

SPECIAL EVENT APPLICATION

Washington City Leisure Services Department

\$75- 200-300 PERSONS PER 4 HR BLOCK

\$150- OVER 300 PERSONS PER 4 HR BLOCK

\$5- VENDOR SUB-LICENSE PER VENDOR

An event greater than two hundred (200) people are brought together to watch or participate in a large scale event. Permission shall be obtained no later than thirty (30) days. Washington City Code 6-5-1, 6-5-3



Parks & Recreation

Title of Event: CCHS Miracles for Mustangs Parade / 5K

Applicant: Brock Esplin (Student Body President) Paula Haws (advisor)	Organization: Crimson Cliffs High School
Mailing Address: 4430 S Crimson Cliffs Way, Washington, UT 84780	City, State, Zip: Washington, Utah, 84780
Contact Phone: Brock Esplin: [REDACTED] Fax #: Paula Haws: [REDACTED]	Email Address: [REDACTED]
Date of Event: March 20, 2021	Hours of Event: 7:30 am - 11:00 am
Location of Event: See attached	Expected Attendance: ≈ 400 people
Purpose of Event: Kick off for Miracles for Mustangs week a fundraiser for a student in community.	Description of Event: see attached
Security Director & Contact Information: Paula Haws: [REDACTED]	Sound System Being Used: Portable speakers
Entertainment (DJ's, Bands, Dancers, Radio Stations): None	Vendors: None
Layout Map (Attach Run/Walk Map): see attached	Street Closures: see attached
Signage Plan: see attached	Certificate of Liability Insurance: see attached
Washington City Tax ID #: 87-0000531	Business License #: N/A

Special Event Application Checklist

Washington City Leisure Services Department

The following is a checklist of requirements needed to obtain a permit to use the park facilities.

1. Certificate of Liability Insurance

LB

City Recorder Initials

Denice Bullock

Print Name

3/2/21

Date

Users are required to provide a certificate of insurance with a minimum limit of one million dollars (\$1,000,000.00) per person in any one occurrence and one million dollars (\$1,000,000.00) aggregate. Limits for property damage are one million dollars (\$1,000,000.00) in any one occurrence. Washington City must be named as an additional insured. A copy of this certificate of insurance must be submitted to Washington City.

Checklist For Office Use Only

☐

Needed

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Rec'd

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Approved (Y/N)

2. Safety Inspection

Public Safety Initials

Print Name

Date

The Washington City Police Department will need a summary of your event, a diagram or layout, any closures needed, the number of people expected to attend, any seating that may be used, and where the event is being held. It is mandatory before your event occurs that proof must be presented to the Washington City Community Center or the Parks and Recreation Department indicating the police department has been contacted.

Checklist For Office Use Only

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Needed

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Rec'd

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Approved (Y/N)

3. Security Plan

Public Safety Initials

Print Name

Date

For large events, to be determined at the time of application, the Police Department requires a security plan to be in place. The information should be submitted/faxed to the Police Department to the attention of Police Chief.

The Police Department security requirements are:

- a) 1. Thirty (30) days' advance notice of your event.
- b) 2. An estimated amount of people expected at your event.
- c) 3. A Security Director on the site at all times with a cellphone. The Police Chief will need the name and cell number of this person to contact.
- d) 4. The total number of security personnel.
- e) 5. The security personnel must be twenty one (21) years or older.
- f) 6. The security personnel must be in security shirts or vests that look the same, so they are easily spotted by the police department.
- g) 7. The Police Department will need a name and phone number of someone to contact in case of questions.

Checklist For Office Use Only

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Needed

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Rec'd

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Approved (Y/N)

4. Street Closures

Public Safety Initials

Print Name

Date

Public Works Initials

Print Name

Date

Should a street need to be closed for an event, an encroachment permit will need to be reviewed by the Police Department, before final approval from the Public Works Department. 6-5-3

Checklist For Office Use Only

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Needed

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Rec'd

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Approved (Y/N)

5. Event Site Diagram

Leisure Service Staff Initials

Print Name

Date

A diagram or sketch of the event as it will appear showing placement of vendor booths, sound systems, stages, etc. The information must be submitted for approval to the leisure services department for approval thirty (30) days prior to the event. 6-5-3

Checklist For Office Use Only

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Needed

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Rec'd

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Approved (Y/N)

6. Run or Walk Route Diagram

Leisure Service Staff Initials

Print Name

Date

If the event is a run or walk on one of the city trails or streets, a map of the route must be submitted to the Washington City Leisure Services Department. 6-5-3

Checklist For Office Use Only

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Needed

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Rec'd

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Approved (Y/N)

7. Sale of Goods

Leisure Service Staff Initials

Print Name

Date

City Recorder Initials

Print Name

Date

If the event will be selling goods, approval is required by Washington City Council thirty (30) days prior to the event. Once approval has been granted by the city council, proper registration and vendor sub-license must be done through the Special Events Coordinator or the Parks and Recreation Coordinator at the Washington City Community Center. 6-5-3

