



Special Event Permit

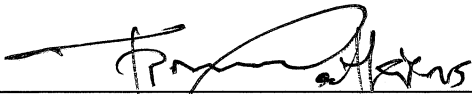
2022-03

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: **Logan – Cytiva Top of Utah Marathon**
Event Type: Running Event
Event Date(s): September 17, 2022

Promoting Entity: Logan Downtown Alliance
Applicant: Gary Saxton
Phone: 435-374-8076
Email: logandowntown@gmail.com


Approved by: Land Use Authority

9/12/22
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.
3. Public safety will be handled as outlined in the application. Applicant must coordinate with the law enforcement agencies for each jurisdiction where the event will occur.
4. Event organizers, support vehicles, and runners must yield to and allow access for emergency vehicles as necessary.
5. The event is scheduled during fire season. If a wildfire occurs before or during the event, the event may be subject to road closures and evacuations.
6. Applicant must coordinate with individual jurisdictions where the event crosses from unincorporated County into an incorporated municipality.

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.



SEP 2022-03: Logan – Cytiva Top of Utah Marathon – Running Event, pg. 2

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.

Accepted by: Applicant

09-12-22

Date



DEVELOPMENT SERVICES DEPARTMENT

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

APPLICATION: SPECIAL EVENT PERMIT

2022-003

Date Received:	By:	Receipt #:	Check #:	Amount:
3/11/22	A. Hanks	16622	# 1298	\$75.00

EVENT INFORMATION

Event: LOGAN - CYTIVA TOP OF UTAH MARATHON Type: RUNNING

Dates with starting/ending times: SEPTEMBER 17, 2022, 7:00 - 2:00 PM

AGENT/CONTACT INFORMATION

Agent/Contact: GARY SAXTON Email: LOGAN DOWNTOWN@GMAIL.COM

Phone: 435-374-8076 Mailing Address: 255 S MAIN, LOGAN, UT 84321

Name of Promoting Entity: LOGAN DOWNTOWN ALLIANCE

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.

Gary Saxton Applicant 01-27-2022 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 (\$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.
- 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.
-

LOGAN MARATHON

A TOP-OF-UTAH TRADITION

Cache County Development Services Department
179 North Main Street
Logan, UT 84321

RE: Special Event Permit

January 27, 2022

Dear Development Services Department,

Thank you for this opportunity to host the 2022 Logan – Cytiva Top of Utah Marathon, scheduled for September 17, 2022. Attached is our Special Event Permit Application.

Prior to submitting this application, Sergeant Reed Tanner, Cache County Sheriff's Office and Lieutenant Brad Franke, Logan City Police, reviewed the results of the 2021 event and concluded the safety plans were very good for hosting a safe running event. However, a request to limit other events that occur along the marathon route in the Willow Park area on Saturday, September 17, 2022 is advised due to the increased pedestrian and vehicular traffic generated by the Vintage Market Days event at the Cache County Event Center and the Pride Festival at Willow Park.

With the potential of continued concern for public health and the spread of COVID, we will organize this year's event using current health and safety guidelines.

We are making preparations regarding racing precautions and safety guidelines; namely,

- Limiting the number of runners to 1000. The marathon will be limited to 500 runners, with the 20K, 10K, and 5K limited to 500 runners to better manage the health and safety of runners and spectators
- Providing a safe and large area for spectators and runners at the Race Headquarters (Andersons Seed and Garden) and during Runner Check-In and on race day, Friday and Saturday, September 16 and 17
- Volunteers at support and hydration stations will serve hydration and nutrition in a safe and sanitized method. Restrooms will be sanitized after each use and medical provided by Logan City Emergency Medical Services

The Logan – Cytiva Top of Utah Marathon is dedicated to promoting active lifestyles in a healthy and safe environment.

Thank you in advance for your support.

