



## **SPECIAL EVENT INFORMATION**

When a vendor participates in a special event, there are a few steps on the part of the vendor and/or Coordinator of the event in order for an event permit to be issued by the Town of Brian Head. All special events are staffed by the Town of Brian Head to ensure the event is held in compliance with local and state regulations and also to assist the event coordinator in providing services for the event. All events should be staffed at least 30 days prior to the event in order to coordinate with other agencies and to plan for a successful event.

If the event coordinator allows vendors or concessions at the event, the following are items will need to be addressed prior to the date of the event. You will need to have the following information ready for each agency: a) Name of the event. b) Dates of the event. c) Location of the event. d) Type of sales you wish to conduct.

### **ALL VENDORS**

Utah State Tax Commission Special Events will issue you a temporary sales tax permit. This permit is necessary so that the taxes that are collected during the event come back to the municipality for which they are sold in. Even if you have a State Tax Commission ID number, you will need to request a special event tax permit. Their website is <http://tax.utah.gov/sales/specialevents.html> or you can call them at 801-662-4335 ext. 6303. Their address is Utah State Tax Commission – 210 North 1950 West – Salt Lake City, UT 84134. They also have an email address [specialevent@utah.gov](mailto:specialevent@utah.gov). Their website has information that will assist you with your request. The coordinator (applicant) of the event will be responsible for submitting the list of vendors to the State Tax Commission.

### **FOOD VENDORS**

Must contact the Southwest Health Department for a temporary food permit. You can contact them at 435-586-2437. Their address is 260 East D L Sergeant – Cedar City, UT 84720. Their website address for temporary mass gatherings (special events) is <http://www.swuhealth.org/enviornmental-health/programs/temporary-mass-gathering>. They will issue you a temporary food permit which must be displayed during the event at you location.

### **SERVING ALCOHOL AT AN EVENT**

If you are planning to sell alcohol of any type Beer, wine or spirits, you will need to contact the Department of Alcohol and Beverage Control. Their website is <http://www.alcbev.state.ut.us>. You can obtain either a single event permit or a special event permit or a temporary beer permit. You can also call them at 801-977-6800 or fax 801-977-6888 or their address is 1625 South 900 West – Salt Lake City, UT 84101.

Our goal in Brian Head to assist the event applicant in providing a positive experience to the public when scheduling an event.

If you have any questions, please do not hesitate to contact us at 435-677-2029 or [nleigh@bhtown.utah.gov](mailto:nleigh@bhtown.utah.gov)

Nancy Leigh  
Town Clerk