

KANE COUNTY RESOLUTION NO. R 2026-1

A RESOLUTION ESTABLISHING THE 2026 SCHEDULE OF FEES FOR COUNTY SERVICES

WHEREAS, State and local laws refer to the collection of various types of fees for county services and delegate the authority to set these fee amounts to the County Commission; and

WHEREAS, the County Commission desires to establish a uniform schedule of fees for the various offices and departments of the County for the calendar year 2026;

NOW THEREFORE, BE IT RESOLVED BY THE KANE COUNTY BOARD OF COMMISSIONERS, IN AND FOR KANE COUNTY, STATE OF UTAH, AS FOLLOWS:

The following is a schedule of fees for the various county services provided by the Offices and Departments of the County. This schedule is effective as of the date signed below and shall continue until amended by subsequent written resolution of the Kane County Commission.

Assessor's Office

Residential Property Tax Exemption Late Fee	\$50.00
Other fees as established by State law including Motor Vehicle fees	

Attorney's Office

Intense Bench Probation Program	\$10 per month
Community Recovery Program	\$50 per month
Community Recovery Court Participant fee – Sliding fee scale	
Annual Income up to \$20,000	\$20.00 per week
Annual Income \$20,001 to \$30,000	\$25.00 per week
Annual Income \$30,001 to \$40,000	\$30.00 per week
Annual Income \$40,001 or more	\$35.00 per week
*Special Service District Attorney Services	\$50.00 per hour

Clerk/Auditor's Office

Beer License	
Class A	\$200.00
Class B	\$275.00
Class C	\$350.00
Seasonal	\$20.00 per day
Business License Fee	
Home Occupation (vacation rental)	\$100.00
Home Occupation (other)	\$0.00
All other Businesses	\$100.00
Late Fee	\$50.00
Certification of Document	\$6.00 (plus GRAMA fees)
Large Public Assemblies Permit	\$50.00
Marriage License	\$50.00

(Includes \$10 fee for Children Defense Fund)	
Additional "On-line Fee" if provided by County Clerk	\$20.00
Voluntary Donation to DCFS for shelter for Victims of Domestic Violence	\$10.00
Passport Execution Fee	Established by U.S. Dept. of State
Voter Roll	\$.03 per voter
Tax Sale Fee	\$350.00 per parcel
Other fees as set by State Law and County Ordinance	

County Records and GRAMA

Black and White Copies	\$0.50 per page
Color Copies	\$1.00 per page
Photos	\$2.00 per page
Data or Photos sent electronically	\$0.50 per page
Video Recording	\$25.00 per video/DVD
Audio Recording	\$25.00 per CD
Video or Audio Recordings sent electronically	\$10.00 per file
Thumb Drive up to 32GB (for security purposes)	\$25.00
Thumb Drive or External Hard drive over 32GB	Actual cost
Staff Time	Actual wage after first 15 min.

Government Services Department/GIS

Maps	\$10.00 minimum base fee Quoted cost for large maps or for excessive time or printing
*SSD administrative and other services	\$50.00 per hour

ITS

Public Record Tax Information File	
Public Extract File	\$200.00
Other Extracts	\$0.03 per record
Data manipulation cost	\$75.00 per hour
Other data or map creation	\$75.00 per hour Plus supply costs

Justice Court

As established by Utah State Law and County Ordinances

Land Use Authority

Building Department

See Building Department Fee Schedule as set by the International Building Code

WUI **\$500 for original permit, and \$300
For additional units**

Land Use

Agricultural Protection Area	\$200.00
Appeals	Actual costs - \$1000 Deposit
Conditional Use Permit Residential	\$150.00

Conditional Use Permit Commercial/Agricultural	
Application Fee	\$500
Engineering services	Actual cost (\$1000 deposit)
Lot Line Adjustment	\$800.00
Lot Joinder	\$800.00
Vacating or Amending Subdivision Plat	
Application fee	\$800.00
Platted Unimproved Subdivision	\$1,000.00
Rural Unimproved Split	\$1,000.00
SITLA Recommendations	
Application fee	\$500.00
Engineering services	Actual cost (\$500.00 deposit)
Subdivision (also including PUD)	
Application fee	\$1000.00
County Engineer Review	Actual costs - \$4000.00 Deposit
Temporary Use Permit	\$100.00
Variance Request	Actual cost (\$1000 deposit)
Zone Change Application Fee	\$400.00
Mobile Home Park	\$1,000.00
Community Zone – 640 acres minimum	
Application fee	\$1000.00
County Engineer Review	Actual costs - \$4000.00 Deposit

Office of Tourism

Event and Booth fees – Established by event by Volunteer and Events Coordinator	
Kanab Center Lease/Rental	See “Kanab Center Pricing” sheet
Kanab Center, additional rental items	See “Kanab Center Pricing” sheet

Recorder’s Office

Official Documents/Deeds	\$0.50 per page
Emailed documents	\$2.00 per document
Maps:	
18"X18"	\$1.00
18"X24"	\$1.00
24"X36"	\$2.00
36"X36"	\$3.00
Survey Filing fee	\$20.00 (minimum) (\$10.00 per survey page and \$10.00 for Monument Preservation Fund)
Additional Filing fee for maps (Public Land Corner Preservation Fund)	\$10.00 (in addition to other fees)
Other fees as established by Utah State Code Title 17	

Road Department

Excavation Permit Fee
 Varies by type of road and type or amount of excavation
 See Excavation Permit Application

Noxious Weed Spraying
 Half Day \$75.00
 Full Day \$150.00

Active Living Center and Care & Share

Onsite Lunch – Under 60 \$7.00
 Onsite Lunch – 60 or older \$4.00 (suggested donation)
 Home delivered meal – 60 or older \$4.00 (suggested donation)
 Local Transportation \$5.00 (suggested donation)
 Out of Town Trip \$8.00 (suggested donation)
 Copies or Email printouts \$0.10 per page

Sheriff's Office

Animal Control Impound Redemption Fee Actual cost set by Sheriff
 Fax \$3.00 per fax
 Fingerprints \$5.00 per card

Civil Service

Copies \$0.50 per page
 Mileage \$2.50 per mile one way

(Mileage may be charged for each trip up to three trips)

Affidavit \$20.00
 Attachment \$50.00
 Bad Check Affidavit \$20.00
 Bench Warrant \$50.00
 Civil Stalking Injunction \$0.00
 Civil Stalking Injunction – Ex-parte \$0.00
 Civil Stalking Injunction – Petition \$0.00
 Eviction \$20.00
 Letter \$20.00
 Levying an Execution \$50.00
 Motion for Order to Show Cause \$20.00
 Motion and Order for Supp. Proceedings \$20.00
 Notice of Agency Action \$20.00
 Notice to Appear \$20.00
 Order to Appear \$20.00
 Other \$20.00
 Order to Show Cause \$20.00
 Posting Property \$20.00 per page
 Protective Order \$0.00
 Protective Order – Ex-parte \$0.00
 Protective Order – Petition \$0.00
 Sale – Certificate \$20.00

Sale – Cancellation	\$20.00
Sale – Conduct	\$20.00
Small Claims Affidavit and Order	\$20.00
Subpoena – Civil	\$20.00
Subpoena – Criminal	\$20.00
Subpoena – Duces Tecum	\$20.00
Summons	\$20.00
Summons and Back Check Affidavit	\$20.00
Summons and Complaint	\$20.00
Summons and Information	\$20.00
Supplemental Order	\$20.00
Temporary Restraining Order	\$20.00
Trustee's Sale	\$50.00
Writ	\$50.00
Writ of Execution	\$50.00
Writ of Garnishment	\$20.00
Writ of Garnishment - Continuing	\$20.00
Writ of Judgment	\$50.00
Writ – Other	\$50.00
Writ of Possession	\$50.00
Writ of Restitution	\$50.00
Postage	\$2.00 plus actual cost
Sex Offender Registration	\$25.00
Sheriff's Sale	See Sheriff's Office Worksheet
Treasurer's Office	
Electronic Tax Roll	\$150.00
Microfilm Research	\$12.00-\$20.00 per hour
Tax Payment Fee (Collected by County, paid to processing vendor)	
Electronic Check	\$0.75
Debit/Credit Card	2.5%
Tax Sale Administrative Fee	\$50.00 per parcel or lot
Tax Sale Deferral Application	\$25.00
Tax Sale Deferral Application – Late Fee	\$50.00
Tax Sale Distribution of Excess Funds	
Uncontested claim	\$50.00
Contested claim	\$1000.00
Processing Special District and SSD fees	
0-99 Parcels billed annually	\$100.00
100-499 Parcels billed annually	\$175.00
500-999 Parcels billed annually	\$250.00
1000-4999 Parcels billed annually	\$325.00
5000-9999 Parcels billed annually	\$500.00
10000 or more Parcels billed annually	\$1,000.00

Other Fees

EV Charging Station Fees	
Fast Charging Station	\$0.60/kwh
Slow Charging Station	\$0.50/kwh
Initial Charge Fee	\$5.00 (minimum per charge)
Returned Check Fee	\$20.00
Passport Photos	\$10.00

Public Infrastructure District (PID) (See Kane County Resolution No. 2024-9)

Letter of Intent and Petition Review	\$2,000.00
Further Processing and Governing Documents	\$5,000.00
Other expenses	Actual cost
Predatory Control Payment	\$50.00

Other Fees – As set forth in County Ordinance, Utah State Code, or Federal law


*The services associated with these fees (and similar fees) are offered subject to the discretion of the office offering the service.

