



SPECIAL EVENT PERMIT

2015-05

All fees have been paid in full as required by this permit. This special event permit shall expire and be null and void at the conclusion of the event, if any conditions herein are breached, or if the permit is transferred to any other person, corporation, organization, or entity.

EVENT INFORMATION

Event Name: **Cache Valley Century**

Applicant: Samantha Macfarlane

Phone: 435-713-0288

Email: cg@cgadventures.org

Event Date(s): **29 August 2015**

Event Type: Bicycle Ride

Promoting Entity: Common Ground Outdoor Adventures


Approved by: Director of Development Services


Date

CONDITIONS OF APPROVAL

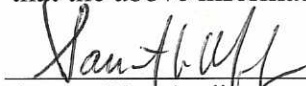
1. All participants and volunteers shall comply with County Ordinance §8.40 governing special events.
2. All participants shall be instructed to obey all traffic laws, including riding no more than two abreast, and yielding to emergency vehicles.

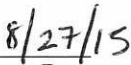
AGREEMENT OF ACCEPTANCE

As the applicant for the special event described above, I hereby agree to comply with all Federal, State, and County laws, ordinances, and regulations before, during and after the event. I further agree to indemnify and save harmless Cache County, its officers, agents, and employees from and against any and all claims resulting from the use of the premises by the Applicant, the Applicant's invitees, licensees, agents and employees. I agree to permit law enforcement personnel the free and unrestricted access to and upon the premises at all times during the event for all lawful and proper purposes not inconsistent with the intent of the permit.

I understand and agree that this permit may be revoked upon breach of any of the conditions herein or at the discretion of the authorized officer. I understand that this permit is not transferable and agree not to transfer my permit to any person, corporation, organization or other entity, and is only valid within the unincorporated county.

In Accordance with Title 8 Section 8.40 of the Cache County Ordinance, I hereby submit and certify that the above information provided is accurate and complete to the best of my knowledge.


Accepted by: Applicant


Date



Cache County

1857

DEVELOPMENT SERVICES DEPARTMENT

BUILDING | COUNTYWIDE PLANNING | ENGINEERING | GIS | PLANNING & ZONING

APPLICATION: SPECIAL EVENT PERMIT

Date Received:	By:	Receipt #:	Check #:	Amount:
3-5-15	SN	7879	6896	\$50.00

EVENT INFORMATION

Event: Cache Valley Century Ride Type: Cycling Ride

Dates with starting/ending times: August 29, 2015 7am - 4:30pm

AGENT/CONTACT INFORMATION

Agent/Contact: Sammie Macfarlane Email: sammie@cgadventures.org

Phone: (435) 713-0288 Mailing Address: 335 N. 100 E. Logan, Utah 84321

Name of Promoting Entity: Common Ground Outdoor Adventures

ACKNOWLEDGMENT

In accordance with Title 8 Section 8.40 of the Cache County Ordinance, I hereby submit and certify that the information contained in this application is accurate and complete to the best of my knowledge.

Sammie Macfarlane 2/20/15
Applicant Date

Application Deadline: Completed application forms must be submitted to the Cache County Development Services Office forty-five (45) calendar days before an event is scheduled to take place. This allows sufficient time for evaluation of the application. Late applications shall be denied unless the applicant demonstrates that compliance with the 45 day deadline was impractical or impossible due to the nature of the event. A special event permit application may be approved and a permit issued to the applicant by the Director upon approval by all the agencies specified in Section 8.40.40.

Authority: Cache County has no authority to approve permits for events other than in the unincorporated area of Cache County. Permits issued by Cache County apply only to the unincorporated area of the county, and if an event crosses into a municipality within Cache County or across the county line, applicants should determine if a permit is necessary in the other jurisdiction.

Right to Deny: Cache County reserves the right to deny permit applications for proposed special events which may pose, or have posed a significant danger or threat to the public health, welfare or safety, or which may result in unreasonable inconvenience or cost to the public. In the event the application is denied, the applicant may appeal to the Cache County Executive.

