

TOQUERVILLE CITY

SPECIAL EVENT PERMIT



Toquerville City Special Event Ordinance 3-5 requires a special event permit for a temporary gathering or organized activity that will disrupt the normal expected peace of any area in Toquerville City or is outside the established and normal use allowed by zoning, including but not limited to parades, ceremonies, shows, pageants, races, festivals, circuses, carnivals, community fairs, or concerts.

Instructions:

Please submit your application at least 30 days prior to the actual event date.
Depending on your event, you may be asked to attend a meeting to elaborate on your application.
Insurance is required for all events held at a city park or facility.
Please note the permit fee and deposit is due at the time of application submittal.
Additional fees may apply for City services provided to the event by Toquerville City.

Checklist:

- Complete special event application (due 30 days before event. Applications filed less than 30 days will not be accepted.)
- \$ _____ application fee
- \$ _____ deposit fee
- Copy of advertisement for event
- Security plan (Please outline security details and include names and contact info of security personnel.)
- Detailed event site plan
- Traffic control plan (if applicable)
- Encroachment permit application (if applicable)
- UDOT permit (if event touches state roads)
- Notarized authorization from property owner for events held on private property
- Insurance for each vendor naming Toquerville City as additional insured
- Proof of insurance naming Toquerville City as additional insured in the amount of \$1,000,000.00 (one million dollars)
- Temporary sales tax number for event and vendors (Utah special events tax division 801-297-6303)
- Health department approval for any food provided at an event (Southwest Health Department 435-986-2580)
- Alcohol sales application (Utah Department of Alcohol Beverage Control 801-977-6800)
- Alcohol/liquor license from Toquerville City
- Proof of park reservation or City facility reservation

SPECIAL EVENT PERMIT APPLICATION

Type of event: (check all that apply)

- checkbox Circus/carnival, Concert, Cycling, Block Party, Rally/Protest/March, Parade, Fun Run, Festival, Fundraiser, Farmer's market, Community benefit, Non-profit, Car show, Grand Opening, Film production, Race, Religious, Other: _____

Event name: _____
Applicant name: _____ Contact Person: _____
Phone: _____ Organization: _____

Applicant address: _____ City: _____ State: _____ Zip: _____
Mailing address: _____ City: _____ State: _____ Zip: _____
Email: _____ Event web address: _____

Location of event: _____
Event date(s): _____ Start time: _____ End time: _____

Is the event held on private property? Yes ___ No ___ (if yes, please attach property owner's notarized authorization)

Approximate number of persons attending event per day: _____
Admission fee charged? Yes ___ No ___ Amount _____

Will food be served? Yes ___ No ___ (if yes, please attach health department approval)
Will alcohol be sold or served? Yes ___ No ___ (if yes, please attach licenses from Toquerville city and DABC)
Will city personnel be needed? Yes ___ No ___ (if yes, please describe what services are needed.
_____ Current rate \$ _____ per hour)

Event site setup: (check all that apply)

- checkbox Music/PA/Audio system:
checkbox Portable sanitary units
checkbox Tents/canopies (all tents require inspection from Hurricane Valley Fire Department)
checkbox Food truck (requires inspections from Hurricane Valley Fire and Southwest Health Department)
checkbox Fireworks/fire performance/open flame/propane/gas (requires approval from Hurricane Valley Fire Department)
checkbox Trash/recycle bin (Washington County Solid Waste District 435-673-2813)
checkbox Fencing/scaffolding/barricades

I have read, understand, and agree to abide by Toquerville City code 3-5 Special Event Permit and licensing. _____ please initial

I agree to restore the location to its prior condition (see 3-5-4C) _____ please initial

I certify that the above information is true and accurate. By signing below, I acknowledge receipt, review and understanding of the special event permit guidelines, and schedule of fees. I am aware that I am responsible for paying for requested City services. I will also comply with all local, state, and federal regulations. I will notify the City of any changes to the event. I understand that changes can result in denial or revocation of the permit.

In consideration of being permitted to hold the above referenced special event within Toquerville City, the undersigned does hereby personally, and on behalf of the above named applicant, agree to waive, release, indemnify, and hold harmless Toquerville City, its officers, employees, and agents from and against any and all liability, claims, demands, actions, causes of action, proceedings, awards, judgements, and expenses, (including attorney's fees and litigation costs) of every kind and nature, and by whomsoever made or brought, in respect of any personal or bodily injury (including death) to any person, and any loss of or damage to any property, caused directly or indirectly by the undersigned and/or applicant, its officers, employees, agents, or subcontractors, engaging in and/or sponsoring the above referenced special event.

Applicant

Date

*****STAFF USE ONLY*****

Date received

Received by

Fee Amount/Payment Method

Deposit Amount/Payment Method

Washington County Sheriff

City Manager/Mayor

Hurricane Valley Fire Department

Public Works Director

Zoning Official

Notes: _____

SPECIAL EVENT APPLICATION
DETAILED SITE PLAN

Please give a detailed plan of how the site will be set up on the day of the event. Please attach supporting maps, pictures, etc. drawn to scale.

The site plan should include:

- Areas designated for ingress and egress of emergency vehicles
- Names of streets, placement of barricades, and/or road closures
- Control plan (crowd, patron, traffic control etc.)
- Emergency service plan
- Areas where participants and vendors/merchants will park
- Race route with beginning and end points
- Parade forming and disbanding area, bleachers, etc.
- Dumpsters/trash removal
- Designation of existing zoning of the site
- Security plan
- Sanitation facilities
- Vendor and booth placement
- Tables, fencing, stage placement etc.

SPECIAL EVENT VENDOR LIST

Special events that include vendors are required to have a sponsor or promoter. If the vendor is acting as the promoter, the vendor is required to pay license fees for all vendors. If a hotel acts as the promoter, they are required to pay the sales tax to the Utah Tax Commission. The organizers or promoters of the event in which a sale is conducted are liable for sales tax to be collected by their registration, exhibitors, or vendors. The promoter or organization must obtain a One Time Sales Tax Permit from the Utah Tax Commission. Please contact the Utah Tax Commission at 801-297-6303 or visit www.tax.utah.gov/sales/specialevents. Vendors serving or providing food items must comply with the Southern Utah Health Department requirements and obtain any required permits from their office. Attach addition page if you need to add space for contacts.

Name of Vendor	Phone Number	Type of product sold
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I certify that the above information is true and accurate to the best of my knowledge.

Applicant Signature

Date