



GRAND COUNTY
84 N. 100 E. (PO Box 550)
Moab, Utah 84532
435-259-1340

SPECIAL EVENT APPLICATION

APPLICANT INFORMATION

Date ___/___/___

Is this a new event? Yes No Applying 120 business days prior to the first day of the event? Yes No

Applicant Name: _____ Business or Organization: _____

Mailing address: _____ City: _____ State: _____ Zip code: _____

Phone: _____ Cell: _____

Event Web address: _____ Email address: _____

Contact On-Call During Event: _____ Contact's Cell phone: _____

EVENT

Event Name: _____

Description of Event: _____

Event Start Date: _____ & Time: _____ End Date: _____ & Time: _____

Preparation begins: Date: _____ Time: _____ Clean-up completed: Date: _____ Time: _____

Event Location & Property Description: _____

_____ Property acreage (if applicable): _____

Trails or Surrounding Land Use: _____

Weather / Cancellation Policy: _____

Number of event staff & volunteers: _____ Max number of participants / spectators: _____

MARK EACH Y FOR YES & N FOR NO.

- | | |
|---|--|
| 1. Event date verified with Travel Council to avoid conflicting event dates? _____ | 7. Merchandise License & Sales Tax
A. Merchandise _____ |
| 2. Public street/road or parking lot closure? _____ | B. Food Service _____ |
| 3. Security or Escort required? _____ | |
| 4. Emergency Medical Services required? _____ | 8. Race, Parade or Pedestrian/Bicycle event? _____ |
| 5. Stages, platforms, scaffolding, bleachers grandstands, canopies, tents, booths, vehicles and trailers? _____ | 9. Additional needs-portable toilets, waste collection, & recycling? _____ |
| 6. Will you be serving alcohol? Alcohol Permit (435) 259-1321. _____ | 10. Approval/permits from other entities? (see section 10 below for details) _____ |

If you answered yes to any of the above questions, please supply more information below as pertinent to each question. More information about these elements of a Special Event may be found in the Special Event Guidelines and Instructions at <http://grandcountyutah.net/620/Special-Event-Permit>

1. **DATE VERIFICATION WITH TRAVEL COUNCIL:** We ask that all events verify their event dates for site availability and event conflict. Contact the Moab Area Travel Council to discuss availability. You will be emailed a verification letter. In addition, please add your event to the Discover Moab Website at http://www.discovermoab.com/moab_event_submit.htm; email high resolution images of your event to the Moab Travel Council for the benefit of Marketing.

2. TRAFFIC PLAN - STREET/ROAD OR PARKING LOT CLOSURE: All events that require street closures have street activities or require public parking to be blocked off must provide the following information and a Traffic Control Plan. Applicants may work directly with Grand County to provide these services. Please contact the Sheriff's Office and the Road Department for a cost estimate for providing this service.

Sheriff's Office (435) 259-8115
Road Department (435) 259-5308

Specify street/road(s) indicated on the **Event Site Plan Sketch & Traffic Control Plan** attached to this application. Streets or parking lots may only be barricaded for the date and hours specified below. *Due to the extraordinary demands placed on public roads by special events, Grand County reserves the right to require an engineered traffic plan for events expecting more than 250 participants.*

Street(s)/Road/Hwy to be closed: _____

Date of Street or Parking Lot Closure: _____

Time(s) of Street or Parking Lot Closure _____ to _____

Name of Traffic Control Coordinator: _____ Phone: _____

3. ESCORT OR SECURITY: Grand County Sheriff's Office reserves the right to specify need for escorts and/or the number of security personnel required at an event. The Sheriff's Office will review all Special Event Permit applications for required escort and/or security arrangements. The safety of the community and attendees are primary concern at all times.

By signing this Special Event Permit application I certify I have read, understand and agree to the conditions as set forth by the Sheriff's Office and any other conditions deemed appropriate.

Applicants may make their own arrangements for escorts/security or may work directly with the Sheriff's Office to provide these services. Please contact the Sheriff's Office for a cost estimate for providing this service.