ADOPTED this 27th day of January, 2026.



Gwen Brown, Chair
Board of Commissioners
Kane County

ATTEST:


CHAMEILL LAMB
Kane County Clerk



Commissioner Kubeja voted
Commissioner Meyeres voted
Commissioner Brown voted

aye
aye
aye

BUILDING DEPARTMENT FEE SCHEDULE

Description	Valuation	Decks	Per Sq. Ft.	Description	Fee
Residential Homes	\$122.50 Per Sq. Ft.	Open	\$29.50	Pool	\$200.00
Manufactured Homes	80% of Cost	Covered	\$42.25	Sign	\$20.00
Basements	Per Sq. Ft.	Private Garage	Per Sq. Ft.	Demolition	\$100.00
Unfinished	\$42.50	Wood Frame	\$48.25	Residential Plan Review	\$100.00
Finished after Home	\$56.00	Masonry	\$48.25	Commercial Plan Review	Up to 65% of Permit Price
		Carport	\$43.25	WUI	\$225.00
		Miscellaneous	Per Sq. Ft.	Permit Renewal	\$100.00
		Patio Cover	\$19.50	Permit Extension	\$15.00
		Farm Building	\$30.75		
		Metal Building	\$29.50		

Note: All plan review fees must be paid when the application is submitted, the amount paid will be applied toward the total permit costs.

Total Valuation	Fee
\$1.00 to \$500	\$23.50
\$501 to \$2,000	\$23.50 for the \$500 plus \$3.05 for each additional \$100 or fraction thereof to and including \$2,000
\$2,001 to \$25,000	\$69.25 for the \$2,000 plus \$14.00 for each additional \$1000 or fraction thereof to and including \$25,000
\$25,000 to \$50,000	\$391.75 for the \$25,000 plus \$10.10 for each additional \$1000 or fraction thereof to and including \$50,000
\$50,001 to \$100,000	\$643.75 for the \$50,000 plus \$7.00 for each additional \$1000 or fraction thereof to and including \$100,000
\$100,001 to \$500,000	\$993.75 for the \$100,000 plus \$5.60 for each additional \$1000 or fraction thereof to and including \$500,000
\$500,001 to \$1,000,000	\$3,233.75 for the \$500,000 plus \$4.73 for each additional \$1000 or fraction thereof to and including \$1,000,000
\$1,000,001 and up	\$5,608.75 for the \$1,000,000 plus \$3.65 for each additional \$1000 or fraction thereof

Note: Refunds for permits issued will be limited to 80% of the permit costs, not later than 90 days after the date of fee payment. No refunds for plan review costs will be given if the plan review has been completed.

*Subject to change according to the Building Official.

Kanab Center LOCAL & FREE Use Agreement
 20 N. 100 E. Kanab, UT 84741 | (435)644-4333 Effective 1/2026
Kanabcenter.com email mglover@kane.utah.gov



Group or Organization Name (Lessee):	Date of Event:	Date of Request:
Event:	Projected # of People:	
Lease Agreement Fee:	Security Deposit Due:	Cleaning/ Damage Deposit Due:
	Can be applied to your balance	Due if there is food or beverage or moving items
Room(s)/Space(s) Requested:	Setup Time:	
Start Time:	Anticipated End Time:	
Responsible Party:	Phone:	
Mailing Address:	Email:	
Notes:		

Kane County encourages local groups and organizations to utilize the Kanab Center for rental purposes and will do their best to accommodate all requests. Other than scheduled Kane County School District professional development events, **conventions are provided first choice of dates more than 12 months in advance. Any exceptions to such priority must be approved by the Kanab Center Coordinator (Coordinator).**

To accommodate as many rental applicants as possible and to achieve maximum occupancy and space efficiency, Kanab Center bookings will often result in simultaneous facility use by multiple occupants. The Kanab Center Coordinator will notify you when this occurs and give instructions on entering and exiting the facility to ensure there is no disruption to any events taking place. Residents are granted 2 hours a month of FREE USE in any breakout room in Building B, M-F 7am-10pm, with no deposit required unless food is in room, this excludes the gymnasium.

FEES*

The following applies to local individuals/groups. To be local, the individual must be a resident of Kane County, and the organization must be based in or headquartered in Kane County. A nonlocal organization cannot simply ask a local resident to book on their behalf. Organization headquarters must be addressed and stationed in Kane County. A weekend/holiday service fee of \$200 could be charged if staff is called in for equipment or facility troubleshooting. Multiple residents cannot book for one event.

LOCAL PUBLIC ORGANIZATIONS Kane County, Kanab City, Kane County School District, and any activity/group sponsored by such organizations. No security deposit required, and no 2-hour limit on events held during Monday - Friday 7am-10pm. Rental fees of additional items + Facility Free Use Care applies. Failure to cancel within policy regulations or No Shows, are subject to a required deposit for future bookings. Cleaning Deposit may be required for future bookings if space(s) are not left in a condition of normal wear and tear.

LOCAL COMMUNITY EVENTS Community or civic events open to the general public with no admission costs. Blood drives, public awareness, free concerts, etc. Rental fee of additional items apply. No deposit is due unless food will be in the room. Failure to cancel within policy regulations or No Shows, are subject to a required deposit for future bookings. Cleaning Deposit may be required for future bookings if space(s) are not left in a condition of normal wear and tear. Rental rates apply only if held on a Saturday or Sunday. + Facility Free Use Care applies.

NOT FOR PROFIT EVENTS Family groups, birthdays, wedding receptions, class reunions, business meetings, holiday parties, company parties, travel teams, recreational events which are open to the public, etc. Deposits are required for use of gym, other than for athletics and the ballroom. Failure to cancel within policy regulations or No Shows, are subject to a required deposit for future bookings. Cleaning Deposit may be required for future bookings if space(s) are not left in a condition of normal wear and tear. Rental fee of additional items applies. Rental rates apply only if more than 2 hours a week or on Saturday or Sunday. + Facility Free Use Care applies.

COMMERCIAL PROFIT MAKING ORGANIZATIONS This includes any individual or group that will make a profit or charge for the services rendered in the facility at the scheduled time. Deposits and rental rates apply, regardless of time rented.

*fees may apply for additional services/rentals (see fee schedule) +Please see Facility Free Use Care

Authorized Signature (Lessee): _____ Date: _____

Authorized Signature (Owner): _____ Date: _____

PARTIES

The parties to this Agreement are Kane County (Owner) and Lessee as listed above.

LEASE OF KANAB CENTER

Owner agrees to temporarily lease the specific space and rooms of Kanab Center as listed above, located at 20 N 100 E Kanab, UT 84741. Lessee may have access to the facilities for set up beginning at the time set forth above, may have access to space 10 minutes prior if scheduled in advance, and shall vacate the facilities by the approximate end time as set forth above. If Lessee does not vacate the facilities within a reasonable time of the anticipated end time as set forth above, Lessee may be subject to additional fees as determined by the Kanab Center Coordinator.

FEES

Lessee agrees to pay a Security Deposit (if applicable) and Lease Agreement Fee in the amount as listed above. The Security Deposit shall be paid within fourteen days of executing and delivering this Lease Agreement and shall be refunded following the completion of the agreement, pending any damage reports from staffing. If the event is canceled in less than 60 days from the scheduled date, the security deposit is NON refundable. The Lease Agreement Fee is due three weeks prior to the start of the event (or immediately, for reservations made fewer than three weeks in advance). Other additional or incidental costs that accrue will be due upon receipt of an invoice from Owner. If the Deposits or Lease Agreement Fees are not paid on time, Owner may cancel this agreement and the reservation of the Kanab Center.

SCHEDULING

Local events will primarily be in Building B, unless scheduling or specific needs require that such events take place in Building C. If use of building A or the School District board rooms is needed, booking separately through those entities is required. Events with a Paid Security Deposit are locked in up to 1 year in advance.

