



Special Event Permit

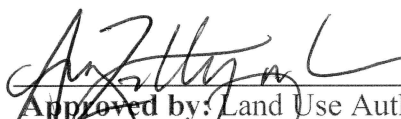
2025-15

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: **Top of Utah Marathon**
Event Type: Running Event
Event Date(s): September 20, 2025

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


Approved by: Land Use Authority

14 July 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 applicant as outlined in the application.
4. Applicants must allow a parking area for emergency vehicles in the event an emergency happens.
5. Runners must yield to emergency vehicles when they are responding to an emergency.
6. This event is inside of the wildfire season. In the event of a wildfire, the area could be evacuated of all personal and closed to the race.
7. 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.

Continued on Pg. 2




Development Services Department

Building | GIS | Planning & Zoning

SEP 2025-15 Top of Utah Marathon 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

07.23.25
Date



CACHE COUNTY FIRE DISTRICT

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

To: Mimi Calverley
From: Troy Fredrickson
Re: Top of Utah Marathon

06/23/2025

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. With the route in the unincorporated area there is concerns for wildfire in the area. In the event of a wildfire, the area could be evacuated of all personnel and closed to the race.

Please notify contestants and spectators not to park along the edge of the Mendon road.



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

Get your comments in! Don't miss out on this amazing opportunity!!!

Matt Phillips <matt.phillips@cachecounty.gov>

Fri, Jul 11, 2025 at 1:29 PM

To: Mimi Calverley <mimi.calverley@cachecounty.gov>

No issues on my end.

Matt

[Quoted text hidden]

Special Event Permit: Top of Utah Marathon

Jacqui Shelton <jshelton@brhdut.gov>

Fri, Jun 27, 2025 at 10:16 AM

To: Mimi Calverley <mimi.calverley@cachecounty.gov>

Good morning Mimi,

They should be good to go as far as BRHD. There won't be enough anticipated participants to require a mass gathering permit. In the past I've spoken with them about not cutting or preparing food in order to not need a temporary food permit.

On Fri, Jun 20, 2025 at 4:43 PM Mimi Calverley <mimi.calverley@cachecounty.gov> wrote:

[Quoted text hidden]



Cache
County
1857

Development Services Department

Building | GIS | Planning & Zoning

Application: Special Event Permit

Date Received:	By:	Receipt #:	Check #:	Amount:
June 20, 2025	Mimi Calverley	21400	5138	\$75.00

Event Information

Event: TOP OF UTAH MARATHON Type: RUNNING

Dates with starting/ending times: SEPTEMBER 20, 2025, 7:00 AM - 2:00 PM

Agent/Contact Information

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

Phone: 435-374-8076 Mailing Address: 123 NORTH MAIN STREET, #4A, LOGAN UT

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 06-20-25
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.
-

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 19 and removed on Saturday, September 20 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 20 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 250 marathon runners, 100 Half Marathon runners, 75 10K runners, 75 5K runners, for a total of 500 participants

Event Staff

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

Spectators

- We anticipate 250 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; Half Marathon 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 \$20000
- Cache Valley Visitors Bureau is donating \$750

