



# Large Public Assembly License application

**NOTE:** Large assembly means any outdoor event attended by more than 100 attendees. Must be submitted no later than 60 days prior to scheduled event. (Please see Tooele County Code, Title 6, Chapter 12). No large assembly shall take place between the hours of 12:00 midnight and 7:00 a.m., unless the zoning administrator determines that other hours of operation will not constitute a serious disturbance to the residents in the neighborhood of the site of the outdoor gathering.

**The fee schedule for each license shall be:**

- Tooele County \$100.00 for each 24-hour period or portion thereof.
- Contact Tooele County Health Department for Mass Gathering permit if over 1,000 persons
- Tooele County Clerk's event permit \$30

### Property information and location

(All lines applicable to this site must be filled in)

Address: \_\_\_\_\_

Parcel # or legal description \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

*(For Office Use Only)*

**Application #:** \_\_\_\_\_

**Receipt #:** \_\_\_\_\_

**Fees Pd.:** \$ \_\_\_\_\_

### Property Owner(s) Information

Name(s): \_\_\_\_\_

Address per tax rolls: \_\_\_\_\_

City/County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Office/home phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile phone: \_\_\_\_\_ Message phone: \_\_\_\_\_

Email address: \_\_\_\_\_

## Applicant(s) Information

Applicant's Name(s): \_\_\_\_\_

Contact person (if applicant is an organization): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Driver's Lic # & State: \_\_\_\_\_

Business license #: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City/County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Physical address of responsible person: \_\_\_\_\_

City/County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Office/home phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile phone: \_\_\_\_\_ Message phone: \_\_\_\_\_

Email address: \_\_\_\_\_

CHECK IF OWNER IS SAME AS APPLICANT

## NATURE OR PURPOSE OF THE PUBLIC ASSEMBLY

Description of event: \_\_\_\_\_

Date and time event begins: \_\_\_\_\_

Date and time event ends: \_\_\_\_\_

Hours of operation or operation or activity: \_\_\_\_\_

Maximum number of persons per session or event: \_\_\_\_\_

Maximum number of persons allowed to sleep/camp at event: \_\_\_\_\_

Maximum number of tickets to be sold (admissions by ticket only): \_\_\_\_\_

Names of ticket outlets where they will be sold: \_\_\_\_\_

What are your plans to limit the maximum number of people permitted on the site at any one time?

Names of roads where public will access the property: \_\_\_\_\_

Type of equipment that will be used at the site: \_\_\_\_\_

**Required information and conditions needed before application is considered complete and correct:**

**Site Plan Map. Required areas must be provided and marked on map(s) for:**

Applicant check   County check

- A parking area inside the assembly grounds sufficient to provide parking space for the maximum number of people to be assembled at the rate of at least one parking space for every four persons. Refer to Tooele County Land Use Code, Chapter 6 for size and regulations.
- Location, number, and size of all restroom facilities, including toilets, hand washing stations, potable water for drinking and sanitation, etc. Refer to State Rule R392-400 for regulations.
- Location, number and size of all dumpsters, garbage cans or other means of solid waste disposal. Refer to State Rule R392-400 for regulations
- Location and size of headquarters, first aid stations, ticket booths, camping, fire personnel and extinguishers, and any other similar areas being provided.
- The licensee shall provide ingress to and egress from the premises so as to ensure the orderly flow of traffic onto and off the premises. Access to the premises shall be from a highway or road which is part of the county system of highways, or which is a highway maintained by the State of Utah. Traffic lanes and other space shall be provided upon the premises and kept open for access by ambulances, fire equipment, and other emergency vehicles.
- Type, location, and source of lighting that will be used. If the assembly is to continue during hours of darkness, illumination sufficient to light the entire area of the assembly, but not to shine unreasonably beyond the boundaries of the enclosed location of the assembly. Refer to Tooele County Land Use code 8-13 for compliance.
- If the assembly is to continue overnight, camping facilities in compliance with all Federal, State, and local requirements sufficient to provide camping accommodations for the maximum number of people to be assembled.
- Location, height, and size of fencing areas.

**Other required documents listed below:**

**1. Property Owner's Signature**

- Signed authorization from property owner for use of land.
- Signed Agent Authorization form.

**2. Plat Map**

- A plat map from the Recorder's office showing all adjoining property owners within one mile of the property where the assembly is being proposed along with a list of the names and addresses of all those landowners appearing on the tax rolls of Tooele County. (7-day notice to surrounding landowners is required).

**3. Licenses**

- Event license from business license office.

**4. Emergency Medical Technician(s)/Services**

- A first aid station staffed with one at least 1 Emergency Medical Technician and others with current first aid and CPR certificates.
- Provide the names of agency and contact info, list names of first aid personnel along with their license numbers, type, and expiration of first aid and CPR certificates. Certificates must be on the person during the assembly for inspection.

