SPECIAL EVENT CHECKLIST
217 East Center Street, Moab, Utah 84532

Complete applications must be submitted to the City not less than ninety (90) days before the event is scheduled to take place. Applications submitted to the City less than ninety (90) days will not be accepted by the City.

☐ 1. Complete Special Event Application.

☐ 2. Detailed Event Site Plan. Must include Street Names, Placement of Barricades, Road/Sidewalk Closures, Vendor/Merchant Parking, Vendor Booth Placement, Inflatables, Amusement Devises, Table Placement, Portable Toilet Placement, Fencing, Tents Placements, etc.


☐ 4. Proof of Insurance naming the City of Moab as additional insured. Insurance is required when the event is held at a City Facility, Park, Road Closure or Sidewalk Closure. (Please see the example insurance certificate for amounts of insurance coverage and language required to be on the insurance certificate.)

☐ 5. Insurance for each vendor naming the City of Moab as additional insured. Insurance is required when the vendor is vending at a City Facility or Park. (Please see the example insurance certificate for amounts of insurance coverage and language required to be on the insurance certificate.)

☐ 6. Proof of Park Reservation or City Facility Reservation.

☐ 7. Encroachment Permit Application and Plan. (Required for Road/Sidewalk Closures.)

☐ 8. Written Authorization for Events held on Private Property from the Property Owner.


☐ 10. Health Department Approval for Any Food Provided at the event. Southeast Utah Health Department 575 S. Kane Creek Blvd., Moab, UT 84532. 435-259-5602.

☐ 11. City Use Agreement (Is required for certain City properties. City will provide the Agreement if required.)

☐ 12. Applicable Fees.

☐ 13. Other Requirements: ________________________________

Review Process Information

The application will be submitted to the event committee for their recommendation of approval. The applicant will be contacted by the City with comments/concerns from the event committee. Comments/concerns of the committee must be resolved by the applicant prior to the City approving the event permit. City Council approval is required for Single Event Alcohol Permits. Questions, please contact Carmella Galley at 435-259-5121 or by e-mail at events@moabcity.org.
SPECIAL EVENT PERMIT
APPLICATION
CITY OF MOAB

City of Moab Special Events
217 East Center Street
Moab, UT 84532

Phone: 435-259-5121
E-mail:
events@moabcity.org

APPROVALS:
City: __________________________
Date: _________________________
Fire: __________________ Date: ____________
Conditions of approval: ____________________________
Other Staff Approval: __________________ Date: ____________

TYPE OF ACTIVITY check all that apply:
☐ Film Production ☐ Cycling ☐ 5K ☐ Training Event ☐ Festival
☐ Parade ☐ Sporting ☐ 10K ☐ Block Party ☐ Religious
☐ Outdoors Sales ☐ Fun Run ☐ Dance ☐ Other Out door markeFT

EVENT NAME:
1. Location of Event: 217 E. Center Street

2. Location of Event:

3. Name of Organization: City of Moab

4. Date(s) of Event: 7/1/20, 7/23/20, 8/1/20 Start Date: 7/1/20 Start Time: 4pm

5. EVENT DETAILS 8/2/20, 9/3/20, 9/17/20

<table>
<thead>
<tr>
<th>Event Location</th>
<th>Date(s):</th>
<th>Start time:</th>
<th>End time:</th>
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<tbody>
<tr>
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<td>7/1/20</td>
<td>2pm</td>
<td>4pm</td>
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<tr>
<td>Clean-up</td>
<td>7/1/20</td>
<td>6pm</td>
<td>9pm</td>
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<td>Date(s):</td>
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<td>Date(s):</td>
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<tr>
<td>Start time:</td>
<td>7pm</td>
<td>10pm</td>
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Is this a recurring event? Yes If yes; daily, weekly or other? Bi-weekly
Is this an Annual Event? Yes If yes; same date and place? Yes

5. PARTICIPANTS
Number of participants expected: 200 Number of Volunteers/Event Staff: 10
☐ Open to the Public ☐ Private Group/Party

