KAYENTA ARTS FOUNDATION

2014 ART IN KAYENTA

OCTOBER 10-12, 2014

- BEER AND WINE WILL BE SERVED AT EVENT
- IVINS CITY SPECIAL EVENT PERMIT FILED 7/21/2014
- STATE OF UTAH SINGLE EVENT PERMIT APPLICATION COMPLETED AND ATTACHED
  - LOCAL CONSENT FORM ATTACHED
- BOBBY EDWARDS, KAYENTA CONTACT, WOULD LIKE THIS PERMIT TO BE ON THE NEXT TRC MEETING AGENDA (9/4/14)
- BOBBY EDWARDS WOULD ALSO BE AVAILABLE DURING THE TRC MEETING TO ANSWER ANY QUESTIONS, ETC.

8/28/2014
CHAR

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 [ ] Town [ ] County
Local business license authority

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

Applicant Entity/Organization: Kayenta Arts Foundation

Event Name: 2014 Art in Kayenta

Event location address: 800 No Kayenta Parkway (street) Ivins (city) UT (state) 84738 (zip)

On the October 10-12 (dates) day(s) of October (month), 2014 (year)

during the hours of 12 pm - 6:30 pm, pursuant to the provision of Utah Code 32B-9.

Bobby Edwards
435 817 ~~8297~~ 8296
writebobby@mac.com
Would like to attend TRC
" " TRC ~~ASAP~~ 9/4/2014

RECEIVED
AUG 28 2014
IVINS CITY

Kayenta Arts
From Bobby Edwards

APPROVED

Rec'd By:	T. Fabis
Filing Fee:	$100.00
Receipt #:	11132
Date:	7/21/14
Valid Until:	OCTOBER 12, 2014

IVINS CITY

55 N. Main St., Ivins, UT 84738
Tel: 435-628-0606 Fax: 435-674-5486
www.ivins.com

SPECIAL EVENT PERMIT APPLICATION

OCT 10, 11, 12TH 2014
Date of Event

ART IN KAYENTA FESTIVAL
Name of Event

SUSAN JAGER
JIM KEELEY
Applicant Name

435 688-2002
435 215-6978
Phone #

KAYENTA ARTSFOUNDATION
800 N. KAYENTA PKWY
Address

IVINS UT 84738
City, State, Zip

Detailed Description of Event: ART IN KAYENTA FESTIVAL WILL HAVE ARTIST BOOTHS, LIVE MUSIC, FOOD VENDORS, AND LIVE THEATRICAL PERFORMERS - TEMPORARY BEER & WINE

KAYENTA ART VILLAGE COYOTE GULCH
Location of Event

10 AM - 7PM	FRIDAY	SATURDAY	SUNDAY
Time and Duration of Event	2250	4500	1500
60	$250 PER BOOTH		8250
Anticipated Participants	Anticipated Participation Fee		Anticipated Spectators

A Special Event that creates a need for municipal coordination of parking, traffic flow, fire, police/security service and/or otherwise impacts the public health, safety, and welfare or general peace and tranquility of the community beyond that which would be reasonably necessary and ordinarily anticipated relative to personal and individual use of public or private property, and in all cases where an admission fee is required, shall be required to apply for and be granted a Special Event Permit for the specific event and its venue(s).

Events, which occur in a series such as live performances, may apply for the entire series of Special Events under

one Special Event Permit.

Applications for Special Events shall be made in writing the Ivins City Recorder on this form. Applications must be completed and submitted to the Ivins City Recorder not less than sixty (60) days prior to the scheduled event. The application shall be signed by the person, or group of people, who is or are the organizer(s) and with whom the responsibility for conduct of the event lays. The applicant must be a natural person or persons and not a corporation, corporate sponsor, or business, or any other entity that is not a natural person.

CHECKLIST

(Please do not refer to "on file from previous year.")

- ✓ Attach a site plan of event
- ✓ Attach a traffic and parking plan
- N/A Attach a plan of anticipated necessity for public personnel, equipment, and other public services at the event
- ___ Obtain a Temporary Sales Tax License from the State Tax Commission
- ___ Submit a vendor list and copy of the Temporary Sales Tax License
- ✓ Proof of liability insurance in the amount of $1,000,000, naming Ivins City as additional insured
- ✓ Sign and return a Special Event Hold Harmless Agreement

Once application has been submitted and complete, the Special Event Coordinator will submit the completed Special Event Permit Application to Department Heads for needs assessment review.

I hereby declare that the foregoing information given on this application for a special event permit is true and that falsifying any information constitutes cause for rejection of my permit.

James F. Kelley — Applicant

7/21/14 — Date

**********STAFF REVIEW**********

	Date Approved	Comments
Public Works	7-31-14	
Public Safety	7-30-14	NO OFFICER NEEDED
Parks & Recreation	7-31-14	
City Manager	8/5/14	
City Attorney	8/5/14	-still need copy of State Alcohol Application in order to sign consent form.

