



Special Event Permit

2023-01

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: **Smithfield Health Days Fun Run**
 Event Type: 1-mile, 5K, & 10K Runs
 Event Date(s): May 13, 2023

Promoting Entity: Smithfield City
 Applicant: Richard Varela
 Phone: 435-563-0048
 Email: rvarela@smithfieldrecreation.com

Approved by: Land Use Authority

5/4/23
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 Smithfield Police & Fire Departments as outlined in the application. Event organizers and runners must allow access for emergency vehicles as necessary.

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.

Accepted by: Applicant

5-4-23
Date



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Applicant: Richard Varela
Phone: 435-563-0048
Email: rvarela@smithfieldrecreation.com

Handwritten signature of Richard Varela

Handwritten date 5/4/23

Approved by: Land Use Authority

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Accepted by: Applicant

Date



Angie Zetterquist <angie.zetterquist@cachecounty.org>

Special Event Permit - Smithfield Health Days Fun Run - Comments due Friday, May 5th

4 messages

Angie Zetterquist <angie.zetterquist@cachecounty.org>

Tue, Apr 25, 2023 at 5:05 PM

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

Good Afternoon,

Attached is a last minute special event application I received for the:
*Smithfield Health Days Fun Run to be held on Saturday, May 13th.

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 **Friday, May 5th**.

Let me know if you have any questions or concerns.

Thank you,

--

Angie Zetterquist, AICP
Planner
Cache County Development Services
T: (435) 755-1640
E: angie.zetterquist@cachecounty.org

 **Application_Smithfield Health Days Fun Run.pdf**
660K

Matt Phillips <matt.phillips@cachecounty.org>

Tue, Apr 25, 2023 at 8:31 PM

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

Angie,
No issues from Engineering.

[Quoted text hidden]

--

Matt Phillips, P.E., CFM
Cache County Public Works
Public Works Director
179 North Main St, Suite 305
Logan UT, 84321
435-755-1640
matt.phillips@cachecounty.org

Troy Fredrickson <troy.fredrickson@cachecounty.org>

Wed, Apr 26, 2023 at 7:47 AM

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

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

On Tue, Apr 25, 2023 at 5:05 PM Angie Zetterquist <angie.zetterquist@cachecounty.org> wrote:
[Quoted text hidden]



2023 Smithfield Health Days Fun Run.docx
88K

Jacquelynn Shelton <jshelton@brhd.org>
To: Angie Zetterquist <angie.zetterquist@cachecounty.org>

Mon, May 1, 2023 at 10:54 AM

This event does not require a Mass Gathering permit.

On Tue, Apr 25, 2023 at 5:05 PM 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: Angie Zetterquist
From: Troy Fredrickson
Re: Smithfield Health Days Fun Run

April 26, 2023

No issues from Cache County Fire District.

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



CACHE COUNTY FIRE DISTRICT

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

Rod Hammer
Fire Chief

Jason Winn
Deputy Chief

Rod Kearn
Asst. Chief

Craig Buttars
Fire Board

Gordon Zillies
Fire Board

Dave Erickson
Fire Board



Angie Zetterquist <angie.zetterquist@cachecounty.org>

Special Event Permits - May & June 2023 - comments due by May 1st

Matt Phillips <matt.phillips@cachecounty.org>

Mon, May 8, 2023 at 10:37 PM

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

I have no issues or comments

Matt

[Quoted text hidden]

2023-01



Cache County

1857

Development Services Department

Building | GIS | Planning & Zoning

Application: Special Event Permit

Date Received:	By:	Receipt #:	Check #:	Amount:
4/15/23	<i>[Signature]</i>	N/A	N/A	\$75.00

