

Date Received Application: _____
Receipt Number: _____

Date Paid: _____
Amount Paid: _____

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:
- | | | | | | |
|--|----------------------------------|-----------------------------------|--------------------------------|---|--|
| <input type="checkbox"/> Film Production | <input type="checkbox"/> Parade | <input type="checkbox"/> Sporting | <input type="checkbox"/> 5K | <input type="checkbox"/> Training Event | <input checked="" type="checkbox"/> Festival |
| <input type="checkbox"/> Outdoors Sales | <input type="checkbox"/> Fun Run | <input type="checkbox"/> Dance | <input type="checkbox"/> 10K | <input type="checkbox"/> Block Party | <input type="checkbox"/> Religious |
| | | | <input type="checkbox"/> Other | | |

Please print or type

EVENT NAME: Moab Arts Festival

1. Location of Event: Swanny City Park

2. Location of Event:

3. Name of Organization: Moab Arts Festival, Inc.

4. Date (s) of Event: May 28 & 29 2022 Start Date: Setup FRIDAY Start Time: SHOW 10AM

5. EVENT DETAILS SAT & SUNDAY Show end time 7PM SAT 6PM SUN

Event Location 1	Date(s):	Start time:	End time:
Set-up <u>Tri May 27</u>	Date(s): <u>tents arrive</u>	Start time: <u>7am</u>	End time:
Clean-up <u>SUN May 29</u>	Date(s): <u>immediately</u>	Start time: <u>after festival ends 6pm</u>	End time: <u>8pm</u>
Event Location 2	Date(s):	Start time:	End time:
Set-up	Date(s):	Start time:	End time:
Clean-up	Date(s):	Start time:	End time:

Is this a recurring event? If yes; daily, weekly or other?

Is this an Annual Event? YES If yes; same date and place? YES Memorial Day Weekend

5. PARTICIPANTS

Number of participants expected: Vendors 100+ Public 1500+ Number of Volunteers/Event Staff: 50+

Open to the Public Private Group/Party

If event is open to the public, is it: Entrance Fee/Ticketed Event? FREE Fee for Participants/Racers/Runners Only

6. APPLICANT INFORMATION

Name of Applicant: Moab Arts Festival

Address: 375 S Main #236 Moab UT 84532

Day Phone: 435-259-2742 Cell/Other: 260-8431 E-Mail: info@moabartsfestival.org

Mailing Address (if different): SAME

Event Web Address (if applicable): www.moabartsfestival.org

Alternate Contact For Event: Theresa King Cell Phone/Other: _____

Cell/other: _____ E-mail: _____

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.

Please contact 801-297-6303, specialevent@utah.gov

Is Food available at the event Yes No

Is the food (please check all that apply)

Given away Catered by restaurants Vendors Prepared on site

All food vendors must have a valid food permit from the Southeast Utah Health Department. A Temporary Food Establishment Permit is required for all food vendors, events are subject to Health Department inspections. Food vendors operating without a permit may be subject to closure and eviction from the event.

Events which have Food available must contact the SE Utah Health Dept., for permit & 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

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? 100+/-

Dimensions of Tents/Pop-up Canopies:

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.:

9. SITE SETUP/SOUND check all that apply (please include details on site map)

Fencing/Scaffolding (must obtain privately)

Barricades (must obtain privately)

Portable Sanitary Units (must obtain privately)

Music if yes, check all that apply 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 Food Vendor trucks 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 Southeast

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: West Park Drive - South side of swanny park

Sidewalk Use Yes Location: Will stay on sidewalks and follow pedestrian laws

Parade No 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: \$

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

Theresa King
Print Applicant's Name

Theresa King
Applicants Signature

2/28/2022
Date

EVENT DESCRIPTION

PLEASE DESCRIBE YOUR EVENT IN DETAIL ADD ANY ADDITIONAL INFORMATION OR PAGES

- Please be sure to include any elements of your event that will help with the approval of the event. A time-line of the event and any other relevant information.