Sincerely



Gary Saxton
Logan Downtown Alliance

enclosures



CACHE COUNTY SHERIFF'S OFFICE

D. CHAD JENSEN, SHERIFF

Invoice

Date: 12/21/2021
Customer ID: LTOU
Invoice #: 21-000620

Cache County Corp.
1225 West Valley View
Logan, UT 84321
Phone: (435) 755-1000
Fax: (432) 755-1080
Website: www.cachesherriff.org

Bill To:

Logan Top of Utah Marathon
255 S Main Street
Logan, UT 84321
(435) 374-8076

Event Name:

Logan Marathon
Mendon and Cache County

EVENT DATE	YOUR CONTACT PERSON	HOURS BILLED	HOURLY RATE
09/18/2021	Gary Saxton	20	\$63.00

DEPUTIES	DESCRIPTION OF SERVICE	HOURS	COST
1	Deputy (C. Sutherland)	6.00	\$378.00
1	Deputy (C. Sorenson)	4.00	\$252.00
1	Deputy (R. Bergsjo)	4.00	\$252.00
1	Deputy (R. Price)	6.00	\$378.00
			Total: \$1,260.00

PLEASE MAKE CHECKS PAYABLE TO "CACHE COUNTY SHERIFF'S OFFICE" AND SEND TO:

Cache County Sheriff's Office
Attn: Lt. Mikelshan Bartschi
1225 West Valley View
Logan, UT 84321

For questions regarding the event, please contact
Sgt. Reed Tanner (435) 764-7018, or email: rtanner@cachesherriff.org

Thank You!

2. Proposed Location, including a plat or map of the proposed area to be used, including any barricade, street route plans.

Logan City

- The location of the start and finish for the marathon will be on Center Street between 100 West and Main Street
- Road closure on Center Street between 100 West and Main Street provided by Logan City Public Works Department
- Road closure barricades installed at 6pm on Friday, September 16 and removed on Saturday, September 17 at 6pm
- 200 feet of security fencing will be located at the start / finish line (see photo)

Cache County

- Road closure of 600 South (approved by Cache County Sheriffs Office) will begin at 8am and end at 11am on Saturday, September 17 between 1900 West and 5400 West (see attached map)
- Cache County Sheriffs Office will provide the road closure using official vehicles

3. Total number of participants. Estimate must include event staff, participants, and spectators

Participants

- The participants are limited to 500 marathon runners, 200 20K runners, 150 10K runners, 150 5K runners, for a total of 1000 participants

Event Staff

- The event staff (see attached) will total 21 team leaders and 77 volunteers

Spectators

- We anticipate 500 spectators

4. Public health plans, including plans for culinary water supplies, solid waste collection and disposal, and waste water (toilet facilities)

Culinary Water

- All culinary water will be provided in retail packaged bottled water (Kroger and Natural Grocers)

Solid Waste

- Logan City Environmental Department will provide 8 waste containers for trash collection

Toilets

- 14 portable toilets will be provided by Roto-Rooter. 6 toilets will be located at mile 3, 8, and 8 support stations.

5. Proof of insurance in conformance with the County Ordinance 8.40.050(F) minimums

Policy 94-B2-A731-7

- See attached policy

6. Fire prevention and emergency medical services plan.

Fire Prevention

- Logan City Fire Department will provide public safety services at the start/finish line. No outdoor flame or cooking vendors will be present at this event.

Emergency Medical Services

- Logan City Fire Department will provide emergency medical services for the event; providing assistance to participants and spectators along the routes.

7. Security plans and /or law enforcement response

Security

- Logan City Police Department and Cache County Sheriff's Office will be present during the entire event and will provide security during the event.

Law Enforcement

- Logan City Police Department and Cache County Sheriff's Office will provide public safety and law enforcement in both the Logan City public right of way and Cache County/Mendon City public right of way during the entire event.

8. Admission Fee, donations, or other consideration to be charged or requested

Admission Fee

- Participants are paying a registration fee depending upon the time of registration. Marathon registration fees range between \$60 and \$130; 20K registration fees range between \$40 and \$70; 10K registration fees range between \$35 and \$60; and 5K registration fees range between \$25 and \$50.

Donations

- Cache County RAPZ and Restaurant Tax request is \$15000
- Cache Valley Visitors Bureau is donating \$1000

Sponsorships

- Sponsors associated with the event are contributing in the range of \$500 to \$7500.