APPLICATION CHECKLIST

A complete application must include the following unless specified otherwise:

- 1) Completed application form and application fee (\$50 – no refunds) submitted 45 days prior to event. Additional fees for services provided by the Sheriff's Office, emergency services, or others may apply.
- 2) Proposed location, including a plat or map of the proposed area to be used, including any barricade, street route plans or perimeter/security fencing.
- 3) Total number of participants: Estimate must include event staff, participants, and spectators.
- 4) Public health plans, including plans for culinary water supplies, solid waste collections and disposal, and waste water (toilet facilities).
- 5) Proof of insurance in conformance with the County Ordinance 8.40.050(F) minimums: \$1,000,000 each occurrence, \$2,000,000 general aggregate, and \$100,000 property damage.
- 6) Fire prevention and emergency medical services plans.
- 7) Security plans and/or law enforcement response.
- 8) Admission fee, donation, or other consideration to be charged or requested.
- 9) Plans for parking
- 10) *If* the event will be held on private property, a current taxation certification for that property.
- 11) Further information may be required by staff, other departments and agencies, and/or the Board/Committee/Council that reviews the application based on the proposed event.

PROJECT REVIEW PROCESS

- The applicant is encouraged to meet with staff prior to the deadline date to discuss the project and ensure that the information submitted is sufficient to provide a complete review of the project.
 - After the application is accepted, information packets are sent to various departments, agencies, and affected municipalities that provide comments and/or approval for the proposed event to the Director of Development Services.
 - In some instances a pre-event meeting may be held with planning staff and representatives from the departments and agencies that provide comments on the project review. Any issues present on a project will be discussed with the appropriate department or agency.
 - A draft permit is made available to the reviewing agencies, affected municipalities, staff, and the applicant.
 - Following agency/department review and approval, and correction of any outstanding concerns/issues, the permit can be issued.
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CACHE VALLEY CENTURY

Saturday August 29, 2015

The Cache Valley Century is a non-competitive bicycle tour of Cache Valley with 35, 60, and 100 mile options. 2015 will be the 17th consecutive year this event has been held. The event is hosted by Common Ground Outdoor Adventures and the Cache Valley Veloists Bicycle Touring Club. The majority of the funds raised by the Cache Valley Century are donated to Common Ground Outdoor Adventures (Common Ground). Common Ground is a Cache Valley non-profit organization that has been providing adaptive outdoor recreational opportunities for youths and adults with disabilities since 1993. Proceeds donated to Common Ground support the organization's cycling program.

In 2014, 500 people participated in the event (down 160 due to inclement weather). Sixty seven to seventy one percent of participants attend the event from outside of Cache County. The majority of the participants ride the full 100 miles, while around 20 percent ride 60, and 10 percent ride 35 miles.

Contact Information:

Cache Valley Veloists Bicycle Touring Club
Bob Jardine, President
435-757-2889

P.O. Box 3552
Logan, UT 84323-3552
www.cvveloists.org
CacheValleyCentury.com

Common Ground Outdoor Adventures
Sammie Macfarlane, Executive Director

435-713-0288
335 N. 100 E.
Logan, Utah 84321
www.cgadventures.org

Location and Route:

This year's route is the same as last year's. The ride starts and finishes in Richmond, Utah at the park. All riders head north to Franklin and then into Preston. After Clarkston the 100 mile route continues south to Mendon where there is a rest stop and a lunch option. The route then make a loop to Wellsville and back and heads north to the Benson marina where it joins back up with the 60 mile route and the head thru Amalga to finish in Richmond.. See the attached maps for more specific details on the route.

The route will be marked using chalk paint and small signs on plastic bases. The chalk paint will be in three colors, with a different color for each route. We will also put signs in places where the route is not as obvious. There will also be signs to remind the riders to obey traffic laws and ride no more than two abreast.

There will be a packet pick up the evening before the event at the office of Common Ground at 335 North 100 East in Logan. Riders have the option of stopping by on Friday evening to check in and pick up their packet or to check in at the start in Richmond on the day of the ride.

Open Start: The Common Ground Adaptive Cycling Team will be starting at 7:45am from the starting line at the park in Richmond and the open start begins shortly after at 8:00. Riders can start riding when they want between 8:00 and 9:00 am. This eliminates the congestion that a mass start would cause.

Number of Riders:

In 2014 500 riders participated. This was down 160 from the year prior due to inclement weather. We will limit registration to 1,000 riders.

