



# SPECIAL EVENT PERMIT GUIDELINES & INSTRUCTIONS

This information has been prepared to assist you in planning and meeting the necessary requirements for a safe and enjoyable event. If you have questions or would like to discuss details of your event, please contact the Special Events Coordinator at 435-259-1346 or e-mail your questions to [kwelch@grandcountyutah.net](mailto:kwelch@grandcountyutah.net).

**Conditions of Approval.** A Special Event Permit is not a permit to violate County codes, ordinances, rules or regulations. If a violation occurs, it may result in citation(s) issued to the event applicant or responsible person. The applicant assures Grand County that, if a Special Event Permit is issued, the applicant will comply with these guidelines, the application, all of the requirements and provisions of County [Ordinance 521-2013](#), all other applicable ordinances and laws, and the reasonable direction of the Special Events Committee. The applicant further assures that he/she has obtained or will obtain all other necessary and/or required permits or licenses to engage in the business or activity proposed in this application.

**Approval from Other Entities.** 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.

- 1. Date Verification with Travel Council:** We ask that all events verify their event dates for site availability and event conflict. Please contact the Moab Area Travel Council to discuss availability. This is a precautionary measure to insure that location uses are not overlapped, sufficient hotel space is available and that County resources are available.

**Michele Hill, Information & Event Planner (435) 259-1340**

**Event Conflict.** Grand County cannot guarantee availability of public property for special events. In instances where two or more applications have been submitted to the County and the events associated with those applications place unreasonable competing demands on County resources and/or conflict in proposed date(s), time and location, the Committee shall give precedence to the event that is in good standing, is reoccurring and/or has an established annual date or season. The Travel Council does not have the authority to tell any event organizer no, they are a resource for event organizers for planning.

- 2. 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. Costs accrued will be billed separately. (see Cost Recovery Surcharge below)

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

**Bill Jackson, Supervisor, Grand County Road Department (435) 259-5308**

Special Event organizers shall provide event information in the Site Plan Sketch to the Grand County Sheriff's Office and Road Department specifically for road closures – costs accrued will be billed separately (see Cost Recovery Surcharge).

**Traffic Control.** Placement of all traffic control devices and barricades are the responsibility of the event-holder or its traffic control provider, unless the County notes otherwise in the event approval. Street closures must leave access for emergency vehicles. The applicant must note on the event Site Plan Sketch and/or Traffic Control Plan the minimum 20-foot clearances for emergency vehicles to get through the street if necessary. The County reserves the right to stop any activity if proper traffic control is not in place during the event.

- 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. Areas that will be considered include, but are not limited to location, time of day, anticipated crowd size, availability of alcohol and traffic impacts. Please be sure to include this and other pertinent information in your description of event.

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. Costs accrued will be billed separately. (see Cost Recovery Surcharge below)

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

Special Event organizers shall provide event information to the Grand County Sheriff's Office specifically for the security plan – costs accrued will be billed separately (see Cost Recovery Surcharge).

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.

Applicants may make their own arrangements for medical or may work directly with the EMS Department to provide these services. Please contact the EMS Department for a cost estimate for providing this service. Costs accrued will be billed separately. (see Cost Recovery Surcharge below)

**Andy Smith, Director, EMS Department (435) 259-1301**

Special Event organizers shall provide event information to Grand County Emergency Medical Services in case of needed services – costs accrued will be billed separately (see Cost Recovery Surcharge).

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

Permit applications shall 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. Narrative should include a description of the structure's use, occupancy load, number of exits and any other special circumstances.

For questions or to request an inspection, please call

**Building Department: (435) 259-1344**

**Fire Department: (435) 259-5557**

6. **ALCOHOL PERMIT:** Allow 45 days minimum for state & county approval process. 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 Temporary Alcohol Permit from the Utah Department of Alcohol Beverage Control (DABC) [www.abc.utah.gov](http://www.abc.utah.gov) (801) 977-6800

7. **BUSINESS LICENCE & SALES TAX COLLECTION:** 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.

Temporary Business Licensing is obtained at the County Clerk's Office (435) 259-1321.

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.

It is 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.

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 1.800.662.4335, ext. 6303. Email: [specialevent@utah.gov](mailto:specialevent@utah.gov) or website: <http://tax.utah.gov/sales/specialevents>

List the number of vendors, company/vendor name, sales tax number, contact name and phone number of the vendors to be present at the event.