Two Days of Live music & artists displaying & selling their original creations. Artists must be present. (no reps) Kids Activities of an artistic nature available. FREE admission to the public.

2022 Park layout to remain the same as 2019 (The festival did not happen for the last 2 years 2020/2021 due to COVID) with one main music stage next to pavillion on east side of Swanny Park. Kids Art Tent & Activities on west side of park. Handbill/flyer will be distributed again to neighborhood with event information such as times and contact numbers of festival personnel.

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.

NAME OF EVENT: Moab ARTS Festival DATE(S) OF EVENT: May 28 & 29, 2022

BUSINESS NAME	OWNER'S NAME, ADDRESS, PHONE #	ITEMS TO BE SOLD	TEMPORARY SALES TAX LICENSE No./SALES TAX ID
Will send same list we give to Utah State Tax Commission prior to event.			
The state mails a temporary license to each vendor.			



City of Moab

APPLICATION FOR THE SPECIAL USE OF CITY PARKS

Swanny Park, located, between 100 and 200 West from 30 to 400 North, is a non-reservation park that is meant to be open to the public on a first-come, first served basis. Special Use of Swanny Park and other non-reservation parks within the City is subject to approval by the Moab City Council. The City Council may approve use applications for events that provide clear benefits to the community. Requests for usage by private businesses that serve a limited clientele will not be approved. This application must be submitted, along with any special events license application, to the City Recorder's office at least six weeks prior to the scheduled event. Upon approval of the application by the City Council, a Special Park Use Permit will be issued upon payment of the appropriate fee, provided for in the Schedule of Fees.

PLEASE PRINT OR FILL ELECTRONICALLY

Applicant Information

Name of Person Responsible for Use of Park: Theresa King
Name of Organization and Event if applicable: Moab Arts Festival
Address: 315 S Main #236 Moab UT 84532
Day Phone: 435-260-8431 Email: info@moabartsfestival.org
435-259-2742

Proposed Park Usage Information

Which park do you intend to use? Swanny Park: Other (please indicate name of park): _____

Please indicate the proposed dates and times of use:

Proposed Start Date: May 28 Start Time: 10 am/pm End Time: 7 am/ pm
Proposed End Date: May 29 Start Time: 10 am/pm End Time: 6 am/ pm

Please specify what areas of the park are proposed for use: setup Friday: Large tents arrive and are installed by ^{tent rental} company Majority of Park & Sat & Sunday

For Swanny Park, please show in detail on the attached diagrams, which areas of the park are proposed to be used. Show locations of all structures and facilities.

Number of participants you expect: 100%+ Number of spectators that you expect: 1500+

Please describe structures, tents, canopies, portable restrooms, etc. that you propose to set up at the park:
see map for detail of placement

Will amplification be required for your event? Yes No _____

Please specify any electrical needs for your event: use of electricity for vendors

Please describe the parking and traffic plan for your event. Location of parking, signage, traffic control devices, use of volunteers, etc. should be described.
Parking for vendors across street at HMK, Volunteers

If you anticipate any street closures for your event, please describe below, and show on the accompanying diagram.

PLEASE COMPLETE OTHER SIDE

Do you intend for the park to be open to the public during your event? Yes No _____

Do you intend to serve/sell alcohol (if so, additional requirements apply) Yes No _____

For non-Swanny Park events: Do you plan to charge for admission to the park? Yes _____ No _____

Please describe any security or crowd control measures you plan for use of the park:
Volunteer night security & volunteers throughout the day Canyon level

For groups over 100 people, please describe your refuse control and recycling plan: rent Large dumpster from Solid Waste Authority with volunteer assistance. "mule"

Please describe your clean-up plan during and after the event:
City park personnel during festival & Volunteers throughout days the 2

Please describe your restroom facility plan:
rent portable toilets, Zenich will clean on Sunday am

Other Information

Please describe how your organization, your event, and/or your use of the park will provide broad-based benefits to the community:
Annual event that brings together art-related activities of all kinds for locals & visitors to enjoy. Free admission. Kid's activities

Please specify and describe other community or city facilities that you plan to use:
Animal Control requested to be present Sat & Sunday

Have you applied for a Special Event Permit for this use? Yes No _____

Will you be able to provide proof of insurance, showing the City as an additional insured? Yes No _____

I certify that the information contained in this application is true and correct. I agree to abide by the City of Moab Parks Policies and any conditions attached to this permit.

