



**NOTICE AND AGENDA  
SANTA CLARA CITY COUNCIL WORK MEETING  
WEDNESDAY, MARCH 25, 2026  
TIME: 4:00 PM  
AMENDED**

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**Public Notice** is hereby given that the Santa Clara City Council will hold a Work Meeting in the Santa Clara City Council Chambers located at 2603 Santa Clara Drive, Santa Clara Utah on Wednesday, March 25, 2026, commencing at 4:00 PM. The meeting will be broadcasted on our city website at <https://santaclarautah.gov>.

**1. Call to Order:**

**2. Working Agenda:**

A. General Business:

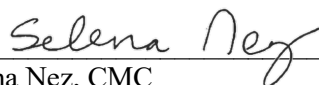
1. Continued discussion regarding Parks Pavilion Fees and Use. Presented by Ryan VonCannon, Parks Director.
2. Discussion regarding City approved Flags. Presented by Brock Jacobsen, City Manager.
3. Discussion regarding Updated Special Event Permit Application. Presented by Jim McNulty, Planning Director.

**3. Staff Reports:**

**4. Adjournment:**

Note: In compliance with the Americans with Disabilities Act, individuals needing special accommodation during this meeting should notify the city no later than 24 hours in advance of the meeting by calling 435-673-6712. In accordance with State Statute and Council Policy, one or more Council Members may be connected via speakerphone or may by two-thirds vote to go into a closed meeting.

The undersigned, duly appointed City Recorder, does hereby certify that the above notice and agenda was posted within the Santa Clara City limits on this 23rd day of March 2026 at the Santa Clara City Hall, on the City Hall Notice Board, at the Santa Clara Post Office, on the Utah State Public Notice Website, and on the City Website at <http://santaclarautah.gov>.

  
Selena Nez, CMC  
City Recorder

**Mayor**

Jarett Waite

**City Manager**

Brock Jacobsen



**City Council**

Christa Hinton  
David Pond  
Janene Burton  
Mark Hendrickson  
Justin Caplin

# CITY COUNCIL

**Meeting Date:** March 25, 2026

**Agenda Item:** 1

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**Applicant:** Ryan VonCannon

**Requested by:** N/A

**Subject:** Continued discussion on Park pavilion reservations and rules

**Description:**

Discussion of new pavilion rental fees and rules

**Recommendation:** Approval

**Attachments:** N/A

**Cost:** 0

**Legal Approval:** N/A

**Finance Approval:** N/A

**Budget Approval:** N/A

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Exhibit "A"

**PAVILION RESERVATION FEE SCHEDULE 2026**

CATEGORY	EXISTING	PROPOSED
Pavilion Reservation Application	Online or Paper	Online only
Santa Clara Resident Rate (Pavilion)		
Black Rock	\$20.00	\$20.00 (minimum 2 hours) Additional \$10.00 per hour
Canyon View	\$25.00	
Gubler Park, Playground	\$20.00	
Gubler Park, Splash Pad	\$20.00	
Gubler Park, 20x20 Corner	\$15.00	
Gubler Park, Pickleball	\$15.00	
Swiss Pioneer Memorial	\$20.00	
Non-Resident Rate (Pavilion)		
Black Rock	\$35.00	Non-reservable Non-reservable \$20.00 (minimum 2 hours) Additional \$10.00 per hour
Canyon View	\$40.00	
Gubler Park, Playground	\$35.00	
Gubler Park, Splash Pad	\$35.00	
Gubler Park, 20x20 Corner	\$25.00	
Gubler Park, Pickleball	\$25.00	
Swiss Pioneer Memorial	\$35.00	
Bounce house	N/A	\$75.00
Party or event extends beyond pavilion with activities	N/A	\$75.00
Deposit	\$25.00	No Deposit

## CATEGORY PROPOSED

### Reservations

- Gubler pickleball pavilion included with pickleball court reservation.