Staff/Volunteers:

Each rest stop will have at least 2 volunteers. There will be approximately 10 support vehicles spread across the route. There will be 5 volunteers to do registration on Saturday morning and 3 or 4 to help with parking control. This adds up to around 35 staff/volunteers during the day of the ride.

There are no spectators for this event.

Rest Stops:

All rest stops are at city parks. We have obtained permission from the cities to use the parks and will pay the fees, if any, that they have asked for. All of the parks have drinking water and rest rooms. Sports drinks, bananas, oranges, and granola bars are provided at each stop. All of the parks have trash bins and we supply the stops with trash bags. The volunteers at the stops are responsible for cleaning up after the ride and hauling off any trash that will not fit in the bins.

Richmond: We have reserved the entire park in Richmond. Registration will be under the pavilion at the park and the ride starts on 1st South in front of the Park. No food or supplies are provided before the ride. The park has rest rooms and drinking water. We will provide 3 additional portable toilets. Lunch is provided at the park after the ride and will be catered by Cafe Sabor.

Franklin: This stop is mainly for the slower riders doing the short route. Very few riders stop at this stop. The stop is at the Franklin Relic Park on the corner of 100 East and Main in Franklin. There is drinking water and a portable toilet available at the park. We also supply cookies at this stop.

Preston: This stop is at the park at 1st West and 2nd North in Preston. We have the Lions shelter reserved. There is drinking water and rest rooms available at the park. We also supply fruit bars and various sweet breads from Great Harvest, Grist Mill, and Crumb Brothers.

Clarkston: This stop is at the Clarkston city park at 50 South Main Street. There are restrooms and drinking water available at the park. Due to the number of riders that show up at the same time we will have 3 additional portable toilets at this stop. This stop is also stocked with raisins and nuts as well as the standard rest stop supplies.

Cornish: This stop is at the Cornish city park on highway 23 just south of highway 61. There are restrooms and drinking water available at the park. Due to the number of riders that show up at the same time we will have 3 additional portable toilets at this stop. This stop is also stocked with raisins and nuts as well as the standard rest stop supplies.

Mendon: This stop is at the Mendon Station at Center and Main in Mendon. There is drinking water

and rest rooms available at the Mendon Station. We will have 3 additional portable toilets so the riders do not have to enter the building. The riders have the option of lunch at this stop. The lunch will be catered by Cafe Sabor.

Amalga: This stop is at Sugar Park at 6550 N 2400 W in Amalga. There is drinking water and restrooms available at the park. By the time the riders get to this stop they are spread out enough that the parks restrooms are adequate without additional portable toilets.

Insurance:

Common Ground Outdoor Adventures is insured through Disabled Sports USA. This insurance extends to the Cache Valley Century and provides the required coverage. See the attached certificate of insurance that names Cache County as additionally insured. We can order additional certificates listing others insured if needed.

Support:

There will be a lead vehicle that starts driving the route before the ride starts. This person will make sure the route is marked and nothing has changed to cause problems for the riders as well as making sure the rest stops are set up and ready to go before the riders get there.

There will be a support vehicle assigned to each section of the route between rest stops. The vehicle will drive between the stops and assist any riders that need assistance. After the ride has passed thru their section the support vehicles are responsible for sweeping their section of the route to make sure all riders have passed thru and to pick up any signs or other items we may have left on the route. They will then let the rest stop people know they can leave. The support vehicles are scheduled to arrive before the riders get to their section so they can help with the last half of the prior section. This way there will be two support vehicles on each section.

All rest stops and support vehicles will have a first aid kit, bicycle pump, and spare tubes as well as cell phones to call for help if needed. All rest stops will be stocked with napkins, papers towels, toilet paper, hand sanitizer, trash bags, etc. There will be bicycle mechanics provided by the local bike shops at most of the rest stops. There will also be volunteer EMTs at several of the rest stops.

There will be a contact list of all stops and support vehicles listing the contact person and their phone number. The main contact person who is in charge of the ride will also be listed. All support vehicles and rest stops will receive a copy of the contact list. We will also provide a copy of the contact list to whoever else might need it.

Parking:

White Pine middle school in Richmond has given us permission to use their parking lot. Participants can also park along the streets of Richmond. If there are no functions at the church near the park they usually let us use their parking lot but we will not know until a few days before the ride. We will have people in the area while participants arrive to keep them from parking in front of businesses and the post office and to keep them from blocking driveway or roadways.