Utah Department of Alcoholic Beverage Control P.O. Box 30408 Salt Lake City, UT 84130	**SINGLE EVENT PERMIT APPLICATION CHECKLIST**	Website: www.abc.utah.gov Phone 801-977-6800 Fax 801-977-6889

SINGLE EVENT PERMIT APPLICATION

Single event permits are issued for the sale of all types of alcohol to the permit holder conducting a convention, civic, or community enterprise. Permits may only be issued to bona fide partnerships, corporations, limited liability companies, churches, political organizations, incorporated associations, or to recognized subordinate lodges, chapters or other local units in existence for at least one year prior to the date of the application.

The applicant shall state whether it is seeking a 120 hour single event permit or a 72 hour single event permit. Applicants may only be issued either four (120) hour permits or twelve (12) 72 hour permits in a calendar year.

Permits are issued by the DABC Director contingent on review of the Alcoholic Beverage Control Commission. To ensure adequate processing and approval, **complete** applications should be submitted 30 days prior to the event. ***Applications submitted outside of these guidelines risk non-issuance of a permit.*** Due to regulatory restrictions, applications received 7 business days or less prior to the event will not be considered. (Please note - when counting days, realize that there must be seven business days between the day the application is received and the date of the event).

A complete application has all of the information requested and supporting documents attached.

All supporting documents must be submitted with each application. An exception will be made only for a bond and Exemption Certificate that remain on file with the department.

1. X Completed Application Form – ☒ Initial the attestation and ☒ notarize the signature. All information filled out.
2. X $125 Permit fee (refunded if permit is not granted)
3. X $1,000 Bond - - Please indicate if bond is on file with the department
   - ☒ $1,000 check, cash or money order ***or***
   - ☐ Corporate surety bond (template attached) ***or***
   - ☐ Third Party Liability Agreement if someone other than the applicant is paying the bond.
4. X Local city, town or county consent to the issuance of the event permit. **LOCAL CONSENT MUST BE RECEIVED BY THE APPLICATION DUE DATE OR THE APPLICATION CANNOT BE PROCESSED**. Please contact the business licensing office where the event is to be held to ensure adequate processing time.
5. X Organization / Entity: documentation (that applies to your organization): i.e. [ ] Articles of incorporation [ ] tax exempt filing with the IRS (if applicable), [ ] Partnership agreement [ ] Letter of authorization from qualifying parent organization etc.
6. X Current Certificate of existence with date of organization
7. X Proposed advertisement of the event such as printed and or electronic media [website links etc.]
8. X Item 20 of the application complete, listing proposed ***control measures.*** Required and/or recommended Control measures listed in the application should be filled out for every type of event. Provide additional pages of control measures if necessary).
9. X Detailed and scaled floor plan on an 8 ½" by 11" sheet of paper. The map should be very comprehensive. All control measures should be included on the map itself.
10. X Signed TC-721 Utah State Tax Commission – Exemption Certificate

Utah Department of Alcoholic Beverage Control P.O. Box 30408 Salt Lake City, UT 84130	**EVENT PERMIT APPLICATION** **SINGLE EVENT PERMIT**	Licensing and Compliance Division Application Number _____ For Internal Use Only

☒ SINGLE EVENT PERMIT Fees: $125 ☒ Event Bond $1,000 or ☐ $1,000 Surety Bond [ ] on file from previous event [ ] using third party bond	☐ 72 HOUR (or less) PERMIT 12 permits per calendar year allowed This is permit # _____ for calendar year _____	☐ 73-120 HOUR PERMIT 4 permits per calendar year allowed This is # _____ for calendar year _____

Event and Organization Information

1. Organization Name: Kayenta Arts Foundation
   Entity Type: ☐ Corporation ☐ Limited Liability Company ☐ Political Organization ☐ Religious Organization ☐ Partnership
   ☐ State agency or political subdivision ☐ Incorporated Association ☐ Recognized subordinate lodge, chapter or local unit of an entity
   ☐ Non-profit Corporation ☒ Qualified as section 501(c)(3) Federal Tax exempt ☐ Other _____
2. Date organization founded: 2 | 10 | 2011
   (must have been in existence for more than one year and have active status – submit certificate of existence)
3. Daily Business of Organization: Community non-profit
4-a. Organization address: 800 No Kayenta Pkwy (STREET) Ivins (CITY) UT (STATE) 84770 (ZIP)

4--b. Mailing address (if different from individuals or organization):
_____ (STREET) _____ (CITY) _____ (STATE) _____ (ZIP)

