



**Special Event Permit**

**2024-15**

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 21, 2024

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

*[Signature]*  
 Approved by: Land Use Authority                      Date: 15 July 2024

**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. Applicant 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. 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.*



*SEP 2024-15 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.

*B. J. Sartton*

Accepted by: Applicant

*07.15.2024*

Date



## CACHE COUNTY FIRE DISTRICT

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

To: Aaron Thaxton  
From: Troy Fredrickson  
Re: Top of Utah Marathon

June 28, 2024

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.

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Rod Hammer  
Fire Chief

Jason Winn  
Deputy Chief

Rod Kearn  
Asst. Chief

Craig Buttars  
Fire Board

Gordon Zillies  
Fire Board

Dave Erickson  
Fire Board



Aaron Thaxton <aaron.thaxton@cachecounty.gov>

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## Special Event Permits - September 2024 - Comments due Thursday, July 11

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Jacqui Shelton <jshelton@brhd.org>

Thu, Jul 11, 2024 at 5:25 PM

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

Good afternoon,

Neither of these events will require a mass gathering permit this year. Hope you had a good 4th of July!

On Thu, Jun 27, 2024 at 2:54 PM Aaron Thaxton <aaron.thaxton@cachecounty.gov> wrote:

[Quoted text hidden]



Aaron Thaxton <aaron.thaxton@cachecounty.gov>

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## Special Event Permits - September 2024 - Comments due Thursday, July 11

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**Camden Gillins** <camden.gillins@cachecounty.gov>  
To: Aaron Thaxton <aaron.thaxton@cachecounty.gov>

Wed, Jul 10, 2024 at 1:58 PM

Hey Aaron,

I spoke with Jeremy and we shouldn't have any conflicts on either of these events. Let me know if you have any questions.

Thanks,

**Camden Gillins, E.I.T.**  
**Staff Engineer**  
Cache County  
179 North Main St, Suite 305  
Logan UT, 84321  
435-755-1643  
[camden.gillins@cachecounty.gov](mailto:camden.gillins@cachecounty.gov)

On Thu, Jun 27, 2024 at 2:54 PM Aaron Thaxton <aaron.thaxton@cachecounty.gov> wrote:

[Quoted text hidden]



# Development Services Department

Building | GIS | Planning & Zoning

## Application: Special Event Permit

Date Received:	By:	Receipt #:	Check #:	Amount:
6/26/24	Aaron T	20040	CH - 3015	\$75.00

### Event Information

Event: TOP OF UTAH MARATHON Type: RUNNING

Dates with starting/ending times: SEPTEMBER 21, 2024 7:00AM - 2:00PM  
SAME AS ROUTE AS IN 2023

### Agent/Contact Information

Agent/Contact: GARY SAXTON Email: LOGAN DOWNTOWN@GMAIL.COM

Phone: 435.374.8076 Mailing Address: 123 N MAIN ST. #4A, LOGAN UT 84321

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 01.11.2024  
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.



# TOP OF UTAH MARATHON



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

RE: Special Event Permit

January 11, 2024

Dear Development Services Department,

Thank you for this opportunity to host the 2024 Cytiva Top of Utah Marathon, scheduled for September 21, 2024. 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 2023 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 1000. The marathon will be limited to 500 runners, with the 20K, 10K, and 5K limited to 500 runners to better manage the health and safety of runners and spectators
- Providing a safe and large area for spectators and runners at the Race Headquarters (Andersons Seed and Garden) and during Runner Check-In and on race day, Friday and Saturday, September 20 and 21
- Volunteers at support and hydration stations will serve hydration and nutrition in a safe and sanitized method. Restrooms will be sanitized after each use 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 blue ink that reads "Gary Saxton".

Gary Saxton  
Logan Downtown Alliance

enclosures

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 20 and removed on Saturday, September 21 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 21 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 500 marathon runners, 200 20K runners, 150 10K runners, 150 5K runners, for a total of 1000 participants

### **Event Staff**

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

### **Spectators**

- We anticipate 500 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; 20K 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 \$15000
- Cache Valley Visitors Bureau is donating \$1000