If Lessee has scheduled a free use event: Free events can be scheduled up to 90 days prior to event, but cannot be guaranteed space more than 3 weeks in advance. Lessee agrees to work with the Coordinator in good faith regarding any reasonable requests to accommodate a later conflict in scheduling. Free use must be booked 24 hours prior to event, and must be booked during business hours Mon-Fri through Owner. The Owner can cancel or alter free use agreements up to and until three weeks prior to free use event.

Please note that if you or members of your group reservation use or access other rooms or spaces outside of your agreement you will be invoiced/charged for that space. If damage is incurred in those areas outside of your agreement, you could be issued a trespass citation.

One free use lessee can sub-lease their reservation time to another individual or group, as long as it is at no charge, with the release of their key access code to sub lease. However, the original lessee is responsible for any damages, misuse of facility or facility care and responsible to convey rules and regulations to their sublease. If you book a free use time block (2 hours) and are a "no show" on multiple occasions, you may be asked to pay a deposit for future use or not allowed to block future time blocks.

If a user plans to use HDMI or presentation equipment, they need to schedule a time with Kanab Center staff to come set up their equipment and test the presentation during business hours Mon-Fri.

CANCELLATION AND REFUNDS

The Security Deposit is non-refundable and the full Lease Agreement Fee is non-refundable for cancellations within three weeks of the event. A full refund of the Lease Agreement Fee will be made in full in the event that the Owner is unable to deliver possession of the Kanab Center. Security Deposit is only refundable if canceled 60 days prior to event date. For

any cancellation by the Lessee within three weeks of the reservation date, a partial refund may be made at the sole discretion of the Kanab Center Coordinator.

WEEKLY/LONG TERM USE

Local community groups organizations requesting to use any room(s)/space(s) at the Kanab Center, excluding Ballroom on a long term monthly basis must do so with the understanding that conventions and paying groups have first priority. If a convention is taking place at the Kanab Center, the group or organization using the Center on a weekly basis will not be allowed to enter the facility. The Kanab Center Coordinator will give sufficient (2 weeks) notice of scheduled conventions and paid events to allow time to plan accordingly. Any supplies or personal items used for meetings must be removed after each meeting. Bring In/Take Out. ALL used sports equipment must be stored away in respective groups equipment cart. NO lost and found will be provided.

KITCHEN

The kitchen is available to the caterers on the Kanab Center's Approved Catering List only. If fully catered meals are being served the Lessee must choose a caterer from the Approved List. Lessee must disclose their chosen caterer to the Coordinator thirty (30) days prior to the event. *Exceptions may be allowed upon approval of Kanab Center Coordinator.* Prepared food, snacks and beverages from sources other than those on the Approved List are allowed so long as no kitchen services are required. For example: a wedding reception taking place in the Ballroom serving refreshments and wedding cake or a group having a potluck style meal will not be required to hire a caterer from the list. Our facility kitchen is NOT a full facilitating kitchen. It is primarily for warming and keeping food cool for service. Please take note that NO dishes can be washed on site in the facility sinks. PLEASE NOTE that rental of the ballroom(s) DOES NOT GIVE ACCESS to service hallway or kitchen. Use or entry of these spaces could result in additional charges or trespass citation. Caterers or those renting the kitchen space are allowed to pre-store items 24 hours in advance in cooler/freezer, but must arrange with the facility staff to make delivery within business hours.

ACCESS

Once an event is booked, the Kanab Center staff will coordinate arrival times to ensure room condition, access, and setup, and code provided for the key locker on site if selected as an option. Keys must be returned immediately after the event. Keys not returned or lost will result in a \$200 Replacement charge that will be invoiced.

AUDIO & VISUAL SERVICES

The Ballroom is equipped with ceiling mounted projectors, motorized screens, wireless microphones, HDMI & XLR input, Apple TV, basic theatrical lighting and wireless network. The breakout rooms are equipped with Ultra HD TV screens, wireless microphones, HDMI & Mini Aux input, Chromecast Ultra and wireless network. The outdoor performance area is equipped with XLR input, wireless microphone and lighting. These features are included in the rental fee. Lessee must bring their own devices – laptop, phone, tablet, and HDMI cords etc. Rehearsal time may be scheduled with approval from the Kanab Center Coordinator. Additional AV technical support may be hired for Lessee's event; otherwise there is no onsite technical support during Lessee's event included in this contract. Please contact the Kanab Center Coordinator for a list of preferred vendors. **If your event requires that staff or IT services be called in for support after hours (5pm M-F) or on a weekend (Saturday & Sunday) a service fee may be charged of up to \$200 for after hours/weekend services.**

SET UP & TEAR DOWN

Basic setup and teardown of tables, chairs IS NOT INCLUDED for free use (see attached fee schedule). Portable white boards, sandwich boards, easels and crowd control barriers are available upon request for an additional minimal charge. Dance floor, staging, table linens, and additional resources are available for an additional fee (see the attached fee schedule). *The Kanab Center does not provide tableware.*

MAINTENANCE, CLEANING & PROTECTION OF BUILDING FURNISHINGS, EQUIPMENT & FINISHES

Decorations may not be taped, nailed, tacked or otherwise fastened to ceilings, painted surfaces, columns or fabric and decorative walls.

Decorations may not block doors, fire extinguishers, fire sprinklers, any emergency equipment, emergency exits, lighting systems or security cameras.

Glitter and confetti and other hard to clean products can only be used with permission from Kanab Center Staff. Open flames are not permitted in the facility for any reason other than catering sterno warmers.

Only Kanab Center staff may move lobby furniture and other equipment in the public areas. Please make arrangements with the Kanab Center Coordinator if furniture and equipment does need to be moved.

Carpet runners, show carpet or other temporary floor covering over permanent carpet must be approved. Contact the Kanab Center Coordinator for specification of approved tapes to use when installing carpet. Double-faced tape and heat tapes are prohibited for direct application to permanent carpeted areas.

Motorized vehicles, forklifts, gas or electric carts, bicycles, scooters and similar equipment may not be operated on any carpeted areas unless covered with appropriate carpet protectant material.

All props, decorations and equipment must be removed immediately following the event. All garbage must be picked up and placed in the designated dumpster(s) located outside.

If the service food galley is used during the event all counter tops must be wiped down and the floor must be swept. Cleaning supplies will be provided with the rental of the Center.

Smoking, which includes the use of cigarettes, tobacco products, or any vaping or electronic cigarette product or device is strictly prohibited at the Kanab Center, including all of the outdoor areas and parking lot. Individuals may keep these items in their vehicle, but may not use them anywhere on the property.

DEPOSIT If wanting to guarantee and lock in the use of a space up to a year in advance, a deposit is required. The deposit is fully refundable when the following conditions of the agreement have been met immediately following your event end (DAY OF):

- ALL props/decorations have been removed from property
- Garbage picked up and taken out, tables wiped off with sanitation wipes (provided)
- Lights and A/V equipment turned off
- Doors locked
- Food, Catering supplies and perishables items are removed from kitchen/coolers

ALCOHOL POLICY

If alcohol is served, the Event Organizer agrees to comply with all applicable **Utah DABS laws**, Kanab Center Alcohol Policy, and all requirements contained in the Kanab Center Alcohol Compliance Packet.

The Event Organizer acknowledges that:

- Alcohol service approval may be revoked at any time
- Event start may be delayed until all requirements are satisfied
- The Kanab Center may suspend alcohol service or cancel the event for noncompliance
- Venue staff may contact law enforcement without organizer approval

Failure to comply constitutes a **material breach of contract**, and no refunds shall be issued for cancellations resulting from alcohol policy violations.

ANIMAL POLICY

With the exception of approved guide, signal, or service dogs, animals are not allowed in the facility without prior approval. Approval is based on whether the animal is legitimately part of a show, exhibit or activity requiring use of animals. Animals that are approved to be on the premises must meet the following guidelines:

- Animal(s) shall be on a leash or in a carrier at all times. Animal(s) must be under constant control at all times. Animal exhibits are not permitted on carpeted Kanab Center areas. The owner or handler will be fully responsible for their animal(s) at all times.
- Clean up and proper disposal of absorbents and waste is the responsibility of the owner or handler.
- A protective coating such as plastic must be used to protect all floors and any facility equipment.
- The owner or handler will adhere to any and all safety measures as required by the Coordinator.
- Owner, handler or any other event planning to bring animals into the Kanab Center may be required to provide additional insurance. Animals are not permitted within fifty (50) feet of any food service preparation or service area. The ONLY exception is the use of ADA service animals.
- Owner or handler is responsible for ensuring that any approved use of animals within the Kanab Center is also in adherence to any and all applicable local, state and federal laws and ordinances. If permitted, an Animal Waiver must be signed and kept on file with the Coordinator. Waiver will be provided when a definite reservation is executed.