5. Organization phone: 435 674 2787 Fax _____
   E-mail: kayentaartsfoundation@gmail.com
6. Does this organization have a current DABC License: NO License #: _____
7. Contact Person: Robert Edwards Phone: 435 817 9296
   E-mail: writebobby@mac.com
8. Sales Tax / Tax exempt number _____ or 501(c)(3) tax exempt # _____
9. Event Name: Art in Kayenta
10. Event Venue: Kayenta Art Village DABC Licensee? NO
    800 No Kayenta Pkwy (Street) Ivins (City) 84738 (Zip)
11. Type of Event: a) *purpose* of the event: fundraiser for Kayenta Art Foundation
    b) describe event activities: Art Festival
12. Who benefits from the proceeds of this event? Kayenta Arts Foundation
13. Name of person or group catering the event: _____
14. Date(s) of the event: October 10, 11, 12 Alcohol service from: 12:00 pm to 6:00 pm

15. Attendance: 5000 Attendance per day if a multi-day event: 2,500

16. Admission charge: N/A Is alcohol included with admission price? ☒ No ☐ Yes *
If Yes, how many alcoholic beverages are included: *

*** If an unlimited number of alcoholic beverages are included, all of the following conditions must apply:**
(i) Alcoholic beverages are served to patrons at a seated event; _____ Yes
(ii) Food is available when the alcohol is furnished; _____ Yes, and
(iii) No advertising that there will be an unlimited number of alcoholic beverages provided in the admission charge. _____ Yes

17. Alcohol to be served and price(s): ☒ 3.2 Beer 5.00 [ ] Heavy Beer

☒ Wine 5.00 [ ] Flavored Malt beverages [ ] Liquor

18. Methods to be used for advertising:* Mailing list Newspaper Face book
***Please submit a copy of your proposed advertising with your application**

19. List any private or public schools, churches, public libraries, public playgrounds and parks located within 600 feet of the event venue: N/A

Control Measures

20. Every event must have adequate control measures to prevent the possibility of minors being served alcohol, over-consumption of alcohol, or *any* other public safety issue as outlined in 32B-9-303 and R81-7.

- **Is the event located outdoors *and* open to the general public?** ☐ No ☒ Yes*
- **Does the event have an estimated attendance in excess of 1000 people?** ☐ No ☒ Yes*

*** If you answered "no" to both questions, proceed to Item 20-B.**

20-A - For Large Scale or Outdoor Events:

A - If the event has an estimated attendance in excess of 1000 people ***or*** the event is located outdoors and open to the general public, the applicant must comply with all control measures **"a (through) k"** as listed below. However, the director, after reviewing the facts and circumstances of a particular outdoor or large-scale public event, may in its discretion relax some of the control measures, or require *more* control measures. Please fill out and affirm the control measures in section 20-B. If you wish to request a waiver of any control measure(s), indicate which one: _____ Explain control in lieu of this measure:

20-B - EVERY EVENT MUST HAVE CONTROL MEASURES:

B - Sufficient control measures to prevent sales to minors and over-consumption are required for all events. The following control measures outlined in Rule 81-10B-2 are not necessarily all required for indoor small scale events (as required for large scale or outdoor public events). However, you are required to provide adequate measures or your event will not be approved. Carefully consider all the control measures listed below. Fill out the information that will apply to your event.

By checking the boxes and answering the applicable questions, you affirm that you will have the following control measures in place:

Will minors attend the event? Yes Will food be available? Yes Event invitation only? no

☒ **a. Alcohol Garden:** If minors may attend the event, all dispensing and consumption of alcoholic beverages shall be in a designated, confined and restricted area where minors are not allowed without being accompanied by a parent or guardian and where alcohol consumption is closely monitored.

or

☒ **b. Event Properly Secured:** If the event is small scale and indoors (not required to have an 'alcohol garden') or the applicant is requesting a waiver of the alcohol garden, your event still must be properly secured and completely delineated by some type of physical structure (s) i.e. fencing, walls, gates, secured entrances/exits etc.

(See floor plan instructions and note these items on the floor plan).

☒ **c. Separate ID Stations**: Are the I.D. check station(s) separated from the alcohol sales locations? Yes

☒ **d. Proof of Age:** Adults wanting to purchase alcoholic beverages must show proof of age and either have their hand stamped or be issued a non-transferrable wristband. Measures should be taken to prevent inappropriately discarded wristbands (which may end up in the control of minors). Any damaged wristbands will require a new I.D. Check. Explain the type and methods of control you will use: Wristbands will be given to customers with Proper ID - Alcohol will only be served with Wristband

☒ **e. Proof of Age / Training**: Any person assigned to check proof of age shall have completed the alcohol server training seminar outlined in UCA 62A-15-401. (Contact the Utah Division of Substance Abuse & Mental Health at 801-538-3939 or the substance abuse website at http://www.dsamh.utah.gov/stateapprovedproviders.htm).