Event Information

Event: Smithfield Health Days Fun Run Type: Race

Dates with starting/ending times: May 13, 2023 7:30 am - 12:00 pm

Agent/Contact Information

Agent/Contact: Richard Varela Email: rvarela@smithfieldrecreation.com

Phone: 435-563-0048 Mailing Address: 315 E. 600 S. Smithfield, UT 84335

Name of Promoting Entity: Smithfield City Recreation

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 *[Signature]* Date 4-25-23

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.
-

Health Days Fun Run Permit Application

1) NA, government organization

2) The race will begin at Mack Park and head up Smithfield Canyon. The One mile and 5k routes are out and back routes so they will return to Mack Park on Canyon Rd. The 10k will return to the park via Upper Canyon road. Smithfield Police Department will have three cars along the route. One unit will be at 50 N. Canyon Rd. to close off Canyon Rd. during the race. Another will lead the runners up the canyon during the mass start to ensure their safety then park at Canyon Rd. and Upper Canyon Rd. to reroute cars to Upper Canyon Rd. The third unit is on Canyon Rd. at the 10k turnaround to inform vehicles of the race and help them travel safely. (See attachment)

3) We will have approx. 250 participants, 30 staff and volunteers, and 30-40 spectators. Spectators will be at Mack Park.

4) Health Plan-

Post-race recovery food will be pre-made/pre-packaged. We will not have any cut fruit.

Water-

There will be three aid stations with bottled water for participants. We will have culinary water and restroom facilities at Mack Park for all participants, spectators, staff, and volunteers.

Waste-

Each aid station will have trash bags to collect any garbage. All trash/waste will be disposed of in the city dumpsters at Mack Park.

5) NA, Government Organization

(6) (7)

As mentioned above, SPD will be present at the event and SFD will have an EMT onsite. Each aid station will also have a basic first aid kit.

Medical staffing: Members of the Smithfield Recreation Center are First Aid certified. We will have 8-10 staff members at the event.

List of emergency phone numbers and local hospitals/clinics:

Emergency: 911

Smithfield Police Department: 435-563-8501

Logan Regional Hospital: 435-716-1000

North Cache Valley Clinic: 435-563-4900

Cache Valley Hospital: 435-713-9700

(8) Race entry is \$15-33 for 10K/5k and \$10-28 for the one mile. Fees are per participant.

(9) Parking: Participant, spectators, staff, and volunteers will park at Mack Park where the start and finish line is. There are approx. 65 parking stalls at Mack Park with spots available on the street if needed. The number of spots is more than enough as the vast majority of participants will carpool.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/03/2023

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 have **ADDITIONAL INSURED** provisions or 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 UT, 84054-2054	CONTACT NAME: Underwriting Department PHONE (A/C, No, Ext): 800-748-4440 E-MAIL ADDRESS: underwriting@utahtrust.gov	FAX (A/C, No): 801-936-0300
	INSURER(S) AFFORDING COVERAGE	
INSURED Smithfield City Corporation PO Box 96 Smithfield UT, 84335	INSURER A: Utah Local Governments Trust	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 13750_2022_122 **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 LTR	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:			13750-LIABILITY	07/01/2022	06/30/2023	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 \$ DEDUCTIBLE \$ 0
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> OTHER:			13750-LIABILITY	07/01/2022	06/30/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ DEDUCTIBLE \$ 0
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	13750-WC	07/01/2022	03/31/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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

