

## LICENSING SPECIAL EVENTS OUTDOOR/INDOOR SALES - EVENTS

[Parades, Filming, Concerts, Shows or Carnivals, Fairs, Festivals, Athletic Contest, Exhibits, Charity Events, Etc.]

### LICENSING REQUIREMENTS:

(Other licensing requirements may apply; note those that are applicable to your event)

- **Special Event Business License Fee: \$100.00** (per location/for each event).
- **\$25.00 Processing Fee:** for all other applicants (fee exempt/nonprofit, fund raiser, etc.).
- **Firework Sales: \$300.00** (per location/for each event).
- **Motorized Vehicle Retail Sales: \$150.00** (\$150 for first six [6] vendors; \$25 for each additional vendor).
- Provide all applicable information on the Special Event Application Form. A Special Event Authorization Permit will be issued when all requirements are completed.
- **DO NOT** print up brochures, maps, packets, posters, flyers, etc., and **DO NOT ADVERTISE** by radio, newspaper, television, email, Internet, or other communications or writing, until the event has been coordinated and approved by Pleasant Grove City Departments, and where applicable other affected entities or agencies. You should receive notification that approval has been granted. The city will **not** absorb any costs associated with such, and the event may be denied.
- **Thirty days** is required to process the information, circulate such information and the accompanying application form in each department and to those individuals who require it, and coordinate it with other activities. Such individuals will require time to return the information with instructions.
- **Selling Product:** Obtain all necessary information and requirements pertaining to this license: Name Registration, State Sales Tax Number, Special Events Sales Tax Number [801-297-6303] / a new number must be obtained for each event, etc. [Need to charge tax on tickets if business is charging admission or if a race is registering applicants.]
- **Non-Profit:** Status must be proven by a 501.C3 number that is provided with your federal letter stating that your organization actually has this non-profit status and has complied with all requirements to qualify in receiving the 501.C3 number. This is not your state tax identification number. It is unlawful for any person/entity to act as a profession fundraiser/counsel/consultant, without first obtaining a permit from the Division of Consumer Protection with the State of Utah. If you have any questions, call the division at 801-530-6601 or fax 801-530-6001. You are required to show proof of non-profit status.
- **Any entity that solicits or obtains contributions** from the public for its charitable purpose must contact/register with the Division or Consumer Protection (Charities, Nonprofit Entities, Professional Fund Raisers, etc.)
- **Proof of insurance** is due prior to the event (not referring to Free Speech). The event will be denied without proof of insurance. Provide verification from your insurance company that you have not less than \$250,000.00 of insurance covering injury to any person in any single accident, \$1,000,000.00 for injuries to more than one person, and \$1,000,000.00 for any property damage. It is your responsibility to see that your insurance company/agent receives the necessary information and to see that the insurance certificate is correct and sent before the event. Certificate Holder would be: **Pleasant Grove City/70 S 100 E/Pleasant Grove, UT 84062**. Events using roads governed by the Utah State Department of Transportation must obtain a letter stating approval, and UDOT must be listed on the insurance certificate as "Additionally Insured" on the insurance certificate.
- **Event Waiver/Liability Statement** form must be provided for applicable events. Must state nature of event and participants awareness of all requirements and specifics. Must release anyone connected with Pleasant Grove City from all claims or injury, damages, etc. associated with event. (If applicable a Hold Harmless Agreement will be required and notarized.)
- **Site Plan Map:** as part of the Temporary Use, a detailed site plan map is required showing all applicable layouts of the event (parking, buildings, tents, restroom facilities, food stations, race routes, etc.)
- **Detailed Description of Event** to be included. Describe elements of your event in detail. Add any additional information: equipment, parking requirements, description of event, what facilities used, etc. Filming summarize setup, etc.
- **Police Department:** Secure and pay for two City police officers to be present at the facilities for the first 1,500 people that attend. If more than 1,500 people attend the facilities, contact the Police Department and request and pay for additional officers.
  - **Police Fees:** officer and equipment fees apply - arrangements need to be made through the Police Department (801-785-3506).
- If meters, barricades, or road closures will be needed for the event, these will need the approval of the Police Department.
- Routes for runs other than those already approved by the Police Department, and a few that exist with events that have traditionally taken place, will not be approved unless all arrangements and costs to the Police Department are provided. For such events, prior arrangements and fees must be made with the Police Department.
- **Murdock Canal Trail:** Any events along this trail first need to be coordinated with the Utah County Public Works Department. No bike relay/race related events are permitted. Questions call: 801-851-8602 (Don Nay).