☒ **f. Alcohol Sales Location**(s): Alcohol sales shall be separate from food and non-alcoholic beverage concessions unless the alcohol consumption is restricted to an alcohol garden.
[ ] Food sales will be separated from alcohol sales Alcohol Garden or
[x] Both food and alcohol will be sold in the same location within an alcohol garden Yes

☒ **g. Training for Servers:** At least one person who has completed the alcohol server training seminar outlined in Utah Code 62A-14-401 shall be at each location where alcoholic beverages are sold and dispensed to supervise the sale and dispensing of alcoholic beverages. How many trained servers? 4

☒ **h. Readily Identifiable Cups:** Alcohol shall be served in readily identifiable cups or containers distinct from those used for non-alcoholic beverages. Type of container(s) for alcohol: Marked Plastic Cups
Type of container(s) for other beverages: Marked Paper Cups

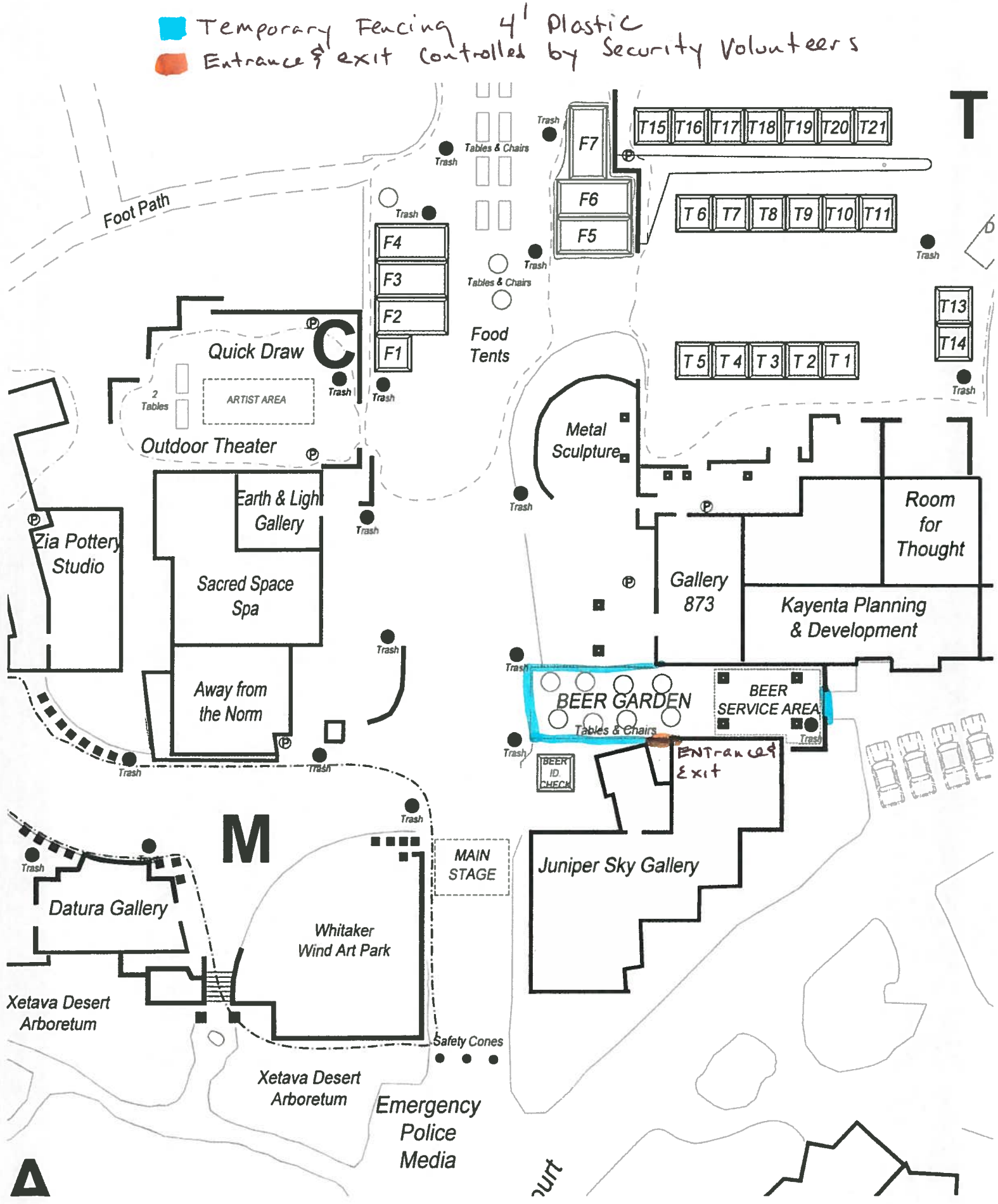
☒ **i. Number of Alcohol Beverages:** Each event patron ***may have no more than one alcoholic beverage in front of them at a time***. Event servers may sell two alcoholic beverages to one person, but servers will be responsible for ensuring that the second beverage is not for the person purchasing the beverages and is not being provided to minors. **(This control measure cannot be waived and includes small scale or indoor events).**

