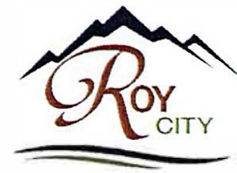


**ROY CITY CORPORATION**  
Special Events/ Business License  
5051 S 1900 W  
Roy, UT 84067  
801-774-1040



### SPECIAL EVENT APPLICATION

NOTE: APPLICATION IS DUE 30 DAYS PRIOR TO EVENT

Name of Applicant \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
Email Address \_\_\_\_\_  
Company Name \_\_\_\_\_  
Date and Time of Event \_\_\_\_\_  
Type of Event \_\_\_\_\_  
Location of Event (Attach a site plan, map, or drawing) \_\_\_\_\_  
Admission fee to be charged at the event \_\_\_\_\_  
Number of Staff, participants and spectators \_\_\_\_\_  
Description of Event \_\_\_\_\_

Special Requests i.e. Law Enforcement, EMS Services, Road Closures, Barricades etc.  
\_\_\_\_\_

A 20 foot lane of clearance is required for emergency vehicle access at all times.

Attach copies of the following if applicable: (Political, School events, and block parties are exempt)

- Public Health plans - Water, garbage, toilets (If applicable)
- Fire prevention & Emergency medical service plans (If applicable)
- Security plans (If applicable)
- Certificate of Insurance, listing Roy City as an Additional insured party (If applicable)  
(Required limit: \$2,000,000 per occurrence and \$4,000,000 aggregate)

In consideration of issuing a special event permit, I agree to indemnify and save harmless Roy City, its Elected Officials, Officers, Employees, agents, and volunteers, against any claim for loss, damage or expense sustained by any person on account of injury, death or property loss occurring by reason of or arising out of the special event. By issuing a special event permit, Roy City makes no guarantees and assumes no liability for the safety of participants or spectators of special events.

If the event is a block party or event planned within a residential area, the applicant must collect and submit with the application a list of signatures consenting to the street closure from all neighbors whose vehicular access to their property will be affected by the event.

Applicant Signature \_\_\_\_\_  
Print Name \_\_\_\_\_  
Date \_\_\_\_\_

\*\*\*OFFICE USE ONLY\*\*\*

\$ \_\_\_\_\_  
Amount Due  
GL# 10-32-212     \$25 Block Party  
                                 \$35 All Others

Receipt # \_\_\_\_\_  
Date \_\_\_\_\_





## SPECIAL EVENT APPLICATION APPROVAL

(This page to be completed by Roy City)

Event Date \_\_\_\_\_

Event Description \_\_\_\_\_

Applicant Name \_\_\_\_\_

Applicant Phone Number \_\_\_\_\_

### Department Approval

Department	Service Required	Additional Fee Amount (If applicable)	Signature
Fire			
Police			
Public Works			
Parks			

City Manager Signature \_\_\_\_\_

Date \_\_\_\_\_