



SPECIAL EVENT APPLICATION

(Application is due 7 days prior to event/ 30 days if requiring road closures)

A Special Event Application **MUST** be completed for any event that is planned to take place on Pleasant View City property: **1-** when the public is invited to attend, **2-** for any event that involves blocking public streets or sidewalks, **3-** for weddings and events using space surrounding a bowery, or **4-** for a private event that involves more than 200 people.

Name of Event: _____

Event Date (s): _____

Time: _____

Location: _____

Type of Event:

☐ Public Gathering ☐ Private Gathering ☐ Wedding ☐ Large gathering (200+) ☐ Other

Description of event: _____

Contact:

Name: _____ **Phone:** _____

Street: _____ **Email:** _____

City: _____ **State:** _____ **Zip:** _____

Submission of this form does not guarantee approval of the event. Pleasant View City reserves the right to deny application due to conditions or circumstances that are determined to be detrimental, unsafe or in conflict with City Ordinances and policies, lack of location availability, or at the City's discretion.

If application is approved, Pleasant View City will contact you for payment

See Attachment B

Event Information

Name of Event:	Event Date:	
Number of planned attendees:	YES	NO
Is this a public event?		
Is this a wedding, reception or similar gathering?		
Will there be food trucks, carts or vendors? *Note: placement must be approved by site plan **If open to the public, must be licensed in Weber County		
Will food be served? *If open to the public, the Health Department needs to be contacted and a temporary Food Service Permit must be obtained in any instance where food is prepared for sale to or consumption by the public. Contact Weber-Morgan Health District, Environmental Health Division, 477 23 rd Street, Ogden, UT 84401, Phone 801-399-7160 to obtain the permit. In addition to the Food Service Permit, at least one person with a valid food handler permit must be on site at all times.		
Do you have the necessary food permits as stated above?		
Will there be anything sold besides food?		
Are you charging for this event?		
Is this event a race?		
Are you planning on having any inflatable toys? *Note: use of stakes must be specified in site plan and approved. --If yes, How many? And what?		
--If yes to inflatable toys, do you understand and agree to the rules and regulations attached to such? (<i>see rules and regulations below</i>) Event organizers assume liability with use of inflatables. The City encourages securing insurance to protect the event organizers in the event of an accident or legal claim.		
Will you be staking anything to the ground? *If yes, please submit a site plan of the area and object location needing to be staked. Object cannot be on the ground longer than three hours. **Approval is required.		
Will this event interfere with or interrupt pedestrian and/or vehicle traffic or require road closure of any kind? *If yes, this may require Police Assistance. The Police Department will review your application and determine how many officers are needed. Police assistance will be \$75 per officer per hour. **Please submit a traffic plan.		

Special Event Rules & Regulations

For more information, please see the city ordinance. This can be found online under the Municipal Code or by coming into city office.

Please initial that you have read and understand each:

	Two business days' notice is required for cancellations and modifications. All cancellations and modifications are subject to a \$10 fee. No refunds are given to cancellations made within seven days of the event. Refunds may be given in cases of inclement weather.
	Facility restrooms are generally open between May 1 st and September 30 th each year. If your event is large with 300 plus attendees or not within the dates provided, you must rent a portable restroom at your own cost.
	<p>Weddings, Receptions, or Large Gatherings:</p> <ul style="list-style-type: none"> • May require permits from the Health Department as well. • Field and bowery reservations are separate from this application. If you are needing the lawn area, you will need to reserve the field online; if you wish to reserve the bowery, please call the city office.
	All alcoholic beverages are prohibited in Pleasant View City Parks.
	Slacklines, tightropes, hammocks and other such activities and equipment are prohibited in all City Parks.
	Curfew is 11 p.m. at all City Parks. Lights and power will shut off automatically around this time. Tampering with the sprinkler systems, fountains, water taps, circuit breakers, lights or restroom fixtures is considered vandalism.
	Park pavilions are used heavily each day during the summer months. Please leave the pavilion how it was upon arrival (if not in better condition than when you arrived). Remove table covers, tape, any cooking oil or grease from tables, grills and floors. Pick up all litter and take trash with you upon completion of your event.
	Tables may not be moved around the park. Tables that are anchored must remain fastened to the floor. Insulate tables from heat or freeze damage.
	Do not freeze ice cream on the grass or dump anything on the grass except water.
	All parks observe fire restrictions set by the North View Fire Marshal and are posted at each park. It is your responsibility to verify and adhere to restrictions. Open fires are only allowed in designated fire pits installed by Parks Operations and only when not prohibited. Please contact North View Fire at (801) 782-8159 for further information on fire restrictions and the type of wood permitted to be burned. Refunds will not be given because of fire restrictions. Extinguish all hot coals and briquettes; never place hot coals in the garbage receptacles.
	If the event involves music or other amplification, it must conform to the Pleasant View City Noise Ordinance 8.08. Reservations may be canceled on-site due to excessive noise by the Pleasant View Police Department.
	Unauthorized vehicles are not allowed on grass areas unless prior authorization has been received by Parks Operations.