Signature of Contact Person: Theresa King Date: 2/28/2022

Office Use Only

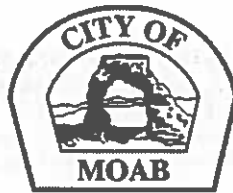
Public Works Review: _____ Police Department Review: _____ Administrative Review: _____

Park Use Fee: _____ Date Fee Paid: _____ Date of City Council Approval: _____

Insurance Received: _____ Final Set up Diagram Received: _____

Special Conditions or Requirements:

Other Required Permits and Approvals



PUBLIC WORKS DEPARTMENT
Encroachment / Excavation Permit Application

YOU ARE REQUIRED TO HAVE THIS PERMIT IF: You plan to conduct work of any kind must within the City's Right-of-Way, dedicated public easements as well as City property, combined and here and after referred to as the City Managed Property, or "CMP". This includes but is not limited to: Flagging Operations, Facility and Utility installations, grading, landscaping, fence installation, tree trimming as well as any other process or procedure that requires access and use of the City CMP. **PERMIT INSTRUCTIONS & PROCESS DESCRIPTION ARE INCLUDED ON PAGE 3 & 4 OF THIS FORM.**

PERMIT ADDRESS OR LOCATION – Describe the location and the limits of the area where Applicant is requesting to perform work in the CMP _____

Swanny City Park: West Park Drive to 100 West

This Permit is requested for permission to perform the following activities within the CMP _____

CLOSE FOR ARTS FESTIVAL FOOD COURT / PASTA TABLES,

PERMIT WINDOW REQUESTED: From: 5/28/22 To 5/29/22

Hours work will be performed From- 10 am/pm To- 8 am/pm

No work will be allowed before 7:00 AM and after 10:00 PM unless emergency conditions exist and are approved in writing by the Public Works Director. Emergency condition approval must be attached to this permit, and a copy of this permit must remain on the job at all times during construction. If emergency is life threatening, verbal permission may be given by the Public Works Director, City Engineer or a City Police Officer if necessary with written documentation of who approved the work, when and what circumstances required emergency work. Send the permission information to the Public Works Department as soon as possible, and attach a copy with the onsite permit.

Project Manager (General Contractor): _____ Business Phone: _____
Authorized Representative: _____ Title: _____ Mobile Phone: _____
Address: _____ Email Address: _____

Facilities Owner (Company Name): _____ Business Phone: _____
Owner's Representative: _____ Title: _____ Mobile Phone: _____
Owner's Address: _____ Email Address: _____

Sub-Contractors Name: _____ Business Phone: _____
Representative: _____ Title: _____ Mobile Phone: _____
Applicant's Address: _____ Email Address: _____

List all Sub-Contractors; attach extra pages as needed.

Permit is hereby granted to the applicant subject to the following City of Moab Requirements for the accommodation of utilities and facilities within the CMP. All regulations for the control and protection of City Streets, such as City Design Standards and Construction Specification for excavation of City Streets and other improvements in the CMP, State Occupational Safety and Health Laws, Manual on Uniform Traffic Control Devices (MUTCD) and all other applicable rules and regulations and requirements must be adhered to and maintained at all times.

PRECONSTRUCTION MEETING – The City will reserve a time and the appropriate City personnel will be present for pre-construction meetings which will be held every Thursday at 1:00 pm as needed prior to a permit being issued and prior to any work within the CMP. The only exception to this requirement will be minor projects with minor impacts which may only require a site visit with the applicant as approved by the Public Works Director. Even in this case, the meeting must be documented on this permit. For larger projects, notify all affected entities/utilities of the preconstruction meeting date and time with a documented request that a representative of each entity be present for larger projects. If the pre-construction meeting date and or time needs to be changed after application is approved, it must be re-scheduled with the Public Works Department prior to any work being conducted in the CMP.