8. **RACE, PARADE, OR PEDESTRIAN / BICYCLE EVENT:** Permit applications shall describe staging/pre-event gathering, finish areas and event route. Site Plan sketch for parades must include information regarding the number and types of floats, other entries, locations of advance staging, and disbanding areas. Include a traffic control plan for any street/road closures in your site plan sketch.

9. **ADDITIONAL NEEDS-PORTABLE TOILETS, GARBAGE COLLECTION, & RECYCLING:** Describe your recycling plan and clean-up plan for during and after the event. The following minimum requirements must be met.

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

**Garbage:** Daily garbage pick-up.

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

**10. APPROVAL/PERMITS FROM OTHER ENTITIES:** 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, if applicable.

**City of Moab:** (435) 259-5121 [Website](#)

**Southeastern Utah District Health Department:** (435) 259-5602

**UDOT:** (435) 636-1402 [Website](#)

**BLM:** (435) 259-7012 [Website](#)

**Forest Service:** (435) 637-2817 [Website](#)

**SITLA:** (435) 259-7417

**Arches National Park:** (435) 259-2121 [Website](#)

**Canyonlands National Park:** (435) 259-2121 [Website](#)

**Dead Horse State Park:** (435) 259-2614 [Website](#)

**SITLA:** (435) 259-7417

#### **REQUIRED APPLICATION ATTACHMENTS**

**Indemnification and Reimbursement Agreement** (provided in application). The responsible Special Event organization shall indemnify and hold harmless Grand County, where applicable, its officers, officials, employees and self-insurance pool from and against any and all damage and loss to person or property and shall hold harmless the County from any and all claims, demands, suits, actions or proceedings of any kind, including costs of actions and reasonable expert fees and attorney fees incurred by the County in any way resulting from or arising out of the event.

**Private Property Owner Information** (provided in application). The responsible Special Event organization shall obtain a Notarized property owner(s) signature(s) authorizing the special event on the property.

**Certificate of liability Insurance.** The responsible Special Event organization shall procure, maintain and must furnish to the County a certificate of general liability insurance policy covering claims that may arise due to the event, including but not limited to participant and spectator liability. The policy must have a minimum limit of \$1,000,000 per occurrence, with a \$3,000,000 aggregate **and must name Grand County as additional insured.** The responsible organization shall not be relieved of any liability, claims, demands or other obligations by reason of its failure to procure or maintain insurance in insufficient amounts, durations or types. A copy of the certificate shall be provided to the County and approved by the County as a condition of the Special Event being approved. **Note: Additional coverage may be required given the nature of a proposed event.**

#### **DISCLAIMER**

**Printed Materials** - Grand County recommends that applicants do not print brochures, packets, maps, advertisements, etc., or circulate promotional information until you have County approval of the event. The County WILL NOT be responsible for costs of those printed materials, promotional items, etc., particularly if dates, locations and/or other requested services are denied, amended, or changed during the permit process.

**Cost Recovery Surcharge** - Events subject to County Council approval will be subject to a cost recovery surcharge, a project specific fee to recover costs incurred by the County for event related public safety, utilities, traffic control and parking, and which may also include or incorporate charges which would otherwise apply for land use permits, building permit fees, temporary structure permits, or other applicable charges. To the extent possible the cost recovery surcharge will be proportionate to impacts and costs generated by the event and shall be calculated to reimburse Grand County for unbudgeted expenses for excess public services, staff time or the like.

**Exceptions** - Weddings, family reunions, neighborhood block parties, garage sales, conferences, and similar events held in a regular established permanent facility not exceeding the facility's occupancy and design standards nor creating additional impacts to county services or citizens shall not require a Special Event License.

**Remedies and Penalties** - Persons conducting special events without the licenses required by Grand County or who fail to comply with license conditions or the provisions of Grand County Ordinance 521-2013, (available on the County website [grandcountyutah.net](http://grandcountyutah.net)) may be subject to license revocation as well as civil and criminal remedies and penalties.

In addition to other penalties imposed, such persons shall be liable for all expenses incurred by the County for such services as law enforcement, fire protection, emergency medical services, utilities, traffic control, parking, or for removing or abating any nuisance.