	The placing of stakes of any kind must be approved to avoid causing damage to sprinkler lines.
	Inflatables: <ul style="list-style-type: none"> • Please provide/attach a site plan of the area and object location needing to be staked. Object cannot be on the ground longer than three hours. • Pleasant View City requires those using the inflatables to provide a \$1,000,000 certificate of liability insurance showing the City of Pleasant View as the certificate holder. • Note: You must supply your own power source for your inflatable.
	Races: <ul style="list-style-type: none"> • Please provide/attach: Route, number of volunteers and location of where the volunteers will be, estimated start and finish of the race, how many participants. • If start or finish is at a park you will need to reserve both the bowery (call City offices to reserve) and a field (go online to reserve).

By signing below you are stating all the information provided is correct to the best of your knowledge.

Applicant/Applicant's organization and attendees agree to indemnify and hold the City of Pleasant View harmless from any and all loss, injury, or damage caused by Applicant/Applicant's organization, its guests and invitees during Applicant/Applicant's organization use of the premises.

Signature: _____ Date: _____

Submittal of this application does not guarantee approval.

Special Event Checklist

Applicant initial	Required material:	Office initial
	Completed Special Event application with signature	
	Detailed site plan on map or route map	
	Insurance certificate if required for the event	
	Informed of necessary permits from Weber County Health Department if applicable	
	Necessary permit from Utah State Tax Commission if applicable	

Special Event Approval

Office Use Only

Approvals needed:	Comments: Including denial of event or modification needed.	Fees to be billed	Signature	Date
Public Works				
Police Department				
Parks and Recreation				
Office				
Other				

Approved?	
Yes	No
Applicable Fees:	
Paid?	
Yes	No
Date:	

Attachment A**Pleasant View Parks at a Glance:**

Pleasant View Park	Shady Lane	Wadman Nature Park	Barker Park
<p>Bowery is not available for reservation- use is first come, first serve.</p> <p>Approximately 6 regular size tables.</p> <p>Fields may be reserved online at www.pleasantviewcity.com</p>	<p>Upper Bowery available for reservation.</p> <p>Approximately 12 regular size tables and 2 rows of tall serving tables.</p> <p>Outlets available, light sockets available but you must provide your own bulbs.</p> <p>Fields may be reserved online at www.pleasantviewcity.com</p> <p>Lower Bowery is first come, first serve.</p>	<p>Bowery available for reservation.</p> <p>Approximately 6 regular size tables.</p> <p>*NO dogs, horses, or pack animals allowed at Nature Park</p>	<p>Bowery available for reservation.</p> <p>Approximately 12 regular size tables.</p> <p>Barker Kitchen can be used by request (ahead of time) with bowery reservation. -see details below-</p> <p>Fields may be reserved online at www.pleasantviewcity.com</p>

Barker Park Kitchen:

- Key can be picked up the week before your event with deposit of \$150. This can be refunded once key is given back within 3 business days.
- There are counter tops, sinks, and plugs available.
- Electricity is minimal (15amps only) – no microwaves, or any appliances except Crock Pots are allowed
- In the event the circuit is tripped, the on-call employee will only come out one time to reset the breaker. They can be reached at (801) 547-7772.

See Attachment B for Fee Table

Attachment B**PLEASANT VIEW CITY****Park Reservations Fee Table**

Bowery Reservations (please submit form in Attachment C to PV City Office)	
PV Residents	\$25 per day
Non-Residents/ Businesses	\$50 per day
Group events (all weddings, special receptions OR any group 200+ people)	
PV Residents	\$50 + bowery fee
Non-Residents	\$100 + bowery fee
Cancellation and Modifications	\$10 processing fee
Large Inflatable Toys	
PV Residents	\$50 + field reservation
Non-Residents	\$100 + field reservation
Field Reservations (online @ www.pleasantviewcity.com)	\$10 per hour/ \$50 per day
*Damages to field/sprinklers or bowery	Actual cost of repair

Attachment C**PLEASANT VIEW CITY****Bowery Reservation Application****Contact:****Name:** _____ **Phone:** _____**Street:** _____ **Email:** _____**City:** _____ **State:** _____ **Zip:** _____

Organization (if applicable)

Name: _____ **Phone:** _____**Bowery location:**
☐ Shady Lane Upper Park
 ☐ Barker Park
 ☐ Wadman Nature Park
Date Requested: _____**Description of event:** _____

By signing below you are stating all the information provided is correct to the best your knowledge. Applicant/Applicant's organization and attendees agree to indemnify and hold the City of Pleasant View harmless from any and all loss, injury, or damage caused by Applicant/Applicant's organization, its guests and invitees during Applicant/Applicant's organization use of the premises.

Signature: _____ **Date:** _____

Submittal of this application does not guarantee approval.

Office Use Only

Approval	Applicable Fee	Approved?	
Office:		Yes	No
Public Works:			
Parks and Rec:		Paid?	
Other:		Yes	No