

CATEGORY:

☐ INDOOR

☐ OUTDOOR

☐ BOTH

TYPE:

☐ FIRST TIME APPLICANT

☐ REPEAT APPLICATION (PRIOR LICENSE YEAR) _____

☐ APPLICATION AMENDMENT _____

Special Event Application

A complete application must be submitted at least 30 days prior to the event.

Applications not submitted within that time frame may not be approved.

COMPLETE APPLICATIONS WILL NOT BE PROCESSED. This application does not constitute a valid permit.

LICENSE NO.: _____

\$50 FEE PAID: _____

DATE RECEIVED: _____

SECTION I: EVENT ORGANIZER/BUSINESS INFORMATION

PARENT BUSINESS/ORGANIZER _____

EVENT/BUSINESS NAME (DBA): _____

MAILING ADDRESS: _____

STREET (INCLUDE UNIT #)/PO BOX CODE

CITY, STATE, ZIP

CONTACT PHONE: _____ CONTACT EMAIL ADDRESS: _____

SECTION II: EVENT DESCRIPTION- GENERAL (COMPLETE ALL SECTIONS)

EVENT LOCATION: _____ EVENT DATE: _____

ADDRESS: _____

START DATE: _____ END DATE: _____ HOURS: _____

IS THIS EVENT OPEN TO THE PUBLIC FOR A FEE? ☐ Yes ☐ No Insurance: Proof of Liability Insurance is required. (See Ordinance for detailed information)

IS THIS EVENT ON TRENTON TOWN PROPERTY? ☐ Yes ☐ No Estimated number of event staff, participants and spectators _____

THIS EVENT WILL MOST LIKELY OCCUR:

☐ AT THE SAME TIME EVERY YEAR

☐ MULTIPLE TIMES DURING THE YEAR

☐ NEVER- THIS IS A ONE TIME EVENT ONLY

☐ OTHER: _____

PROFIT/ NON PROFIT STATUS

☐ FOR PROFIT

☐ FOR THE BENEFIT OF A REGISTERED NON- PROFIT REGISTERED CHARITY

☐ FOR THE BENEFIT OF A 501 (c) (3) NON PROFIT CORPORATION

SPECIAL EVENT CLASSIFICATION:

☐ RUNNING/WALKING/BIKING

☐ FESTIVAL/ CARNIVAL/ PARTY

☐ CONCERT/ PUBLIC DANCE

☐ VENDOR & CONSUMER SHOW

☐ AGRITOURISM

☐ CAR WASH

☐ AUCTION

☐ SPORTING

☐ PARADE

☐ OTHER

THIS SPECIAL EVENT INCLUDES CHECK ALL THAT APPLY

☐ SIGNAGE

☐ SALE OF ANY MERCHANDISE

☐ USE OF A ROADWAY, SIDEWALK OR PARK STRIP

☐ FRESH FOOD PREPARATION, SALES OR SERVICE

☐ AMUSEMENT RIDES AND OR INFLATABLES

☐ OPEN FLAME (FIREWORKS, FIRE, COOKING FLAME)

☐ REQUEST FOR ROAD CLOSURE

(PLEASE COMPLETE SECTION III)

☐ USE OF AN UNDEVELOPED LOT

☐ SALE OF MERCHANDISE THROUGH VENDORS

☐ LIVE ENTERTAINMENT

☐ TRAMPOLINES OR CLIMBING WALLS

☐ TEMPORARY STRUCTURES

☐ OUTDOOR AMPLIFIED SOUND

☐ TEMPORARY POWER

SECTION III: USE RIGHT OF WAY (DETAIL)

SUBMIT A DETAILED TRAFFIC PLAN

TRAFFIC CONTROL

Approved traffic control is required any time any roadway is to be used and / or intersection crossed.

THE FOLLOWING CAN ADDRESS SPECIFIC QUESTIONS:

Cache County Sheriff's office: 435-753-7555

Trenton Town Fire Department: 435-563-9929

TRAFFIC CONTROL WILL BE PROVIDED BY:

Certified, equipped flaggers

Cache County Sheriff's Office

THE FOLLOWING CITY SIDEWALKS/ROADWAYS WILL BE USED:

☐ Main 142/ Highway 23

☐ Center Street

☐ other _____

UDOT Permit

If using a UDOT regulated right-of-way, apply for a UDOT permit. For more information go to WWW.UDOT.UTAH.GOV or call (801)620-1639.

SECTION IV: ENVIRONMENTAL

Are garbage services needed: ☐ Yes ☐ No

Will additional restroom facilities be provided: ☐ Yes ☐ No

Explain _____

For more information regarding garbage service contact Waste Management at 1 (800) 522-3061.

SECTION V: EVENT DESCRIPTION (IN DETAIL, INCLUDING PICTURES, MAPS AND PARKING PLAN)

SECTION VI: NOTIFICATIONS AND VERIFICATIONS OF AUTHORITY

1) MANDATORY REVIEW PROCESS This application does not constitute a license. ALL applications are subject to review process. Decisions on special event applications take approximately 30 business days from the submission of a complete application.

2) DENIAL OF LICENSE- Application denial is most often the result of:

(i) an accurate or incomplete application, and/or

(ii) Non-compliance with the Municipal Code, the Land Development Code, and/or applicable building, fire, and environment codes.

3) OTHER REGULATORY BODIES It is the applicant's responsibility to determine and comply with any requirements from other regulatory agencies. Issuance of a Trenton town license indicates compliance with requirements specific to the Division of Business Licensing, and not those of any other agency.

4) ANY DEVIATION FROM THE DESCRIPTION OF THE ACTIVITY ON THIS FORM RENDERS THE LICENSE NULL AND VOID.

I AFFIRM THAT: (i) I AM AN AUTHORIZED AGENT OF THE PARENT ENTITY OVER THE EVENT OR BUSINESS FOR WHICH APPLICATION IS BEING MADE, AND (ii) THE INFORMATION ON THIS FORM AND ON ALL APPLICATION MATERIALS IS BOTH COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

APPLICANT SIGNATURE

PRINT NAME

DATE

THE ABOVE REPRESENTED EVENT IS BEING APPROVED BY THE TRENTON TOWN COUNCIL, ALL CONDITIONS NOTED BELOW MUST BE ADHERED TO OR THE PERMIT IS CONSIDERED NULL AND VOID, ANY CHANGES IN THE TYPE OR SCOPE OF THE EVENT ARE NOT ALLOWED. THIS PERMIT IS NOT A WAIVER FOR ANY OTHER PERMITS THAT MAY BE REQUIRED FROM COUNTY OR STATE AUTHORITIES.

COUNCILMEMBER REPRESENTATIVE

DATE

SECTION VII: ADDITIONAL CONDITIONS, INSTRUCTIONS