PRECONSTRUCTION MEETING DATE: _____ TIME: _____ am/pm LOCATION: _____

TWENTY FOUR HOUR NOTICE IS REQUIRED BEFORE STARTING WORK UNLESS EMERGENCY CONDITIONS EXIST. CALL PUBLIC WORKS DIRECTOR AT (435) 259-7485. ALL UTILITY ADDITIONS AND TRENCHES MUST BE INSPECTED PRIOR TO BACK FILLING. CURB, GUTTER & SIDEWALK INSTALLED IN THE CMP MUST BE INSPECTED PRIOR TO POURING OF ANY CONCRETE. ALL IMPROVEMENTS MUST MEET THE CURRENT CITY DESIGN STANDARDS AND PUBLIC IMPROVEMENT SPECIFICATIONS.

(The information in this box is to be completed by Public Works Director or his/her designated representative)

REQUIREMENTS CHECKLIST	Submitted		Submitted
<input type="checkbox"/> SITE PLAN*	_____	<input type="checkbox"/> PUBLIC WORKS INSPECTIONS	_____
<input checked="" type="checkbox"/> TRAFFIC CONTROL PLAN	_____	<input type="checkbox"/> HOLD HARMLESS FORM*	_____
<input type="checkbox"/> EXCAVATION PLAN (INCLUDE DIMENSIONS)	_____	<input type="checkbox"/> CERTIFICATE OF INSURANCE	_____
<input type="checkbox"/> CLEANUP & RESTORATION PLAN*	_____	<input type="checkbox"/> PERMIT BOND	_____
<input type="checkbox"/> MATERIAL QUALITY/QUANTITY	_____	<input type="checkbox"/> PERFORMANCE BOND	_____
<input type="checkbox"/> BACKFILL PROCEDURES	_____	<input type="checkbox"/> ENCROACHMENT AGREEMENT	_____
<input type="checkbox"/> STORM WATER MITIGATION PLAN	_____	<input type="checkbox"/> PUBLIC NOTIFICATION	_____
<input type="checkbox"/> COMPACTION REQUIREMENTS	_____	<input type="checkbox"/> UTILITIES/ENTITIES NOTIFICATION	_____
<input type="checkbox"/> ROADWAY PATCHING & CG & S	_____	<input type="checkbox"/> EMERGENCY, FIRE AND SAFETY ISSUES ADDRESSED	_____
OTHER CONDITIONS AND/OR LIMITATIONS: _____			

<ul style="list-style-type: none"> • ALL ITEMS THAT HAVE A CHECK IN THE BOX ARE REQUIRED, AND MUST BE SUBMITTED AND APPROVED PRIOR TO ANY WORK TAKING PLACE IN THE CMP. WITH THE EXCEPTION OF ITEMS THAT ARE COMPLETED DURING THE PROCESS OF THE PROJECT. • BOXES THAT HAVE NOT BEEN CHECKED ARE NOT REQUIRED FOR YOUR PERMIT TO BE APPROVED. 			

SPECIAL LIMITATIONS:

*This Permit and/or agreement, provides the Applicant City's approval only. You are responsible for obtaining clearance from all other applicable Governing Bodies, Service Districts as well as affected property owners, encompassed within your project area.

*All road closures must be conducted according to MUTCD rules and guidelines and the approved traffic control plan including certified flaggers during the entire closure period.

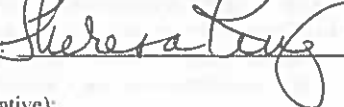
*Other permits may be required by the City and other entities depending on location and conditions of the project area.

