



KANAB
— UTAH —

SPECIAL EVENT PERMIT FORM

Events are a big part of our community. Whether the event is for the entire community, neighborhood, your employees, or your family. Whatever the case might be, we want to help facilitate those events in the most efficient way possible. A Special Event Permit is required when you are requesting dedicated staff to make your event possible (traffic control, police, parks workers, etc.) or you are requesting the exclusive use of city property during your event (closing roads, entire parks, city buildings, etc.)

Full Name: _____ Date: _____

Phone Number: _____ Email: _____

Current Address: _____ State: _____

Driver's License/ID: _____ State: _____

Type of Event: _____

Event Location: _____

Proposed Date of Event: _____

How many people do you anticipate attending the event? _____

Proposed Event Start Time: _____ End Time: _____

Describe your Event: _____

BUSINESS LICENSE: A business license is required any time you are receiving compensation for services or goods (this includes fundraisers). Special events sponsored or hosted by a person or organization without a business license will need to obtain one through Kanab City per Kanab City Ordinance 9-05.

Please contact the Kanab City Business Licensing Department to obtain a business license or for additional information regarding Business Licenses at (435) 644-2534. Kanab City Business License applications are available on our website www.kanab.utah.gov.

It is the Sponsoring Business or Organization's responsibility to notify anyone who collects money at the event that they are responsible to make the appropriate payments to the Utah State Tax Commission <http://tax.utah.gov/> 800-662-4335 or 801-297-2200.

It is the Sponsoring Business or Organization's responsibility to ensure that food vendors comply with Health Department regulations and have required permits

EVENT TAKING PLACE IN A CITY PARK: If your event is taking place in a city park, you may be required to reserve the pavilion(s). Additional fees may be applicable. It is the responsibility of the Sponsoring Organization to reserve any necessary facilities. Inflatable toys, such as bounce houses are only allowed in specific parks and locations; additional insurance is required and Kanab City also needs to be named as an Additional Insured on your insurance policy (confirmation required).

- Park reservation confirmation must be attached. Pavilion(s) may be reserved online at www.kanab.utah.gov or in person at the Kanab City Office located at 26 North 100 East, Kanab. For additional information, contact us at (435) 644-2534.

MARK EACH YES OR NO

1. Public street/road, parking lot, sidewalk closure? _____
 2. Any portion of event occurs on property not owned by sponsoring organization? _____
 3. You will be providing Stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, booths, vehicles, trailers, lighting, and sound? _____
 4. Requiring Power? _____
 5. Sign permit required? _____
 6. Charging money or having vendors? _____
 7. Approval/Permits from other entities? _____
 8. Race, Parade or Pedestrian/Bicycle Event? _____
 9. Additional needs - portable toilets/ waste collection? _____
 10. Taking place in a City Park/Facility? _____
 11. Requesting City Staff, Services, or Equipment? _____
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Sales Events:

1. Must be conducted in a commercial zone.
2. If extension cords are utilized, they must be outdoor rated and placed in a manner to not create a hazard.
3. Must be operated in a manner so as not to block traffic into or out of adjacent businesses or structures. Trucks and trailers may be used for storage of merchandise or inventory but may not be entered by the customer.
4. Are limited to use of one sign of 15 square feet or less. No other means of advertising such as flashing lights, loud speakers, or calling out, are permitted. Permanent signs on trucks or semi-trucks are not considered part of the signage.

RELEASE AND INDEMNIFICATION: Applicant acknowledges that the information in this application is true and correct and agrees to adhere to all rules, regulations, and policies established by Kanab City. Applicant understands that a Special Event Permit does not authorize any violation of the provisions of Kanab City Code or any other code, law, rules, regulations or ordinances. Applicant agrees to waive and release all claims that might be had against Kanab City for any and all injuries or losses suffered arising out of the event. Applicant agrees to indemnify and defend Kanab City against all claims arising out of the event and to reimburse Kanab City.

DISCLAIMER: Kanab City recommends that applicants do not print brochures, packets, maps, advertisements, etc., or circulate promotional information until a Special Event Permit is issued. The City 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.

No Special Event Permit Fee

Applicant Signature: _____ Date: _____

For Office Use Only

- Not a Special Event
- Special Event with no additional services (can require insurance)
- Special Event with additional services (can require insurance and additional fees)

COMMENTS: _____

Department Approvals

- | | |
|--|--|
| <input type="checkbox"/> Police Department | <input type="checkbox"/> Parks/Recreation Department |
| <input type="checkbox"/> Fire Department | <input type="checkbox"/> Records Department |
| <input type="checkbox"/> Administration/Mayor | <input type="checkbox"/> Community Development/Building Division |
| <input type="checkbox"/> Public Works/Streets Division | |

Received by _____ Date: _____