- **UTAH COUNTY EVENT PERMITS:** 100 E and Canyon Rd are owned by Utah County. Contact them. <http://www.utahcounty.gov/Dept/pubwrks/index.asp>. Telephone 801-851-8600. An event permit is required.
- **UDOT Roads:** 801-227-8000 General Information for roads. Traffic control or road closure. Permit, plan and route. (Additional information 801-222-3418).
- **Road Blockage:** any blockage or closures of roads, etc., notify all applicable businesses or residential areas that will be affected. Notify the city and police department. This requirement must be met before authorization is permitted.
- **Fire Department:** Apparatus fee and manning fees apply – arrangements need to be made through the Fire Department (801-796-9496).
- **Fireworks (Commercial/Residential):** Permits required. Prior to performing the fireworks display, the operator, supplier, or sponsor shall obtain a display permit from the Authority Having Jurisdiction. As part of the permit process, the operator, supplier, or sponsor shall demonstrate financial responsibility for the fireworks display to the AHJ by providing proof of insurance or by other approved means. The operator or supplier shall maintain any federal or state permit(s) or license(s) required to possess and use fireworks. (10.3.1, 2, 3) Fireworks done by State Licensed Pyrotechnician. Must present license. Display must meet all applicable NFPA (National Fire Protection Agency) requirements. (NFPA 1123)
- **Lion's Club Rental:** Arrangements must be made through City Hall (801-785-5045). This facility is located at 601 E. Center.
  - Rental and deposit fees will be paid at City Hall. Fees apply; all applicable arrangements must be made prior to event. A \$250.00 deposit is required.
- **Recreation Department:** Must approve any events that are associated with their facilities. Must contact this office in advance. Also must abide by all of the requirements and conditions as set forth in the Rules and Regulations Governing Use of Pleasant Grove City Recreation Facilities as outlined in the application. Application and Outdoor Facility Rental Agreement needs to be made for Park Pavilions, Ball Fields, and Rodeo Arena. This must be made through their office. They are located at 547 S Locust / 801-785-6172.
- **City Parks:** Use will be determined under the ordinance for parks. There may be charges associated with garbage clean up, road barrier removal, electrician fees if electricity is needed, and if Park/City personnel are needed. (Section 7-2-1)
- Parks will be closed between the hours of ten thirty o'clock (10:30) p.m. and five o'clock (5:00) a.m. It is unlawful for any person other than city employees performing their duties to be in a park when it is closed.
- **Public Disturbance Noises** – in this category are those noises which because of their intensity: decibel level, constancy, proximity to residences, businesses and inhabited areas, create a disturbance. Day time restrictions not before seven o'clock (7:00) a.m. or after ten o'clock (10:00) p.m. Night restrictions not after ten o'clock (10:00) p.m. or before seven o'clock (7:00) a.m. (Section 5-2B-1)
- **ADA Accessibility:** Must be provided for. You may be required to provide signs to indicate the ADA stalls, etc.
- **Concessions Sales:** If selling concessions, current certification or permit must be provided:
  - Opened containers: fountain drinks, food products, etc.  
Contact with the Health Department must be made (801-851-7525).
  - Closed containers: canned pop, packaged food products, etc.  
Contact with the Department of Agriculture must be made (801-851-7792).
- **Health Department:** A new Health Department Certificate (Permit to operate a temporary booth/stand) must be obtained for each event. The event can last up to 14 days, but must be held in the same location. Anything after 14 days would require a new certificate. [Opened unpackaged foods provided to others must be permitted – any catering or food preparation.]
- **Utah Department of Agriculture:** Any pre-packaged foods provided to others would fall under this department.
- **Alcoholic Beverages:** (sales on Sunday in Utah County: cities ordinances override any county rules pertaining to beer sales/wine, etc., sales in restaurants would be different.) Follow all requirements and procedures to obtain alcohol beverage licensing. Beer sales are allowed for on-premise consumption at temporary special events that do not last longer than 30 days. No beer sales in the city parks (Ord. 97-7)
- **Filming:** apart from the licensing fee, a reimbursable cash bond fee requirement will be determined by the City. If applicant is on City owned property a temporary use may be all that is required. The extent of the shoot may affect this condition. If applicant is inside a building or structure on City property, a reimbursable cash bond will apply.
- **Location Rental Agreement:** provide documentation verifying that permission has been given to park vehicles and equipment used in the course of production with applicable representatives or premise owners. This entails the storage or parking of equipment, sets, production vehicles, or facilities for personnel, etc.
- **City Council approval may be required.**
- **Downtown Advisory Board (DAB)** recommendations and Conditional Use Permit approval from the Planning Commission will be required for any temporary use or special event in the Downtown Village area.
- **Temporary Use Fee Requirements:** refer to separate list of conditions and applicable requirements.

ADDITIONAL INFORMATION WILL BE FURNISHED, AND SPECIFIC REQUIREMENTS ESTABLISHED, DEPENDING ON THE TYPE OF EVENT AND ACTIVITIES ASSOCIATED WITH IT