DAMAGES

All damage, except for normal wear and tear, is the responsibility of the Lessee. An inspection is conducted by Kanab Center staff prior to event start and immediately after each rental. If the facility is not returned in the same condition as rented, the Lessee is responsible for the cost necessary to clean, repair and/or replace any damage that occurred throughout the course of the event. All cleaning, replacements and/or repairs are coordinated by the Kanab Center. Any damages to the building, furnishings or equipment property is to be reported immediately to the Kanab Center staff.

Waiver of Liability, Assumption of Risk, and Incorporation of Kanab Center Booking Policy

- By signing below, Lessee and Owner agree to all rules, regulations, and terms listed above.
- By signing below, Lessee acknowledges that Lessee has read the latest version of the Kanab Center Booking Policy, and Lessee agrees to the terms set forth in such Kanab Center Booking Policy. All terms in the Kanab Center Booking Policy are incorporated into this agreement.
- By signing below, Lessee agrees to assume any risk for theft or damage of personal belongings at the Kanab Center. Lessee also understands and agrees that Lessee is responsible for the security of the facility during Lessee's event, and for the acts of all individuals that use the facility during Lessee's event.
- By signing below, Lessee agrees to exercise reasonable supervision and care in the use of the Kanab Center and property. Lessee also agrees to take reasonable precautions to protect the safety of, and to prevent damage, injury or loss to the Kanab Center and facilities, and to all persons present on the premises during Lessee's event and occupation of the Kanab Center. Lessee agrees to use the Kanab Center as is and understands that the Owner does not warrant or guarantee anything related to the use and/or occupation of the Kanab Center.
- Lessee's signature below acknowledges that Lessee shall indemnify, defend, and hold harmless the Owner (including Kane County Office of Tourism and Kane County) from any and all damage, injury, or liability resulting from Lessee's use of said premises (except for grossly negligent acts or omissions by the Owner), and to provide for the cost of defense for any and all such claims.

GYM FREE USE FACILITY USE CARE

Free use groups REQUIRE the following facility care to be completed upon each block of reserved free use time.

1. Empty trash, including bathrooms and front entrance trash on exterior, and take to outside dumpsters located behind the Kanab Center (east side of building). Replace liners in all trash bins. (liners located in gym closet)
2. Trash removed from bleachers every time. Bleachers must be swept if your event had spectators of any size. (small broom & dust pan provided in gym closet)
3. Gym floor swept, including sweeping up the dust bunnies and disposing of them in outside trash. (small broom & dust pan provided in gym closet)
4. Sweep bathroom floors.
5. Ensure that there is **NO FOOD** in the gymnasium, including treats for athletes, for their participants and spectators. Any spills such as gum or sugary drinks should be cleaned up or reported to Kanab Center Staff promptly. IF GUM, CANDY or FOOD is found on bleachers or gym floor, the coordinator will be contacting you to

make sure you are aware that you are responsible for **ALL** persons entering the gym during your reserved block. Multiple violations may result in loss of booking privileges.

FREE USE FACILITY USE CARE

Free use groups in break out rooms, REQUIRE the following facility care to be completed upon each block of reserved free use time.

1. Empty trash, and take to outside dumpsters located behind the Kanab Center East parking lot
2. Stack Chairs and Tables (leave it as you found it)

If your free use reservation fails to complete the facility use care for multiple reservations, or you do not follow care for free use (3 strikes out ruling) You may be asked to move to a paid event to cover the cost of staff to clean after use, or not allowed to schedule free use in future.

STAFF RESPONSIBILITIES

Staff at the Kanab Center is responsible for the cleaning of the facilities prior to and after all paid events. The staff will clean bathrooms M-Th mornings, and sweep and mop bleachers every week, sweep and mop gym floor once a month as needed, vacuum lobbies and rooms daily as needed and clean gym seating monthly as needed.

PHOTOGRAPHY

Owner reserves the right to video and photograph any and all events at the Kanab Center and to use said video and photos for promotional and marketing purposes. Owner shall own the copyright to any videos or photographs that it creates during any event at the Kanab Center.

Local Rooms Rates, Deposits & Capacities

Tables and chairs are included in these rates.

Rental Fees for items and set up fees for free use, still apply.

Space	Occupancy	Daily	Hourly	Deposit to Hold	Food
Great Chamber Ballroom	352-839	\$400	\$130	\$300	\$100
Great Chamber Sections	114-299	\$150	\$50	\$100	\$50
Buckskin	54-129	\$65	\$15	\$50	\$50
Inchworm	40-90	\$65	\$15	\$50	\$50
Dragon	150-200	\$90	\$20	\$50	\$50
Cascade A&B	150-210	\$90	\$20	\$50	\$50
Cascade Sections	100	\$65	\$15	\$50	\$50

Please note that Cascade break out rooms have access to restrooms, however they are NOT ADA accessible. If you need ADA accessible restrooms please see other break out space options.

Grand Staircase Gym	1000	\$100	\$35	\$100	\$100
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Covering for anything other than athletics is required & non refundable \$100 installment fee.

Please check our online availability calendar before planning your event.

Vermillion Pavillion		\$130	\$40	\$50	\$50
KC Back Parking Lot	114	\$50	\$10	N/A	

30 days minimum notice Fri-Sun, 90 days for Mon-Thurs. To allow for Sr Center parking needs.

Local Use Priority Booking

Because we are striving to accommodate a large community, we do have procedures and dutiful priorities based on contractual obligations to the Kane County School District, Kane County and Kanab City. The following Building scheduling priorities are listed below. This is the prioritized list for booking all break out rooms, ballrooms and gymnasium use.

1. Kane County School District activities, which includes all schools within Kane County under the KCSD approved groups, organizations and athletics. (scheduled & booked by Oct 1st for the duration of the school year)
 - a. This does not include recreational activities outside of the KCSD approved activities for school aged students, as they are not sponsored by the KCSD.
2. Kane County Departmental Use including events and conventions and Kanab City, including administrative, departmental or recreational activities.
3. Open to the Public Bookings.

Additional Fees

- Set Up Service for chairs & tables is \$20 for each 25 attendees and includes set up and tear down for free use.
- Installation fee of \$165 applies for each set up of the stage and dance floor. (smaller section pricing available)
- Warming/ Keep Cool Food Equipment on site is \$100 per event. Kitchen use (counters, stoves, sink) \$50 per day
- Gymnasium Carpet Floor Installation \$100 installment

Al La Carte Rental Items

Linens (Black, Red and Ivory Available) \$7 each

- If your event has multiple days of use, you have the option of placing an authorization on your card for any linens we swap out that are dirty, or you can waive this option at your booking.
- Linen fee covers layout and pick up, laundering and usage wear and tear.
- Round and classroom style (black only) are available. Per set up or replacement per event.

Dance Floor \$165 - per installment. 98 (3' X 3' panels) any configuration - indoor only. Or \$1.99 per panel. SELF Installment is .99¢ per panel. You will need to be given a tutorial on the first 4 panels for proper installment instructions

Production Stage \$165 - per installment, up to 12 panels (4' x 8') in any configuration includes skirt, legs from 6" up to 48", includes up to 3 sets of stairs. Indoor only Or \$30 per panel- NO Self Serve Option.

Self Serve Stage up to 40 panels (4' x 4') in any configuration. legs from 6" up to 32", includes up to 3 sets of stairs. \$10 per section. You will need to be given a tutorial on the first panel for proper installment instructions.

Lighting Package \$100 Per Installment includes 42 wall wash Rockville wall wash uplights, 4 DJ Gig bar move lights on tripods and two intimidator moving heads on glow towers.

- 42 wall wash Rockville wall wash uplights, \$1 each
- 4 DJ Gig bar move lights on tripods \$10 each
- 2 intimidator moving heads on glow towers \$20 each

Sound Package \$100 per installment, includes 6 EV speakers on tripods, sound mixer if needed, adapter to headphone jack for access to laptop, and plugs into in house system.

- 6 EV speakers on tripods \$10 each ROCKVILLE

- Sound mixer if needed \$20
- Adapter to headphone jack for access to laptop \$5
- Plugs into in house system \$5

Fog upshot machines \$50 each or \$90 for both plus cost of fog juice

Dry Ice floor fogger \$50 plus cost of dry ice for the event

Pipe and Drape \$12 per panel (1 panel includes 4 piece pipe with 2 floor stands and 3 drapes)- Black only at this time. Per installment.