If event is open to the public, is it: ☐ Entrance Fee/Ticketed Event? NO ☐ Fee for Participants/ Racers/Runners Only NO
6. APPLICANT INFORMATION

Name of Applicant: Liz Holland

Address: 111 E 100 N

Day Phone: 970-1040-52810  Cell/Other: E-Mail: lholland@moabcity.org

Mailing Address (if different):

Event Web Address (if applicable): moabarts.org

Alternate Contact For Event: Makeda Barkley  Cell Phone/Other:

Cell/other: 319-521-5081  E-mail: mbarkley@moabcity.org
7. VENDORS/FOOD/ALCOHOL check all that apply
   Vendors/Merchants Are Vendors Merchants Selling Products or Services? [ ] Yes [ ] No
   If yes, Temporary Sales Tax Numbers are required from State Special Event Tax Division 801-297-6303

   Is Food available at the event [ ] Yes [ ] No
   Is the food (please check all that apply) Catered by restaurants/Vendors [ ] Prepared on site
   Events which have Food available must contact the SE Utah Health Dept., for approval 435-259-5602
   Alcoholic Beverages will be available at the event [ ] Yes [ ] No
   Please check applicable:
   Beer Stands [ ] Fenced in Beer Garden [ ] Selling, Serving, Giving Away, Alcohol at an event requires City Council, and State
   Of Utah Department of Alcoholic Beverage Licensing for state approval 801-977-6800

   Alcohol on premises

8. TENTS/STAGES/STRUCTURES (include details on site map)
   [ ] Tents/Pop-up Canopies [ ] Yes [ ] No How many Tents/Pop-up Canopies will be used for the event? 2
   Dimensions of Tents/Pop-up Canopies: 10 x 10
   All Enclosed Tents and Pop-up Canopies require inspections from the Moab Valley Fire Department 435-259-5557 and may be staked into the ground
   with Parks Superintendents permission.
   [ ] Temporary Stage Dimensions:
   Description of Tents/Canopies/Stage, etc.: Maybe a pop up for shade

9. SITE SETUP/SOUND check all that apply (please include details on site map)
   Fencing/Scaffolding [ ] Beer Garden [ ] Tunnel (must obtain privately)
   Barricades [ ] Portable Sanitary Units (must obtain privately)
   Music [ ] Acoustic [ ] Amplified
   PA/Audio System Type/Description:
   Fireworks / Fire Performances / Open Flame Requires approval from Moab Valley Fire Dept. 435-259-5557
   Propane/Gas On site Requires approval from Moab Valley Fire Dept. 435-259-5557
   Trash/Recycle Bin coordination On Site Monument Waste 435-259-6314

10. ROAD & SIDEWALK USE please include details on site map
    [ ] Will Roads & Sidewalks Be Used? [ ] Yes [ ] No
    [ ] Are you requesting Road Closures? [ ] Yes [ ] No
    An Encroachment Permit is required for Road Closures and Sidewalk Use. To obtain the permit, please contact
    Moab City Public Works Dept., 435-259-7485.
    [ ] Road Use and Closure Location: 1 W Center Street - See map
    [ ] Sidewalk Use Location: [ ] Will stay on sidewalks and follow pedestrian laws
    [ ] Parade Location: Number of Floats:

11. Application fee is based on attendance as followed: Due at time of submittal
    (Other fees may apply after review by Events Committee)
    [ ] $466.00 for attendance under 300
    [ ] $820.00 for attendance over 300
    Total: $ 2

    By submitting a signed application, the applicant certifies that falsifying any information on this application constitutes cause for rejection or
    revocation of the Permit.

