



## **Large Outdoor Event Checklist**

Our Community Development Department has created this checklist to make applying for the Large Outdoor Event process as seamless as possible for you. Kyndal Sagers, our Zoning Administrator is your main point of contact at [ksagers@springdale.utah.gov](mailto:ksagers@springdale.utah.gov) or (435) 522-4130. Additionally, other departments will review the application to ensure compliance with the Town Code.

The checklist below is everything you will need to include in your application to ensure that it is a complete application, all the below will need to be included before departments can review the application. If you are not implementing the distribution of alcohol or utilizing SR-9 you do not have to include them in the application.

\*The application must be submitted a minimum of six weeks before the event.

### **Cover Letter and narrative describing the event**

- The name, mailing address, and telephone number of the person or organization in charge
- Location of event
- Detailed description of the event
- The date when the event is to be conducted
- The hours the event will start and terminate, including the set-up and take-down times
- Detail the sanitation facilities, trash, and recycling plan
- Detail the traffic control and parking
- If the event includes the distribution of alcohol, detail the control measures

### **Site Plan (to scale detailed schematic/map)**

- Property and location of event facilities and temporary structures
- Fencing/barriers
- Equipment/furniture (tents, tables, bars, stage, etc.) including dimensions
- Location of booths (if applicable)
- Description of the services planned (selling food, liquor, etc.)
- Location of sanitary facilities
- Location of trash and recycling equipment

If the event includes a beer garden also include the following on the site plan:

The dimensions and material of fencing/barriers plan

Entrances and exits including dimensions

Equipment/furniture dimensions

Signage including the organizer's phone number

### **Letter of Authorization**

Written letter of authorization from the property where the event will take place

### **On-site Event Manager**

Provide the name and cell phone number of the on-site event manager who will be responsible for ensuring the event complies with all applicable standards.

### **On-site sanitary facilities plan**

The applicant must provide sufficient on-site sanitary facilities to accommodate the anticipated number of event participants.

\*If the event includes the distribution of alcohol, a sanitary facility must be provided within the controlled area and a sanitary facility must be provided outside the controlled area.

### **On-site trash and recycling facilities**

The applicant is responsible for ensuring the trash and recycling facilities are emptied on a regular basis to prevent trash and debris from accumulating.

### **If utilizing the SR-9 right-of-way**

UDOT approval

Traffic control plan if the event includes a road closure or will create traffic delays

### **Health Department Approval**

Copies of Health Department approval where food is handled or sold, and in any other situation where Health Department standards apply

### **Insurance Certificate**

Insurance certificate evidencing general liability coverage in the amount of at least \$3,000,000.00 listing the Town of Springdale as an additional insured.

### **Signage**

Signage measuring two feet by two feet in a conspicuous location which contains the on-site event manager's name and day of event cellular phone contact number.

**Beer Garden**

If the event includes the distribution of alcohol, provide documentation of application to the State of Utah for an alcohol permit at the time the large outdoor event permit is submitted to the Town. Applicant must also provide a final copy of the state alcohol permit prior to the commencement of the event.

Site plan must include the fenced beer garden (an enclosed area consisting of fencing no less than three feet (3') in height and secured at the top and bottom.

Sign proof of signage warning that alcoholic beverages shall not be passed over the area's barrier or removed from the enclosed area.

**Application Process**

The Town will review the information above based on the standards for Large Outdoor Events in section 10-22-3(C)(2) of the Town Code. You may wish to review this section for complete details regarding the requirements for Large Outdoor Event permits.

Once your application is determined to be complete, the Town will schedule a pre-event meeting at least three weeks before the event if the event: 1) requires traffic control, 2) distributes alcohol, or 3) utilizes a Town property. Additionally, once the event is over, the Town will schedule a post-event meeting.

After the Town has determined the application is complete and complies with all Town standards the Town will issue the Large Outdoor Event permit.