☒ **j. Security**: List the type and number of security who will be assigned to monitor the event and particularly alcohol service for the event. Even for small scale events we recommend a minimum of 1 security person for every 50 people: Security may include police officers, hired security, organization staff members, security volunteers etc.
Number of security intended: 8 Type of Security: Organization Staff Members

☒ **k. Other:** List any other control measure not mentioned above: N/A

FLOOR PLAN

20. Please attach a floor plan with this application on an 8 ½ x 11" sheet of paper, outlining the event area.
    a. List the name and type of event being held: (i.e. festival, dance, race, concert etc.)
    b. The floor plan should Include all physical features of the event area, including indoor or outdoor areas.
        - Building walls
        - Fencing – include type, height, etc.
        - Entrance and exit points and how they are controlled (gates, security, exit only, etc.)
        - Any other natural physical barriers such as rivers, lakes, ravines etc.
    c. Indicate location of food sales, other vendors, exhibits, stages, tables, etc.
    d. Show where the Proof of age (ID) station(s) is located (must be separate from the beer sales).
    e. Indicate alcohol garden, alcohol sales location(s), consumption areas, (include seating, alcohol garden barriers and what type of barrier will be used for the alcohol garden)
    f. List the number of security personnel and what type (hired security, volunteer employees, police officers etc. and where they are stationed).
    g. Include any additional control measures not already listed above or in item 19-B. Add an additional written summary, if you feel it is necessary, to explain your event in further detail.


Temporary Fencing 4' Plastic
Entrance & exit Controlled by Security Volunteers
T
C
M
Foot Path
Trash
Tables & Chairs
F7
F6
F5
F4
F3
F2
F1
T15
T16
T17
T18
T19
T20
T21
T 6
T7
T8
T9
T10
T11
T13
T14
T 5
T 4
T 3
T 2
T 1
Food Tents
Quick Draw
2 Tables
ARTIST AREA
Outdoor Theater
Metal Sculpture
Earth & Light Gallery
Zia Pottery Studio
Sacred Space Spa
Away from the Norm
Gallery 873
Room for Thought
Kayenta Planning & Development
BEER GARDEN
Tables & Chairs
BEER SERVICE AREA
BEER ID CHECK
Entrance & Exit
Juniper Sky Gallery
MAIN STAGE
Datura Gallery
Whitaker Wind Art Park
Xetava Desert Arboretum
Safety Cones
Xetava Desert Arboretum
Emergency
Police
Media