I the applicant agree that once the permitted work begins, I will diligently pursue the completion of the work in the CMP and in associated work zones. All work shall be completed and all disturbed surfaces or objects will be restored on or before the end of window date above. Project area will be cleaned up, barricaded, and taped off to identify the work zone in order to protect the public from job hazards at the end of each work day. In the event work is commenced under the permit and the applicant fails or refuses to restore the streets or any other improvements within the CMP to their preconstruction condition or better, the City may, at its election, correct any deficiencies or otherwise complete the work at the expense of the Applicant. Upon receipt of an invoice of the cost incurred by the City, Applicant shall agree to immediately pay the amount due. If action is required to be filed in court to collect the amount due, the applicant shall be liable for the City's cost and fees, including any and all attorney's fees.

By applying for, and the City issuing this Permit, the Applicant agrees to comply with all instructions, conditions, requirements, and regulations of the City of Moab with respect to performance of the work described in the Permit. Applicant will properly control and warn the public of said work within the CMP and work zones to prevent any accidents. Applicant shall defend, indemnify and hold the City harmless from all damages or claims, including attorney's fees arising out of any and all actions performed under this permit by applicant, and their employees, agents or contractors including failure to comply with the terms and conditions in this permit. Applicant shall be required to pay for all required City inspection fees. Applicant shall not perform any work in the CMP beyond the area indicated on this Permit.

If Applicant fails to comply with the City's regulations, specifications, or instructions pertinent to this Permit, the Public Works Director, City Engineer or their duly authorized representative, may by verbal order, suspend the work until the violation is corrected. If applicant fails or refuses to promptly comply, the Public Works Director, City Engineer or their authorized representative may issue a written order stopping all or any part of the work. When satisfactory corrective action is taken, an order permitting resumption of work may be issued.

By carrying out the activities allowed under this permit, I, the applicant, understand that all provisions, limitations and restrictions of the permit and any related attachments must be strictly adhered to. I also understand and agree to all penalties for failing to comply with all aspects of this permit. I further understand that I am required to review and understand this permit in its entirety including all applicable attachments.

