

PART 8-302 MASS GATHERING ORDINANCE (Amended by Ord. No. 2013-05, 10/08/13)

A. PURPOSE. A mass gathering permit is intended to allow an applicant to hold an event, function or other use, whose actions will impact the surrounding area. The permit will allow the requested use and will help mitigate the impacts to the adjoining neighborhoods and the entire City.

B. DEFINITION. A mass gathering is defined as an event held on public or private property, with or without charge, profit or non-profit, and which creates significant impacts to the public. Alpine Days will be subject to a unique set of rules and regulations.

Activities Automatically Considered a Mass Gathering
<ul style="list-style-type: none"> • Fairs/Festivals; • Races (run or bike); • Parades; • Concerts.

Depending on whether the event is public or private, a mass gathering will be determined if the event involves any of the following criteria:

Private	Public
<ul style="list-style-type: none"> • Causes significant public impacts • Disruption of normal routine of community or affected neighborhood • Necessitates the use of City personnel • Necessitates the need for any type of street closure 	<ul style="list-style-type: none"> • Participation of 250 or more people • Substantial Use of City parks or buildings • Necessitates the need for any type of street closure • Use of amplified sound • The inclusion of food or vendor booths

The Alpine City staff may grant an exception to these guidelines. Exceptions to the criteria would automatically apply to events such as funerals and religious conferences.

C. SUBMISSION REQUIREMENTS. The applicant shall propose the event to the Alpine City staff at least 40 days prior to the date of the proposed event. An application must be complete and submitted no less than 30 days prior to the start date of the event. Failure to submit a complete application and/or submission of that application outside of the required submission time frame may delay approval. Application submission does not guarantee approval. A mass gathering permit may be revoked upon failure to comply with conditions to the original approval of the permit.

The following items shall be submitted before a Mass Gathering is approved:

- A completed Mass Gathering Application
- Approval from the Alpine City staff
- Necessary payment use fees, reservation fees, and deposits
- A Site Plan of the event
- Approval from the Police Chief
- Proof of General Liability Insurance

D. MASS GATHERING STANDARDS OF REVIEW. The City shall not issue a mass gathering permit unless the staff concludes that the application mitigates all identified

adverse impacts and complies with the following general standards.

1. **General Review Criteria.** An applicant must demonstrate:
 - a. The application complies with all applicable provisions of this chapter, State and Federal law;
 - b. The use is not detrimental to the public health, safety and welfare;
 - c. Approval from the Lone Peak Police Department (if necessary);
 - d. The applicant/organization/group/company must be able to provide General Liability Insurance; and
 - e. The application complies with the Alpine City Municipal Code.
2. **Specific Review Criteria for Certain Mass Gatherings.** In addition to the foregoing, the City Administrator/designee may evaluate the applicant's compliance with each of the listed criteria when considering whether to approve, deny or conditionally approve an application for a mass gathering.

E. PERMIT REVOCATION. The City Administrator or Lone Peak Police may revoke the opportunity to conduct a mass gathering of any person upon a finding that the holder of the permit has failed to comply with any of the conditions imposed at the time the permit was issued. The City Administrator or Lone Peak Police shall send notice of revocation to the permit holder. Failure to comply with any of the conditions imposed at the time the permit was issued may result in suspension or termination of the applicant's opportunity to hold a future event in Alpine City.

F. INSURANCE. The applicant/organization/group/company must provide General Liability Insurance with Alpine City listed as additional insured and submit a certificate of insurance to Alpine City:

General Liability Insurance: evidence of general liability insurance including contractual liability, personal injury, premises and operations, and broad form property damage. Such insurance shall provide for a one million dollar (\$1,000,000) general aggregate limit. Evidence of requested insurance should clearly show the City as an additional insured.

General liability insurance coverage must be acquired before an event and maintained throughout the duration of the event, including set-up and dismantle periods.

- The standard proof of insurance is the ACORD certificate form. Coverage verification provided on an insurance company's certificate form is also acceptable.
- The name of the insured, the insurance carrier, the policy number, and coverage limits must be stated on the certificate of insurance as well as the effective and expiration dates for the coverage.
- An endorsement naming "Alpine City, Utah, its officials, agents, employees and volunteers" must accompany the certificate of insurance.
- Insurance certificates and endorsements must be signed by an authorized representative of the insurance carrier. Electronic signatures are acceptable and this information can be placed anywhere on the endorsement that it will fit.
- The certificate of insurance must be filed with Alpine City ten (10) working days before the event.
- The certificate of insurance must include the event name, date, and location.

G. ADVERTISING. The Mass Gathering Application must be approved by the Alpine City staff before the applicant promotes, markets, or advertises the event. Approval of the event may not be considered if it is found that the applicant promoted, marketed, or advertised the event before contacting the City. Conditional approval may be made after the event organizer submits the application and it is initially screened by the staff.

H. SITE PLAN. A site plan for the event is required and must include the following:

- Map of entire venue, including any street closures
- Operational Plan
- Structures (bleachers, fences, displays, booths, stages, etc.)
- Restrooms location
- Location of parking for attendees
- Start/End points and routes for parades and races
- All entrances and exits
- Accurate placement of equipment and furniture
- Accurate locations of vendors, stages, booths and all activity
- Location of crowd control barriers
- First aid locations
- Other information may be required depending upon the event

I. PARKING. Any impact the event parking will have on the area will be reviewed by the Alpine City staff. In some situations, when sufficient parking is not available, the event organizer may be required to provide a shuttle plan.

J. PARADES, RUNS, AND STREET CLOSURES. A site plan outlining the route must be submitted along with the mass gathering application. If the event will generate additional traffic, or interrupt existing traffic on any city street, approval from the Lone Peak Police Chief is required before a mass gathering permit will be issued. The Police Chief will review the plan and may require additional conditions.

K. AMPLIFIED SOUND. Alpine City has specific guidelines for the use of amplified sound. "Amplified sound" means speech, music or other sound projected or transmitted by electronic equipment including amplifiers, loud speakers, microphones, or similar devices or combinations of devices which are powered by electricity, battery or combustible fuel and which are intended to increase the volume, range, distance or intensity of speech, music or other sound. Use of loudspeakers must be approved by the Police Chief. Amplified sound will not be measured but will be enforced by a reasonable person standard.

L. RESTROOM FACILITIES. Depending on the duration of the event and the availability of public restrooms, the applicant may need to rent portable chemical toilets to accommodate participants. Alpine City requires one (1) chemical toilet for every 250 people, or portion thereof. In addition, one (1) handicap-accessible toilet must be provided for every 500 expected guests/participants. The number of toilets required is based upon the maximum number at your event during peak time. The total number of toilets required will be determined on a case-by-case basis.

M. FOOD AND VENDOR BOOTHS. A business license is required to sell, expose for sale, or offer for sale any goods, wares, or merchandise in Alpine City. The event coordinator shall obtain one business license and pay one fee for all possible booths. Any one event shall not have more than ten (10) booths.

N. TRASH DISPOSAL. You must properly dispose of waste and garbage throughout the term of your event and immediately upon conclusion of the event, the area must be returned to a clean condition. Should you fail to perform adequate clean-up or damage occurs to City property and facilities, you will be billed at full cost recovery rates plus overhead for cleanup and repair. In addition, such failure may result in denial of future approval for a mass gathering permit.