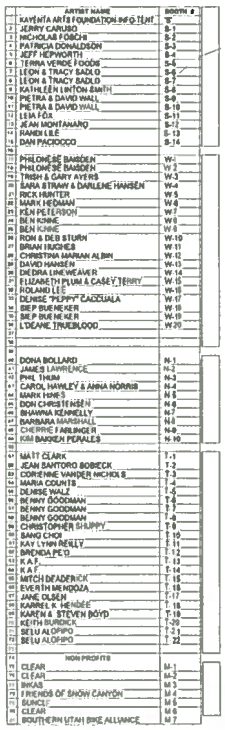
Site Map Beer Garden Location

2014 Art In Kayenta

Festival Map

Non-Emergency Police: 634-5730

Emergency: 911



ARTIST NAME	BOOTH #
KAYENTA ARTS FOUNDATION INFO TENT	S
JERRY CARUSO	S-1
NICHOLAS FORCHI	S-2
PATRICIA DONALDSON	S-3
JEFF HEPWORTH	S-4
TERRA VERDE FOODS	S-5
LEON & TRACY SADLO	S-6
LEON & TRACY SADLO	S-7
KATHLEEN LINTON SMITH	S-8
PIETRA & DAVID WALL	S-9
PIETRA & DAVID WALL	S-10
LISA FOX	S-11
JEAN MONTANARO	S-12
RANDI LILE	S-13
DAN PACIOCCO	S-14
PHLOMESE BARDEEN	W-1
PHLOMESE BARDEEN	W-2
TRISH & GARY AYERS	W-3
SARA STRAW & DARLENE HANSEN	W-4
RICK HUNTER	W-5
MARK HEDMAN	W-6
KEN PETERSON	W-7
BEN KINNE	W-8
BEN KINNE	W-9
RON & DEB STURN	W-10
BRIAN HUGHES	W-11
CHRISTINA MARIAN ALBIN	W-12
DAVID HANSEN	W-13
DEDRA LINE WEAVER	W-14
ELIZABETH PLUM & CASEY TERRY	W-15
ROLAND LEE	W-16
DENISE "PUPPY" CACCIALA	W-17
SIEP BUENEKER	W-18
SIEP BUENEKER	W-19
L'DEANE TRUEBLOOD	W-20
DONA BOLLARD	N-1
JAMES LAWRENCE	N-2
PHIL THUM	N-3
CAROL HAWLEY & ANNA HORRIS	N-4
MARK HINES	N-5
DON CHRISTENSEN	N-6
SHAWNA KENNELLY	N-7
BARBARA MARSHALL	N-8
CHERYNE FABLINGER	N-9
KIM BARKEN PERALES	N-10
MATT CLARK	T-1
JEAN SANTORO BOBECK	T-2
CORENNE VANDER NICHOLS	T-3
MARIA COUNTS	T-4
DENISE WALZ	T-5
BENNY GOODMAN	T-6
BENNY GOODMAN	T-7
BENNY GOODMAN	T-8
CHRISTOPHER SHUPPY	T-9
BANG CHOI	T-10
KAY LYNN REILLY	T-11
BRENDA PEÑO	T-12
K.A.F.	T-13
K.A.F.	T-14
MITCH DEADERICK	T-15
EVERITH MENDOZA	T-16
JANE OLSEN	T-17
KARREL K. HENDEE	T-18
KAREN & STEVEN BOYD	T-19
KEITH BURDICK	T-20
SELU ALOPIO	T-21
SELU ALOPIO	T-22
NON PROFITS	
CLEAR	M-1
CLEAR	M-2
BIKAS	M-3
FRIENDS OF SNOW CANYON	M-4
BUNCE	M-5
CLEAR	M-6
SOUTHERN UTAH MTB ALLIANCE	M-7

FOOD VENDORS & OTHERS	BOOTH #
PUBLIC TOILETS	AREA 'F'
	AREA 'S'
	F1
	F2
	F3
	F4
	F5
	F6
	F7
ROADRUNNER PIZZA	

COYOTE GULCH ART VILLAGE	
DATURA GALLERY	
EARTH AND LIGHT GALLERY	
JUNIPER SKY GALLERY	
873 GALLERY	
XETAVA GARDENS CAFE	
BLUE RAVEN STUDIO	
ROAD RUNNER PIZZA	
XETAVA DESERT ARBORETUM	AREA 'A'
STAGE (MAIN)	

08-13-14

ATTESTATION

By initialing & signing below, the applicant attests that:
(Please initial each statement)

RWE Consent is given that authorized representatives of the commission, department, or any law enforcement officers will have unrestricted right to enter the premises during the event; and

RWE That the person signing this application is authorized to act on behalf of the applicant.

RWE The information contained in this application is true and correct;

RWE No minor is a partner or managing agent of the applicant partnership; a managing agent, officer, director, or stockholder who holds at least 20% of the total issued and outstanding stock of the applicant; or a manager or member who owns at least 20% of the applicant limited liability company;

RWE No person in the alcoholic beverage industry (winery, brewery, distillery, importer, supplier, wholesaler, bottler, or warehouser) holds a partial interest in the ownership of the retail business or in the real or personal property owned, occupied, or used by the applicant in the conduct of the applicant's business.

RWE No ***gambling*** or any other violation of law or ordinance will be allowed on the premises serviced by the single event permittee;

RWE The applicant does not and will not discriminate against persons on the basis of race, color, sex, religion, ancestry, or national origin at the event;

RWE He/she has read and will abide by the provisions of the relevant parts of 32B-9 & 32B-15, Utah Code, and all Rules of the Commission and directives of the Department of Alcoholic Beverage Control; and understands that failure to adhere thereto or to no longer possess the qualifications of a single event permittee may result in immediate suspension and/or revocation of the permit and forfeiture of the compliance bond;

Robert Edwards 8/22/14
Authorized Signature Date

Robert Edwards / Member
Name/Title

State of Utah County of Washington

Subscribed and sworn before me this day 22 of August, 20 14

Christian Ernesto Navarrete
Notary Public Seal

NOTARY PUBLIC
CHRISTIAN ERNESTO NAVARRETE
673289
COMMISSION EXPIRES
FEBRUARY 03, 2018
STATE OF UTAH

Application Instructions:

Please review these instructions prior to, and as you fill out the Single Event Application.

Single Event Permit:

Single event permits provide for the legal storage sale, service and consumption of liquor, wine, heavy beer, and beer for temporary events. Permits may only be issued to bona fide partnerships, corporations, limited liability companies, church, political organization, or incorporated associations or to a recognized subordinate lodges, chapters or other local units. To be a 'bona fide and/or 'recognized subordinate or local entity, the organization must have been in existence for at least one year prior to the date of the application and must furnish proof thereof. Permits are issued by the Alcoholic Beverage Control Director contingent on review by the Alcoholic Beverage Control Commission

A "120 hour single event permit" means a single event permit that authorized under this part, the storage, sale offering for sale, furnishing and consumption of liquor for a period not to exceed 120 consecutive hours.