VIBE board \$20.00 per installment - interactive smart board and video conferencing tool

We also have a wide variety of decor items and staging items available to rent. Please inquire.

All Items ordered, Al La Carte, will be due with final payment.

Kanab Center User Agreement

20 N. 100 E. Kanab, UT 84741

(435)644-4333 Effective 1/2026

Kanabcenter.com mglover@kane.utah.gov

Group or Organization Name (Lessee):	Date of Event:	Date of Request:
Event:	Projected # of People:	
Lease Agreement Fee:	Deposit:	
Room(s)/Space(s) Requested:	Setup Time:	
Start Time:	Anticipated End Time:	
Responsible Party:	Phone:	
Mailing Address:	Email:	
NOTES:		

PARTIES

The parties to this Agreement are Kane County (Owner) and Lessee as listed above.

LEASE OF KANAB CENTER

Owner agrees to temporarily lease the specific space and rooms of Kanab Center as listed above, located at 20 N 100 E Kanab, UT 84741. Lessee may have access to the facilities for set up beginning at the time set forth above, may begin the event at the time set forth above, and shall vacate the facilities by the approximate end time as set forth above. If Lessee does not vacate the facilities within a reasonable time of the anticipated end time as set forth above, Lessee may be subject to additional fees as determined by the Kanab Center Coordinator.

FEE

Owner agrees to pay a Deposit and Lease Agreement Fee in the amount as listed above. The Deposit shall be paid within fourteen days of executing and delivering this Lease Agreement and shall be credited toward the Lease Agreement Fee. The Lease Agreement Fee less the amount of the Deposit that has already been paid is due three weeks prior to the start of the event (or immediately, for reservations made fewer than three weeks in advance). Should other additional, Al La Carte Rentals or incidental costs accrue, the charges will be due upon receipt of an invoice from Owner prior to event space use. If the Deposit or Lease Agreement Fees are not paid on time, Owner may cancel this agreement and the reservation of the Kanab Center.

CANCELLATION AND REFUNDS

The Deposit is non-refundable and the full Lease Agreement Fee is non-refundable for cancellations within three weeks of the event. A full refund of the Deposit and Lease Agreement Fee will be made in full in the event that the Owner is unable to deliver possession of the Kanab Center. For any cancellation by the applicant within three weeks of the reservation date, a partial refund may be made at the discretion of the Kane County Tourism Director or the Kanab Center Coordinator.

WEEKLY/LONG TERM USE

Groups or Organizations requesting to use any room(s)/space(s) at the Kanab Center on a long term weekly basis must do so with the understanding that conventions have first priority. If a convention is taking place at the Kanab Center, the group or organization using the Center on a weekly basis will not be allowed to enter the facility. The Kanab Center Coordinator will give sufficient notice of scheduled conventions to allow time to plan accordingly. Any supplies or personal items used for weekly meetings must be removed after each meeting.

CATERING GALLERY/KITCHEN

The kitchen is available to the caterers on the Kanab Center's Approved Catering List only. If fully catered meals are being served the Lessee must choose a caterer from the Approved List. Lessee must disclose their chosen caterer to the Coordinator thirty days prior to the event. *Exceptions may be allowed upon approval of Kanab Center Coordinator.* Prepared food, snacks and beverages from sources other than those on the Approved List are allowed so long as no kitchen services are required. For example: a wedding reception taking place in the Willow Ballroom serving refreshments and wedding cake or a group having a potluck style meal will not be required to hire a caterer from the list. The service alley is available for storage of prepared food and other supplies.

The Gallery/Kitchen is NOT a fully functional kitchen. There is a walk in Fridge/Freezer, Warming cart and warming ovens. PLEASE NOTE that there cannot be any raw food preparations in the kitchen. This includes meats, fish or poultry. All food items must be precooked. In the case of washing dishes, please scrape clean all food particles from dishes prior to washing and rinsing.

KEYS

It is the Lessee's responsibility to pick up the key at the Kanab Center and return it when done. A temporary copy, destroyed within 7 days of event completion, of a valid driver's license will be taken at time of key pick-up. Keys will not be issued until rental fees are paid in full. If your event has more than 100 attendees, OR if your event is held in any of the ballrooms in building C, we will have staff on hand at all times during your event.

AUDIO & VISUAL SERVICES

The Ballroom is equipped with ceiling mounted projectors, motorized screens, wireless microphones, HDMI & XLR input, Apple TV, basic theatrical lighting and wireless network. The breakout rooms are equipped with Ultra HD TV screens, wireless microphones, HDMI & Mini Aux input, Chromecast Ultra and wireless network. The outdoor performance area is equipped with XLR input, wireless microphone and lighting. These features are included in the rental fee. Lessee must bring their own devices – laptop, phone, tablet, etc. Rehearsal time may be scheduled with approval from the Kanab Center Coordinator. Additional AV technical support may be hired for Lessee's event; otherwise there is no onsite technical support during Lessee's event included in this contract. Please contact the Kanab Center Coordinator for a list of preferred vendors. YOU WILL NEED TO PROVIDE YOUR OWN HDMI CORDS, EXTENSION CORDS, POWER STRIPES and tech sources such as laptops.

SET UP & TEAR DOWN

Basic setup and teardown of tables, chairs and podiums is included in cost of the rental. Portable white boards, sandwich boards, easels and crowd control barriers are available upon request at no additional charge. Dance floor, staging, and table linens are available for an additional fee. *The Kanab Center does not provide tableware.* Your Event will be assigned to a manager that will communicate with you prior to your event. Event layout and design should be communicated with the manager.

MAINTENANCE, CLEANING & PROTECTION OF BUILDING FURNISHINGS, EQUIPMENT & FINISHES

Decorations may not be taped, nailed, tacked or otherwise fastened to ceilings, painted surfaces, columns or fabric and decorative walls.

Decorations may not block doors, fire extinguishers, fire sprinklers, any emergency equipment, emergency exits, lighting systems or security cameras. We do have some safety regulations which your on site event manager will make sure are followed during set up and the duration of the event.

Glitter and confetti may not be used in any part of the building. Open flames are not permitted in the facility for any reason, the only exception is catering stenos.

Only Kanab Center staff may move lobby furniture and other equipment in the public areas. Please make arrangements in advance with the Kanab Center Coordinator if furniture and equipment does need to be moved.

Carpet runners, show carpet or other temporary floor covering over permanent carpet must be approved. Contact the Kanab Center Coordinator for specification of approved tapes to use when installing carpet. Double-faced tape and heat tapes are prohibited for direct application to permanent carpeted areas.

Motorized vehicles, forklifts, gas or electric carts, bicycles, scooters and similar equipment may not be operated on any carpeted areas unless covered with appropriate carpet protectant material.

All props, decorations and equipment must be removed immediately following the event. All garbage must be picked up and placed in the designated dumpster(s) located outside. If a service alley is used during the event all counter tops must be wiped down and the floor must be swept. Cleaning supplies will be provided with the rental of the Center.

Smoking, which includes the use of cigarettes, tobacco products, or any vaping or electronic cigarette product or device is strictly prohibited at the Kanab Center, including all of the outdoor areas and parking lot. Individuals may keep these items in their vehicle but may not use them anywhere on the property.

ANIMAL POLICY

With the exception of approved guide, signal, or service dogs, animals are not allowed in the facility without prior approval. Approval is based on whether the animal is legitimately part of a show, exhibit or activity requiring use of animals. Animals that are approved to be on the premises must meet the following guidelines:

- Animal(s) shall be on a leash or in a carrier at all times. Animal(s) must be under constant control at all times. Animal exhibits are not permitted on carpeted Kanab Center areas. The owner or handler will be fully responsible for their animal(s) at all times.
- Clean up and proper disposal of absorbents and waste is the responsibility of the owner

or handler.

- A protective coating such as plastic must be used to protect all floors and any facility equipment.
- The owner or handler will adhere to any and all safety measures as required by the Coordinator.
- Owner, handler or any other event planning to bring animals into the Kanab Center may

be required to provide additional insurance. Animals are not permitted within fifty (50) feet of any food service preparation or service area. The ONLY exception is the use of ADA service animals.

- Owner or handler is responsible for ensuring that any approved use of animals within the Kanab Center is also in adherence to any and all applicable local, state and federal laws and ordinances. If permitted, an Animal Waiver must be signed and kept on file with the Coordinator. Waiver will be provided when a definite reservation is executed.

ALCOHOL POLICY

If alcohol is served, the Event Organizer agrees to comply with all applicable Utah DABS laws, Kanab Center Alcohol Policy, and all requirements contained in the Kanab Center Alcohol Compliance Packet.