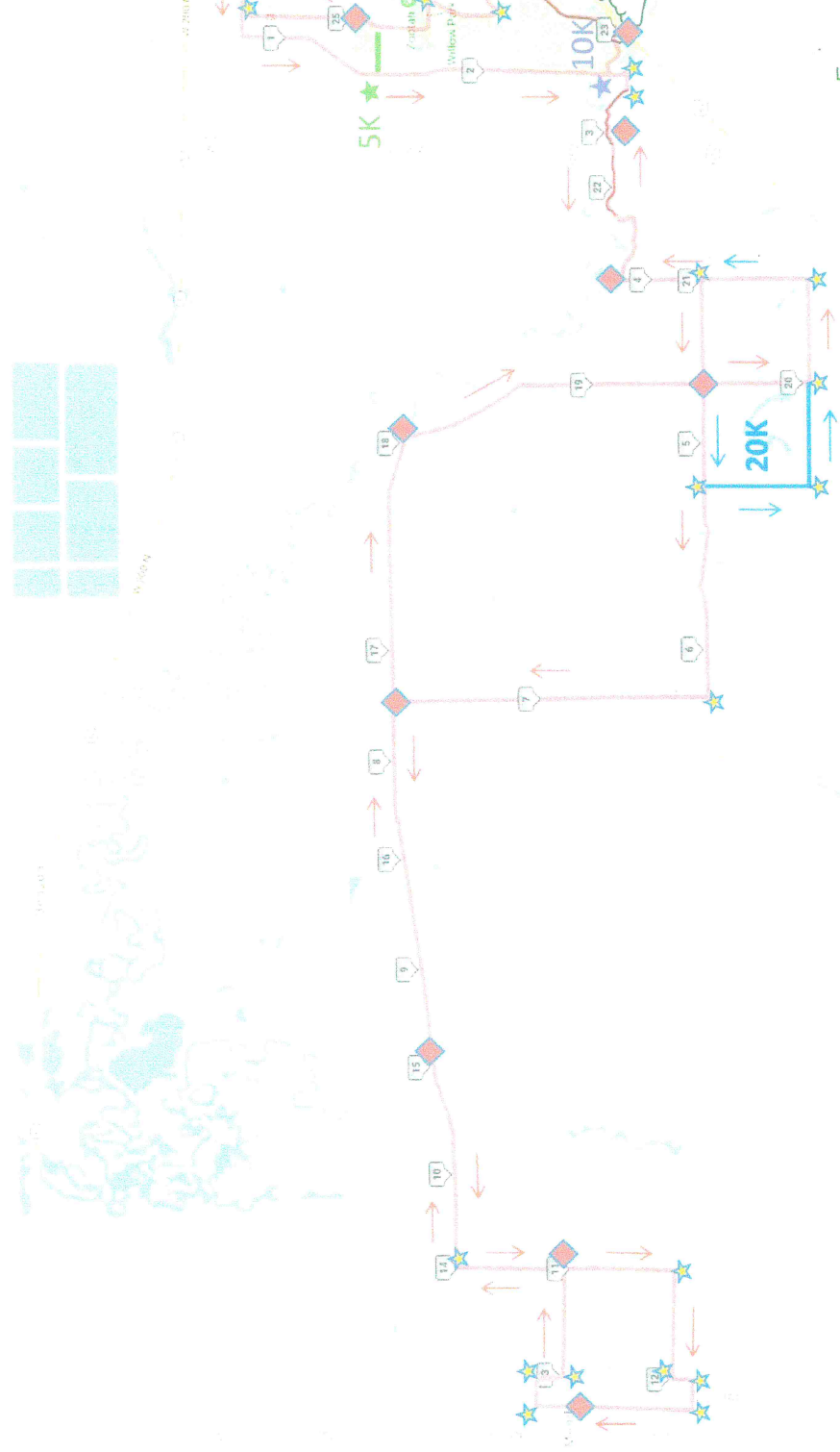
9. Plans for parking

Parking

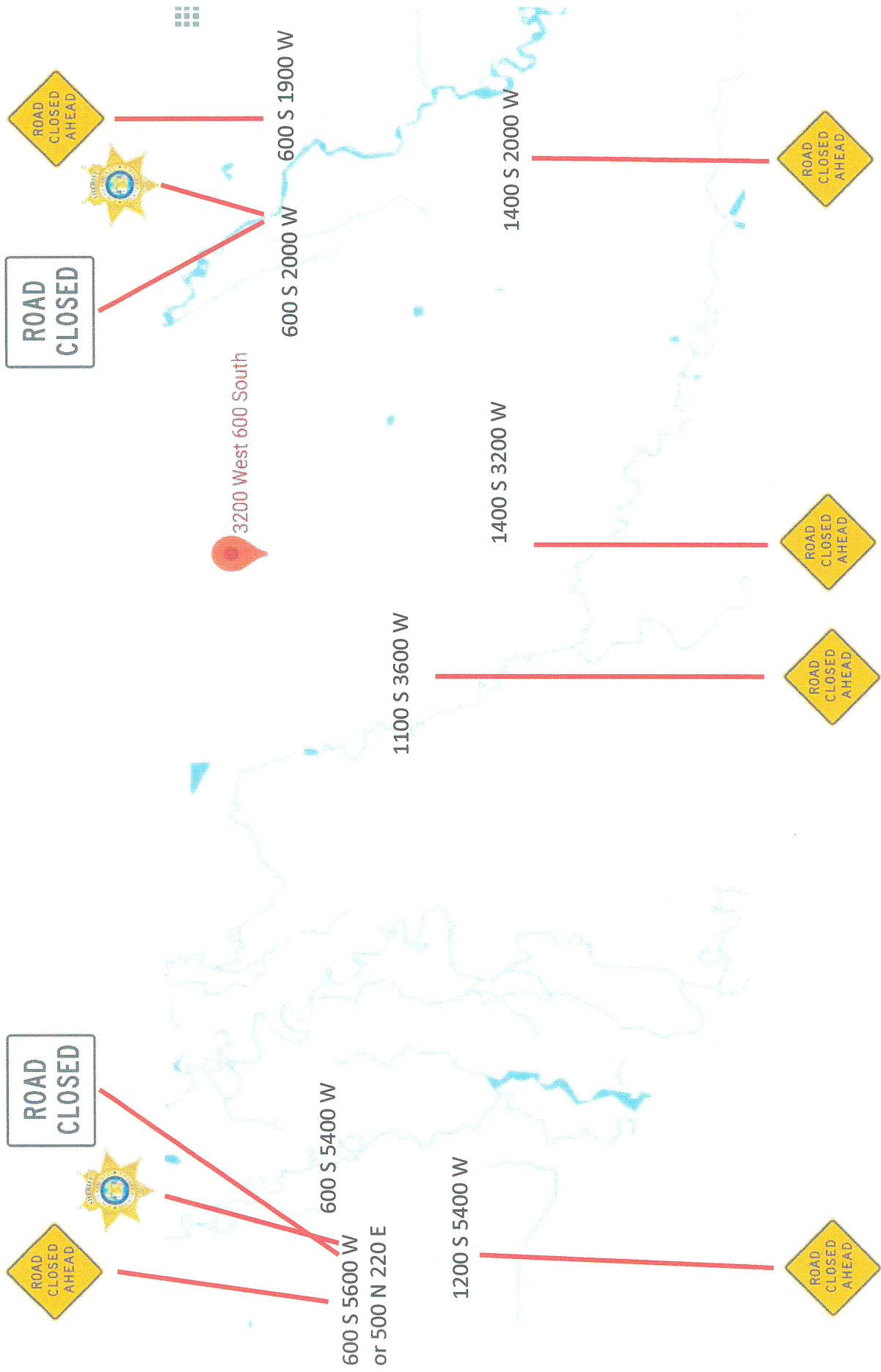
- Participant, staff, volunteer, and spectator parking will be provided by Logan City free public parking throughout downtown Logan and at local lodging properties

10. Private Property

No private property is being used in conjunction with this event



- ◆ Aid & Water
- ★ Course Marshal



ROAD
CLOSED
AHEAD



ROAD
CLOSED

3200 West 600 South

600 S 2000 W
600 S 1900 W

1400 S 2000 W

ROAD
CLOSED
AHEAD

1400 S 3200 W

ROAD
CLOSED
AHEAD

1100 S 3600 W

ROAD
CLOSED
AHEAD

ROAD
CLOSED



ROAD
CLOSED
AHEAD

600 S 5400 W

600 S 5600 W
or 500 N 220 E

1200 S 5400 W

ROAD
CLOSED
AHEAD

CERTIFICATE OF INSURANCE

PRINT DATE: 1/14/2022

CERTIFICATE NUMBER: 20220114880112

AGENCY:

Edgewood Partners Insurance Center
5909 Peachtree Dunwoody Road, Suite 800
Atlanta, GA 30328
678-324-3300 (Phone), 678-324-3303 (Fax)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

NAMED INSURED:

USA Track & Field, Inc. Logan Downtown Alliance
130 East Washington Street, Suite 800
Indianapolis IN 46204

INSURERS AFFORDING COVERAGE:

INSURER A: Accredited Surety and Casualty Company, Inc. NAIC# 26379
INSURER B: Allied World National Assurance Company NAIC# 19489

EVENT INFORMATION:

Top of Utah Marathon, Logan City (9/17/2022 - 9/17/2022)

POLICY/COVERAGE INFORMATION:

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INS	TYPE OF INSURANCE:	POLICY NUMBER(S):	EFFECTIVE:	EXPIRES:	LIMITS:
A	GENERAL LIABILITY				
	<input checked="" type="checkbox"/> Occurrence	1-TPM-IN-17-01268997	11/1/2021 12:01 AM	11/1/2022 12:01 AM	GENERAL AGGREGATE (Applies Per Event) \$4,000,000
	<input checked="" type="checkbox"/> Participant Legal Liability				EACH OCCURRENCE \$2,000,000
					DAMAGE TO RENTED PREMISES (Each Occ.) \$2,000,000
					MEDICAL EXPENSE (Any one person) EXCLUDED
					PERSONAL & ADV INJURY \$2,000,000
					PRODUCTS-COMP/OP AGG \$2,000,000
A	UMBRELLA/EXCESS LIABILITY				
	<input checked="" type="checkbox"/> Occurrence	1-TPM-IN-17-01268998	11/1/2021 12:01 AM	11/1/2022 12:01 AM	EACH OCCURRENCE \$3,000,000
					AGGREGATE \$3,000,000
B	OTHER				
	<input checked="" type="checkbox"/> EXCESS LIABILITY	0313-1301	11/1/2021 12:01 AM	11/1/2022 12:01 AM	EACH OCCURRENCE \$7,000,000
					AGGREGATE \$7,000,000

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

Coverage applies to USA Track & Field sanctioned events and registered practices, including any directly related activities, such as event set-up and tear-down, participant check-in and award ceremonies.

The certificate holder is an additional insured per the following endorsement: Blanket Additional Insured (RSCG 03 03)

The General Liability policy is primary and non-contributory with respect to the negligence of the Named Insureds (Form CG 00 01)

The General Liability policy contains a blanket Waiver of Subrogation as required by contract per Waiver of Transfer of Rights of Recovery Against Others (Form CG 24 04).

Excess policy follows form of underlying General Liability.

CERTIFICATE HOLDER:

Cache County
179 N Main
STE 305
Logan UT 84321

NOTICE OF 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:



CACHE COUNTY GOVERNMENT

179 NORTH MAIN

LOGAN UT 84321

435-755-1700

Receipt No: 5.016622

Mar 11, 2022

Top of Utah Special Event

Previous Balance: .00

CHARGES FOR SERVICES - ZONING & SUBDIVISION 75.00

FEEES

200-32-13000 ZONING & SUBDIVISION

Total: 75.00

CHECK-ZIONS BANK Check No: 1298 75.00

Payor: Logan Downtown Alliance

Total Applied: 75.00

Change Tendered: .00

03/11/2022 1:42 PM

Special Events Review -BRHD

1 message

Jacquelynn Shelton <jshelton@brhd.org>

Mon, May 9, 2022 at 3:25 PM

To: aubrey.hanks@cachecounty.org

Cc: angie.zetterquist@cachecounty.org, Tim Watkins <tim.watkins@cachecounty.org>

Hello,

My name is Jacqui Shelton and I'm now managing the Mass Gathering Permit. I reviewed the upcoming special events to determine if any have need for a Mass Gathering Permit and have determined that only the Little Red Riding Hood Bike Ride needs one, and they've already gone through the permitting process. The following are my notes for each event if you'd like more details.

Let me know if you have any questions.

May 14- Smithfield Health Days Fun Run- No Mass Gathering permit necessary. 450 people are reported to be in attendance (participants, volunteers, spectators, and staff). Mass Gathering permit is needed when 1000 people are in assembly for 2 or more hours in an area not designed for that occupancy or use.