    Liz Holland
    Applicants Signature
    Date
"Market On Center"

July 4th: Volleyball tournament in ballpark @ 2 pm
Vendor Set-up @ 2 pm • Alcohol garden
Actual Event from 4 pm to 8:30 pm

July 23rd: Vendor Set-up @ 4 pm
Actual Event from 5 pm to 8 pm, w/ alcohol

Aug 4: Vendor Set-up @ 4 pm
Actual Event from 5 pm to 8 pm

Aug 20: Vendor Set-up @ 4 pm
Actual Event from 5 pm to 8 pm

Sept 3: Vendor Set-up @ 4 pm
Actual Event from 5 pm to 8 pm

Sept 17: Vendor Set-up @ 4 pm
Actual Event from 5 pm to 8 pm
DETAILED SITE MAP

PLEASE INCLUDE OR ATTACH A DETAILED SITE PLAN AND/OR ROUTE MAP. COMPUTER OR HAND-DRAWN SITE PLANS ARE APPROPRIATE. Be aware that if you are faxing a map, many elements may not be visible.

Your map should include:

- The names of streets, placement of barricades, and/or road closures
- The areas where participants and vendors/merchants will park
- Parade forming and disbanding areas, bleachers, etc.
- Vendor and booth placement, tables, etc.
- Portable Toilets, fencing
- Location of Security Personal, information booth, lost and found booth
- Stage, Tents and materials, storage, etc. used in the event.

North

↑

See map! Requesting street closure from Sun Court to east side of the city center. (between city hall and the library).
### Special Business Event List of Vendors

(MUST BE SUBMITTED TO THE CITY OF MOAB PRIOR TO THE EVENT)

**5.09.030 Sales Tax Collection.**

A. Unless exempted by state law, each special business event licensee shall be responsible for obtaining a state sales tax license and shall require that all vendors either:

1. Provide proof of a sales tax license and agree to be responsible for direct remittance of all sales tax proceeds to the state; or
2. Execute a sales tax remittance agreement whereby the vendor delivers sales tax proceeds to the licensee for remittance to the state under the licensee's sales tax license.

<table>
<thead>
<tr>
<th>NAME OF EVENT:</th>
<th>DATE(S) OF EVENT:</th>
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<tr>
<th>BUSINESS NAME</th>
<th>OWNER'S NAME, ADDRESS, PHONE #</th>
<th>ITEMS TO BE SOLD</th>
<th>TEMPORARY SALES TAX LICENSE NO./SALES TAX ID</th>
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09/08/03
SPECIAL EVENT FOOD SERVICE PERMIT APPLICATION

The Southeastern Utah Health Department has adopted by reference the current State of Utah, Department of Health, Food Service Sanitation Rule R392-100.

The Health Department requires that the special event be responsible for ensuring compliance by food vendors.

The Health Department requires that every food booth/truck have at least one person with a valid Food Handlers certificate present during all hours of operation.

The Food Service Sanitation Rule requires all food booths to be available for inspection during all hours of operation by the health department.

One to Three Day Events
Number of Food Vendors Event Plans to Have: X $20.00 =

Greater than Three Day Events
Number of Food Vendors Event Plans to Have: X $50.00 =

Make Checks Payable to SEUHD
Carbon or Emery County Events Mail to: P.O. BOX 800, Price Utah, 84501
Grand County Events Mail to: 575 S. Kane Creek Blvd., Moab Utah, 84532

EVENT MUST PROVIDE A LIST OF VENDORS AND THEIR CONTACT INFORMATION AS WELL AS THEIR MENU ONE WEEK PRIOR TO THE FIRST DAY OF THE EVENT

Signature: ___________________________ Date: ___________________________
## Temporary Food Permit Guidelines and Operational Requirements

### Temporary Permits:
- Must have at least one person onsite during hours of operation with a current valid food handler’s card. We encourage everyone that handles food to have a valid food handler’s card.
- All staff in food service with seasonal/extended seasonal permits must have approved food handler’s training.

### Food Protection:
Food must be protected using acceptable methods including the following:
- Maintained at proper temperatures.
- Time as a control shall not be utilized.
- Raw animal products shall be stored in separate containers.
- Ice used as food shall be stored separately from other products.
- Kept in lidded containers.
- Individually wrapped or covered.
- Enclosed in service containers.
- Use of a display plate (not for sale or consumption) may be allowed.

