

INTRODUCTION TO
SPECIAL EVENTS
IN THE CITY OF LOGAN



City of Logan
Business Licensing
a Division of the
Community Development Department

435-716-9103 office
435-716-9001 fax

SPECIAL EVENTS

Special Event License Required

There are many different special events, events with a duration of seven days or less, in Logan:

- * indoors or outdoors or both; sales, service, athletics, or entertainment; from low-impact to involving thousands of participants; for-profit and non-profit;
- * in a parking lot; in a mall or store; on a sidewalk or park strip; in a convention center; on the street; in a park; in a restaurant; or on the County's plaza or the City's "free speech zone".

All special events require a license

- * for each location;
- * each time it occurs; and
- * prior to the event opening.

45 Days Notice

Don't wait to make application! Several City departments are involved in the review process for special events. Delays in the approval process are usually due to incomplete applications and related documentation.

Why is this so important? For example, closing a road for an event requires public noticing, proper road barricades, and other safety provisions. Such requirements simply cannot be fast-tracked.

Food Preparation & Sales

Please contact the Bear River Health Department (BRHD) with applicable food handling requirements. Logan City requires copies of both Food Establishment Permits and Food Handlers Permits issued through BRHD before the Special Event License can be granted, if applicable.

Learn more about certification and information regarding food handler's permits and other requirements for food vendors at www.brhd.org/ or by contacting Max Gyllenskog, Health Inspector, at 435-792-6573.

Use of Roadway & Intersections

When any intersection is crossed, generally during a run, walk, or cycling event, there is a requirement for certified flaggers trained in traffic control to be on-site. Certified flaggers are not required if participants obey normal traffic laws.

Contact Lt. Brad Franke of the Logan Police at (435) 716-9496 to arrange officers who can assist with this requirement or for any other police assistance. There is a fee for this service for non-profit and for-profit organizations alike.

Signage

Sign code regulations for temporary signs are explained in the City of Logan Land Development Code, Section 17.040.090, Temporary Signs, at loganutah.org.

Parking Lot Use

Please consult the Land Development Code for complete regulations surrounding special events in parking lots.

For Special Events and Sales:

- Examples include tent sales, sidewalk and parking lot sales
- 75% of the parking spaces required for a use must be available
- May not occur for more than seven consecutive days or more than once per calendar quarter
- The property owner and business licensee are jointly responsible for ensuring proper traffic flow and emergency vehicle accessibility
- There must be adequate parking without use of public right-of-way

Fireworks

Fireworks sales regulations are explained in the "Introduction to Fireworks Sales" publication. Fireworks vendors are classified as either Temporary or Long Term Businesses. Please refer to the publication "Introduction to Temporary or Long Term Businesses" located on the City's website at loganutah.org.

Alcohol

A valid Utah Department of Alcoholic Beverage Control (DABC) license is required for public events involving alcohol sales and/or service. Not all venues qualify for on-site alcohol consumption.

Please refer to www.alcbev.state.ut.us/ or call 801-977-6800 for additional information.

Amplified Sound

Any events proposing to use amplified sound with a decibel level exceeding 95 must first write a letter of request to the Mayor and receive approval. A decibel level of 95 is equated to the amount of noise that can be heard from a passing subway train when standing 200 feet away from it.

Mass Gatherings

If your event anticipates 500+ attendees, contact Sarah Cheshire, Bear River Health Department, at (435) 792-6570 to determine if a Mass Gathering Permit is required.

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SPECIAL EVENT REVIEW BOARD

Some special events require that the applicant appear before the **Special Event Review Board** in order to present their ideas and answer specific questions related to the event. To determine if your special event falls within this category, please contact Business Licensing staff at 435-716-9103.

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APPLICATION REQUIREMENTS FOR A SPECIAL EVENT

Not all requirements are necessary for each special event. Contact Business Licensing staff at 435-716-9103 to discuss your specific special event's required documentation.

1. Special Event License application and proof of identity

Application sections which are not applicable should be marked NA. Incomplete forms cannot be accepted. All applicants must provide proof of identity with either a current Driver's License, US Passport, or US Military ID.