Sheriff's Office (435) 259-8115

The applicant will provide security or escort for the Special Event through the company listed below.

Name of Escort/Security Company: _____

Security Contact Person Name: _____

Security Contact Phone: _____ Email: _____

4. EMERGENCY MEDICAL SERVICES: Grand County EMS reserves the right to specify need for and number of Emergency Medical Staff required at an event. The EMS Department will review all Special Event Permit applications for required medical services. The safety of the community and attendees are primary concern at all times. Indicate which arrangement is planned for this event.

Applicants will work directly with the EMS Department to provide these services. Get cost estimate from EMS Department and attach agreement. **EMS Department (435) 259-1301.**

The applicant will provide Emergency Medical Services for the Special Event. Fill out the following. GPS coordinates for Helicopter Landing Zone (remote event): _____

GPS coordinates for first aid locations and important intersections: _____

EMS CONTINUED: Names and certifications of all medical providers shall be emailed to mvowles@grandcountyems.net no later than 2 weeks prior to start date of event. See EMS Special Event Guidelines.

Name of EMS event Coordinator: _____

EMS Contact Email: _____ Contact Phone: _____

Attach Communications Plan for event emergencies. Be sure site map includes EMS locations.

5. STAGES, PLATFORMS, SCAFFOLDING, BLEACHERS, GRANDSTANDS, CANOPIES, TENTS, BOOTHS, VEHICLES, AND TRAILERS: May require inspection by the Building Department and/or Fire Department.

Describe any semi-permanent, mobile or moveable buildings, structure or vehicles to be used including stages, carts, stands, fences and barriers and attach illustrations and indicate location of these items on the Site Plan Sketch:

Please contact the Building Dept and Fire Department for information regarding permitting and inspections.

Building Department (435) 259-1344

Fire Department (435) 259-5557

6. ALCOHOL PERMIT: Complete the state & county approval process 45 days prior to the first day of the event's proposed date to start.

Please contact the County Clerk's Office for temporary alcohol permit information (435) 259-1321. Local consent is granted by Grand County Council and must be approved and processed prior to obtaining a required Special Event Permit from the Utah Department of Alcohol Beverage Control (DABC) www.abc.utah.gov (801) 977-6800.

7. BUSINESS LICENSE & MERCHANDISE SALES TAX COLLECTION:

- <http://bit.ly/TempBizForm> Required for all non-resident applicants; otherwise attach the local Moab or County annual business license.
- <http://bit.ly/TempUTStateTax> Required for all out-of-state applicants; otherwise attach the annual Utah State Tax License.

A. MERCHANDISE VENDORS: Special events sponsored by an existing, licensed business shall pay the special event license fee. Special events sponsored by a person or organization without a business license shall obtain a temporary business license in addition to the special event license.

Pay Temporary Business Licensing with the County Clerks' Office (435) 259-1321. It is also the responsibility of the event organizer to provide all vendors with the information they need to collect and remit sales tax on the sale of food, drinks, souvenirs, services and any other taxable item or activity at the special event.

All vendors participating in special events are required to obtain a Temporary Sales Tax License and Special Return from the Utah State Tax Commission. The license/return is only good for the event it is issued.

Temporary licenses are issued to each individual participant of a special event or the promoter of a special event may receive a number of temporary licenses for the vendors participating in his/her show. Each Special Event Licensee is responsible for ensuring compliance with Utah State Tax Commission requirements.

Licensing is obtained by contacting the Special Events Unit in the Salt Lake City Office at (801)297-6303 or (800)662-4335, ext. 6303. <http://tax.utah.gov/sales/specialevents>

Number of Merchandise Vendors: _____

1. Name of Company/Vendor: _____ Sales Tax Number: _____

Contact Name: _____ Phone: _____

2. Name of Company/Vendor: _____ Sales Tax Number: _____

Contact Name: _____ Phone: _____

3. Name of Company/Vendor: _____ Sales Tax Number: _____

Contact Name: _____ Phone: _____

If you have more than three vendors please attach an additional list of vendors.