CERTIFICATE HOLDER	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



Angie Zetterquist <angie.zetterquist@cachecounty.org>

Special Event Permits - May & June 2023 - comments due by May 1st

Jeremy Hudson <jeremy.hudson@cachecounty.org>

Thu, May 4, 2023 at 5:56 AM

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

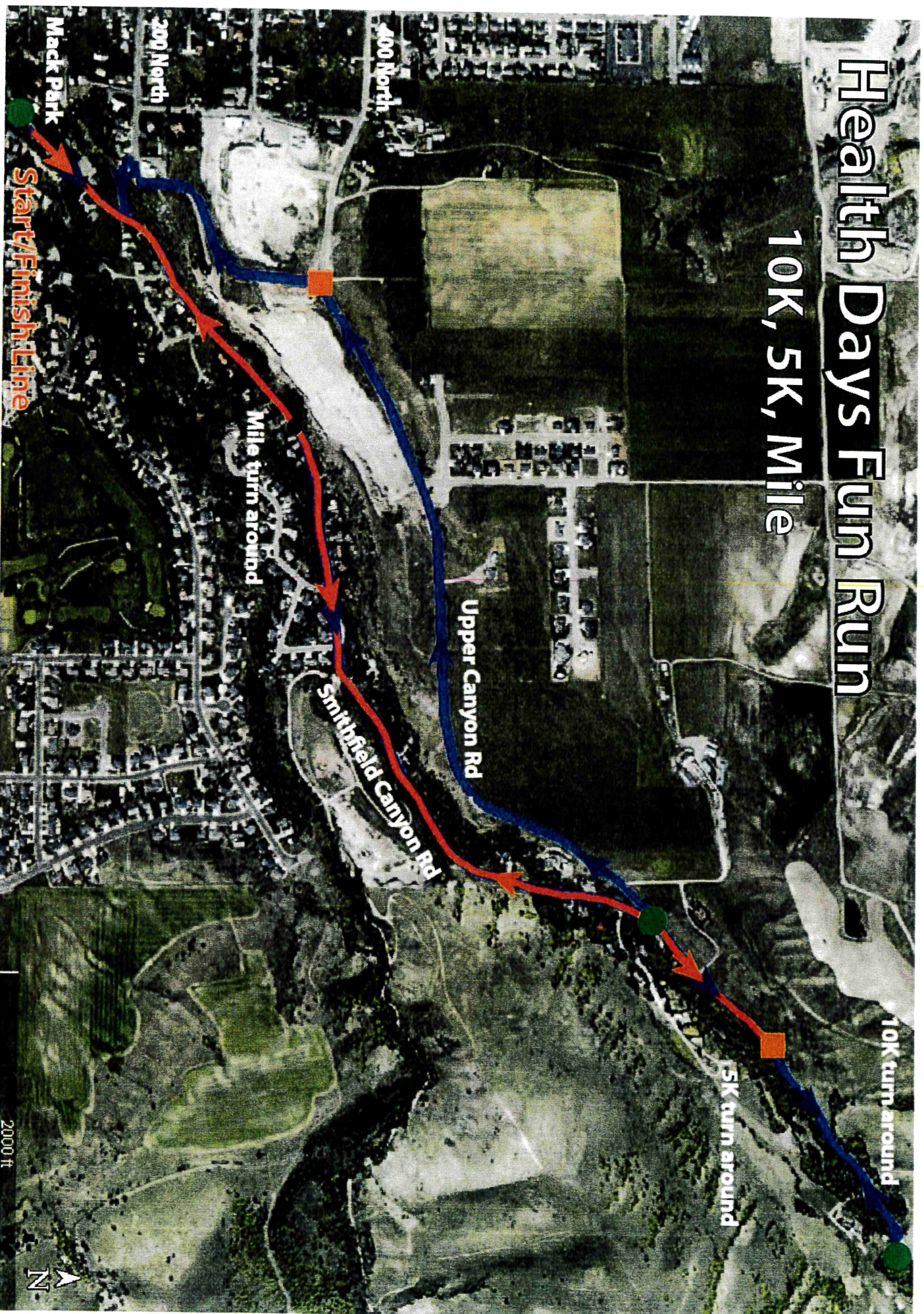
Hey Angie, thank you for the heads up we have no conflicts with these events and our plans for maintenance.
Thank you have a great day.

Jeremy Hudson
Cache County Public Works Road Foreman
1 020 E 600 N
Hyrum UT 84319
Phone 435-755-1566
Cell 435-757-4729
Email jeremy.hudson@cachecounty.org

[Quoted text hidden]

Health Days Fun Run

10K, 5K, Mile



- 5K Route
- 10K Route
- Mile turn around
- Aid Station
- Police Unit