



Special Event Permit

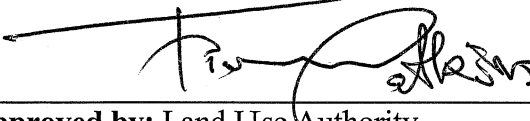
2023-13

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: **CYTIVA Top of Utah Marathon**
 Event Type: Running event
 Event Date(s): September 16, 2023

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

 8/17/23

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.
3. Public safety will be handled by the applicant as outlined in the application.
4. Event organizers and runners must yield to and allow access for emergency vehicles as necessary.
5. The event is scheduled inside of the wildfire season. If a wildfire occurs 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 or other jurisdiction.

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 2023-13: 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.

Gary Saxton

Accepted by: Gary Saxton

08.18.23

Date



CACHE COUNTY FIRE DISTRICT

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

To: Angie Zetterquist
From: Troy Fredrickson
Re: Top of Utah Marathon

July 25, 2023

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.

Cache County Special Event Permits - September 2023 - comments due by August 14th

6 messages

Angie Zetterquist <angie.zetterquist@cachecounty.org>

Fri, Jul 21, 2023 at 3:59 PM

To: Jason Winn <jason.winn@cachecounty.org>, Troy Fredrickson <troy.fredrickson@cachecounty.org>, "gkoford@brhd.org" <gkoford@brhd.org>, Jeremy Hudson <jeremy.hudson@cachecounty.org>, Reed Tanner <rtanner@cashesheriff.org>, Jacquelynn Shelton <jshelton@brhd.org>, Matt Phillips <matt.phillips@cachecounty.org>, Stephen Nelson <stephen.nelson@cachecounty.org>, jpeterson@smithfieldcity.org

Good Afternoon,

Attached are 2 application for special events scheduled in September 2023.

*2023 LoToJa Classic: bike race & ride - September 8th & 9th

*CYTIVA Top of Utah Marathon - running event - September 16th

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 14th.**

Let me know if you have any questions.

Thank you,

--

**Angie Zetterquist, AICP
Planner
Cache County Development Services**

T: (435) 755-1640

E: angie.zetterquist@cachecounty.org

2 attachments



Application_LoToJa.pdf
9593K



Application_TOU Marathon.pdf
2996K

Reed Tanner <rtanner@cashesheriff.org>

Sun, Jul 23, 2023 at 8:31 AM

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

They are both good to go. We have done both of them numerous times.

[Quoted text hidden]

Stephen Nelson <stephen.nelson@cachecounty.org>

Tue, Jul 25, 2023 at 8:41 AM

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

Angie,

My only comment is that the map for Top of Utah is not great, and both will need to coordinate with public works about road closures and traffic control.

Thanks,

Stephen Nelson, AICP

Cache County Development Services Director

Phone: 435-455-1641

Email: stephen.nelson@cachecounty.org

[Quoted text hidden]

Troy Fredrickson <troy.fredrickson@cachecounty.org>
To: Angie Zetterquist <angie.zetterquist@cachecounty.org>

Tue, Jul 25, 2023 at 11:19 AM

Troy Fredrickson
Deputy Fire Marshal
Cache County Fire District
1020 E 600 N
Hyrum UT 84319
(435) 755-1676
(435) 770-6099

On Fri, Jul 21, 2023 at 3:59 PM Angie Zetterquist <angie.zetterquist@cachecounty.org> wrote:
[Quoted text hidden]

2 attachments

 **Top of Utah Marathon.docx**
88K

 **2023 LoToJa Classic.docx**
89K

Angie Zetterquist <angie.zetterquist@cachecounty.org>
To: Jeremy Hudson <jeremy.hudson@cachecounty.org>

Tue, Aug 15, 2023 at 10:44 AM

Hi Jeremy,

Did you have any concerns about these two events?