A "72 hour single event permit" means a single event permit that authorized under this part, the storage, sale, offering for sale, furnishing and consumption of liquor for a period not to exceed 72 consecutive hours.

The commission may not issue more than: (a) four (4) single event permits in any one calendar year to the same applicant if one or more of the single event permits is a 120 hour single event permit; or
(b) twelve (12) single event permits in any one calendar year to the same applicant if each of the single event permits issued to that person is a 72 hour single event permit.

A 'calendar year' is considered January to December

1. Applicant entity/Organization Information:

List the organization operating or sponsoring the event and the entity type, i.e. Corporation, Limited Liability, Etc. Documents must be provided to prove the entity type. Also provide tax exempt status if this is a non-profit organization.

2. Date the Organization was founded: Legal physical address of the organization - street, city and zip code to include suite or section number if applicable. Attach a certificate of existence.

3. What does your Organization do on a daily basis i.e. hold church meetings and religious activities, teach school children, Government business, restaurant, concert venue, etc.

4a and b – Organization address: List the Organization address and mailing address if different.

5. Organization contact information: Phone, fax and email.

6. List any type of DABC License this organization may have i.e. Restaurant, Beer Recreational, banquet etc.

7. Contact Person: The person who is responsible for the completion and submission of the application and contact information

8. Sales Tax / Tax Exempt Number: Sales tax number issued by the Utah Tax Commission or tax exempt number issued by Internal Revenue Service. Also provide proof of 501(c) (3) nonprofit tax exemption status.

9 Event Name: Advertised event name

10. Event Venue: Where the event is being held - Name, address (street, city, zip). List any DABC licenses this venue may have.

11. Type of Event: What type of event is being held i.e. a convention, civic, or community enterprise - describe event activities and what the purpose of this event is. (i.e. fundraiser to help the fund cancer patients at the Children's Hospital etc.).

12. Who will benefit from the proceeds of this event. Where are the profits from the sale of alcohol going (i.e. building fund etc.)

13. Name or group catering the event: List the name of person or group providing service of food and/or alcohol.

14. Date(s) and Hours of event: List the specific date(s) and hours of the event. The permit is restricted to the date and hours you have listed. Local consent issued for the event must match the application.

15. Attendance: Projected daily attendance; cumulative attendance if a multi-day event.

16. Admission Charge - if alcohol is included in admission price: Alcohol included in the admission is considered an indirect sale of alcohol. Alcoholic products must be limited or if an unlimited number of alcoholic products are included, all the following conditions apply: (i) Alcoholic beverages are served to patrons at a seated event; (ii) Food is available when the alcohol is furnished; and (iii) No person advertises that at the event an unlimited number of alcoholic beverages will be provided in the admission charge

17. Alcohol prices: List the price established for all alcohol being sold and each alcohol type product you will serve.

18: Advertising: Provide any advertising you will be using including print media, radio or TV copy and electronic media (hyperlink).

19. List private or public schools, churches, public libraries, public parks or playgrounds within 600 feet of the event venue: The proximity requirements of Section 32B-1-202 do not apply to an event permit. However, nothing in this section prevents the director from considering the proximity of an educational, religious, or recreational facility, or any other relevant factor in deciding whether to issue an event permit.

20. Control Measures:

Sufficient control measures to prevent sales to minors and over-consumption are required for all events:

***A-Large Scale*:** It is necessary to have added control measures for large-scale public events when the estimated attendance is in excess of 1,000 people; or an outdoor public event. These types of events must comply with Commission Rule R81-7-2 to minimize the risk of minors being sold or furnished alcohol or adults being over-served alcohol at the event. The director, after reviewing the facts and circumstances of a particular outdoor or large-scale public event, may at their discretion, relax some of the control measures outlined in 20-B, or require more control measures. Review 20-B carefully, and affirm the control measures you will have in place by checking each box and answering the questions as required in the application. In order to request a waiver of any control measure, the applicant must provide extra control measures, such as complete fencing, etc.

B-***Small scale indoor events*:** Control measures outlined in Rule 81-10B-2 are not necessarily required for indoor and small scale events. Though not required, you are required to employ adequate measures to prevent minor's access to alcohol and over-consumption. Consider the appropriate control measures listed in 20-B. Check all the applicable boxes in 19-B that will be used to control alcohol service at the event. **Note that measure 'i' is mandated by statute and cannot be waived. Security is also required.**

21. Floor Plan: The floor plan should be drawn on 8 ½ x 11 inch paper (preferably) outlining the entire premises or landscape of the event. The floor plan shall include all entry and exit points, proof of age locations, and (if outdoors) a well-defined, properly secured perimeter including type and height of fencing or natural barriers (i.e. rivers, lakes, ravines, etc.) delineating the event. Include all the control measures from the application i.e. posted security, food sales, beer garden, etc. (taken from the control measure checklist in the application) on the floor plan. An Additional attached summary is fine, if necessary, to explain the control measures for the event.

