



**SPECIAL EVENT PERMIT**

**2019-24**

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: **Oktoberkraut Parade**

Event Date(s): **12 October 2019**

Applicant: Tara Bankhead

Event Type: Parade

Phone: 435-753-0313

Promoting Entity: Providence City

Email: tbankhead@providence.utah.gov

Sponsoring Entity: Providence City

08 Oct 2019

Approved by: Land Use Authority

Date

**CONDITIONS OF APPROVAL**

1. All participants and volunteers shall comply with County Ordinance §8.40 governing special events.
2. Event organizers must comply with the information as submitted in the Special Event application.

**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.

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.

10.08.19

Accepted by: Applicant

Date

**Aubrey Hanks - Re: Oktoberkraut Parade**

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**From:** Mikelshan Bartschi <[mbartschi@cachesheriff.org](mailto:mbartschi@cachesheriff.org)>  
**To:** Aubrey Hanks <[Aubrey.Hanks@cachecounty.org](mailto:Aubrey.Hanks@cachecounty.org)>  
**Date:** 9/30/2019 10:15 AM  
**Subject:** Re: Oktoberkraut Parade  
**Cc:** Reed Tanner <[rtanner@cachesheriff.org](mailto:rtanner@cachesheriff.org)>, Jacob Carley <[jcarley@cachesheri...](mailto:jcarley@cachesheri...)>

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Hello Aubrey, The Sheriff's Office accepts the plan as is and will coordinate with the city on needed resources.

Thank you.

On Mon, Sep 30, 2019 at 8:18 AM Aubrey Hanks <[Aubrey.Hanks@cachecounty.org](mailto:Aubrey.Hanks@cachecounty.org)> wrote:

Good morning!

My name is Aubrey and I'm the new Permit Technician at the county Development Services Office. I've attached the SEP for Providence City's Oktoberkraut Parade to be held on Saturday October 12th. Please see the attached application for your review, and please send your responses back within a week. Thanks so much!

Aubrey Hanks

Permit Technician

Cache County Development Services

T: [435-755-1657](tel:435-755-1657)

E: [aubrey.hanks@chacecounty.org](mailto:aubrey.hanks@chacecounty.org)

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**Cache County Sheriff's Office**

**Aubrey Hanks - Re: Oktoberkraut Parade**

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**From:** Lee Perry <lperry@utah.gov>  
**To:** Aubrey Hanks <Aubrey.Hanks@cachecounty.org>  
**Date:** 10/4/2019 2:57 PM  
**Subject:** Re: Oktoberkraut Parade

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were fine with this permit

On Fri, Oct 4, 2019 at 2:46 PM Aubrey Hanks <[Aubrey.Hanks@cachecounty.org](mailto:Aubrey.Hanks@cachecounty.org)> wrote:

Good afternoon!

Just sending a reminder that I still need approval from your department regarding Providence City's Oktoberkraut parade that's happening next Saturday.

Thanks and have a great weekend!

**Aubrey Hanks**

Permit Technician

Cache County Development Services

T: [435-755-1657](tel:435-755-1657)

E: [aubrey.hanks@chacecounty.org](mailto:aubrey.hanks@chacecounty.org)

>>> Aubrey Hanks 9/30/2019 8:09 AM >>>

Good morning!

My name is Aubrey and I'm the new Permit Technician at the county Development Services Office. I've attached the SEP for Providence City's Oktoberkraut Parade to be held on Saturday October 12th. Please see the attached application for your review, and please send your responses back within a week. Thanks so much!

**Aubrey Hanks**

Permit Technician

Cache County Development Services

T: [435-755-1657](tel:435-755-1657)

E: [aubrey.hanks@chacecounty.org](mailto:aubrey.hanks@chacecounty.org)

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Lt. Lee Perry  
Utah Highway Patrol Section 1  
20 W. 700 N.  
Brigham City, Utah 84302

**Aubrey Hanks - Re: Special Event Follow-up**

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**From:** Jay Downs <jdowns@smithfieldcity.org>  
**To:** Aubrey Hanks <Aubrey.Hanks@cachecounty.org>  
**Date:** 10/7/2019 1:46 PM  
**Subject:** Re: Special Event Follow-up

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Aubrey,

Everything appears to be okay with this event.