Thanks,

[Quoted text hidden]

2 attachments

 **Application_LoToJa.pdf**
9593K

 **Application_TOU Marathon.pdf**
2996K

Jeremy Hudson <jeremy.hudson@cachecounty.org>
To: Angie Zetterquist <angie.zetterquist@cachecounty.org>

Tue, Aug 15, 2023 at 3:32 PM

Hey Angie I think we are all clear on these events

Jeremy Hudson
Cache County Public Works Road Superintendent
1020 E 600 N
Hyrum UT 84319
Phone 435-755-1566

Cell 435-757-4729

Email jeremy.hudson@cachecounty.org

[Quoted text hidden]



Development Services Department

Building | GIS | Planning & Zoning

Application: Special Event Permit

Date Received:	By:	Receipt #:	Check #:	Amount:
3/13/23	[Signature]	18140	1394	\$75.00

Event Information

Event: CYTIVA TOP OF UTAH MARATHON Type: RUNNING

Dates with starting/ending times: SEPTEMBER 16, 2023 7:00AM - 2:00PM

Agent/Contact Information

Agent/Contact: GARY SAXTON Email: LOGANDOWNTOWN@GMAIL.COM

Phone: 435374-8076 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.

[Signature] 02-28-2023
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 (\$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.~~
-



TOP OF UTAH MARATHON

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

RE: Special Event Permit

February 28, 2023

Dear Development Services Department,

Thank you for this opportunity to host the 2023 Cytiva Top of Utah Marathon, scheduled for September 16, 2023. 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 2022 event and concluded the safety plans were very good for hosting a safe running event.

We were successful at rerouting the runners around the Willow Park area to avoid the pedestrian and vehicular traffic generated by the Vintage Market Days event at the Cache County Event Center.

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 15 and 16
- 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 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

A handwritten signature in black ink that reads "Gary Saxton".

Gary Saxton
Logan Downtown Alliance

enclosures

CERTIFICATE OF INSURANCE

PRINT DATE: 1/18/2023

CERTIFICATE NUMBER: 20230118947102

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 (9/16/2023 - 9/16/2023)

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-TRE-IN-17-01338542-00	11/1/2022 12:01 AM	11/1/2023 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-TRE-IN-17-01338543-00	11/1/2022 12:01 AM	11/1/2023 12:01 AM	EACH OCCURRENCE \$3,000,000
					AGGREGATE \$3,000,000
B	OTHER				
	<input checked="" type="checkbox"/> EXCESS LIABILITY	0313-1301	11/1/2022 12:01 AM	11/1/2023 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 20 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 Street
Suite 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:



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 15 and removed on Saturday, September 16 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 16 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 by Culligan Water of Logan

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 at aid stations located at mile 3, mile 8, and mile 12.

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 \$75 and \$130; 20K registration fees range between \$55 and \$70; 10K registration fees range between \$45 and \$60; and 5K registration fees range between \$35 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.