Sponsorships

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

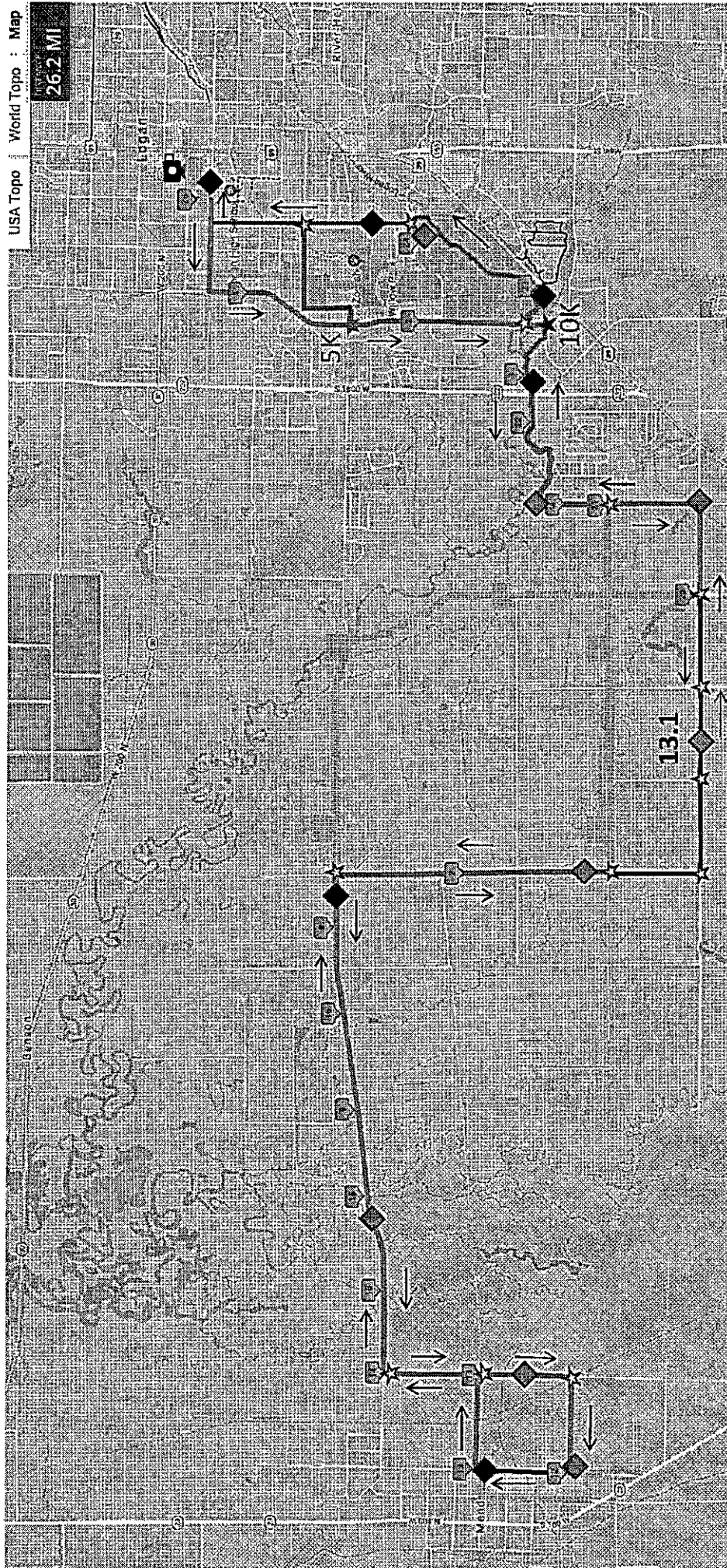
9. Plans for parking

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





TOP OF UTAH MARATHON

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

RE: Special Event Permit

June 20, 2025

Dear Development Services Department,

Thank you for this opportunity to host the 2025 Cytiva Top of Utah Marathon, scheduled for September 20, 2025. 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 2024 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 events at the Cache County Event Center.

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

- Limiting the number of runners to 500. The marathon will be limited to 250 runners, with the Half Marathon, 10K, and 5K limited to 250 runners to better manage the safety of runners and spectators
- Providing a large area for spectators and runners at the Race Headquarters (Sol Speak Yoga) and during Runner Check-In and on race day, Friday and Saturday, September 19 and 20
- Volunteers at support and hydration stations will serve hydration and nutrition in a safe and sanitized method. Restrooms will be sanitized 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, appearing to read "Gary Saxton".

Gary Saxton
Logan Downtown Alliance

enclosures

CERTIFICATE OF INSURANCE

This certifies that

- ☒ STATE FARM FIRE AND CASUALTY COMPANY, Bloomington, Illinois
☐ STATE FARM GENERAL INSURANCE COMPANY, Bloomington, Illinois
☐ STATE FARM FIRE AND CASUALTY COMPANY, Scarborough, Ontario
☐ STATE FARM FLORIDA INSURANCE COMPANY, Winter Haven, Florida
☐ STATE FARM LLOYDS, Dallas, Texas

insures the following policyholder for the coverages indicated below:

Name of policyholder LOGAN DOWNTOWN ALLIANCE INC

Address of policyholder

Location of operations 123 NORTH MAIN STREET, UNIT 4A, LOGAN UT 84321

Description of operations TOP OF UTAH MARATHON, SEPTEMBER 20, 2025

The policies listed below have been issued to the policyholder for the policy periods shown. The insurance described in these policies is subject to all the terms exclusions, and conditions of those policies. The limits of liability shown may have been reduced by any paid claims.

POLICY NUMBER	TYPE OF INSURANCE	POLICY PERIOD		LIMITS OF LIABILITY (at beginning of policy period)
		Effective Date	Expiration Date	
94-B2-A731-7	Comprehensive Business Liability	07/2/2024	07/2/2025	BODILY INJURY AND PROPERTY DAMAGE
This insurance includes:	<input checked="" type="checkbox"/> Products - Completed Operations			Each Occurrence \$ 2,000,000
	<input checked="" type="checkbox"/> Contractual Liability			General Aggregate \$ 4,000,000
	<input type="checkbox"/> Underground Hazard Coverage			Products - Completed Operations Aggregate \$ 4,000,000
	<input checked="" type="checkbox"/> Personal Injury			
	<input checked="" type="checkbox"/> Advertising Injury			
	<input checked="" type="checkbox"/> Explosion Hazard Coverage			
	<input type="checkbox"/> Collapse Hazard Coverage			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	EXCESS LIABILITY	POLICY PERIOD		BODILY INJURY AND PROPERTY DAMAGE (Combined Single Limit)
	<input type="checkbox"/> Umbrella	Effective Date	Expiration Date	Each Occurrence \$
	<input type="checkbox"/> Other			Aggregate \$
				Part 1 STATUTORY Part 2 BODILY INJURY
				Each Accident \$ Disease Each Employee \$ Disease - Policy Limit \$
POLICY NUMBER	TYPE OF INSURANCE	POLICY PERIOD		LIMITS OF LIABILITY (at beginning of policy period)
		Effective Date	Expiration Date	

THE CERTIFICATE OF INSURANCE IS NOT A CONTRACT OF INSURANCE AND NEITHER AFFIRMATIVELY NOR NEGATIVELY AMENDS, EXTENDS OR ALTERS THE COVERAGE APPROVED BY ANY POLICY DESCRIBED HEREIN.

If any of the described policies are canceled before its expiration date, State Farm will try to mail a written notice to the certificate holder 30 days before cancellation. If however, we fail to mail such notice, no obligation or liability will be imposed on State Farm or its agents or representatives.

Name and Address of Certificate Holder

ADDITIONAL INSURED:

CACHE COUNTY
179 N MAIN STREET
SUITE 305
LOGAN, UT 84321

Signature of Authorized Representative

Agent KALEB KUNZ

06/20/2025

Title

Date

Agent's Code Stamp

AFO Code