**5. Security**

- Provide the plans for security.
- Provide security guards, either regular employees, duly sworn off-duty peace officers of the

State of Utah or private guards, licensed in the State of Utah, sufficient to provide adequate security for the maximum number of people to be assembled at the rate of at least two security guards for every 300 people.

**6. Fire Protection**

List your plans for fire protection, including the number, type and location of all protective devices, alarms, and extinguishers.

**7. Food**

List your plan for food concessions and concessionaires who will be allowed to operate on the grounds, including the names and addresses of all concessionaires and their license or permit number.

Tooele County Health Department Temporary Food Booth permits will be required by vendors.

**8. Lighting**

Type, hours, and source of lighting that will be used.

Provide company name, license number and contact information providing lights.

**9. Fencing**

When applicable provide fence enclosure information for site. Type of entry gates and fencing that will be used on the site: height and strength as will preclude persons in excess of the maximum permissible attendants from gaining access and which will have sufficient gates properly located so as to provide ready and safe ingress and egress at controlled points.

Provide company name, contact, and license information if providing fencing.

**10. Noise Control**

The licensee shall ensure that the laws in Title 6, Chapter 21, Tooele County Code are complied with and all required signage as to noise levels are properly displayed.

**11. Insurances**

Before the issuance of a license, the licensee shall obtain public liability insurance with limits of not less than \$1,000,000 and property damage insurance with a limit of not less than \$125,000, which insurance shall insure the licensee against liability for death or injury to persons or damage to property which may result from the conduct of the assembly or conduct incident thereto and which insurance shall remain in full force and effect in the specified amounts for 60 days past the end of the event.

**12. Bonding**

A bond, filed with the County Clerk, either in cash or underwritten by a surety company licensed to do business in Utah, at the rate of \$2.00 per person for the maximum number of people permitted to assemble, which shall indemnify and hold harmless Tooele County or any of its agents, officers, servants and employees from any liability or causes of action which may arise by reason of granting this license, and from any cost incurred in cleaning up any waste material produced or left by the assembly or for damages caused thereby.

**13. Cleanup**

Provide plans for cleanup. Including pick up schedule(s) and disposal method for solid waste, water, restrooms, etc.

**When the Community Development Director receives an application for a large assembly license notification shall be mailed to all landowners appearing on the tax rolls of Tooele County that adjoin the property within one mile. Such notice shall state a seven-day time period where written comment can be made for or against the application.**

**Before this application can be approved, all concerns must be addressed of agencies reviewing this application. Once all documentation has been provided an agency review meeting will be held within 2 weeks to include all agencies and applicant(s).**

**The Community Development director may impose additional conditions than listed above to protect health and safety.**

**The license shall not be granted if any of the items set forth in said application are determined by the Community Development Director to be insufficient to properly safeguard the safety, health, welfare and well-being of persons or property or do not comply with any of the requirements of this chapter.**

I (We) have read and agree to the issued terms and conditions without reservation and hold Tooele County harmless in any action that it deems necessary to resolve or remove any nuisance or other materials from the property at my(our) expense. I (We) further agree that the statements contained on this application are true and correct to the best of my (our) knowledge.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

AFFIDAVIT

**PROPERTY OWNER**

I (we), \_\_\_\_\_, being duly sworn, depose and say that I (we) am (are) the owner(s) of the property located as follows, \_\_\_\_\_, and further identified in the attached application and that the statements herein contained and the information provided in the attached plans and other exhibits are in all respects true and correct to the best of my (our) knowledge. I also acknowledge that I have received written instruction regarding the process for which I am applying and the Tooele County Department of Engineering staff have indicated they are available to assist me in making this application.

\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

State of Utah     )  
                          )  
County of Tooele )

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, personally appeared before me:

\_\_\_\_\_  
the signer(s) of the above who duly acknowledged to me that they executed the same.

\_\_\_\_\_  
(Notary)

Residing in: \_\_\_\_\_

My commission expires: \_\_\_\_\_

A F F I D A V I T

**AGENT AUTHORIZATION**

I (we), \_\_\_\_\_  
the owner(s) of the real property located as follows,  
\_\_\_\_\_, and  
further described in the attached application, do authorize as my (our) agent(s)  
\_\_\_\_\_ to represent me (us) regarding the attached  
application and to appear on my (our) behalf before any administrative or legislative body in the County  
considering this application and to act in all respects as our agent in matters pertaining to the attached  
application.

\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

State of Utah     )  
                                  )  
County of Tooele )

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, personally appeared before me

\_\_\_\_\_  
the signer(s) of the above agent authorization who duly acknowledged to me that they executed the same.

\_\_\_\_\_  
(Notary)

Residing in: \_\_\_\_\_

My commission expires: \_\_\_\_\_