The Event Organizer acknowledges that:

- Alcohol service approval may be revoked at any time
- Event start may be delayed until all requirements are satisfied
- The Kanab Center may suspend alcohol service or cancel the event for noncompliance
- Venue staff may contact law enforcement without organizer approval

Failure to comply constitutes a material breach of contract, and no refunds shall be issued for cancellations resulting from alcohol policy violations.

DAMAGES

All damage, except for normal wear and tear, is the responsibility of the Lessee. An inspection is conducted by Kanab Center staff immediately after each rental. If the facility is not returned in the same condition as rented, the Lessee is responsible for the cost necessary to clean, repair and/or replace any damage that occurred throughout the course of the event. All cleaning, replacements and/or repairs are coordinated by the Kanab Center. Any damages to the building, furnishings or equipment property is to be reported immediately to the Kanab Center staff.

Waiver of Liability, Assumption of Risk, and incorporation of Kanab Center Booking Policy

- By signing below, Lessee and Owner agree to all rules, regulations, and terms listed above.
- By signing below, Lessee acknowledges that Lessee has read the latest version of the Kanab Center Booking Policy, and Lessee agrees to the terms set forth in such Kanab Center Booking Policy. All terms in the Kanab Center Booking Policy are incorporated into this agreement.
- By signing below, Lessee agrees to assume any risk for theft or damage of personal belongings at the Kanab Center. Lessee also understands and agrees that Lessee is responsible for the security of the facility during Lessee's event, and for the acts of all individuals that use the facility during Lessee's event.
- By signing below, Lessee agrees to exercise reasonable supervision and care in the use of the Kanab Center and property. Lessee also agrees to take reasonable precautions to protect the safety of, and to prevent damage, injury or loss to the Kanab Center and facilities, and to all persons present on the premises during Lessee's event and occupation of the Kanab Center. Lessee agrees to use the Kanab Center as is and understands that the Owner does not warrant or guarantee anything related to the use and/or occupation of the Kanab Center.
- Lessee's signature below acknowledges that Lessee shall indemnify, defend, and hold harmless the Owner (including Kane County) from any and all damage, injury, or liability resulting from Lessee's use of said premises (except for grossly negligent acts or omissions by the Owner), and to provide for the cost of defense for any and all such claims.

PHOTOGRAPHY

Kane County reserves the right to video and photograph any and all events at the Kanab Center and to use said video and photos for promotional and marketing purposes. Kane County shall own the copy right to any videos or photographs that it creates during any event at the Kanab Center.

Authorized Signature (Lessee): _____ Date: _____

Authorized Signature (Kanab Center): _____ Date: _____

Application requests NOT FULLY completed will not be scheduled.

Event Name		Today's Date:	
Event Category: (Circle One) Private Event Commercial-Charging Event No-Charge-Free Event		Date Of Event:	
GOVERNMENT: County Kanab City Orderville Fredonia Other Religious Event Fredonia may incur a delivery/ pick up fee of \$165, or free pick up		Date(s) Needed:	
Event Address:		Assigned to:	
Event Start Time:	Event End Time:	John Jacobs 435-689-0034	
Responsible Party for this Order:		Josh Baird 435-238-6063	
		Phone #:	
		email:	



CAMBERLY ANDERSON

Kane County Events & Kanab Center Coordinator
Kane County Office of TourismOffice 435-644-4333
Mobile 719-298-2827

canderson@kane.utah.gov

Kanab Center
20 N 100 E Kanab, UT 84741www.kanabcenter.com
www.visitsouthernutah.com

Your Event/ Buisness Insurance:	Insurance Mailing Address:
In order to schedule or pick up any equipment we MUST have Insurance Carrier and Address.	

Initials of Staff Approval

OFFICE USE ONLY

Authorized Deposit on Hold: \$

Paid by CASH | CARD | CHECK

Authorized Delivery: \$

Paid by CASH | CARD | CHECK

Authorized Usage/ Flat Fee: \$

Paid by CASH | CARD | CHECK

Signature of Responsible Party for this order

Date

This contract made the day of APPROVAL DATE, by and between Kane County, hereafter referred to as the Owner, and RESPONSIBLE PARTY NAME, hereafter referred to as the Lessee. Whereas, the Lessee desires to temporarily rent, occupy, and make use of the Owner's property, items, and equipment (hereinafter "equipment"), and whereas, the Owner agrees to such rental, occupation, and use in consideration of certain payments and covenants herein enumerated;

Now, therefore, the parties agree to the following terms and conditions:

The Lessee shall sign a credit card authorization form in the amount of the security deposit to hold prior to taking items from property. The Authorization will only be charged IF there are damages. The Owner has 10 days to access any damages and must communicate prior to any charges. The usage fee must be paid the day of the submitted form (SEE PRICE TABLE). IF REQUEST IS SUBMITTED IN LESS THAN 20 DAYS PRIOR, REQUEST CAN BE DENIED based on staff scheduling and equipment. Part or all of the Security deposit may be used to cover the cost of repair if needed. However, there may be an additional amount owed (replacement fee) if the damages aren't covered by the deposit. The Lessee has rights and access to the returned inspection reports.

A Usage fee of 20% of Security Deposit is Required for all property with a replacement value of under \$100. A Usage fee of 10% of Security Deposit is Required for all property with a replacement value of over \$100. In the event that Lessee fails to

RULES and REGULATIONS

All damage, except for normal wear and tear, is the responsibility of the Lessee. An inspection is conducted by a member of the Events Team after each rental. If the equipment is not returned in the same condition as rented, the Lessee is responsible for the cost necessary to clean, repair and/or replace any damage that occurred throughout the course of the event. Some equipment may require a brief training on set up or use. If any of this equipment is requested, a meeting will be set up to do this. Equipment is first-come, first-serve; some equipment may be unavailable during some dates and times. If items are not returned within 72 hours of event end, your card on file will be charged the same usage fee each day until returned. Kane County has the right to refuse usage and service for any event due to lack of staff, availability, distance or conflict of interest.

Kane County Events Team will NOT provide man-power for events beyond equipment prep. If you do require equipment to be dropped off and picked up, there is a Flat Rate Delivery/ Retrieval Rate of \$125.00. Lessee will not be permitted to move trailers owned by Kane County and will need to specify in this document a location where they want the trailer dropped off. Said trailer will remain there until pick up date and time specified in this document. All equipment will be wiped down and nicely returned. Usage Fee can be waived for Non-Profit organizations, with Event Coordinator Approval if under \$500 value. If over \$500 value the KCOT Director will need to approve. However the security deposit is REQUIRED. It is understood that the Replacement Cost is the amount that will be charged, or a percentage of the amount that will be charged, if the item(s) are returned damaged or broken, need repairs or replacement. By signing you accept that you can receive an invoice for that cost after inspection of the item. You should make sure that your inspection takes place upon returning your items.

Equipment rental is generally for the use of a single event. If you are not able to return item(s) within 72 hrs of your event end, your card on file will be charged the same 20% usage fee, based off of deposit, each day past due date.

Waiver of Liability and Assumption of Risk. By signing below, Lessee and Owner agree to all rules, regulations, and terms listed above. By signing below, Lessee and Owner agree to all rules, regulations, and terms listed above. By signing below, Lessee and Owner agree to all rules, regulations, and terms listed above. By signing below, Lessee and Owner agree to all rules, regulations, and terms listed above.

By signing below, Lessee and Owner agree to all rules, regulations, and terms listed above. By signing below, Lessee and Owner agree to all rules, regulations, and terms listed above. By signing below, Lessee agrees to assume any risk for theft or damage of personal belongings on Owner's property. Lessee also understands and agrees that Lessee is responsible for security during Lessee's event, and for the acts of all individuals that use Owner's property or equipment associated with Lessee's event.

By signing below, Lessee agrees to assume any risk for theft or damage of personal belongings on Owner's property. Lessee also understands and agrees that Lessee is responsible for security during Lessee's event, and for the acts of all individuals that use Owner's property or equipment associated with Lessee's event.

By signing below, Lessee agrees to exercise reasonable supervision and care in the use of the equipment and Owner's property. Lessee also agrees to take reasonable precautions to protect the safety of, and to prevent damage, injury or loss to the equipment, and to all persons present on the premises during Lessee's event and occupation of Owner's property. Lessee agrees to use the equipment as is and understands that the Owner does not warrant or guarantee anything related to the use

Lessee's signature below acknowledges that Lessee shall indemnify, defend, and hold harmless the Owner (including Kane County Office of Tourism, Kanab Center and Kane County) from any and all damage, injury, or liability resulting from Lessee's use of said equipment or Owner's property (except for grossly negligent acts or omissions by the Owner), and to provide for the cost of defense for any and all such claims.

