

I have read, understand, and will comply with **no** vehicles on the grass\* **Initials:** \_\_\_\_\_

I have read, understand, and will comply with the all park rules, regulations, permit requirements, and Salt Lake City and Salt Lake County codes. **Initials:** \_\_\_\_\_

I understand that a \$1,000 refundable damage deposit may be required for special events with the potential to damage any park property. 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.\* **Initials:** \_\_\_\_\_

\_\_\_\_\_  
**NAME OF RESPONSIBLE PERSON**

\_\_\_\_\_  
**ORGANIZATION NAME**

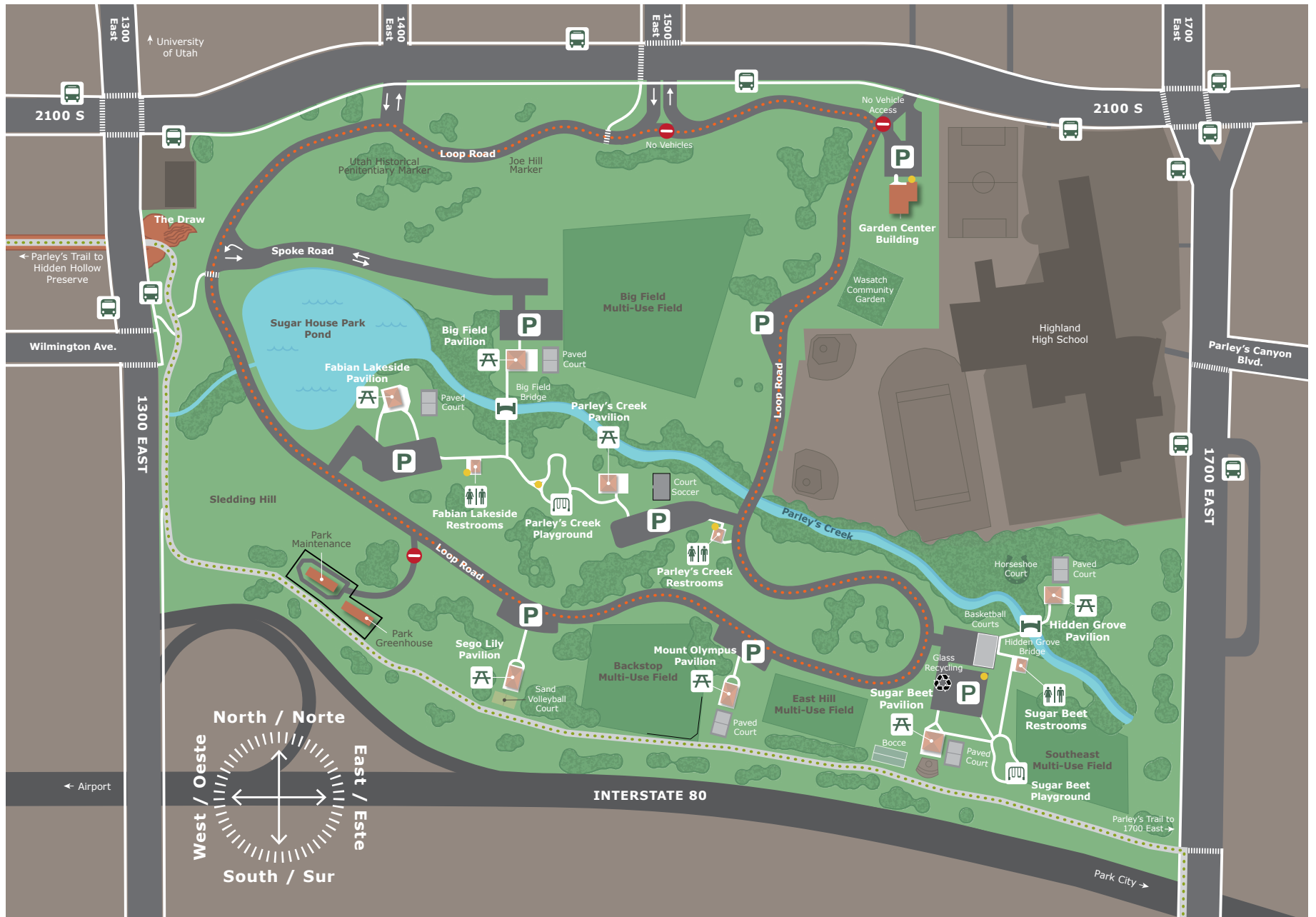
\_\_\_\_\_  
**SIGNATURE OF RESPONSIBLE PERSON**

\_\_\_\_\_  
**DATE (MM / DD / YYYY)**

\*Must be initialed, signed, and returned to receive a permit.

or email PDF to [parks@saltlakecounty.gov](mailto:parks@saltlakecounty.gov)

# Map of Sugar House Park



Interactive Map. Click on a pavilion to jump to the website.