



## Fairgrounds

- *This Does Not Apply to Hourly Rentals*

This packet contains:

- Information Letter
- Special Events Policy
- Special Events Application Form
- Fairgrounds Rates

If you would like to rent a facility at the Spanish Fork City Fairgrounds you will need to submit a Special Events Application Form. Please carefully read the Special Events Policy.

The application needs to be turned in 30 days prior to your event, we then have 10 working days to accept or deny your application. If we accept your application we will have a written contract that will need to be signed, proof of insurance provided and a deposit for your event. Please call with any questions or concerns.

We look forward to working with you on your event.

*Sincerely,*

*Nick Hanks*

*Nick Hanks  
Fairgrounds/ Rodeo Division Manager*

| <u>Mailing Address</u>          | <u>Street Address</u>         |
|---------------------------------|-------------------------------|
| <b>Nick Hanks</b>               | <b>Fairgrounds Office</b>     |
| <b>Spanish Fork Rec. Office</b> | <b>475 South Main Street</b>  |
| <b>775 No. Main Street</b>      | <b>Spanish Fork, UT 84660</b> |
| <b>Spanish Fork, UT 84660</b>   | <b>Phone: 801-798-5041</b>    |
| <b>Phone: 801-804-4616</b>      |                               |
| <b>Fax: 801-804-4616</b>        |                               |

## **PURPOSE**

The purpose of this policy is to designate those public facilities where special events may take place, impose appropriate conditions, establish a fee, and establish a permitting process in order to protect the health, safety, and welfare of the residents of the City.

## **DEFINITION**

A special event is defined as a non-city sponsored event which uses City owned facilities in order to accommodate the expected number of participants/spectators. An event which requires additional accommodations, whether or not supplied by the City, such as tents, temporary buildings, etc. is considered a special event. Examples are dances, concerts, company parties, large church gatherings, and similar events. A special event is not a private social gathering (family reunion etc.) which uses a public park, pavilion or other facility at or below its posted occupancy level. An event which anticipates attendance of 200 or more persons will generally be considered a special event.

## **FACILITIES**

Special events which include concerts, dances, or which involve the presence of animals are limited to those facilities located at the Fairgrounds.

## **APPLICATION PROCESS**

A special events application shall be fully completed and submitted to the Parks and Recreation Department at least 30 days prior to the scheduled event. Each application will be reviewed by each appropriate city department. Each involved

department may impose appropriate conditions and requirements to protect the health, safety, and welfare of the public, which conditions shall also include a time limit, to be no later than 1:00 a.m.

## CONDITIONS

Conditions imposed may include, but are not limited to, the following:

- A. Conditions relating to safety such as :
  - 1. Emergency vehicle access;
  - 2. Fire protection;
  - 3. Use of barricades, cones, no parking signs etc.;
  - 4. Internal security, crowd control;
  - 5. Lighting, special electrical needs;
  - 6. Traffic and parking regulations, and safety;
  - 7. Other public safety issues.
  
- B. Conditions relating to health and sanitation such as:
  - 1. First aid supplies and assistance;
  - 2. Emergency medical services, including ambulance and minimum number of medical personnel;
  - 3. Trash containers;
  - 4. Toilet and sanitary facilities;
  - 5. Minimum number of police officers, security officers, and other concerns of public safety;
  - 6. A security plan to be approved by the Public Safety Director/designee;
  - 7. A Requirement to provide supervisors of at least 21 years of age as determined by the Public Safety Director/designee;
  - 8. Other health and safety issues.
  
- C. Conditions relating to the environmental concerns such as:
  - 1. Mitigation, control, elimination, or prevention of odors, noise, lights, or similar concerns.
  