B. FOOD VENDORS: Food Service Vendors require a Food Service Permit,

<http://grandcountyutah.net/DocumentCenter/View/3725> Event applicants now pay for food vendors at this time of applying. Also, event applicants are required to list food vendors with menus due to SEUHD one week before the first day of the event. Please complete and submit to Southeast Utah Health Department. See Food Service Permit for instructions. Food service already authorized by city, county and/or SEUHD to conduct in Moab and Grand County are exempt.

Number of Onsite Food Service Vendors: _____

1. Name of Company/Vendor: _____ Sales Tax Number: _____

Contact Name: _____ Phone: _____

2. Name of Company/Vendor: _____ Sales Tax Number: _____

Contact Name: _____ Phone: _____

3. Name of Company/Vendor: _____ Sales Tax Number: _____

Contact Name: _____ Phone: _____

4. Name of Company/Vendor: _____ Sales Tax Number: _____

Contact Name: _____ Phone: _____

If you have more than four vendors please attach an additional list of vendors.

8. RACE, PARADE, OR PEDESTRIAN / BICYCLE EVENT:

Number and type of motor vehicles to be used (if any):

Number of walkers/foot racers: _____ Number of bicyclists: _____

Description of staging/pre-event gathering and finish areas and event route:

9. ADDITIONAL NEEDS-PORTABLE TOILETS, GARBAGE COLLECTION, & RECYCLING: The following minimum requirements must be met.

Bathroom facilities: Daily restroom hauling and cleaning. Specify their locations on your Site Plan Sketch.

Garbage: Daily garbage pick-up.

Recycling: Required and is the responsibility of the permit holder.

Sanitation Service Providers Name: _____ **Phone:** _____

Please describe your recycling plan:

Please describe your clean-up plan during and after the event:

Attach a copy of the services agreement email or contract about the additional needs in this section.

10. APPROVAL/PERMITS FROM OTHER ENTITIES (PLEASE CHECK ALL THAT APPLY): Grand County's Special Event Permit does not exclude you from having to permit with other entities neither can Grand County issue permits or approve activities on behalf of other jurisdictions. It is the responsibility of the organization or event planner to secure any and all necessary approvals from other entities. Attach copies of pertinent permits.

- City of Moab:** (435) 259-5121; www.MoabCity.org
- Department of Alcohol Beverage Control (DABC):** (801) 977-6800; <https://abc.utah.gov/>
- Southeastern Utah Health Department:** (435) 259-5602
- UDOT:** (435) 650-1156; www.udot.utah.gov
- BLM:** (435) 259-2100; www.blm.gov
- Forest Service:** (435) 259-7155; www.fs.fed.us
- Trust Lands:** (435) 259-7417; <https://trustlands.utah.gov>
- Arches National Park:** (435) 719-2121; www.nps.gov/arch
- Canyonlands National Park:** (435) 719-2121; www.nps.gov/cany
- Dead Horse State Park:** (435) 259-2614; www.stateparks.utah.gov

11. Grounds for Denial

The Committee, or the County Council upon referral, may deny an application for a Special Event License on the following grounds:

1. Applicant submits incorrect, incomplete, or false information;
2. The proposed Special Event poses a significant danger or threat to the public health, welfare or safety, or which may result in an unreasonable inconvenience or cost to the public;
3. The zoning of the proposed event site does not permit the use contemplated by the applicant;
4. Applicant refuses or fails to pay required fees or to comply with license or permit conditions;
5. Site-specific or event impacts of the proposed Special Event render it incompatible with community or neighboring uses;
6. Impacts associated with the proposed Special Event cannot be mitigated;
7. Applicant does not meet timelines required herein;
8. The proposed Special Event places unreasonable competing demands on County resources and/or conflict in proposed date(s), time and location with a reoccurring Special Event that is in good standing with the Committee and/or has an established annual date or season; or
9. The Committee otherwise supports a denial based on Post Event Evaluation(s).