Checklist For Office Use Only

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Needed

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Rec'd

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Approved (Y/N)

Denial

Please note item number and reason for denial:

Any application can be denied for failure to provide all information or requirements of this chapter or any ordinance of the city. 6-5-3

Contact Information for Washington City Departments/Offices

Washington City Parks and Recreation Office

Phone Number: (435) 656-6383

Danice Bulloch

Washington City Recorder

Phone Number: (435) 656-6308

Email: dbulloch@washingtoncity.org

Jason Williams

Public Safety Director

Phone Number: (435) 656-6342

Email: jwilliams@washingtoncity.org

Mike Shaw

Public Works Director

Phone Number: (435) 656-6317

Email: mshaw@washingtoncity.org

Barry Blake

Leisure Services Director

Phone Number: (435) 656-6321

Email: bblake@washingtoncity.org

Kole Staheli

Assistant Leisure Services Director/

Parks & Recreation

Phone Number: (435) 656-6355

Email: kstaheli@washingtoncity.org

The Mustang Stampede

March 20, 2021

Crimson Cliffs High School Miracles for Mustangs 5K and Parade

Description of Event:

Crimson Cliffs High School will be hosting a Miracles for Mustangs Week from March 20th to March 26th. This is our school's weeklong fundraiser for a student within our school's cone site. We would like to kick off this week with a school parade and 5k run to raise money and awareness throughout the community for the upcoming week.

The planned time to host the event is from 7:30 am to 11:00 am on Saturday, March 20th, 2021. Set up for the event will start at 7:30 am along with check in for runners and parade floats.

5K Description:

The 5k will begin at the Washington Fields Intermediate (322 W 3090 S). It will head east on 3090 S and turn onto S 240 W towards Crimson Cliffs High where runners will circle Crimson Cliffs Middle School on Crimson Cliffs Way and head back up S 240 W to finish at Washington Fields Intermediate School. Runners will have paid in advance to run the 5k. The 5k run will start at 8:00 and will end at approximately 9:30. Volunteers will record times of runners and water stations will be set up at the Finish/Start line and at the half-way point. Arrow signs will be set up to direct runners.

Parade Description:

The parade will start after the 5k run and will end at approximately 10:30. Parade floats and student participants will be lined up prior to the start time. There will be approximately 20 floats and/or groups which will include our school's clubs, sport teams, and other community groups such as the Washington City Youth Council and the Washington City Royalty. Donation buckets will be carried throughout the parade by students to collect donations from the parade audience for the cause. The parade will follow the same road route as the 5k, but will end at Crimson Cliffs High School. We will use the last 30 minutes of time to clean up.

Guidelines:

As this is a school service fundraiser, we would like to encourage all members of the community to come and participate. We estimate around 400 people to be in attendance at this event from runners, to parade float participants, teacher volunteers and audience members. Audience members will be required to watch this event from sidewalks. Everyone will be encouraged to social distance and wear masks. At least 10 security personnel will be present and will be identified in matching shirts or vest provided by the school.



Utah Division of Risk Management

Certificate of Coverage

ISSUER: UTAH STATE RISK MANAGEMENT
5120 STATE OFFICE BUILDING
SALT LAKE CITY UT 84114
(801) 538-9560

CERTIFICATE #: CERT-2101260

ISSUE DATE: 02/25/2021

THIS CERTIFICATE CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDERS AND DOES NOT AMEND, EXTEND, OR ALTER THE COVERAGES REFERENCED BELOW.

COVERED ENTITY INFORMATION

COVERED ENTITY: WASHINGTON SCHOOL DISTRICT		189 W TABERNACLE ST GEORGE	UT	84770
CERTIFICATE HOLDER: Washington, City		Cole Staheli 111 North 100 East Washington	Utah	84780
POLICY NUMBER: SD-10372	EFFECTIVE DATE: 07/01/2020	EXPIRATION DATE: 06/30/2021		

COVERAGES

THE COVERAGES LISTED BELOW HAVE BEEN ISSUED TO THE COVERED ENTITY NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS, AND CONDITIONS OF SUCH POLICIES AND TO THE PROVISIONS OF THE GOVERNMENTAL IMMUNITY ACT OF UTAH (UCA §63G-7-101).