Attestation:

Each Statement on the application will need to be initialed indicating that the applicant has read and agreed to each statement.

- Consent is given that authorized representatives of the commission, department, or any law enforcement officers will have unrestricted right to enter the premises during the event; and
- That the person signing this application is authorized to act on behalf of the applicant. The information contained in this application is true and correct;
- No minor is a partner or managing agent of the applicant partnership; a managing agent, officer, director, or stockholder who holds at least 20% of the total issued and outstanding stock of the applicant; or a manager or member who owns at least 20% of the applicant limited liability company;
- No person in the alcoholic beverage industry (winery, brewery, distillery, importer, supplier, wholesaler, bottler, or warehouser) holds a partial interest in the ownership of the retail business or in the real or personal property owned, occupied, or used by the applicant in the conduct of the applicant's business.
- No gambling or any other violation of law or ordinance will be allowed on the premises serviced by the single event permittee;
- The applicant does not and will not discriminate against persons on the basis of race, color, sex, religion, ancestry, or national origin at the event;
- He/she has read and will abide by the provisions of the relevant parts of 32B-9 & 32B-15, Utah Code, and all Rules of the Commission and directives of the Department of Alcoholic Beverage Control; and understands that failure to adhere thereto or to no longer possess the qualifications of a single event permittee may result in immediate suspension and/or revocation of the permit and forfeiture of the compliance bond;

Notarized Signature: Any person authorized to submit the application must have his signature witnessed by a notary.

Other Documents in the application:

Third Party Liability Agreement

32B-9 requires the applicant to post a cash or surety bond payable to the department. The bond may be posted by a person other than the applicant. The 'Third-Party' consents to the use of their $1,000 for the purpose of acquiring a temporary event permit for the applicant. The $1,000 check or cash is left on deposit with the department for a minimum of 30 days following the event. The bond may be forfeited if the permit is revoked or the department may make a claim against a bond posted by an event permittee for money owed the department under this title without the commission first revoking the event permit.

Financial Information / Cash Bond Refund

A financial summary of the event must be submitted to the department. *Without this form returned to the DABC, the applicant will not be able to obtain another event permit.*

You must also return this form if you want to request a refund of the cash bond on deposit with DABC. You may also leave the bond on file with DABC if you plan other events in the future. All refund requests are referred to the accounting division. Normal refund processing times vary from 30 to 45 days pending review of a potential claim on the cash bond. All refunds are remitted to the entity or individual submitting the cash bond. The refund form may be submitted by mail or faxed to the DABC.

Mailing address:
DABC, PO Box 30408, Salt Lake City Utah 84130-0408

Fax number 801-977-6889 Attention Compliance

This is a suggested format. A locally produced city, town, or county form is acceptable. Local consent may be faxed to the DABC at 801-977-6889 or mailed to: Department of Alcoholic Beverage Control, PO Box 30408, Salt Lake City, UT 84130-0408

Sales Tax Information for Single Event Permit Holders

The prices of liquor, wine, and heavy beer at the liquor stores and package agencies do not include sales tax. The sales tax will be added at the cash register when members of the general public shop in a liquor store or package agency and bring their purchases to the cash register. Permit holders that make purchases at the cash register will be charged sales tax just like the general public.

Single event permit holders may be able to purchase liquor from the department without paying the sales tax under these two conditions:

1. The permit holder must file tax commission form TC-721 with the DABC. A copy of this form is included in this application packet. Once filed, the permit holder can buy liquor, wine, and heavy beer exempt from sales tax at any DABC owned and operated state liquor store. If the permit holder buys from a local package agency that is a "contracted store" (not owned or operated by the DABC), the licensee has to file form TC-721 with the package agency in order to be able to purchase "sales tax exempt"; *and*

2. The permit holder must adhere to the liquor order procedures established by the DABC commission as follows:

(a) Commission rule requires that orders must be placed in advance to allow department personnel sufficient time to assemble the order. The order shall include the business name of the permit holder, department permit number, and list the products ordered specifying each product by code number and quantity. The order may be telephoned or faxed to the store or agency.

(b) The permit holder shall allow at least four hours for department personnel to assemble the order for pick-up. When the order is complete, the permit holder will be notified by phone and given the total cost of the order. The permit holder may pay for the product in cash, company check, cashier's check, or debit card with a PIN.

(c) The permit holder or the permit holder's designee shall examine and sign for the order before it leaves the store, agency or satellite warehouse to verify that the product has been received.

(d) Merchandise shall be supplied to the permit holder on request when it is available on a first come first serve basis. Discounted items and limited items may, at the discretion of the department, be provided to a permit holder on an allocated basis.