



## SPECIAL EVENT PACKET

Thank you for considering Riverdale City (City) as the venue for your organization's special event. Riverdale has developed the following checklist and Special Event Permit Application to help you plan out the logistics of your event. Event sponsors are responsible for obtaining all proper licenses and permits, and abiding by the rules listed on said licenses. It is our hope that this checklist will enlighten you about the permitting process and the various City Departments involved in event planning. We encourage you to determine what is required for your event as early as possible as there may be some permitting and inspections that take in excess of thirty days to complete.

### **SPECIAL EVENTS PERMITS:**

An application for a Special Event Permit must be filed with the City by anyone who plans to host a festival or event in Riverdale that will:

- ✓ Be held on or affect Riverdale streets, sidewalks or property;
- ✓ Require Riverdale services beyond those the City provides its citizens under ordinary, everyday circumstances;
- ✓ Have features that require issuing of one or more additional licenses or permits.

### **VENUE** (Some City facilities have fees)

- ✓ Pavilions (Community Services)
- ✓ City Parks (Community Services)
- ✓ Senior Center (Community Services)
- ✓ School Buildings (Weber County School District)
- ✓ School Grounds (Weber County School District)
- ✓ Streets / Public Ways – Block Parties (Police Department, Public Works)
- ✓ Private or other property (Property owner permission required)

### **CITY DEPARTMENTS / CONTACTS:**

Community Services/Park Rental (Rich Taylor)

[rtaylor@riverdalecity.com](mailto:rtaylor@riverdalecity.com)

City Recorder/Business licensing (Jackie Manning)

[jmanning@riverdalecity.com](mailto:jmanning@riverdalecity.com)

Police Department Chief (Scott Brenkman)

[sbrenkman@riverdalecity.com](mailto:sbrenkman@riverdalecity.com)

Public Works Director (Shawn Douglas)

[sdouglas@riverdalecity.com](mailto:sdouglas@riverdalecity.com)

Community Development Director (Michael Eggett)

[meggett@riverdalecity.com](mailto:meggett@riverdalecity.com)

City Attorney, (Steve Brooks)

[sbrooks@riverdalecity.com](mailto:sbrooks@riverdalecity.com)

## **WEB LINKS**

Links to this document and all of the relevant City departments are available at: [www.riverdalecity.com](http://www.riverdalecity.com)

## **WAIVER OF LIABILITY**

The City requires the execution of a “Hold Harmless Agreement” as part of the Special Event Permit Application.

## **ADA AWARENESS:**

Special events should be accessible to people with disabilities. Community Development will assist you in ensuring that your event is accessible.

## **DISCLAIMER:**

Contents of this checklist are presumed accurate as of September 2012. All information is subject to change.

## **ENTERTAINMENT LICENSE**

Outdoor concerts, carnivals, circus, fairs, etc., require a permit from the City. Some events requiring entertainment license (i.e. carnivals) may also require Building Inspector services.

## **FIREWORKS / BONFIRES**

Permit required from Riverdale Fire Department.

Review with property owner.

## **FOOD AND BEVERAGES (Where permitted)**

Food and non-alcoholic beverage concessions require permit from Weber County Board of Health and must comply with state guidelines. Alcoholic beverages served or sold require license from Riverdale City and the State of Utah. Alcoholic beverages are not permitted in school buildings, on school grounds, or on Park property.

## **GRILLS / PROPANE TANKS**

Permits required from Community Development and Fire Department for the use of propane tanks or grilling under tents at any public event.

## **GROUND PENETRATION**

Make arrangements with property owner / manager if penetrating the ground (tent stakes, etc.), and/or call Blue Stakes at 1 800-662-4111, which covers gas and electric utilities. Contact Public Works & Utilities for street, water, sewer and storm water information.

## **INSURANCE**

Riverdale City requires an insurance rider in the amount of \$1,000,000 per occurrence with a \$1,000,000 aggregate is required. The vendor must submit an insurance certificate for all coverage, listing the City of Riverdale as an additional insured, to the City Recorder prior to the event. Contact the City Attorney with any insurance-related questions.

## **NEIGHBOR NOTIFICATION**

If the special event will require street closings, traffic or bus route changes or other features that will affect the public, the event planner must notify all affected neighbors and prepare and distribute a press release and a site map to local media outlets before the event.

**NOISE**

Riverdale has a noise ordinance. Notify Riverdale Police Department if event may exceed acceptable noise levels.

**OCCUPANCY ISSUES**

Events utilizing space for purposes other than what the space was designed for (i.e. using a vacant storefront for an entertainment venue) constitutes change of use. Any building in excess of 35,000 cubic feet requires an architect evaluation for change of use. Review proposal (including sketches) with Building Inspector. In a building that has a current certificate of inspection for a place of assembly, the maximum number of people that can occupy the room or space is posted on the certificate.

**OVERTIME COSTS**

Overtime charges may be passed along to event organizers requiring inspection services outside of normal business hours or for any public safety or administrative support services requiring overtime coverage.

**PARKING**

Review with property owner / manager and may require permission from Riverdale Police Department.