### Rules and Regulations

- Only 1 bounce house is permitted.
- City does not provide bounce houses.
- Bounce houses are only permitted October through April.
- Bounce houses are not permitted at Gubler Park.
- No water games, pools, water obstacle courses, or slip & slides are allowed.
- Pavilion reservations do not include staff on site or trash change and removal during event.
- Applicant is responsible for any destruction, damage or defacement of the property.
- Applicant must sign Hold Harmless Agreement.
- Reservation fee is refundable if cancellation is made at least 7 days prior to reservation.
- The permit group shall leave the facility in a clean and orderly fashion.
- No equipment shall be removed from the premises.
- No alcoholic beverages, smoking or gambling of any kind will be allowed on City property.
- The applicant shall accept full responsibility for the conduct of attendees.
- No decorations shall be displayed or installed which shall damage or deface City property.
- Destruction, damage or removal of any vegetation or defacement of City/public property is prohibited.
- A copy of this permit must be in possession of the applicant at all times during park use.
- All park rules, regulations and general ordinances of the City will apply.
- The permit group shall be subject to the terms of the Hold Harmless Agreement.

**Mayor**

Jarett Waite

**City Manager**

Brock Jacobsen



**City Council**

Christa Hinton  
David Pond  
Janene Burton  
Mark Hendrickson  
Justin Caplin

# CITY COUNCIL

**Meeting Date:** March 25, 2026

**Agenda Item:** 3

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**Applicant:** Jim McNulty

**Requested by:** Jim McNulty

**Subject:** Updated Special Event Permit

**Description:**

The special event permit has been updated to include information regarding temporary power pedestals and pricing, public safety items, and City Hall rental.

**Recommendation:** Discussion

**Attachments:** N/A

**Cost:** 0

**Legal Approval:** N/A

**Finance Approval:** N/A

**Budget Approval:** N/A

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2603 Santa Clara Drive, Santa Clara, UT 84765  
Phone: (435) 673-6712 or email [www.santaclarautah.gov](http://www.santaclarautah.gov)

## **SPECIAL EVENT PERMIT CHECK LIST & APPLICATION AS PROVIDED BY SANTA CLARA, UTAH, CITY CODE CHAPTER 12.22**

### **Documents:**

- \_\_\_ 1. Complete Special Event Application (Due 45 days before event). Events filed less than 45 days will not be accepted.
- \_\_\_ 2. **\$150.00/\$300.00 (500+ people) Application Fee.**
- \_\_\_ 3. Written Description/Narrative of the event.
- \_\_\_ 4. Event Site Plan. Must include street names, placement of barricades, road/sidewalk closure, vendor/merchant parking, vendor booth placement, inflatables, amusement devises, table placement, portable toilet placement, fencing, tents, temporary signage, etc.
- \_\_\_ 5. Security Plan. This is required by the police department. It must include: an estimated amount of people expected at your event, a security director on the site at all times with a cell phone, the total number of security personnel (required to be 21 years or older), security personnel must be in security shirts or vests that look the same, and a name and phone number of someone to contact as necessary.
- \_\_\_ 6. Written Authorization for events held on private property from the property owner.
- \_\_\_ 7. Provide a Certificate of Insurance with a minimum limit of one million dollars (\$1,000,000.00) per person in any occurrence and two million dollars (\$2,000,000.00) aggregate.
- \_\_\_ 8. Alcohol Sales/Single Event Liquor License Application – Please contact the State of Utah, Alcoholic Beverage Control at (801) 977-6800.
- \_\_\_ 9. Temporary sales tax number for event and vendors. Please contact state of Utah special events tax division – (801) 297-6303.
- \_\_\_ 10. Health Department approval for any food provided at the event. Southwest Health Department – (435) 986-2580.
- \_\_\_ 11. Proof of park reservation or city facility reservation.
- \_\_\_ 12. Sign and return a Special Event Hold Harmless Agreement.