### **Sponsorships**

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

## 9. Plans for parking

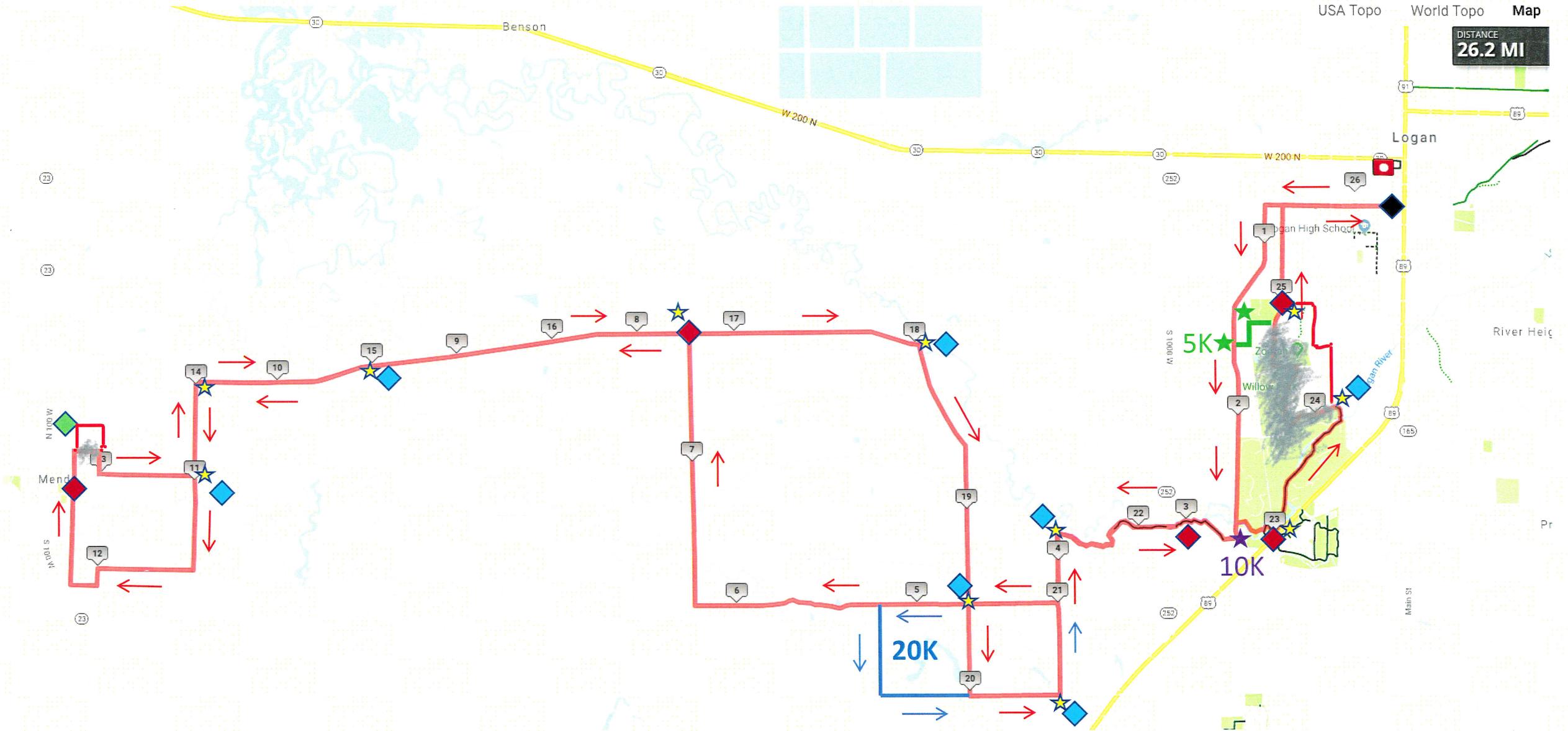
### **Parking**

- 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

DISTANCE  
**26.2 MI**



- ◆ Full Support Station
- ◆ Water
- ★ Course Marshal
- ◆ Start/Finish
- ◆ 13.1 Mark, Split Time

**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 21, 2024

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 <input checked="" type="checkbox"/> Contractual Liability <input type="checkbox"/> Underground Hazard Coverage <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"/>				Each Occurrence \$ 2,000,000 General Aggregate \$ 4,000,000 Products – Completed Operations Aggregate \$ 4,000,000
	EXCESS LIABILITY	POLICY PERIOD		BODILY INJURY AND PROPERTY DAMAGE
	<input type="checkbox"/> Umbrella <input type="checkbox"/> Other	Effective Date	Expiration Date	(Combined Single Limit)
				Each Occurrence \$ 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
		Effective Date	Expiration Date	(at beginning of policy period)

**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 07/2/2024  
 Title Date

Agent's Code Stamp

AFO Code



# TOP OF UTAH MARATHON



**FOR IMMEDIATE RELEASE**  
10 January 2024

**Contact: Gary Saxton**  
**435.374.8076**

## **Top of Utah Marathon is Official USATF-Utah Marathon Championship Race**

LOGAN—The Top of Utah Marathon presented by Cytiva is the exclusive USATF-Utah Marathon Championship Race for 2024! The Utah division of the United States of America Track and Field selects one marathon each year to be the official championship race. This year USATF-Utah selected the Cytiva Top of Utah Marathon!

The Top of Utah Marathon, a USATF Certified Course, is the flattest marathon race course in Utah, where runners enjoy a closed course, little or no traffic, and race grade at or near 0! Always held on the 3<sup>rd</sup> weekend in September (September 21, 2024), the Logan City course offers an open and quick route throughout the west-side of beautiful Cache Valley with a start from Historic Center Street in Downtown Logan at 7:10am (as the sun crests the Cone of the Wellsville Mountains). The race course runs through College Ward, Young Ward, and Mendon before returning the Historic Center Street in Downtown Logan. With 18 age division categories and \$6800 in prize money is available to top finishers.

The Lyric Theatre will serve as the Race Headquarters, located at 28 West Center Street in Historic Downtown Logan, which is adjacent to the Start/Finish Line. Super convenient for runners and spectators who spend the night at local downtown hotels, or travel and arrive and park near the starting line.

The Logan Downtown Alliance, who owns and operates of the Top of Utah Marathon, is a professional organization that creates incredible experiences in Downtown Logan for guests, visitors, spectators, and athletes.

Visit [www.topofutahmarathon.com](http://www.topofutahmarathon.com)

###

CACHE COUNTY GOVERNMENT

179 NORTH MAIN

LOGAN UT 84321

435-755-1700

Receipt No: 5.020040

Jun 26, 2024

GARY SAXTON

Previous Balance: .00

CHARGES FOR SERVICES - ZONING & SUBDIVISION 75.00

FEES

200-32-13000 ZONING & SUBDIVISION

Special Event Permit - TOU Marathon

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Total: 75.00

CHECK-ZIONS BANK Check No: 5015 75.00

Payor: Logan Downtown Alliance

Total Applied: 75.00

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Change Tendered: .00

06/26/2024 2:01 PM