**PORTABLE STAGE AND TENTS**

Events that gather people outside in a tent or other structures that cover an area in excess of 120 square feet, including all connecting areas or spaces with a common means of egress or entrance which are used or intended to be used for the gathering together of ten or more persons will be required to obtain a permit from the Community Development Department. Organizers are encouraged to have the tent rental company secure necessary tent permits. All tents, regardless of size, must be properly secured or weighted.

**RAIN DATE / PLAN CHANGES**

Event organizers must anticipate – and include in their application – changes in plans due to foul weather or other calamities.

**REST ROOM FACILITIES**

Review with property owner / manager or make arrangements as necessary with private supplier of portable toilets.

**SALES / CONCESSIONS**

A permit is required from the City for planned sales or concessions. Additional permits may be required from the Weber-Morgan Health Department and the Utah State Tax Commission.

**SECURITY PATROLS**

Contact the Riverdale Police Department.

**SIDEWALK CLOSURE / OBSTRUCTION**

Permission required from City for sidewalk sales or other obstructions. Approval required by the Community Development, Public Works and Fire Departments if entrances and or exits to buildings are obstructed.

**SIGNAGE**

Review with property owner / manager and Community Development Director.

**STREET CLOSURE**

Permission is required from Riverdale Police and Public Works Departments for any street closures or detours.

**TRASH COLLECTION AND REMOVAL**

Event sponsor may be responsible for trash collection and removal. Review details with property owner / manager. A permit from Public Works is required for any dumpster placed in a public right of way.

**UTILITIES – ELECTRIC, PLUMBING, GAS**

Review requirements with property owner / manager. Temporary electrical accommodations require services of a license and certified electrical contractor to prevent overloading or other unsafe conditions. Each vendor will be restricted to one electrical appliance. Temporary use of gas or propane will require permits from the Community Development and Fire Department.

**NOTES:**

---

---

---

---

---

---

---

---



## SPECIAL EVENT EVENT CHECKLIST FOR PROMOTERS / SPONSORS

This checklist is provided to assist you as a Promoter or Sponsor of a Civic Event. These items **MUST BE** on file with the City Recorder **twenty-one (21) days** prior to your scheduled event.

### 1. Overall description of event and map

Provide a detailed description of the event with a map outlining where the event will take place and how it will be laid out. (i.e. layout in a park area, closure of streets, parking, restrooms)

### 2. Barricade Plan

A letter from the Barricade Company stating they have been contracted to provide barricades for the event. The Barricade Company is responsible for the set up, monitoring of the barricades for the duration of the event, and the removal of the barricades as soon as possible at the conclusion of the event. Riverdale Public Works Director and Riverdale Police Department approval will be required for full or partial closure of arterial or collector streets.

### 3. Insurance

Copy of Liability Insurance naming the City of Riverdale as additionally insured. Special Event Liquor Licenses for events will require a \$1,000,000.00 insurance certificate.

### 4. Security

Confirmation of Police Officers and Security for the Event. Riverdale Police Department's phone number is (801) 394-6616. The Riverdale Police Department will advise on the number of officers required for the event.

### 5. Fee

The cost of a Riverdale Special Event Permit is \$100. Overtime charges may be passed along to event organizers requiring inspection services outside of normal business hours or for any public safety or administrative support services requiring overtime coverage.

Special event permit	100 .00
a. Special event vendors license	\$10.00 per vendor
b. Law enforcement police officer hourly rate	\$55 .00
c. Additional fees may apply for use of city services.	
d. Failure to secure a special event permit is a class B misdemeanor and upon conviction thereof shall be subject to penalties in accordance with the Utah state code which may include fines or imprisonment or both. Each person shall be guilty of a separate offense for each and every day or portion thereof during which any violation of any of the provisions of this subsection is committed. Violators may be prohibited from organizing another special event in Riverdale for 12 months, or longer with council consensus	Fine to be determined in court



FEE PAID: \$100  
DATE RECEIVED: \_\_\_\_\_

## SPECIAL EVENT LICENSE APPLICATION

Applicant: Please fill out this application as it relates to your planned special event on City owned property or within the public right-of-way. Mark questions which do not apply to your event "NA". Several answers require only checking yes or no. **Application materials must be completed and submitted to the City Recorder according to the deadlines outlined on the City of Riverdale Special Event Checklist. Incomplete applications will be returned to the applicant.**

APPLICANT INFORMATION
Organization Name:

CONTACT INFORMATION (License Holder)
Name:
Address:
Phone Number and Email:

CONTACT INFORMATION (Secondary Contact)
Name:
Address:
Phone Number and Email Address:

DESCRIPTION OF EVENT
Name:
Description (Please include a detailed description of the proposed special event and map if applicable):
Location of Event (Provide address, legal description of property to be used):

<b>Date and Times of Event (Please include setup and teardown time):</b>
<b>Expected number of participants and/or spectators:</b>
<b>Are you a non profit organization? _____ Yes _____ No</b>
<b>Admission charge per person \$</b>
<b>Who benefits from the admission charge?</b>

