



Special Event Permit

2025-04

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: **Stampede Bike Race**
Event Type: **Bike Race**
Event Date(s): **May 17, 2025**

Promoting Entity: **Richmond City**
Applicant: **HollyJo Karren**
Phone: **435-994-4814**
Email: **hkarren@richmondutah.gov**


Approved by: Land Use Authority
3/10/25
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 Cache County Sheriff as outlined in the application.
4. Event staff and participants must yield to emergency vehicles.
5. **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 2025-04: Stampede Bike Race, 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

3.10.2025

Date



CACHE COUNTY FIRE DISTRICT

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

To: Aaron Thaxton
From: Troy Fredrickson
Stampede Bike Race

02/26/2025

Stampede Bike Race event does not present a problem for Fire and EMS as long as the riders adhere to all traffic laws

In the past there has been a problem in other events where riders where bike riders were riding more than two abreast and not yielding to emergency vehicles when they were responding to an emergency.

I would advise that the riders be reminded to ride no more than two abreast and to yield to emergency vehicles.

We could be in an active fire season. Road closures are possible as well as evacuations due to a fire.



CACHE COUNTY FIRE DISTRICT

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

Rod Hammer
Fire Chief

Jason Winn
Deputy Chief

Rod Kearl
Asst. Chief

Craig Buttars
Fire Board

Gordon Zillies
Fire Board

Dave Erickson
Fire Board



Aaron Thaxton <aaron.thaxton@cachecounty.gov>

Special Event Permits - May 2025 - Comments due 3/7/25

Matt Phillips <matt.phillips@cachecounty.gov>

Fri, Feb 21, 2025 at 5:51 PM

To: Aaron Thaxton <aaron.thaxton@cachecounty.gov>

Aaron,
No comments on the Black and White Days.
On the Crossover, there were issues last year with parking and traffic control, and we are going to need more information. Public Works is going to need to write up some comments and coordinate with fire.

Matt
[Quoted text hidden]



Aaron Thaxton <aaron.thaxton@cachecounty.gov>

Special Event Permits - May 2025 - Comments due 3/7/25

Jacqui Shelton <jshelton@brhdut.gov>

Mon, Feb 24, 2025 at 5:05 PM

To: Aaron Thaxton <aaron.thaxton@cachecounty.gov>

Thanks Aaron! Based on reasonable anticipation of participants, none of these events will require a mass gathering permit from BRHD.

On Fri, Feb 21, 2025 at 8:56 AM Aaron Thaxton <aaron.thaxton@cachecounty.gov> wrote:

[Quoted text hidden]



Development Services Department

Building | GIS | Planning & Zoning

2025-04

Application: Special Event Permit

Date Received:	By:	Receipt #:	Check #:	Amount:
2/19/2025	Aaron T	20865	CC - 9843	\$75.00

Event Information

Event: Stampede Bike Race Type: Bike Race

Dates with starting/ending times: Saturday, May 17, 2025 9:30 am-12:30 pm

Agent/Contact Information

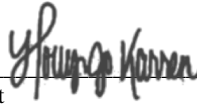
Agent/Contact: HollyJo Karren Email: hkarren@richmondutah.gov

Phone: 435-994-4814 Mailing Address: PO Box 9 90 S 100 W Richmond, UT 84333

Name of Promoting Entity: Richmond City Corporation

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.

 2.13.2025
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
- 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

- 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.
-

Richmond City's Black & White Day's Stampede Bike Race

Saturday, May 17, 2025 9:30 am start time

Location: Two routes of 25 mile or 50 mile will be available according to participants desire beginning at 6 West Main in Richmond. Maps of locations are attached.

Participants: It is estimated that there will be 125 participants including officials and families encouraging runners.

Public Health: This is in coordination with Richmond City's Black & White Days. There are adequate facilities for the group. An aid station and toilet facilities will be available in Preston and Newton. An additional water station will be provided in Preston.

Proof of Insurance: Document attached.

Fire Prevention and Emergency Medical Services: Fire and EMT's are on call for the entire B&W event.

Security: The city works closely with the Cache County Sheriff's Office for the entire week of Tuesday through Saturday with additional deputies on hand for Saturday, the day of the Stampede bike races.

Fee: Bikers pay a participation fee of \$25 for the 25 mile race and \$50 for the 50 mile race. This fee goes to cover expenses only. No profit is made.

Parking: Adequate parking is available one block to the west of the start line at the LDS church parking lot with their permission. Corner of 100 West and Main Street.

Traffic Control Plan-Utah Richmond City Black & White Days Stampede Bike Race

All bikers will be riding during the daylight hours beginning at 9:30 am beginning at 6 West Main Street in Richmond, Utah. Parking will be provided one block from the starting point at 135 West Main Street. Riders will be sharing roadways with traffic and riding the same direction as traffic at two abreast where shoulders are wide enough to support two riders. Where shoulders are narrow, all bikers will ride single file. Riders will follow the rules of the road and obey all traffic laws as well as no littering and no public urination. An aid station for the 50 mile riders for food, water, and restrooms will be available in the Newton location. (See map) A water station for the 25 mile riders will be in Preston, Idaho location (See map) Volunteers will man this aid station.

Please see attached maps which include route details for Cache County. There will be no road closures or detour of traffic. Law enforcement will be at the intersection of Hwy 91 and Main Street to safely get riders across the highway.

To ensure the safety of the riders, the course will be clearly marked as well as signage for motorists making them aware a ride is in progress.

24/7 Emergency contact: HollyJo Karren City Administrator 435-994-4814



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/14/2025

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																					
INSURED Richmond City P. O. Box 9 Richmond UT, 84333	<table><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A:</td><td>Utah Local Governments Trust</td><td></td></tr><tr><td>INSURER B:</td><td></td><td></td></tr><tr><td>INSURER C:</td><td></td><td></td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Utah Local Governments Trust		INSURER B:			INSURER C:			INSURER D:			INSURER E:			INSURER F:		
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COVERAGES

CERTIFICATE NUMBER: 13180_2024_105

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:			13180-LIABILITY	07/01/2024	06/30/2025	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 checked="" 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			13180-LIABILITY	07/01/2024	06/30/2025	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 \$ DEDUCTIBLE \$
A	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 <input checked="" type="checkbox"/> N	N/A	13180-WC	04/01/2024	06/30/2025	<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

Richmond City P. O. Box 9 Richmond UT, 84333	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
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