- D. Conditions relating to risk management such as:
  - 1. Proof of worker's compensation coverage;

2. Indemnification agreement;
3. Safety/loss control precautions;
4. Other risk management issues.

## **INSURANCE**

Liability insurance, with minimum limits of \$1,000,000.00 per occurrence, shall be provided by the applicant of the following types of special events. The City, its officials, officers, employees, and agents shall be named as additional insured's:

1. Concerts;
2. Dances;
3. Events involving animals;
4. Events when the applicant brings its own equipment such as trampolines, rides, games, etc.;
5. Carnivals;
6. Other events as determined on a case by case basis by the Parks and Recreation Director to protect the health, safety, and welfare of the City or its residents.

## **FEE**

The applicant shall pay a rental fee, due with the application, as established by the City.

An additional fee shall be paid if an ambulance and emergency medical technicians are needed, if police officers are needed, if barricades are needed, if special lighting and/or electrical work is needed, or if other goods/services are needed and are to be supplied by City. Additional fees are due a minimum of seven days prior to the event. Fees for special lighting, electrical work, or for other goods/services must be paid prior to the commencement of the work for the special needs. These fees shall be assessed to applicant based on City's actual cost.

## **DEPOSIT**

In addition to the fee imposed, a deposit in an amount established by the City is also required to be paid, at the time of application. If the premises are returned without damage, in as good of a condition as when obtained, clean, all conditions having been met, and no City crew or police assistance has been requested or dispatched to keep the peace, enforce the criminal laws, or respond to conditions caused by the event, or by the applicant/attendees/participants, the deposit shall be returned.

## **PROHIBITIONS**

No alcohol nor tobacco, in any form, may be possessed nor consumed at City facilities during special events. No lighted candles, flammable materials, explosives, or fireworks may be brought into nor used in any city indoor facilities. Applicant shall be required to comply with and obey all laws, rules, regulations, and ordinances, whether Federal, State, or City, including the City noise ordinance.

Occupancy limits for the Facilities used must be obeyed.

Drinking water for the event is to be supplied by the applicant, if not present at the facility.

Concessions require a City Business License and Utah State Sales Tax Certificate and number. Food concessions also require a Food Handlers Permit, issued by the Utah County Health Department, in addition to the other permits.



Fairgrounds Special Event Application & Permit

Today's Date: \_\_\_\_\_ Date Of Event: \_\_\_\_\_ to \_\_\_\_\_  
Time(s): \_\_\_\_\_ a.m. \_\_\_\_\_ p.m. to \_\_\_\_\_ a.m. \_\_\_\_\_ p.m.  
Type of Event: \_\_\_\_\_

Facility Requested for Event:

Please mark the following items needed for your event. Use separate sheet if necessary.

- Small Indoor Arena
- Large Indoor Arena
- Outdoor Arena
- Back Parking Lot
- Show Office
- High Chaparral
- Shavings
- Ambulance Services
- Stalls
- Tractor
- RV Parking
- Tennis Courts
- Phone Line (Tennis Courts Only)

Approximate Number of People Attending: \_\_\_\_\_

Responsible Individual:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_  
Company or Organization: \_\_\_\_\_

*Spanish Fork City Will Review the request for a Special Event to ensure that your rights and the rights of others can be maintained. Upon review, there may be conditions of approval attached to this permit. You must comply with any and all conditions to conduct this event. Please allow ten business days for processing.*

*The undersigned acknowledges that the information in this application is true and correct and agrees to adhere to all rules, regulations, and policies established by Spanish Fork City. Applicant also understands that an Event Permit does not authorized any violation of the provisions of Spanish Fork City Code or any other code or law, rules, regulations or ordinances. The undersigned agrees to waive and release all rights and claims that might be had against Spanish Fork City, its employees, officers, boards or agents.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use, Only

All Spanish Fork City Departments that are affected will be consulted. Special conditions or Concerns may be attached to the approved permit.