In the event of denial of a Special Events License, the applicant may submit a written appeal to the County Council within thirty (30) days of the Committee's written decision.

APPLICANT CERTIFICATION

I certify under penalty of perjury that this application and all information submitted as a part of this application are true, complete and accurate to the best of my knowledge. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that Grand County may rescind any approval, or take any other legal or appropriate action. I also acknowledge that I have reviewed the applicable Grand County Ordinance located on the County website (grandcountyutah.net) and that items and checklists contained in this application are basic and minimum requirements only and that other requirements may be imposed that are unique to the event. I understand approval is non-transferable and valid only for the above mentioned location, dates, and applicant.

Applicant Signature: _____ Date: _____

Print Name _____ Organization _____

Please return this application and all supporting documents to:

Moab Area Travel Council's Office

84 N. 100 E. (PO Box 550)

Moab, Utah 84532

435-259-1340 events@discovermoab.com

CHECKLIST OF REQUIRED ATTACHMENTS / TASKS: The following supporting materials are required:

Letter from the Moab Travel Council verifying date.

SITE PLAN and/or DETAILED COURSE MAP- Event holders must attach a detailed site plan (or sketch) that shows the precise layout of the event demonstrating, at a minimum the following information. Include the names of all streets or areas that are part of the venue and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel. No permanent paint shall be applied to public property for marking course routes.

- Outline of the entire event venue.**
- Street/Road closures:** Include any and all street closures proposed; races indicate start/end locations.
- Entrance and exits**
- Shuttle plan**
- Parking areas:** Show location that accommodates the number of estimated vehicles and overflow parking areas.
- Stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, booths, vehicles and trailers:** location, type, semi-permanent, mobile buildings or temporary structures to be used.
- Audio, lighting, visual equipment, open fires and pyrotechnics:** Include location, size, and type
- Generators:** Include locations and/or sources of electricity
- Bathroom facilities:** Include location, type, and provider of Bathroom facilities
- Garbage:** Include location, type, and provider of solid waste containers
- Operator's headquarters:** Include location at the gathering.
- Beer gardens/cooking areas:** Include location
- Vendor stations:** Include location
- First aid and water stations:** Include GPS coordinates
- Important intersections:** Include GPS coordinates

Application fee paid/ receipt attached

Certificate of liability insurance: current policy names Grand County additionally insured

Indemnification and Reimbursement Agreement, see attached form

Notarized property owner(s) signature(s), see attached form (If applicable)

Food Service Permit (If applicable)

Sanitation service commitments

Recycling/Garbage Plan

Business License or Temporary Business License

Utah State Tax License or Temporary Utah State Tax License or copy of 501(c)3 document

Information about fees generated by event, admission charges, booth fees, rental charges.

A description of the number and types of vendors planned for the event

Traffic control plan, include fire evacuation routes and suppression, as it pertains to event.

Alcohol permit, Dept. of Alcoholic Beverage Control (DABC) and local (If applicable)

Security Plan (If required)

Medical Services Plan (Provide specifics outlined in 2018 EMS Event Guidelines)

Permits from other entities, (if applicable). City of Moab, UDOT, BLM, Forest Service, Arches National Park, DABC, SITLA, Canyonlands National Park, Dead Horse State Park, Southeastern Utah Health Department

FOR OFFICE USE ONLY: EVENT COMMITTEE REVIEW / AGENCY SIGNATURES

Grand County:

Moab Area Travel Council (435-259-1370) _____

Grand County Clerk (435-259-1321) _____

Building Department (435-259-1344) _____

Fire Department (435-259-5557) _____

Road Department (435-259-5308) _____

Sheriff's Office (435-259-8115) _____

Community Development (435-259-1343) _____

Emergency Medical Services (435-259-1301) _____

Utah Highway Patrol (435-259-5441) _____

Grand County