**Event Details:**

1. Event Name: \_\_\_\_\_
2. Applicant Names(s)& Contact information: \_\_\_\_\_
3. Organization: \_\_\_\_\_
4. Applicant Address: \_\_\_\_\_
5. Mailing Address: \_\_\_\_\_
6. Phone Number & Email: \_\_\_\_\_
7. Location of Event: \_\_\_\_\_
8. Event Date(s) including Start Time & End Time: \_\_\_\_\_
9. Clean up Date(s) including Start Time & End Time: \_\_\_\_\_
10. Approximate Number of Persons attending the event per day including staff: \_\_\_\_\_
11. Is the event being held on private property: \_\_\_\_\_
12. Will Food be served at the event: \_\_\_\_\_
13. Will Alcohol be sold or served at the event: \_\_\_\_\_, if yes, please submit Single Event Liquor License application.
14. Will Outdoor Music be part of the event: \_\_\_\_\_, if yes, written approval of all neighbors is required.
15. Will the event require power? (Y/N) \_\_\_\_\_
  - A. Small Temporary Power Pedestal – 8 Available (see Appendix “A”)  
(4 – 120V, 20A outlets in each pedestal)  
Number of pedestals needed \_\_\_\_\_  
\$50.00 each (2 Days) \$ \_\_\_\_\_  
Additional days: \_\_\_\_\_  
\$10.00/Day per pedestal \$ \_\_\_\_\_
  - B. Medium Temporary Power Pedestal – 2 Available (see Appendix “A”)  
(2 – 120V, 20A), (2 – 120V, 30A), (2 – 240V, 50A)  
Number of pedestals needed: \_\_\_\_\_  
\$75 each (2 Days) \$ \_\_\_\_\_  
Additional days: \_\_\_\_\_  
\$15/Day per pedestal \$ \_\_\_\_\_

C. Large Temporary Power Pedestal (see Appendix "A")

Option 1- (15 – 120V, 20A), (3 – 240V, 50A) 1 Available

Option 2- (6 – 120V, 20A), (6 – 240V, 50A) 1 Available

Option 1, 2, or Both: \_\_\_\_\_

\$100 each (2 Days) \$ \_\_\_\_\_

Additional days: \_\_\_\_\_

\$20.00/Day per pedestal \$ \_\_\_\_\_

16. Will the City Hall Banquet Room/Parking Lot need reserved (Y/N) \_\_\_\_\_

Banquet Room & Parking Lot-\$550 Full Day/\$275 Half Day (See front desk for application)

Number of full days \_\_\_\_\_

Number of half days \_\_\_\_\_

Banquet Room & Parking Lot \$ \_\_\_\_\_

Parking Lot Only - \$275 Full Day/\$150 Half Day

Number of full days \_\_\_\_\_

Number of half days \_\_\_\_\_

Parking Lot Only \$ \_\_\_\_\_

17. Santa Clara- Ivins Fire Dept. event approval (Y/N) \_\_\_\_\_ (signature line)

See Fire Dept. for details: Non-dedicated standby \_\_\_\_\_ Dedicated standby \$ \_\_\_\_\_

18. Santa Clara- Ivins Police Dept. event approval (Y/N) \_\_\_\_\_ (signature line)

See Police Dept. for details: Non-dedicated standby \_\_\_\_\_ Dedicated standby \$ \_\_\_\_\_

***\*A completed application of City Forms shall be submitted to the City at least forty-five (45) calendar days before the event is scheduled to take place, to allow sufficient time to process the application.***

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.

\_\_\_\_\_  
Signature Applicant(s)

\_\_\_\_\_  
Date

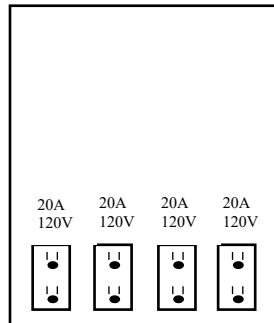
***\*This permit is approved subject to any conditions communicated to the applicant in writing at the time of issuance.***