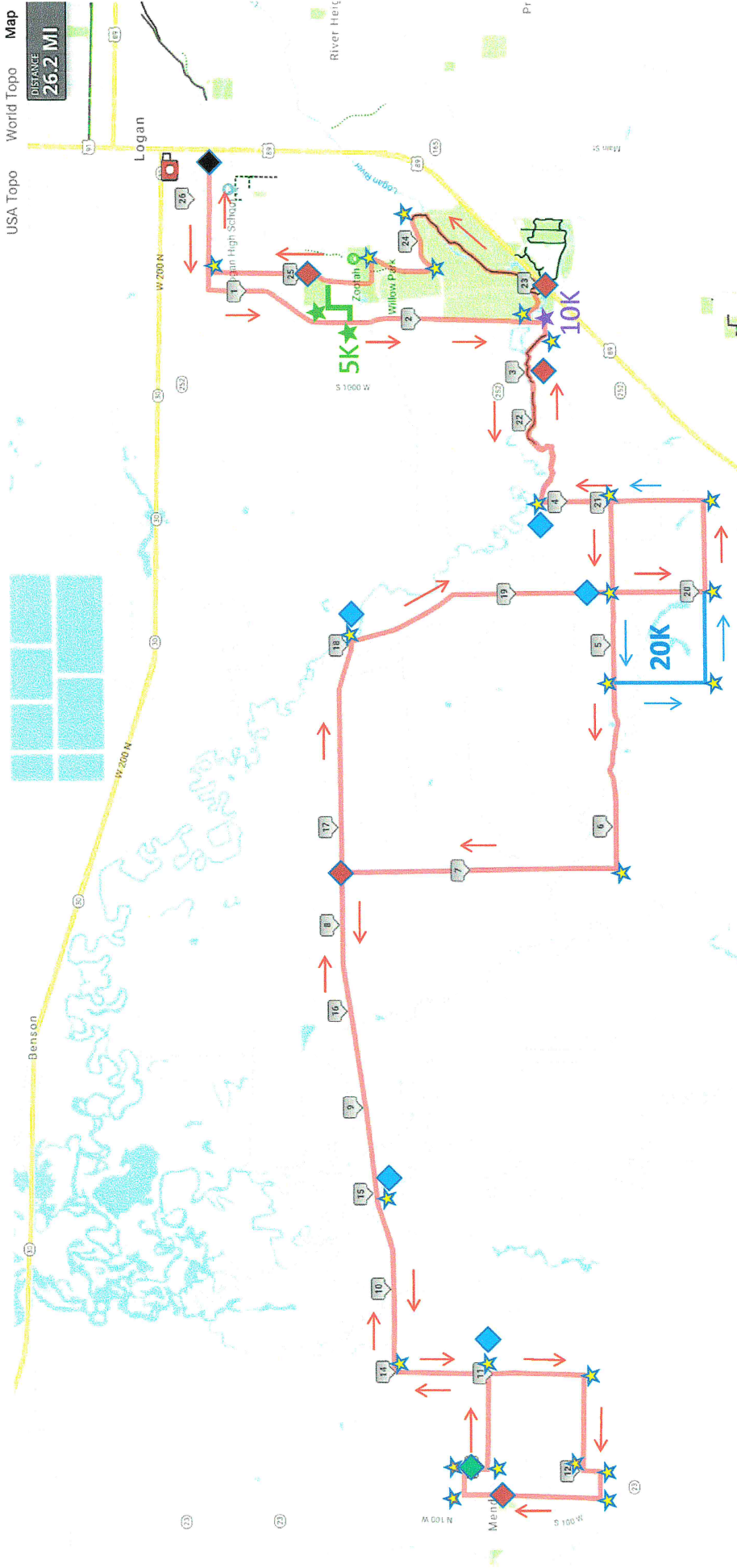
9. Plans for parking

Parking

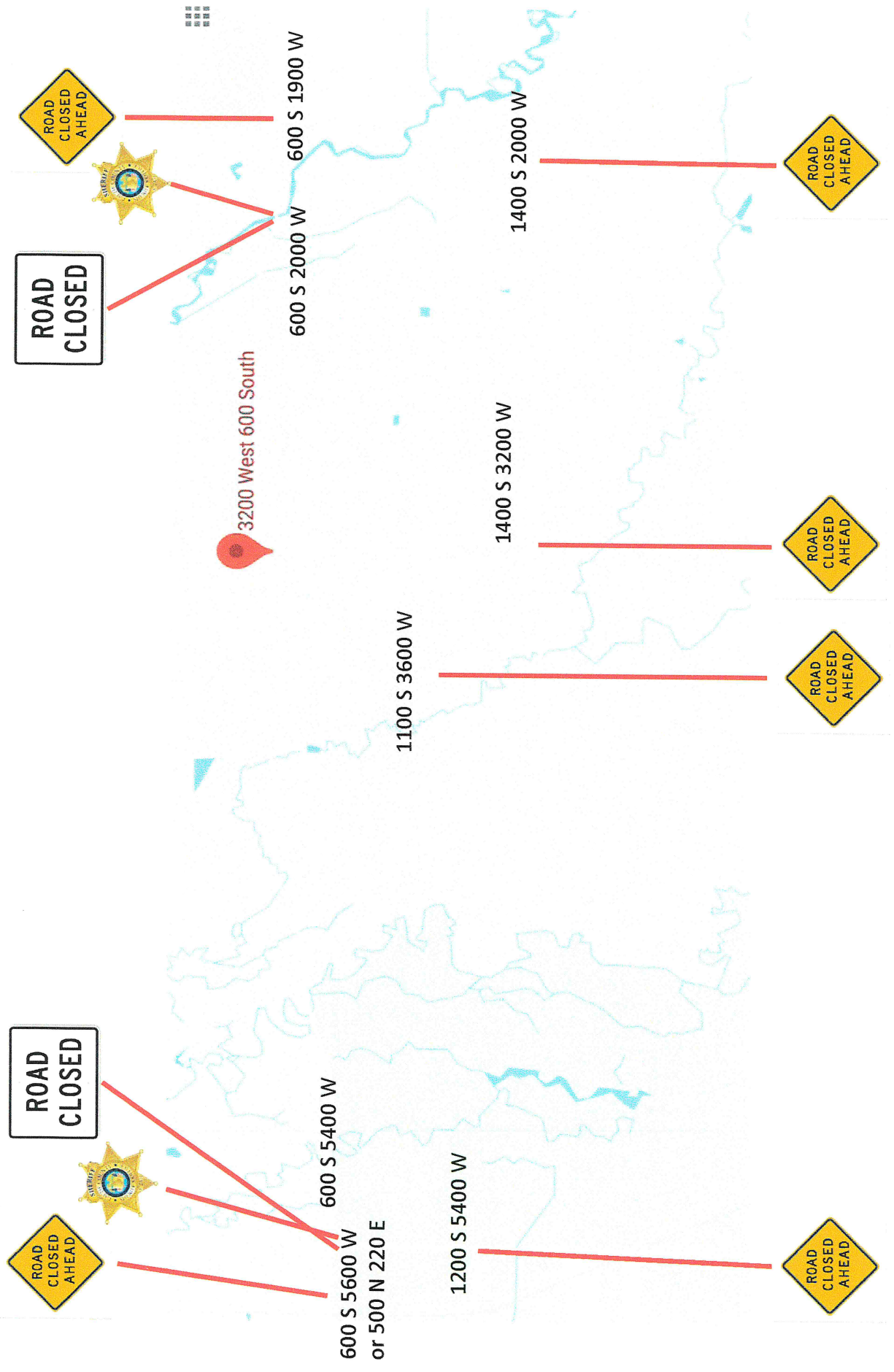
- Participant, staff, volunteer, and spectator parking will be provided by Logan City free public parking throughout downtown Logan and at local lodging properties

10. Private Property

No private property is being used in conjunction with this event



- ◆ Full Support Station
- ◆ Water
- ◆ Start/Finish
- ◆ 13.1 Mark
- ★ Course Marshal



ROAD
CLOSED
AHEAD

ROAD
CLOSED



3200 West 600 South

600 S 2000 W
600 S 1900 W

1400 S 2000 W

1400 S 3200 W

1100 S 3600 W

600 S 5400 W

600 S 5600 W
or 500 N 220 E

1200 S 5400 W

ROAD
CLOSED
AHEAD

ROAD
CLOSED
AHEAD

ROAD
CLOSED
AHEAD

ROAD
CLOSED

ROAD
CLOSED
AHEAD

ROAD
CLOSED
AHEAD

CACHE COUNTY GOVERNMENT
179 NORTH MAIN
LOGAN UT 84321

435-755-1700

Receipt No: 5.018140

Mar 13, 2023

LOGAN DOWNTOWN ALLIANCE

Previous Balance:	.00
CHARGES FOR SERVICES - ZONING & SUBDIVISION FEES	75.00
200-32-13000 ZONING & SUBDIVISION	
<hr/>	
Total:	75.00
<hr/>	
CHECK-ZIONS BANK Check No: 1394	75.00
Payor: LOGAN DOWNTOWN ALLIANCE	
Total Applied:	75.00
<hr/>	
Change Tendered:	.00
<hr/>	

03/13/2023 4:14 PM