May 21 - Cow-A-Bunga Race- No Mass Gathering permit necessary. About 100 people are expected to be in attendance (participants, volunteers, spectators, and staff).

June 4- 16 Crossings Trail Run- No Mass Gathering permit necessary. 150 people are expected to be in attendance (participants, volunteers, spectators, and staff).

June 4- Little Red Riding Hood Bike Ride- Does need a Mass Gathering permit, and one was mailed out on 3/10/2022.

June 11- Ragnar Spring Wasatch Back- No Mass Gathering permit necessary. Spoke with Julia Bullard on the phone, given the way they are staggering the start a mass gathering permit won't be necessary (high end estimation of 300 people at the start at any given time).

June 18- Logan Peak Trail Run- No Mass Gathering permit necessary. 195 people are expected to be in attendance (participants, volunteers, spectators, and staff).

June 25- Bike MS- No Mass Gathering permit necessary. 985 people are expected to be in attendance (participants, volunteers, spectators, and staff).

July 9- Cache Valley Super Sprint Triathlon 17th Annual- No Mass Gathering permit necessary. Less than 250 people are expected to be in attendance (participants, volunteers, spectators, and staff).

September 17- Top of Utah Marathon- No Mass Gathering permit necessary. The event is anticipating 1000 participants, but they will not be in the same place for 2 or more hours as the races will be staggered.

Thanks,

Jacqui Shelton
Environmental Health Scientist
Office: (435) 792-6458
Bear River Health Department
85 East 1800 North
North Logan, UT 84341



Angie Zetterquist <angie.zetterquist@cachecounty.org>

Special Event Permits - September 2022 - comments due by August 22nd

3 messages

Angie Zetterquist <angie.zetterquist@cachecounty.org>

Thu, Aug 11, 2022 at 11:52 AM

To: Jason Winn <jason.winn@cachecounty.org>, Troy Fredrickson <troy.fredrickson@cachecounty.org>, Reed Tanner <rtanner@cashesheriff.org>, Jacquelynn Shelton <jshelton@brhd.org>, "gkoford@brhd.org" <gkoford@brhd.org>, Matt Phillips <matt.phillips@cachecounty.org>, Joel Merritt <joel.merritt@cachecounty.org>

Good Morning,

Attached are 4 applications for special events scheduled in September 2022:

* 2022 LoToJa Classic - September 9th & 10th <https://lotoja.com/>

* Ridgeline HS Homecoming Parade - September 14th

* Logan - Cytiva Top of Utah Marathon - September 17th <http://www.logandowntown.org/logan-city---cytiva-top-of-utah-marathon.html>

* Bear 100 (trail race) - September 23rd & 24th <https://bear100.com/>

These permits apply only to the portions of the events that occur in unincorporated county or on County facilities.

Please send your comments no later than **Monday, August 22nd**.

Let me know if you have any questions.

Thank you,

4 attachments**LoToJa_Application_2022-14.pdf**

9658K

**Ridgeline HS Parade_Application_2022-15.pdf**

4245K

**Top of Utah Marathon_Application_2022-003.pdf**

5068K

**Bear 100 SEP.pdf**

5347K

Joel Merritt <joel.merritt@cachecounty.org>

Wed, Aug 17, 2022 at 7:06 PM

To: Angie Zetterquist <angie.zetterquist@cachecounty.org>

The Roads Division sees no issues involving these events.

[Quoted text hidden]

Jacquelynn Shelton <jshelton@brhd.org>

Thu, Aug 18, 2022 at 5:11 PM

To: Angie Zetterquist <angie.zetterquist@cachecounty.org>

Hello, none of these events will require a mass gathering permit.

On Thu, Aug 11, 2022 at 11:52 AM Angie Zetterquist <angie.zetterquist@cachecounty.org> wrote:

[Quoted text hidden]



CACHE COUNTY FIRE DISTRICT

600 North 1020 East
Hyrum, Utah 84319
(435) 755-1670

To: Aubrey Hanks
From: Troy Fredrickson
Re: Top of Utah Marathon

No issues from Cache County Fire District.

Concerns on road closures and emergency response to citizens in the area of the marathon. Runners should be reminded to yield to emergency vehicles when they are responding to an emergency.