\_\_\_\_\_  
City Approval

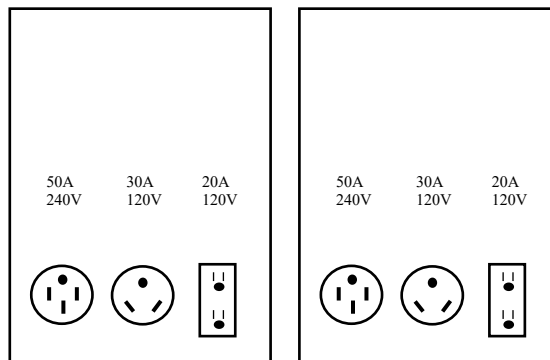
\_\_\_\_\_  
Date

## Appendix A

### **Small Temporary Power Pedestal, (8 Available) 4/120v/20 AMP**

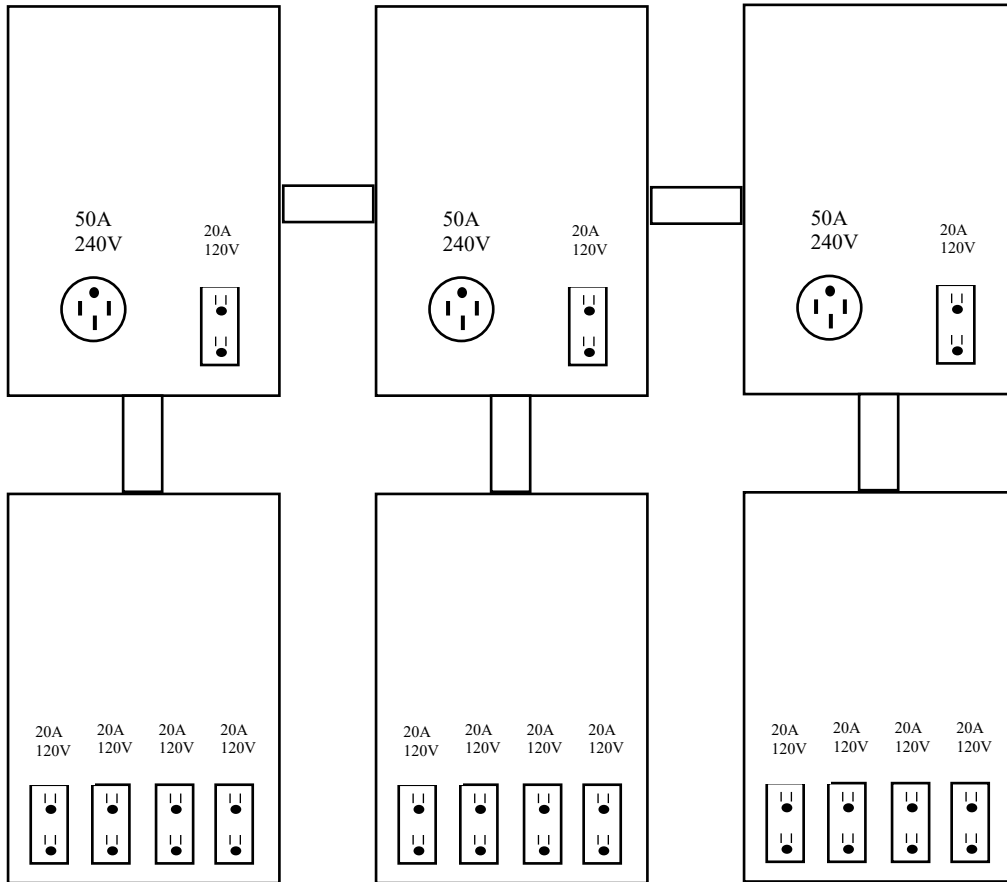


### **Medium Temporary Power Pedestal, (2 Available) 2/120v/20 AMP, 2/120v/30 AMP, 2/240v/50 AMP**



## Appendix A

### **Large Temporary Power Pedestal, Option 1, (1 Available) 15/120v/20 AMP, 3/240v/50 AMP**



### **Large Temporary Power Pedestal, Option 2, (1 Available) 6/120v/20 AMP, 6/240v/50 AMP**