Thanks

Jay

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**From:** Aubrey Hanks <Aubrey.Hanks@cachecounty.org>  
**Sent:** Monday, October 7, 2019 1:42 PM  
**To:** Jay Downs <Jay.Downs@cachecounty.org>; Jay Downs <jdowns@smithfieldcity.org>  
**Subject:** Special Event Follow-up

Good afternoon Mr. Downs,

I just need to the approval from Emergency Medical Services for the Oktoberkraut Parade coming up on Saturday. Let me know if you need any further information.

Thanks!

**Aubrey Hanks**

Permit Technician

Cache County Development Services

T: [435-755-1657](tel:435-755-1657)

E: [aubrey.hanks@chacecounty.org](mailto:aubrey.hanks@chacecounty.org)

**Aubrey Hanks - Re: Oktoberkraut Parade**

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**From:** Heidi Johnson <[hjohnson@brhd.org](mailto:hjohnson@brhd.org)>  
**To:** Aubrey Hanks <[Aubrey.Hanks@cachecounty.org](mailto:Aubrey.Hanks@cachecounty.org)>  
**Date:** 9/30/2019 5:10 PM  
**Subject:** Re: Oktoberkraut Parade

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Aubrey,

Thanks for the quick introduction, I look forward to working with you more in the future. For this particular event, there isn't anything additional required from the health department for this event.

Please let me know if you have any questions or concerns.

Sincerely,

Heidi Johnson, LEHS  
Bear River Health Department  
office: 435-695-2061  
fax: 435-723-6747  
**New E-mail:** [hjohnson@brhd.org](mailto:hjohnson@brhd.org)

On Mon, Sep 30, 2019 at 8:18 AM Aubrey Hanks <[Aubrey.Hanks@cachecounty.org](mailto:Aubrey.Hanks@cachecounty.org)> wrote:

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**Aubrey Hanks**

Permit Technician

Cache County Development Services

T: 435-755-1657

E: [aubrey.hanks@chacecountv.org](mailto:aubrey.hanks@chacecountv.org)



## CACHE COUNTY FIRE DISTRICT

179 NORTH MAIN, SUITE 309  
LOGAN, UT 84321  
TEL: (435) 755-1670  
FAX: (435) 755-1994

TO: Aubrey Hanks  
FROM: Jason Winn  
DATE: October 2, 2019  
SUBJECT: Oktoberkraut Parade

The Cache County Fire District has no issues with the Oktoberkraut Parade.

**Aubrey Hanks - Re: Oktoberkraut Parade**

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**From:** Joel Merritt <joel.merritt@cachecounty.org>  
**To:** Aubrey Hanks  
**Date:** 10/6/2019 6:26 PM  
**Subject:** Re: Oktoberkraut Parade

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I see no issue from our side.

Sent from my iPhone

On Oct 4, 2019, at 2:36 PM, Aubrey Hanks <[Aubrey.Hanks@cachecounty.org](mailto:Aubrey.Hanks@cachecounty.org)> wrote:

Good afternoon!

Just sending a reminder that I still need approval from your department regarding Providence City's Oktoberkraut parade that's happening next Saturday.  
Thanks and have a great weekend!

Aubrey Hanks  
Permit Technician  
Cache County Development Services  
T: [435-755-1657](tel:435-755-1657)  
E: [aubrey.hanks@chacecounty.org](mailto:aubrey.hanks@chacecounty.org)

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Aubrey Hanks  
Permit Technician  
Cache County Development Services  
T: [435-755-1657](tel:435-755-1657)  
E: [aubrey.hanks@chacecounty.org](mailto:aubrey.hanks@chacecounty.org)

## Aubrey Hanks - Re: Oktoberkraut Parade

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**From:** Paul Berntson <fishpb64@gmail.com>  
**To:** Aubrey Hanks <Aubrey.Hanks@cachecounty.org>  
**Date:** 9/30/2019 9:19 AM  
**Subject:** Re: Oktoberkraut Parade

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Aubrey  
Good to go from the building department.  
Paul

On Mon, 30 Sep 2019 at 08:18, Aubrey Hanks <[Aubrey.Hanks@cachecounty.org](mailto:Aubrey.Hanks@cachecounty.org)> wrote:

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Permit Technician

Cache County Development Services

T: [435-755-1657](tel:435-755-1657)