Applicant's Authorized Representative:  Date: 2/28/2022

Approved by (Public Works Representative): _____ Date: _____ PERMIT # _____

Permitted Work Completed: _____ Date: _____

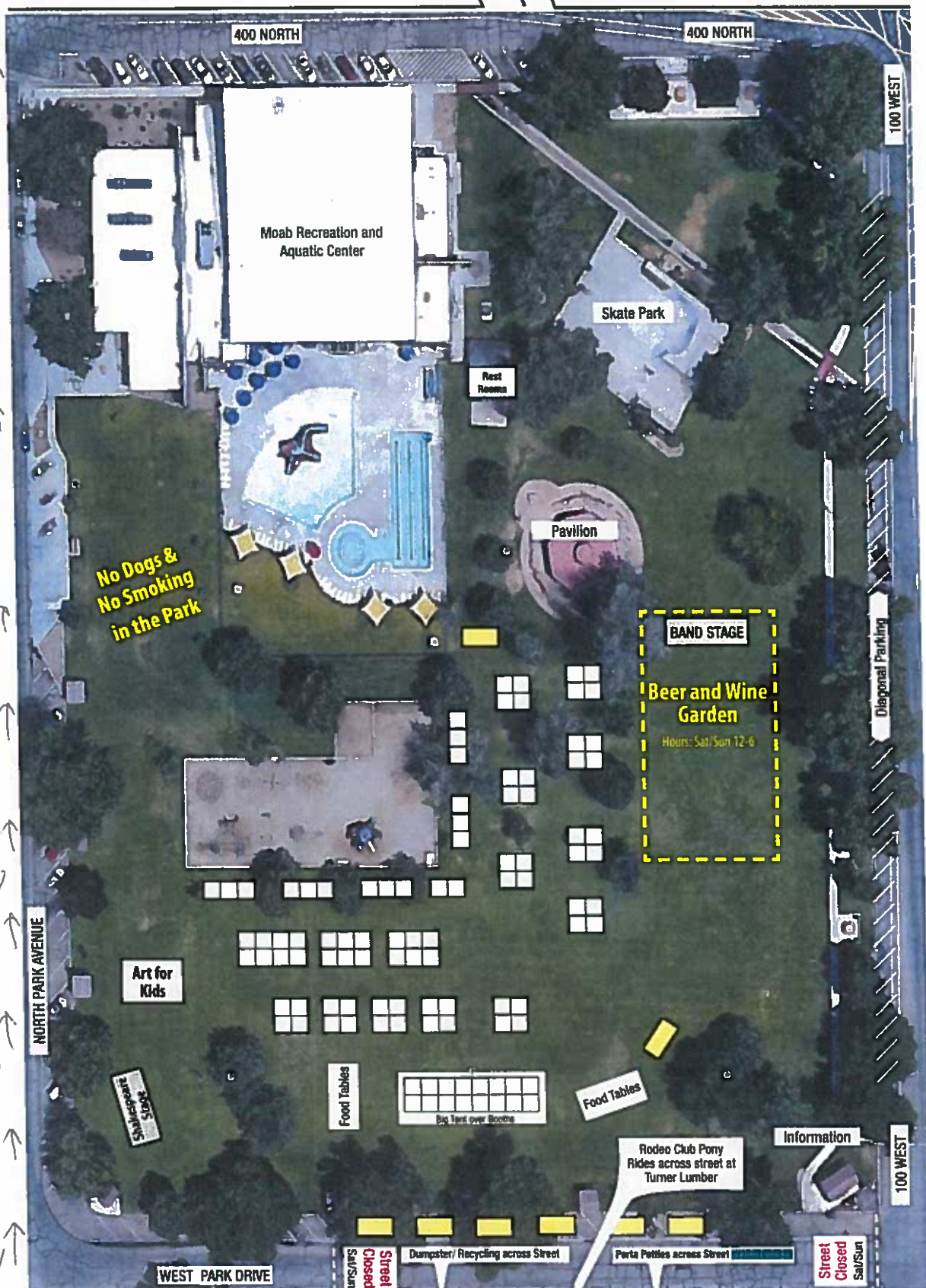
Moab Arts Festival Park Layout

Swanny City Park 2022

Saturday 10am-7pm and Sunday 10am-6pm

HMK School

VENDOR PARKING



No Dogs & No Smoking in the Park

BAND STAGE
Beer and Wine Garden
Hours: Sat/Sun 12-6

TONGUE CANYON DRIVE

SINGLE EVENT PERMIT

Local Consent

PURPOSE: Local business licensing authority provides written consent to the Alcoholic Beverage Control Commission to issue an event permit to an organization for the purposes of storage, sale, offer for sale, furnish, or allow the consumption of an alcoholic product on the event premises. Authority: Utah Code 32B-9-201

City of Moab

Local business license authority

City Town County

hereby grants its consent to the issuance of a temporary single event permit license to:

Applicant Entity/Organization: Moab Arts Festival, Inc.

Event Name: Moab Arts Festival

Event location address: Swanny City Park - MOAB UTAH

Street

city

state

zip

On the 28th & 29th day(s) of May, 2022

dates

month

year

during the hours of 12noon to 6pm, pursuant to the provision of Utah Code 32B-9 for

define hours from and to

the sale of (Check all that apply): Beer Heavy Beer Wine Flavored Malt Beverages Liquor

We are recommending this entity as conducting a civic or community enterprise*

Yes

No

NOT providing a recommendation

***As Part of local consent required by 32B-9-201 (1) (c), the locality may provide a recommendation as to whether the entity is conducting a civic or community enterprise.** A civic or community enterprise means a function that is in the nature of a temporary special event such as a social, business, religious, political, governmental, educational, recreational, cultural, charitable, athletic, theatrical, scholastic, artistic, or scientific event. A "civic or community enterprise" generally is a gathering that brings members of a community together for the common good. Single event permits may not be issued to or obtained by an entity or organization for the purpose of avoiding or attempting to avoid the requirement of state retail alcohol licensing.

Authorized Signature

Name/Title

Date