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 County or Morgan City 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.]

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________________________________________________________________________

**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.

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**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

- Morgan City will review and contact you once your permit has been approved.

Official Use Of Morgan City Office:

Application Reviewed and Approved

Name: (Printed) ____________________________________________

Signature: ____________________________________________ Date: __________________________