E: [aubrey.hanks@chacecounty.org](mailto:aubrey.hanks@chacecounty.org)





# Cache County

1857

## DEVELOPMENT SERVICES DEPARTMENT

BUILDING | SURVEYING | ENGINEERING | GIS | PLANNING & ZONING | ROADS | WEEDS

### APPLICATION: SPECIAL EVENT PERMIT

Date Received:	By:	Receipt #:	Check #:	Amount:
				\$75.00

### EVENT INFORMATION

Event: Oktoberfest parade Type: city celebration

Dates with starting/ending times: Saturday, October 12, 2019 9:00am - 11:00am

### AGENT/CONTACT INFORMATION

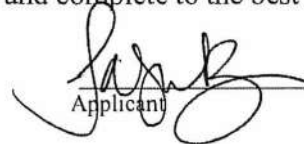
Agent/Contact: Tara Bankhead Email: tbankhead@providence.utah.gov

Phone: 435-753-0313 Mailing Address: 164 N. gateway Dr. Providence 84332

Name of Promoting Entity: Providence city

### 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.

  
Applicant

09.25.19  
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

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*A complete application must include the following unless specified otherwise:*

- 1)  Completed application form and application fee (\$75 – no refunds) submitted 45 days prior to event. Additional fees for services provided by the Sheriff's Office, emergency services, or others may apply. (Not required)
- 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
- N/A 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

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- 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.
-



**Providence City**  
**Public Works Department**  
164 N. Gateway Drive  
Providence, UT 84332  
(435) 753-0313 • Fax: (435)753-2345

09.25.19

Special Event Permit application checklist answers for parade

1. Application – provided
2. Map – provided
3. Total number of participants – approximately 200
4. The parade will start at our public works facility and end at Zollinger Park. There are park restrooms available at both locations. There are drinking fountains at the parks and we will be requesting additional garbage cans that will be placed at Zollinger Park.
5. Proof of insurance – will be provided
6. Fire prevention & medical services – we have contacted Logan Fire Department and they are planning on attending. We don't anticipate needing to have medical services at the parade location.
7. Security plans – we have contacted the Cache County Sheriff Department and they are planning on attending.
8. Admission fee/donations/other consideration – we are not asking for any fees, donations or other considerations.
9. Plans for parking – Parking will be available at both the beginning (public works facility/Von Baer Park) and at the ending location (Zollinger Park).
10. Event is being held on public property.
11. We are asking that a portion of 200 West from 100 North to approximately 300 South have traffic stopped or very limited during the actual parade. Parade participants will need to cross 200 West in order to reach Zollinger Park. We have contacted the sheriff department and will have adequate staff and barricades to help facilitate traffic if we are allowed to cross 200 West.

# Parade route



**Legend**

- of parade
- Parade route
- Providence
- Providence

Google Earth  
2018 Google  
390 S  
225 S  
W 200 S  
200 W  
100 W  
Center St  
Providence  
S 100 E  
Peacock Ln  
S 300 E  
E 200 S  
1000 ft  
N

Harvest Rd  
W 100 N  
W 150 N  
W 200 N  
280 N  
150 N  
50 W  
N Main St  
260 N  
E Center St  
N 100 E  
N 200 E  
N 300 E  
E 100 N  
E 200 N  
210 N  
E 125 N  
Vons  
N 350 E



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/09/2019

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.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER UTAH LOCAL GOVERNMENTS TRUST 55 S HIGHWAY 89 NORTH SALT LAKE CITY UTAH 84037	CONTACT NAME: Underwriting Department	
	PHONE (A/C, No, Ext): 800-748-4400 FAX (A/C, No): 801-936-0300	
INSURED PROVIDENCE CITY 164 N GATEWAY DRIVE PROVIDENCE, UT 84332	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: UTAH LOCAL GOVERNMENTS TRUST	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

**COVERAGES** CERTIFICATE NUMBER: 13080\_2019\_01 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED 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. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			13080-LIABILITY	07/01/2019	07/01/2020	EACH OCCURRENCE \$ 5,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CONFIRMATION OF GENERAL LIABILITY COVERAGE FOR PROVIDENCE CITY.

**CERTIFICATE HOLDER****CANCELLATION**

CACHE COUNTY  
179 N. MAIN STREET, #312  
LOGAN, UT 84321

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

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