Schedule:

Registration starts in Richmond at 7:00 am. The ride starts between 8:00 and 9:00. Most riders will start by 8:30.

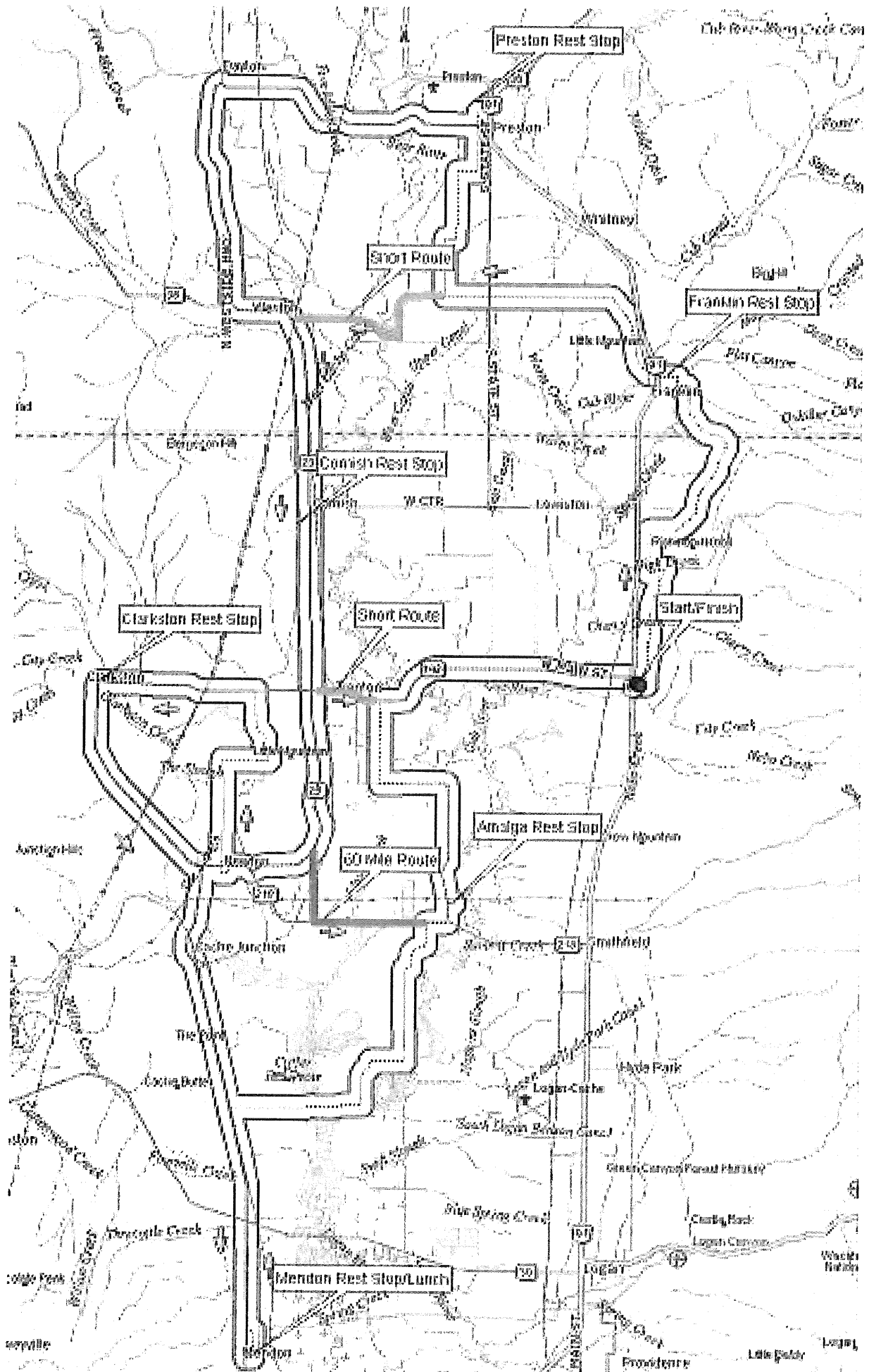
The rest stops are open:

Franklin 8:15 to 9:15 Most riders will be past this point by 8:30
Preston 8:30 to 10:30 Most riders will be past this point by 9:30
Clarkston 9:30 to 12:00 Most riders will be past this point by 10:30
Cornish 9:30 to 12:30 Most riders will be past this point by 10:30
Newton 10:00 to 2:00 Most riders will be past this point by 11:30
Mendon 11:00 to 3:30 Most riders will be past this point by 1:00
Amalga 10:30 to 4:45 Most riders will be past this point by 2:00

Prices charged:

\$45 2/1/15 – 4/30/15
\$55 5/1/15 – 8/7/15
\$60 8/8/15 – 8/29/15

Participants can register by mailing in a registration form, online at active.com, or in person the day before or day of the ride. No matter how they register all participants must sign the waiver and release of liability and also initial the section agreeing to obey all traffic laws including stopping at stop signs and riding no more than two abreast. See enclosed registration form.



CERTIFICATE OF INSURANCE		03/02/2015
PRODUCER American Specialty Insurance & Risk Services, Inc. 7609 W. Jefferson Boulevard, Suite 100 Fort Wayne, Indiana 46804	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND, OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.	
INSURED Disabled Sports USA, Inc., Common Ground Outdoor Adventures 451 Hungerford Drive, Suite 100 Rockville, MD 20850	INSURERS AFFORDING COVERAGE INS. A: Greenwich Insurance Company INS. B: INS. C:	
CERT NUMBER: 1001211888		

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOT WITHSTANDING 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. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INS LTR	POLICY TYPE	POLICY NUMBER	POLICY EFFECTIVE	POLICY EXPIRATION	LIMITS	
A	GL	ASG0897036	12/01/2014 12:01 a.m.	12/01/2015 12:01 a.m.	General Aggregate - Per Chapter	5,000,000
					Products-Completed Operations Aggregate	5,000,000
					Personal and Advertising Injury	1,000,000
					Each Occurrence	1,000,000
					Damage to Premises Rented to You (Any One Premises)	1,000,000
					Medical Expense Limit (Any One Person)	Excluded
A	XS	ASX0897040	12/01/2014 12:01 a.m.	12/01/2015 12:01 a.m.	Each Occurrence	5,000,000
					Products-Completed Operations Aggregate	5,000,000
					General Aggregate	5,000,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

- Coverage available under policy # SRPO-50219-203 is on file with the policyholder. Excess Accident Medical for Class 1 & 2 - \$25,000 with a \$250 deductible per injury per covered accident. Accidental Death & Dismemberment is \$10,000 per person per accident. Class 3 & 4 - \$100,000 with a \$250 deductible per injury per covered accident. Accidental Death & Dismemberment is \$10,000 per person per accident.
- With regards to the Excess Accident Medical Coverage, Class 1 & 3 is all registered/approved participants and volunteers of the Participating Organization and its Chapters with respect to sponsored and approved activities including direct travel to and from the activity and home, not including overnight trips.
- With regards to the Excess Accident Medical Coverage, Class 2 & 4 is all registered/approved participants and volunteers of the Participating Organization and its Chapters with respect to sponsored and approved overnight trips including direct travel to and from the activity and home.
- The Certificateholder is only an additional insured with respect to liability caused by the negligence of the Named Insured as per Form GXA L428-Additional Insured-Certificateholder, but only with respect to CACHE VALLEY CENTURY RIDE on August 29, 2015.

CERTIFICATE HOLDER

CACHE COUNTY CORPORATION
 179 N. MAIN
 LOGAN, UT 84321

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Drew Smith

CACHE COUNTY GOVERNMENT
179 NORTH MAIN
LOGAN UT 84321

435-755-1700

Receipt No: 5.007879

Mar 5, 2015

SAMMIE MCFARLANE

Previous Balance:	.00
CHARGES FOR SERVICES - ZONING & SUBDIVISION FEES	50.00
200-34-13000 ZONING & SUBDIVISION	
<hr/>	
Total:	50.00
<hr/>	
CHECK-ZIONS BANK Check No: 6896	50.00
Payor: SAMMIE MCFARLANE	
Total Applied:	50.00
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Change Tendered:	.00
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03/05/2015 04:49PM