Production Items

FALSE

Delivery \$165 per trailer.
We try our best to
consolidate our trailers so
items travel safely.

Column A Column B

Column C Column D Column E

Catering

FALSE

Delivery \$165 per trailer.
We try our best to
consolidate our trailers so
items travel safely.

Column A Column B

Column C Column D Column E

Returned	Item Name	Available	Requested	Taken	Damage / Security Cost	Damage Fee % of Damage/Sec	DUE Column B (0) Column D
<p>Please NOTE that Any Electrical Items CAN NOT BE LEFT outside overnight or in wet weather conditions. ALL Items must be returned duly cleaned.</p> <p>Many of our production rental items have strict liability and safety requirements. Please make us talk to staff to check schedules and availability.</p>							

Please NOTE that Any Electrical Items CAN NOT BE LEFT outside overnight or in wet weather conditions. ALL Items must be returned fully Cleaned.

Many of our production rental items have strict, liability and safety requirements. Please make to talk to staff to check schedules and availability.

FALSE	Production Stage - Non Profit Events \$240	1			up to \$30k	\$200.00	10%	
FALSE	Required Staff Fee							
FALSE	Production Stage - For Profit Events \$2500 <i>required staff fee</i>	1			up to \$50k	\$1,500.00	10%	
FALSE	Stair Set	1			\$400.00	\$50.00	20%	
FALSE	Sound PA System (1 Speaker, Stand, Mic)	2			\$850.00	\$75.00	20%	
FALSE	Blue Tooth Speaker without stand	2			\$750.00	\$75.00	20%	
FALSE	Extension Cords (variety of sizes)	8			\$30.00	\$5.00	20%	
FALSE	Fog Machine - Does Not include Liquid	3			\$40.00	\$25.00	20%	
FALSE	Floor Ice Fog Machine - Does Not include Dry Ice	1			\$90.00	\$25.00	20%	
FALSE	Fog Up Shots - Does Not include Liquid	2			\$450.00	\$50 Per Day Flat Rental Fee		
FALSE	Rockville Lights case (6 per case)	6			\$1,500.00	\$150.00	10%	
FALSE	Light & Sound Production Truss System, ON CAMPUS the truss system is required to stay	Varied			up to 52k	\$10 a foot	10%	
FALSE	Light & Sound Production Truss System, OFF CAMPUS the truss system requires staff	Varied			up to 32k	\$10 a foot	20%	
FALSE	Light Package -for stage or truss use- 4 DJ	1			up to 52k	\$100.00	10%	
FALSE	Gig Bar move lights on tripod, two intimidator	4			\$500.00	\$100.00	10%	
FALSE	Intimidators	2			\$400.00	\$100.00	10%	
FALSE	Sound Package- for stage or truss use- 6 EV Speakers, Sound Mixer, Adaptor Headphone	1			up to 52k	\$180.00	10%	
FALSE	EV Speaker with Stand Set (2 speakers)	1			\$1,200.00	\$100.00	10%	
FALSE	Sound Mixer Table	1			\$550.00	\$100.00	10%	
FALSE	My Stage 4x4 Panels	40			\$780.00	\$100.00	10%	
FALSE	My Stage Off-site or on-site installation fee	1						
FALSE	Podium	1			\$750.00	\$50.00	10%	
FALSE	Subtotal Damage/Security Deposit Due							
	(Column C)							
	Subtotal Usage Fee (Column E)							
	Subtotal Installation or Flat Rental Items (these highlighted in yellow)							

[illegible]

Linens & Center Piece Options

	Returned	Item Name	Available	Requested	Taken	Replica Cost	Column A	Column B	Column C	Column D	Column E
										FEE	DUE
										Column A	Column B

Linens are a flat fee based on laundering

FALSE	Round Black 90"	30			\$7.00			\$7.00	
FALSE	Round Red 90"	10			\$7.00			\$7.00	
FALSE	Round Cream 90"	30			\$7.00			\$7.00	
FALSE	Black Class Room 6' Stretch Linen	50			\$7.00			\$7.00	
FALSE	Black 8' Standard Table Stretch Linen	8			\$7.00			\$7.00	
FALSE	Black 8' Standard Flat	10			\$7.00			\$7.00	
FALSE	White Stretch Cocktail	5			\$7.00			\$7.00	

FALSE	Orange Stretch Cocktail	5			\$7.00		\$7.00	
FALSE	Chair Sashes- Inquire for colors	10			\$2.00		\$2.00	
FALSE	Small White Table Vases w/ pampus	40			\$2.00		\$1.00	
FALSE	Wood Block Table Number Holders	30			\$2.00		\$1.00	
FALSE	11" Black Iron Hanger	30			\$7.00		\$1.00	
FALSE	Small Cowhide Mats	40			\$12.00		\$1.00	
FALSE	Amber County Jars	40			\$4.00		\$1.00	
FALSE	Sage Green Runner	40			\$7.00		\$1.00	
FALSE	Gold Geometric Shapes	80			\$1.00		\$1.00	
FALSE	Gold Plexiglass Photo Holders	40			\$2.00		\$1.00	
FALSE								
	Subtotal Damage/Security Deposit Due (Column C)							Notes
	Subtotal Fee (Column E)							Notes

Sanitation & Cautionary Items

Returned	Item Name	Available	Column A Requested	Column B Taken	Column C Replace Cost	Column D Damage / Security	Column E Usage Fee % x Damage/Sec	Column F DUE Column B (x) Column D
FALSE	Flame Heaters - Does Not Include Tank	8			\$470.00	\$50.00	10%	
FALSE	Trash Cans - Does Not Include Liners	6			\$35.00	\$10.00	20%	
FALSE	Fire Pits - Does Not Include Tank	8			\$300.00	\$50.00	10%	
FALSE	Trash Can LINERS	100					\$1	
FALSE	Propane Tanks - EMPTY	40			\$40.00	\$5.00	20%	
	Subtotal Damage/Security Deposit Due (Column C)							Notes
	Subtotal Usage Fee (Column E)							Notes
	Subtotal Installation or Flat Rental Items (fees highlighted in yellow)							Notes

FALSE	Black Metal Folding Chairs	144			\$15.00	\$10.00	20%	
FALSE	Round Banquet Table 60"	25			\$390.00	\$10.00	10%	
FALSE	6' Classroom Table	40			\$50.00	\$10.00	20%	
FALSE	6' Standard Table	16			\$40.00	\$5.00	20%	
FALSE	Outdoor Theatre Chair	100			\$40.00	\$12.00	20%	
FALSE	Cocktail Tables	10			\$95.00	\$25.00	20%	
Miscellaneous Items for Event Control and Safety								
FALSE	Stanchions	10			\$40.00	\$5.00	20%	
FALSE	Floor Signage Stands (indoor use only)	10			\$20.00	\$5.00	20%	
FALSE	Floor Signage Stand with Weights	6			\$35.00	\$8.00	20%	
FALSE	Orange Cones	12			\$20.00	\$10.00	10%	
FALSE	Safety Vests	30			\$10.00	\$25.00	20%	
FALSE	Inflatable Light	2			\$1,500.00	\$100.00	10%	
FALSE	Electrical Street Sign- Does require permit. Required installation fee \$150.00	2			\$15k	\$150.00	10%	
FALSE	Pipe & Drape, Flat Rate of \$14 a Section	6			\$280.00	\$50.00		
FALSE	Dunk Tank- with Carpet	1			\$1,700.00	\$200.00	10%	
FALSE	Wooden Photo Ops and Decor Cut Outs. Rental Cost is per piece. please inquire.	10						
FALSE	6' Metal Arch. Balloons,	4			\$50.00	\$50.00	10%	
FALSE	On-Site Chair / Table Set Up							
FALSE	Service for Set up for tables and chairs. This Service is just a REQUEST. We are happy to send out inquiries to individuals that are interested in providing this service. Average price range is \$100-\$500 depending on the quantity, distance, and number of installments needed. If the inquiry has a response then we will send that persons contact information to you for you to arrange schedule and payment.							
	Subtotal Damage/Security Deposit Due (Column C)							Notes
	Subtotal Usage Fee (Column E)							Notes
	Subtotal Installation or Flat Rental Items (fees highlighted in yellow)							Notes

TOTALS DUE

STAFF ONLY	# of Delivery Trailers ____	\$165		Delivery Address:
	X			Cash Card Check
	TOTAL Damage/Security Deposits Due			Cash Card Check
	TOTAL Usage Fee			Cash Card Check
	TOTAL Installation or Flat Rental Items (fees highlighted in yellow)			Cash Card Check