### Hand Washing:
- Hand washing is required
- Bare hand contact with ready to eat foods is prohibited.
- At least 5 gallons of culinary/potable water shall be readily available in clean containers.
- The container shall have a spigot that allows for continuous flow of water.
- Hand wash stations that utilize a foot pump may be allowed.
- Liquid soap and paper towels are required.
- Hand wash waste water must be properly disposed of.

### Utensils/Scoops:
Acceptable methods for use of utensil/scoop storage must be listed on the application. Acceptable methods include:
- Stored in product with handle out of product.
- Multiple utensils/scoops may be kept available
- Properly cleaned (washed, rinsed & sanitized) utensils may be reused if cleaned at least every hour.
- Stored in water that is at least 135 Degrees F.

### Equipment:
- Food storage containers and utensils shall be kept clean and sanitized until use.
- Utensils/single-service items shall be stored at least 6 inches off the ground.
- A canopy is required for the booth/stand.
- A solid floor may be required at the discretion of the health department.
- All equipment (including grills, utensils, other appurtenances) shall be made of food grade materials.
- Use of canned solid fuel is prohibited.

### Solid Waste:
- Approved containers shall be provided for food operations and for patrons to dispose of wastes. They shall be routinely emptied as necessary to approved waste disposal facilities.
- Grease and oil shall be disposed of properly; not on the ground or into a storm drain.

### Booth Structure:
- Minimum isolation distances of 100’ must be maintained from potential sources of contamination (i.e. portable toilets, animals, etc.).
- A canopy may be required for the stand at the discretion of the health department.
- Walls and a solid floor may be required at the discretion of the health department.
- Lighting (using shatterproof bulbs) may be required at the discretion of the health department.
- A barrier shall be provided to isolate food cooking, preparation and serving areas from public access.
# ACORD CERTIFICATE OF LIABILITY INSURANCE

**PRODUCER**

Insurance Producer Name, Address, Phone number

**INSURED**

Insured name or DBA with address

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**INSURERS AFFORDING COVERAGE**

<table>
<thead>
<tr>
<th>Insurer A</th>
<th>Name of Insurance Company</th>
<th>NAIC #</th>
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**COVERAGES**

The policies of insurance listed below have been issued to the insured named above for the policy period indicated. Notwithstanding any requirement, term, or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions, and conditions of such policies. Aggregate limits shown may have been reduced by paid claims.

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<tr>
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<th>Policy Expiration Date</th>
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**COVERAGE**

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<th>AUTOS HIRED AUTOS</th>
<th>NON-OWNED AUTOS</th>
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**EXCESS/BRELLA LIABILITY**

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**WORKERS COMPENSATION AND EMPLOYERS LIABILITY**

Any property or partner/executive officer/membre excluded?

**OTHER: Property Damage**

<table>
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<tr>
<th>W.T. STATUTORY LIMITS</th>
<th>OTHER</th>
<th>E.L. EACH ACCIDENT</th>
<th>E.L. DISEASE-EEEMPLOYEE</th>
<th>E.L. DISEASE-POLICY LIMIT</th>
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**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS / ADDED BY ENDORSEMENT / SPECIAL PROVISIONS**

City of Moab is listed as an additional insured with respect to (name of insured) participation in: (name, date, and location of event). The City of Moab is Primary & Non-Contributory for ongoing & Complete Operations; a Waiver of Subrogation applies in favor of the City of Moab. A 30 day Notice of Cancellation will be provided should any of the above described policies be cancelled before the expiration date.

**CERTIFICATE HOLDER**

City of Moab
217 East Center St.
Moab, Utah 84532

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

Signature of Agent

AUTHORIZED REPRESENTATIVE

© ACORD CORPORATION 1970
Trenching - Kelly

Trash cans from parke

Hand wash

Bathrooms