<b>USE OF STREETS AND STREET CLOSURES</b>
<b>Does the event require a street closure? _____ Yes _____ No If yes, you will need to contact the Riverdale Public Works Department to plan the proposed street closure (801) 394-5541</b>
<b>List any street use and/or closure requests; include dates, times and length of closures:</b>

<b>TRANSPORTATION AND PARKING</b>
<b>Describe parking facilities, for bicycles and vehicles, for your event:</b>
<b>Describe how you will minimize the number of vehicles driven to the event and how you will encourage people to bike, walk, carpool or ride transit to the event:</b>

<b>POLICE SERVICES</b>
<b>Law enforcement services requested for:</b> _____ Security _____ Traffic Control _____ Parking Control _____ (Other)
<b>Indicate number of officers requested and the dates and times needed:</b>

**\*NOTE:** The Chief of Police reserves the right to place officers and to staff events as he feels is in the best interest of public safety and all officers remain employees of the City even when working private events. Fees are charged for services according to the policies of the Police Department and the City of Riverdale.

#### FIRE AND AMBULANCE

If using or storing flammable materials, including fireworks, describe materials and location of use (**\*NOTE:** Approval from the Fire Department is required of using or storing flammable materials):

Are you requesting ambulance service at your event? \_\_\_ Yes \_\_\_ No

**\*NOTE:** Availability and approval of request is determined by the Fire Department.

Describe electrical equipment and the location of electrical outlets to be used:

#### CITY PARKS, BUILDINGS AND PUBLIC RIGHT-OF-WAY

List City property, public right-of-way and/or buildings you would like to use for your event:

**\*NOTE:** Some City facilities have user fees which may apply to your event. A reservation must be made with the Community Services Department for use of City Parks. Please contact that department at (801) 621-6084

#### TEMPORARY STRUCTURES

Describe type of temporary structures, what they will be used for, who will erect and disassemble the structures, etc:

**\*NOTE:** All temporary structures are subject to City inspection to assure compliance with building and fire codes.

#### RESTROOM FACILITIES

Describe type, number and location of restroom facilities to be used:

Name of company portable toilets are being rented from:



**SIGNAGE**

Complete separate sign permit application for temporary signs related to your event. Contact the Community Development Department at (801) 394-5541.

**WASTE DISPOSAL AND RECYCLING**

Call Robinson Disposal for waste disposal - Additional costs may be required for this service. Describe your trash management procedures:

**CONCESSIONS (\*If information on vendors is not currently available please submit the following information ten (10) days prior to event)**

Describe concessions to be sold at your event (what will be sold, who is selling and where will sales take place):

Describe location of alcohol sales, hours of operation, control of sales to minors, type of containers:

Attach a list of each vendor selling concessions with the following information for each vendor: Sales Tax number or Tax Exempt number. NOTE: Vendors will need to obtain a permit from Riverdale City.

**OUTSIDE AGENCIES**

It is the applicant's responsibility to contact agencies outside of Riverdale which may be involved in the permit, inspection, sales, convenience or assistance process connected with your event. Those agencies may include, but are not be limited to:

- Weber Morgan Health Department
- Rocky Mountain Power
- Questar Gas
- Utah Department of Transportation
- Utah State Tax Commission

- Utah Alcohol Beverage Control Board
- Utah Highway Patrol

Other - \_\_\_\_\_  
\_\_\_\_\_

\*Please check those agencies listed above which you have contacted.

**EVENT COORDINATION**

Once you receive notice that your application is approved, it is your sole responsibility to coordinate the City services that you requested and were approved with the appropriate City Department providing the service.

Have you checked existing event schedules for possible event conflicts?  Yes  No  
If yes, list the other events Scheduled:

**INSURANCE REQUIREMENTS**

Attach a certificate of public liability insurance pursuant to the following requirements: Every applicant, at its sole cost and expense, shall obtain and maintain in full force and effect throughout the entire term of the licensed special event, public liability insurance in the amount of one million dollars (\$1,000,000.00) per person and one million dollars (\$1,000,000.00) per accident. In addition, every applicant, at its sole cost and expense, shall obtain and maintain public liability insurance for property damage in the amount of one million dollars (\$1,000,000.00). Certificates of such insurance shall be filed concurrently with the application for the special event. Such certificates shall be subject to the approval of the city attorney and **shall contain an endorsement stating that the city of Riverdale is named as an additional insured** and that said insurance will not be canceled or altered by the insurance company or applicant without ten (10) days prior written notice of such intended alteration or cancellation to the city. Current certificates of such insurance shall be kept on file at all times during the term of the special event.

**Have you provided documentation of the insurance requirements?**  Yes  No

**\*AUTHORIZATION OF APPLICANT\***

I have reviewed the completed application and know the contents thereof to be true. I represent and warrant that I have the lawful authority and authorization to execute this application and attached indemnity agreement, for and on behalf of the entity applying for the special event license. I have reviewed the conditions of City of Riverdale and do hereby agree to the terms set forth therein. Furthermore, I acknowledge that if I fail to so comply with the criteria and conditions set forth in Title 3, Chapter 10, my special event license will be revoked.

**Applicant's Signature**

\_\_\_\_\_

**Name** \_\_\_\_\_  
**Date**

