

Morgan City Special Events Application

NOTE: Special Events Applications MUST be completed and submitted no less than **90 days** prior to the event. Applications may be submitted up to one year of the event date. A Special Events Application MUST be completed for any event that is planned to take place on Morgan City or Morgan County property when the public is invited to attend or any event that involves blocking public streets or sidewalks. It is also required for a private event that involves more than 200 people. This application DOES NOT constitute a valid permit until approved.

Application Fees: All applications require a **\$50.00 non-refundable** processing fee [payable to Morgan City]. Additional fees for other services: Sheriff's Department, EMS, Fire Department, Health Department, and other County/City services, may be required.

Type of Event:

- Walk/Run
- Parade
- Road Bike Event
- Street Fair/Festival
- Demonstration/Rally
- Other - Explain: _____

Organization Information:

Name of Event: _____

Sponsoring Organization: _____

Contact/Event Coordinator: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone:[wk] _____ Cell: _____ Fax: _____

Email: _____ Web Site: _____

Secondary Contact: Name: _____

Phone:[wk] _____ Cell: _____

Event Information:

Event Dates: _____ Start Time: _____ End Time: _____

Set-Up Dates and Times: _____ Take Down Dates and Times:

Estimated Attendance: Participants: _____ Spectators: _____

Overall Event Description: [Briefly explain event and activities]

Event Location & Origination: [Attach a map indicating; site maps of proposed use areas, complete route maps, including streets that may be involved, proposed sign locations, proposed manned stations along the route, parking or transition areas. Also include whether or not there will be retail sales and/or food vendors.]

Public Safety Assistance: Identify any assistance being requested from Morgan City or Morgan County such as: [traffic control, road closures, security, medical or fire standby]. Additional costs may apply for County/City services. Please also list potential or anticipated concerns related to event.

Insurance Requirement: Morgan City Corporation requires a certificate of insurance for a minimum amount of \$2,000,000 general liability coverage with \$1,000,000 for

each occurrence. Morgan City must be listed on the policy as an additional insured. The certificate should be provided to Morgan City Office no less than 2 weeks before the event.

Rules and Regulations:

To insure prompt and accurate processing of your application, ensure that ALL relevant support materials and documentation accompanies application.

Applicant hereby agrees to comply with all Federal, State, and County laws, ordinances, and regulations before, during, and after the event.

Applicant agrees to indemnify and save harmless Morgan County, Morgan City, its officers, agents, and employees from and against any and all claims resulting from the use of the premises by the Applicant, the Applicant's invitees, licensees, agents, and employees.

Agreement and Signature:

I, the undersigned representative have read the rules and regulations with reference to this application and am duly authorized by the organization to submit this application on its behalf. The information contained herein, including supporting documentation is complete and accurate.

Name: (Printed)

Signature: _____

Date: _____

- Complete this form and return to: Morgan City Corporation
90 W. Young Street/PO Box 1085
Morgan, UT. 84050
Attn: Shayla Hurlbut
- Morgan City will review and contact you once your permit has been approved.
- Questions: Shayla Hurlbut / 801-564-4701 / shurlbut@qwestoffice.net

Official Use Of Morgan City Office:

Application Reviewed and Approved

Name: (Printed)

Signature: _____

Date: _____