

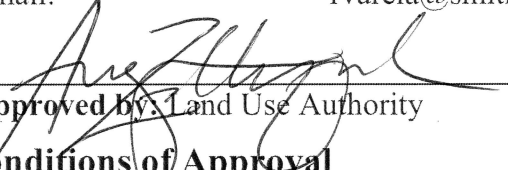
**Special Event Permit****2025-08**

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: Running Race  
Event Date(s): May 3, 2025

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

  
Approved by: Land Use Authority Date

**Conditions of Approval**

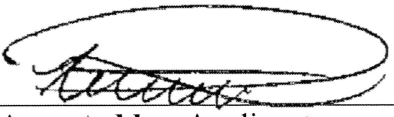
1. All participants and volunteers shall comply with County Ordinance §8.40 governing special events.
2. Event organizers must comply with the information as submitted in the Special Event application.
3. Public safety will be handled by Smithfield Police & Fire Departments as outlined in the application.
4. Event organizers and participants 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 Date 4/15/25



Aaron Thaxton <aaron.thaxton@cachecounty.gov>

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## Special Event Permits - May-June 2025 - Comments Due 3/24/25

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**Jacqui Shelton** <jshelton@brhdut.gov>

Mon, Mar 10, 2025 at 4:19 PM

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

Thank you Aaron. Neither of these will require a mass gathering permit, and I've left a voicemail for the Logan Trail Run application in case they are looking to get a temporary food permit.

[Quoted text hidden]



Aaron Thaxton <aaron.thaxton@cachecounty.gov>

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## Special Event Permits - May-June 2025 - Comments Due 3/24/25

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**Matt Phillips** <matt.phillips@cachecounty.gov>

Mon, Mar 31, 2025 at 2:48 PM

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

Aaron,  
No comments or issues with either one of these from Public Works.

**Matt Phillips, P.E., CFM**

Cache County  
Public Works Director  
179 North Main St, Suite 305  
Logan UT, 84321  
[435-755-1639](tel:435-755-1639)  
[matt.phillips@cachecounty.gov](mailto:matt.phillips@cachecounty.gov)

[Quoted text hidden]



## CACHE COUNTY FIRE DISTRICT

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

To: Aaron Thaxton  
From: Troy Fredrickson  
Re: Smithfield Health Days Fun Run

March 10, 2025

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

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Rod Hammer  
Fire Chief

Jason Winn  
Deputy Chief

Rod Kearl  
Asst. Chief

Craig Buttars  
Fire Board

Gordon Zillies  
Fire Board

Dave Erickson  
Fire Board



Cache  
County  
1857

## Development Services Department

Building | GIS | Planning & Zoning

2025-08

### Application: Special Event Permit

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

### Event Information

Event: Smithfield Health Days Fun Run Type: Race

Dates with starting/ending times: May 3, 2025 8:30 am - 11:30 am

### Agent/Contact Information

Agent/Contact: Richard Varela Email: rvarela@smithfieldutah.gov

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

Name of Promoting Entity: Smithfield 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 [Signature] Date 3-7-25

**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.
- 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**

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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.
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## 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

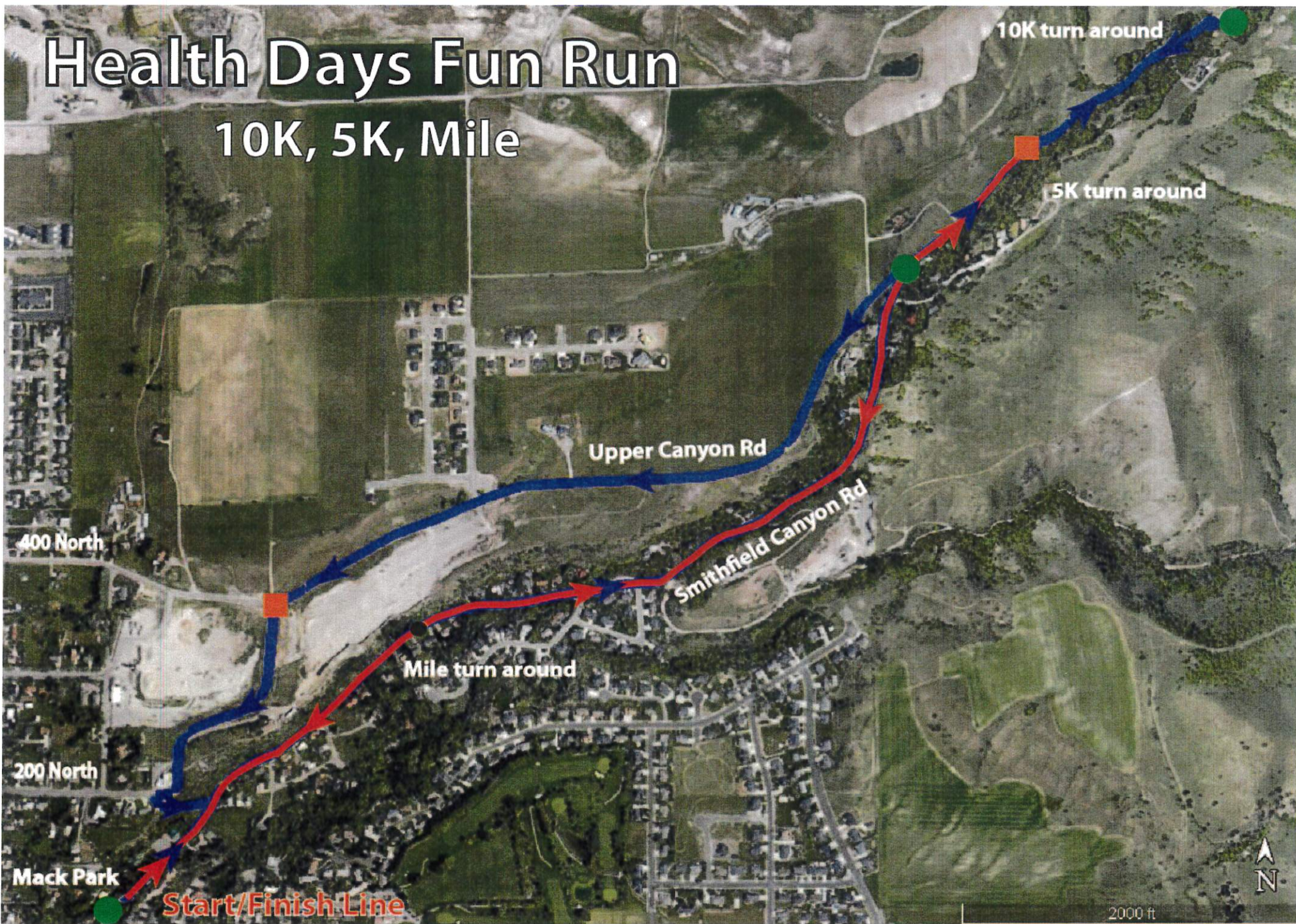
**(8)** Race entry is \$15-33 for 10K/5k and \$10-28 for the one mile. Fees are per participant.

**(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.



# Health Days Fun Run

10K, 5K, Mile



— 5K Route

— 10K Route

● Mile turn around

■ Aid Station

● Police Unit