



Bear Lake Regional Commission

69 N. Paradise Parkway, P.O. Box 472, Garden City UT 84028 • (435) 946-2198 • Fax (435) 946-2205



Approved Rejected

County Official Signature/Date

Permit Number

This application must be turned in to the Bear Lake Regional Commission no less than 30 days prior to the Special Event, with all the required documentation and an Application processing fee, which is \$100 per affected jurisdiction September 10th – May 20th and \$500 per affected jurisdiction May 21st – September 11th and all holidays. Events passing through Garden City are required to leave a \$500 deposit which will be returned after all remnants of the race have been removed. The county(s) with jurisdiction over the event will review the application and you will receive a Permit granting the Special Event or a denial letter explaining the reasons for denial. Please be advised that US89 from North Beach south to the Idaho stateline and US89 and S.R. 30 north to the Utah stateline will not be considered as a route for pedestrian races from Memorial Day to Labor Day.

Special Events: Events which require uninterrupted use of state, local, or private lands and/or that require additional use of county services above and beyond the level of service already provided to citizens and/or require placement of signage by agency, and/or an entrance fee. Events that qualify for a special event permit include, but are not limited to: cycling or pedestrian events, parades, protests, concerts, etc... Communities and counties are exempt from special event permits

SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION:

Applicant: _____ Date: _____

Address: _____

Phone #: _____ Cell #: _____ Fax #: _____

e-mail: _____

Organization: _____

Contact Information if different than Applicant: _____

Address: _____

Phone #: _____ Cell #: _____ Fax #: _____

e-mail: _____

Are you a Commercial Entity: Yes No State Sales Tax #: _____

Are you a tax exempt or Non-Profit entity? Yes No

EVENT INFORMATION:

Name of event: _____

Have you held this event before Yes No

If so, provide name, date, and permit #: _____

Type of event: _____

Date of event: _____ Location of event: _____

Start Location: _____ Finish Location: _____

Site plan or route must be included with application.

Number of Participants: _____ Number of Spectators: _____

You must provide 1 chemical or portable toilet for every 100 participants and spectators anticipated at your event. This figure is based upon the maximum number of attendees at your event during the peak time.

Set Up Begins: _____ Clean-Up Ends: _____

Time Event Begins: _____ Time Event Ends: _____

Have arrangements for sanitation needs been made with sanitation supervisor? Yes No

Will participants or spectators be charged? Yes No If so, how much? _____

Describe in detail the planned activities. List all items to be distributed, sold, promoted, speeches, ceremonies, equipment to be used, etc. **MUST BE COMPLETED:** _____

Will any pamphlets, handbills, or advertising matter of any kind be distributed at this event?: _____

A Parking Plan must be included with application and must include a parking for participants, spectators, shuttle service, and if necessary written permission to use private property.

As an event organizer, you are required to provide a safe and secure environment for your event.

Please provide details of your emergency Service Plan: _____

Please provide details of your Security Plan: _____

Will your event require road closures? Yes No Please provide details: _____

Will food be prepared, sold, provided or allowed? Yes No

To: Participants Spectators General Public

Food to comply with standards approved by the Department of Health.

Will alcohol be sold, provided, or allowed at your event? Yes No

Please provide details: _____

Before final permit approval you will need commercial general liability insurance that names as Additional Insured "Bear Lake County" or "Rich County", its officers, employees, and agents. Insurance coverage must be maintained for the duration of the event including setup and dismantling. The original Certificate of Insurance must be received by the Bear Lake Regional Commission prior to the issuance of your Special Event Permit.

We **encourage** Special Events be held on non-holiday weekends.

The county(s) reserve the right to deny permit applications for proposed special events which pose a significant danger or threat to the public health, welfare or safety, or which may result in unreasonable inconvenience or cost to the public.

Failure to obtain a permit as required, may result in enforcement action by the county in which the event is held, which at their discretion, may stop an event which has not been issued a permit and/or may issue citations.

A \$250 assessment will be charged for using spray paint to mark roadways.

As the applicant, I hereby certify that the information I have provided on the form is complete and accurate to the best of my knowledge. I agree to abide by the terms set forth in this application, and the permit, if issued. I understand that failure to do so may lead to the cancellation of the event, the denial of future permit applications, or other legal action by either Bear Lake County, Id. Or Rich County, Utah.

Signature

Date

Hold Harmless Release

_____ proposing to conduct an event called
(Sponsor)

_____ on County roadways, State Highways lands or property in Bear Lake County, or Rich County do hereby indemnify, save harmless, and defend, regardless of the outcome, the State of Idaho and Utah, Bear Lake County, Rich County, and the Idaho and Utah Departments of Transportation, against all suits, claims or losses including costs, expenses and attorney fees incurred as a result of any act or omission, neglect or misconduct of the Sponsor or the participants during the event that is the subject of this agreement.

Sponsor

Date