Credit Card on file for Security/ Damage deposit, Unless your event is ran by Kane County, Kanab City, Orderville, Fredonia. Credit Cards can be ran for multiple/ seperate charges including, item damage or no show reservations, Usage Fees, Flat Rate Fees, Delivery Fees and Set Up Fees. Cards can be ran with in date of item approval and up to 10 days following

THE FOLLOWING ARE ITEMS WE STRONGLY SUGGEST YOU DO IN ORDER TO BE IN COMPLIANCE WITH COUNTY, CITY and VENUE REGULATIONS

- FALSE City Permits 60 Days prior or more You do need to procure a special event permit from the city for **any event publicly attended**. Including events held on Private
- FALSE Venue Reservation If your event will have food vendors, or more than 100 people, please check with venue for restroom & garbage
- Check with your venue, as they may also require you to have event insurance. Remember that City & County Properties used for any events, may require reservations, deposits
- FALSE Parking & Signage, events over 100 ppl If your event is estimated to have 100+ patrons, please check with venue and/city for any parking requirements
- FALSE Sales Tax Licenses for Vendors
- FALSE Noise Permit
- FALSE Signage Permits through City for ANY SIGN that is visable to a Kanab City or Hwy 89 Road
- FALSE Private Property Agreements
- FALSE Road Closure Permits
- FALSE Advertising sent to Kane Office of Tourism 60 Days Prior to event

Tourism Event Grants are available and applications are open on-line from May 1st through October 30th at www.kane.utah.gov

Items on this MOU/ Equipment Request are made available by funding generated by TRT (Tourism Tax) and did not come from taxes paid as a resident of Kane County. We hope that the use of these items will be helpful to our rural community. Next time you see a Tourist, say THANK YOU!

MAKES CHECKS PAYABLE TO KANE COUNTY EVENTS

1. Purpose

The Kanab Center is committed to providing a safe environment for guests, staff, and the community while complying with **Utah alcohol laws and regulations**. This Alcohol Policy establishes clear requirements and authority related to the service, control, and consumption of alcohol at events held at the Kanab Center. Compliance with this policy is mandatory for all events where alcohol is present.

2. Applicability

This policy applies to:

- All events held at the Kanab Center
 - Event organizers, promoters, vendors, and their agents
 - All alcohol service, whether complimentary or sold
-

3. General Alcohol Requirements

- All alcohol services must comply with **Utah Department of Alcoholic Beverage Services (DABS)** laws and rules.
 - Alcohol may only be served by individuals legally permitted to do so under Utah law.
 - The Kanab Center reserves the right to require documentation demonstrating compliance at any time.
-

4. Public vs. Private Event Requirements

A. Public Events Events that are **open to the general public** must:

1. Obtain and provide a valid **Utah DABS permit** appropriate for the event type.
2. Use **one of the Kanab Center's approved alcohol adherence vendors** for all alcohol service.
3. Ensure all bartenders and servers meet Utah licensing and training requirements.
4. Alcohol may not be included with admission.
5. Every person must present a valid I.D. for age verification prior to service.
6. Drinking areas must be clearly marked and contained for public events.

Failure to meet any of these requirements will result in alcohol service being prohibited.

OPEN to the Public-means, held in the open at our public and multi-use facility.

B. Private Events

Events that are **not open to the general public** must:

1. Submit a written **"21 and Older Plan"** outlining how access to alcohol will be restricted to individuals age 21 and over. Such as storage, service, I.D. Stations and so on.
2. Provide the following prior to the event:
 - Bartender or bar service company contact information
 - Copy of the bartender's or company's reminder training or applicable bar service license
3. Sign the Kanab Center's **Alcohol Safety and Commence Agreement** prior to the event.

The Kanab Center reserves the right to deny alcohol service if required documentation is incomplete or unsatisfactory.

5. Venue Authority & Event Conditions

A. Pre-Event Authority

- The Kanab Center may **delay or postpone the start of an event** until:
 - All required permits and documentation are received
 - Alcohol service areas are properly set up and manned
 - All safety and policy requirements are met

B. Authority During Events

Kanab Center staff are authorized to:

- **Suspend or terminate alcohol service** at any time
- **Cancel the event** before or during the event if alcohol laws or this policy are not being followed
- Take immediate action to protect the safety of guests, staff, and venue liability, including calling law enforcement.

These actions may be taken **without authorization from the event organizer**.

6. Enforcement & Law Enforcement Notification

Kanab Center staff are authorized to **contact law enforcement immediately**, without event organizer approval, for any of the following:

- Belligerent or violent behavior
 - Serving or attempting to serve an intoxicated person
 - Failure to check valid government-issued photo ID
 - Serving alcohol to anyone under 21 years of age
 - Refusal to comply with Utah alcohol laws or Kanab Center policies
 - Any safety concern involving alcohol consumption or crowd behavior
-

7. Event Organizer Responsibility

The event organizer is solely responsible for:

- Ensuring all alcohol service complies with Utah law
 - Ensuring vendors and bartenders follow this policy
 - Ensuring guests comply with age and conduct requirements
 - Required signage, barriers, staff at all entries and I.D. check and age verification
 - Any fines, penalties, or enforcement actions resulting from noncompliance
-

8. Right to Refuse Alcohol Service

The Kanab Center reserves the right to:

- Refuse alcohol service for any event
- Modify or revoke alcohol approval at any time

This policy exists to protect public safety, venue operations, and legal compliance.

9. Acknowledgment

By hosting an event at the Kanab Center where alcohol is present, the event organizer acknowledges and agrees to comply with this Alcohol Policy and all applicable Utah laws.

This policy is enforced at the sole discretion of Kanab Center management in the interest of safety, legality, and risk management.

Alcohol Policy for the Kanab Center:

- Aligns with Utah DABS requirements
- Clearly separates **public vs. private event obligations**
- Places responsibility squarely on the **event organizer**
- Explicitly protects the **venue's liability and authority**
- Gives staff **unambiguous authority** to delay, suspend, cancel, or call police
- Requires **approved venue vendors for public events**
- Requires documentation and agreements for **private events**

Kanab Center Alcohol Compliance Packet

Required for Events with Alcohol

SECTION 1: "21 AND OLDER" PLAN TEMPLATE

(PRIVATE EVENTS)

Event Name: _____ Event Date(s): _____

Event Organizer: _____

Primary Contact (Day of Event): _____

Phone Number: _____ Email: _____

A. Event Type

☐ Private Event (not open to the general public) 1. Event is held in doors with guest check in at entries. 2. Events held outside are maintained with a visible event barrier with entry/exits marked and manned for guest check in.

B. Access Control Plan (Required)

Describe how alcohol access will be limited to individuals 21 years of age or older:

☐ Wristbands (color: _____) ☐ Hand stamps ☐ Controlled bar access point(s) ☐ Other (describe): _____

C. ID Verification

- Valid government-issued photo ID will be checked for every guest receiving alcohol.
- IDs will be checked by: ☐ Licensed bartender ☐ Event staff under bartender supervision

D. Alcohol Service Details

- Bartender / Bar Service Name: _____
- Contact Number: _____ Email: _____
- License / Training Type (if applicable): _____

E. Overservice Prevention

- Service will be refused to intoxicated individuals.
- Water and non-alcoholic options will be available.
- The event organizer acknowledges responsibility for guest conduct.

Organizer Signature: _____ Date: _____

SECTION 2: ALCOHOL SAFETY & COMMENCE AGREEMENT

This Alcohol Safety & Commence Agreement ("Agreement") is entered into between the **Kanab Center** ("Venue") and the **Event Organizer** ("Organizer").

Organizer Agrees To:

1. Comply with all **Utah DABS laws**, regulations, and permit requirements.
2. Ensure alcohol is served only by individuals legally permitted to do so.
3. Prevent service to minors and intoxicated persons.
4. Submit all required permits, plans, and documentation 14 days prior to the event.
5. Use an approved **Kanab Center Alcohol Adherence Vendor** for public events.
6. Accept responsibility for all alcohol-related conduct, fines, or penalties.

Venue Authority:

The Kanab Center retains the sole authority to:

- Delay or postpone event commencement until all alcohol requirements are met
- Suspend or terminate alcohol service at any time
- Cancel the event before or during the event for alcohol policy violations
- Contact law enforcement without organizer authorization when safety or legal compliance is at risk

No Waiver of Authority

Failure by the Venue to immediately enforce any provision of this Agreement does not constitute a waiver of the Venue's rights.

Event Organizer Name: _____ **Signature:** _____
Date: _____

Kanab Center Representative: _____ **Signature:** _____
Date: _____