



# Mass Event Business License Checklist

Application for a Mass Event Business License should be made at least 45 days before the event is to begin. Failure to obtain the appropriate mass event license shall be cause to revoke any mass event license immediately and to allow law enforcement to assist in ending the event.

Any person or entity who wishes to sponsor a mass event, whether ongoing in duration, or as a single event of no more than three (3) days, in which there are multiple vendors or businesses located at a single site, shall be required to obtain a mass event business license. Each applicant for a mass event license shall pay the appropriate mass event license fee prior to issuance of the license.

- 1. Fill out the Mass Event Business License Application and submit it 45 prior to event
- 2. Submit a copy of current business license if applicable
- 3. If alcohol will be present, submit a [single event permit application](#)
- 4. Obtain approval and necessary permits required by the planning and health departments
- 5. Enclose a check payable to: Summit County Clerk. The fee schedule is as follows:

<b>License Type</b>	<b>Vendors</b>	<b>License Fee</b>
Small Event License	5 or less	\$500.00
Mass Single Event, Category A	6-15	\$1,000.00
Mass Single Event, Category B	16-50	\$2,000.00
Mass Single Event, Category C	51-100	\$3,000.00
Mass Ongoing Event, Category D	6-15	\$1,500.00
Mass Ongoing Event, Category E	16-50	\$2,500.00
Mass Ongoing Event, Category F	51-100	\$3,500.00

Any mass event whether single event or ongoing for which there are more than one hundred (100) vendors shall obtain separate mass event licenses sufficient to cover the number of vendors anticipated at the event.

If you have questions please contact us:

## **Summit County Clerk**

PO Box 128  
60 North Main  
Coalville, UT 84017  
(435) 336-3204

## **Summit County Planning**

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(435) 336-3124