COVERAGE	LIMITS
☒ GENERAL LIABILITY ☐ PROFESSIONAL LIABILITY ☐ HEALTH CARE PROFESSIONAL LIABILITY ☐ EMPLOYEES DISHONESTY/FAITHFUL ☐ PERFORMANCE ERRORS AND OMISSIONS ☐ PERSONAL AND ADVERTISING INJURY ☐ PRODUCTS LIABILITY/COMPLETED OPERATIONS	EACH OCCURRENCE: \$1,000,000 GENERAL AGGREGATE: \$3,000,000
☐ AUTO LIABILITY ☐ OWNED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS ☐ GARAGE LIABILITY	COMBINED SINGLE LIMIT: (EACH OCCURRENCE) GENERAL AGGREGATE:
☐ AUTO COMP/COLLISION	AUTO COMP/COLLISION DEDUCTIBLE:
☐ PROPERTY ☐ COURSE OF CONSTRUCTION	PROPERTY LIMIT: COURSE OF CONSTRUCTION LIMIT:

REASON FOR REQUEST:

CCHS is sponsoring a Miracle for Mustangs Parade and a 5K run. Proceeds from the 5K run will be donated to an elementary-age student who is suffering from kidney failure. The 5K run will start at WFIS, travel on 3090 South, to 240 West, travel around the roundabout, past the softball field, behind CCMS, and back to WFIS. The parade will follow the same route but will end at CCHS. 5K run will begin at 8:00. The parade will begin at 9:00 am. The event should conclude by 11:00 am.

ADDITIONAL INSURED

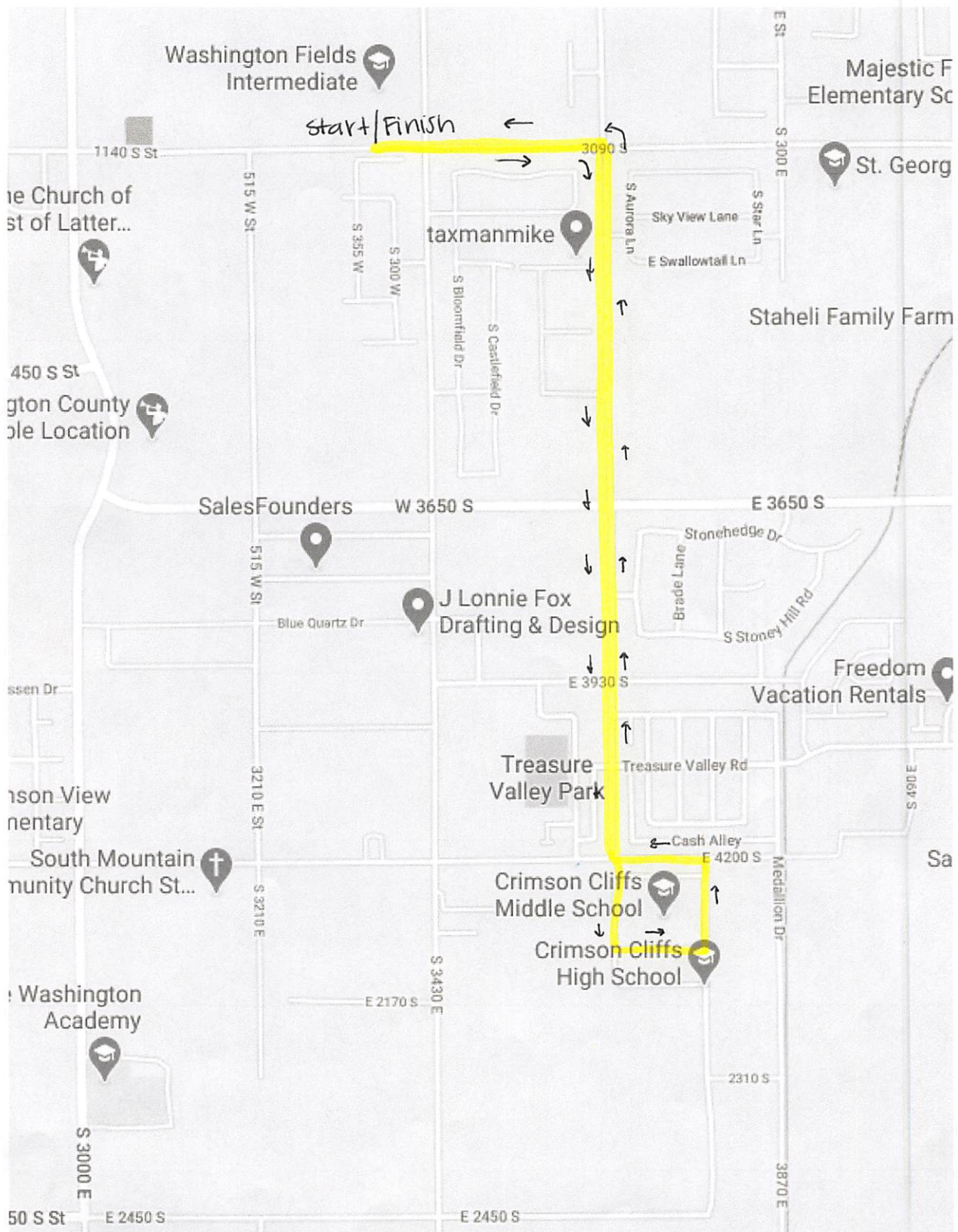
☐ ADDITIONAL INSURED ☒ LOSS PAYEE

Certificate Holder is loss payee as its interests may appear.

AUTHORIZED REPRESENTATIVE: **Darin Dennis**

DATE: 02/25/2021

5k Route



Parade Route