Admin \_\_\_\_ Parks/Rec \_\_\_\_ Public Safety \_\_\_\_ Public Works \_\_\_\_ City Attorney \_\_\_\_  
City Planner \_\_\_\_ Finance \_\_\_\_ Risk Management \_\_\_\_ SFCN \_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Denied By: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

Deposit Required: \_\_\_\_\_ Fee Required: \_\_\_\_\_

Deposit Paid \_\_\_\_\_ Date Paid \_\_\_\_\_ Fee Paid \_\_\_\_\_ Date Paid \_\_\_\_\_

## Fairgrounds

| <b>ARENA &amp; FACILITY RENTAL</b>  | <b>PRESENT RATE</b>  |
|---|--|
| Arena #1 (Small Indoor) Day Rental includes full arena preparation - <i>Applies to 5 hours &amp; above</i>    | \$250/day  |
| Arena #1 (Small Indoor) Arena clean up (shavings) If Applicable   | \$200/event  |
| Arena #2 (Outdoor) Day Rental rate includes full arena preparation - <i>Applies to 5 hours &amp; above</i>    | \$350/day  |
| Arena #3 (Big Indoor) Day Rental rate includes full arena preparation - <i>Applies to 5 hours &amp; above</i> | \$350/day  |
| Arena #1 (Small Indoor) Hourly Rental - arena comes as is - <i>Applies to less than 5 hours</i>               | \$25/hr.   |
| Arena #2 (Outdoor) Hourly Rental - arena comes as is - <i>Applies to less than 5 hours</i>                    | \$35/hr.   |
| Arena #3 (Big Indoor) Hourly Rental - arena comes as is - <i>Applies to less than 5 hours</i>                 | \$35/hr.   |
| Arena #3 (Big Indoor) Arena clean up (shavings) If Applicable   | \$300/event  |
| Arena #3 (Bleachers lighting, heat or PA)   | \$50/day \$5/hr.   |
| All Three Arenas - in addition must rent minimum of 100 stalls per day  | \$600/day  |
| Ticketed Events Outdoor Arena #2  | \$1,000/day + 10%  |
| Ticketed Events Big Indoor Arena #3   | \$500/day  |
| Tennis Building   | \$800/day  |
| Tennis Building (Set-up/Clean-up) required for all events   | \$400/day  |
| Back Parking Lot  | \$800/event  |
| Equipment Rental  | \$50/meter hr.   |
| RV Hookups  | \$15/day   |
| Additional Personnel  | \$20/hr. per person  |
| Additional Equipment with Operator  | \$35 per hour  |
| Additional Bleacher Rental or Podium Rental   | \$25 each  |
| Panel Rental (\$3 each if renter sets up \$6 each if city sets up)  | \$3 or \$6 each  |
| <b>ARENA PREPARATION</b>  |  |
| Full Preparation Outdoor Arena - Water & Work   | \$75.00  |
| Full Preparation Indoor Arena - Water & Work  | \$50.00  |
| Groomed Preparation (Per Arena) single pass with roller harrow  | \$25.00 per "work"   |
| <b>SEASON RIDING PASS</b>   |  |
| Annual Single Riding Pass   | \$50   |
| Annual Family Riding Pass <i>Family includes dependent children living at home.</i>                           | \$100  |
| <b>PONDEROSA RENTAL</b>   |  |
| Meeting Room, Kitchen & Show Office (\$500.00 cleaning & security)  | 8am-2pm \$350.00<br>4pm-10pm \$350.00<br>8am-10pm \$600.00 |
| <b>HIGH CHAPARRAL RENTAL</b>  |  |
| Meeting Room, Kitchen & Show Office (\$500 cleaning & security)   | 8am-2pm \$150.00<br>4pm-10pm \$150.00<br>8am-10pm \$300.00 |
| <b>STALL RENTAL &amp; SHAVINGS</b>  |  |
| Stall Rental - Daily  | \$20 first day/\$5 each day after                          |
| Stall Rental - Monthly (includes use of arenas)   | \$50/month   |
| Shavings per Bag  | \$10/bag   |
| Cattle Storage per head   | \$5/month  |