2. Site map / layout

In most cases, business licensing staff can provide you an aerial photo for outdoor event locations. Providing your own aerial is also acceptable. Please include the following, as applicable:

- * location of all structures, signage, garbage receptacles (if garbage is produced)
- * dimensions of structures and signage, and their proximity to other structures and accesses
- * street names
- * traffic flow, routes, staging areas
- * any City right-of-way (roadway, sidewalk, parkstrip, intersection) proposed for closure and/or use

In the case of indoor events, provide a layout of the space being used.

3. Written consent for land use

This consent must include dates and contact information for the owner or their agent. The City will provide a form for this purpose upon request. Copies of lease or rental agreements are generally acceptable.

4. Written consent for toilet facilities use or alternate plan

- (i) Written consent from an adjacent business owner (within 300 feet) granting permission for use of their toilet facilities for staff and attendees, or
- (ii) description of how toilet accommodations will be provided for staff and attendees, such as portable toilets.

5. Temporary sales tax number (for Logan)

Special events must have a temporary sales tax number anytime they will be selling products in Logan. Also, if you are an event organizer that has multiple vendors on-site, you must arrange for a temporary sales tax number for each vendor.

Temporary sales tax numbers can be obtained by contacting the State Tax Commission Special Events Unit at www.tax.utah.gov/sales/specialevents.html or at (801) 297-6303.

6. Proof of registration with the Utah Department of Commerce

Refer to publication "Introduction to Business Licensing". Information can also be obtained at www.corporations.utah.gov.

7. Proof of county, state or other regulatory permits

Refer to publication "Introduction to Business Licensing". Information can also be obtained at www.dopl.utah.gov/licensing/ or (866) 275-3675.

8. Traffic, garbage, security plans

Provide on the application, the site plan, or an attached page:

- a description of security measures and requests for police assistance,
- description of how garbage will be controlled at the site, and
- description of traffic control needs such as certified flaggers.

For assistance call Jeff Spatig, Environmental Department, at (435) 716-9794 to discuss specific garbage handling needs and requirements.

9. Application for temporary power

If applicable, this application must be completed in person with the Division of Building Safety at City Hall. For inquiries contact Nicole Simpson, Building Safety, (435) 716-9030.

10. Proof of insurance (if on City-owned property)

Insurance is required for any special event that occurs on public property. Please contact Bryce McEuen, Risk Management, at (435) 716-9006 to determine your insurance needs and for an Indemnification Hold Harmless Agreement.

11. Proof of non-profit status

Provide evidence of non-profit status with a 501(c)(3) letter for the beneficiary, or proof of registration as a charitable organization, or a request for exemption with the State of Utah Division of Consumer Protection at <http://consumerprotection.utah.gov/registrations/charities.html> or (801) 530-6601.

12. Use of City right-of-way detailed request

Based on the right-of-way areas marked on the site map, provide a detailed explanation of what the area is being used for and when. To apply for a Right-of-Way Permit, contact Kim Nate, Public Works, at (435) 716-9152.

13. Pictures and description of the structure(s), signage, vehicles

Provide actual pictures or conceptual renderings, along with the dimensions, of all proposed structures and signage used at the special event. Please provide the make and model of the vehicles, as applicable.

14. Utah Department of Transportation permit

If utilizing a UDOT regulated right-of-way, apply for a UDOT Permit. Logan City will require that the applicant provides a copy of the application before issuing a special event license.

Information can be obtained at www.udot.utah.gov or contact Permits Officer II, Jay Genereux, at 801-620-1639 with specific questions.

15. Application fee

The fee is **\$75.00** per event per location.

The fee is non-refundable and does not guarantee approval of a license to operate. Payment will not be accepted after 4:30 p.m. on business days.



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IN THE CITY OF LOGAN**

290 North 100 West
Logan, UT 84321
Monday - Friday, 8:00am - 5:00pm

Business Licensing is a Division of the
Community Development Department
and is governed by Title 5 of the
City of Logan Municipal Code.

*This publication is intended for informational purposes only.
Please consult the Municipal Code, found at www.loganutah.org,
for complete and specific requirements.*

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