



**City of Prescott  
Special Events Review Committee**

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**P.O. Box 2059, Prescott, AZ 86302  
824 E. Gurley St., Prescott, AZ 86301  
(928) 777-1122 FAX (928) 771-5843**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

NOTE: If food or drinks of any kind will be served, whether for sale or for free, the event coordinator and ALL food vendors are required to apply for permits from the Health Department (442-4448) at least 30 days prior to event. Failure to contact the Yavapai County Health Department may result in cancellation of this event.

**Please attach an area site plan of the event showing locations of all that are applicable: stages, street closure requests, liquor locations, security positions, portable toilets, tents, etc.**

**The application MUST be received a minimum of 30 days prior to the event. Incomplete applications will not be processed.**

**Name of Event** \_\_\_\_\_

**Date of Event** \_\_\_\_\_

**Applicant Information (must be completed)**

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Name of Applicant (Last, First, Middle)

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Home Street Address

Home Phone

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Corporation/Organization Name or D.B.A.

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Tax I.D. #

State of Incorporation

City Sales Tax I.D. #

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Business Street Address

Business Phone

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Mailing Address

Fax#

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On-Site Manager

Fax#

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On-Site Manager's Address

**Section 2:  
Event Information (Must be completed)**

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Name of Event

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Brief Description of Event

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Location of Event - Street Address

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Owner of Property where event is to be held (Attach Letter of Authorization)

If event is to take place on City Property, Section 5 must be completed.

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Date(s) of Event - Hour(s) of Event

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Promoter of the Event

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Promoter's Address

Phone #

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Sponsor(s) of the Event

If the event involves sponsorship of a charity, provide the following:

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Charity's Name

501 (C) 3 Number

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Contact Person for Charity

Phone Number

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Amount of Contribution for 2007

**HAS THIS EVENT EVER BEEN HELD AT ANOTHER LOCATION?**

\_\_\_\_\_ Yes \_\_\_\_\_ No **If Yes, please provide dates and locations:**

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**HAS THE APPLICANT/ORGANIZATION EVER HAD A LIQUOR LICENSE OR EVENT PERMITS DENIED, REVOKED OR SUSPENDED? \_\_\_\_\_ Yes \_\_\_\_\_ No If YES please state why?**

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**WILL THERE BE AN ADMISSION CHARGE? \_\_\_\_\_ AMOUNT: \_\_\_\_\_**

**ANTICIPATED DAILY ATTENDANCE \_\_\_\_\_ ANTICIPATED PEAK \_\_\_\_\_**

**PYROTECHNICS** (Final approval subject to fire danger)

Company \_\_\_\_\_

Address \_\_\_\_\_

Contact \_\_\_\_\_ Phone No. \_\_\_\_\_

**TRASH COLLECTION** (Will you be using special receptacles, dumpster service, or private haulers?) \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Contact \_\_\_\_\_ Phone No. \_\_\_\_\_

**TEMPORARY FENCING**

Company \_\_\_\_\_

Address \_\_\_\_\_

Contact \_\_\_\_\_ Phone No. \_\_\_\_\_

**FIRST AID LOCATIONS**

Company \_\_\_\_\_

Address \_\_\_\_\_

Contact \_\_\_\_\_ Phone No. \_\_\_\_\_

**PORTABLE TOILETS**

Company \_\_\_\_\_

Address \_\_\_\_\_

Contact \_\_\_\_\_ Phone No. \_\_\_\_\_

ELECTRICAL SERVICES/GENERATORS

Company \_\_\_\_\_  
Address \_\_\_\_\_  
Contact \_\_\_\_\_ Phone No. \_\_\_\_\_

CARNIVAL/AMUSEMENT RIDES/INFLATABLES

Company \_\_\_\_\_  
Address \_\_\_\_\_  
Contact \_\_\_\_\_ Phone No. \_\_\_\_\_

SPOTLIGHTS

Company \_\_\_\_\_  
Address \_\_\_\_\_  
Contact \_\_\_\_\_ Phone No. \_\_\_\_\_

SIGNS/BANNERS

Company \_\_\_\_\_  
Address \_\_\_\_\_  
Contact \_\_\_\_\_ Phone No. \_\_\_\_\_

OTHER - please describe

\_\_\_\_\_  
\_\_\_\_\_

AMPLIFIED SOUND EQUIPMENT? \_\_\_\_\_ Yes \_\_\_\_\_ No \* If YES, what type?

\_\_\_\_\_

LIVE ENTERTAINMENT? \_\_\_\_\_ Yes \_\_\_\_\_ No \*If YES, complete the following:  
Group Performance Location Prices

\_\_\_\_\_

\*WILL THERE BE ANY ITEMS SOLD? \_\_\_\_\_ Yes \_\_\_\_\_ No If Yes, please describe:

Item Vendor Selling Prices

\_\_\_\_\_

**\*NOTE: If yes, contact Joe Ruda in the Tax and Licensing Division (777-1268) regarding sales tax requirements. See Attachment H, "License Application – Transaction Privilege & Use Tax" and "Application for Non-Profit Charitable Organization Special Event Permit."**

\*WILL THERE BE ANY CONCESSIONAIRES/CATERERS? \_\_\_\_\_ Yes \_\_\_\_\_ No

Estimated number of caterers or food concessionaires \_\_\_\_\_

**\*NOTE: If food or drinks of any kind will be served, whether for sale or for free, you must complete Attachment F, "Yavapai County Health Department – Special Event Information Application."**

**WHAT TYPE OF ADVERTISING WILL BE DONE FOR THIS EVENT?**

- Radio: (name stations) \_\_\_\_\_
- TV: (name stations) \_\_\_\_\_
- Newspaper Ads: (name paper) \_\_\_\_\_
- Press Releases: (how many) \_\_\_\_\_
- Fliers/Posters: (where distributed) \_\_\_\_\_

**Section 3:**

**Event Special Features**

**(Please complete those applicable, and include on a site plan.)**

WILL THE EVENT INCLUDE ANY OF THE FOLLOWING:

- TENTS OR CANOPIES

Company \_\_\_\_\_  
Address \_\_\_\_\_  
Contact \_\_\_\_\_ Phone \_\_\_\_\_  
Number of Tents/Canopies \_\_\_\_\_ Sizes \_\_\_\_\_

Please complete the attached site plan.

- OPEN FLAMES OR COOKING (Final approval subject to fire danger)

Company \_\_\_\_\_  
Address \_\_\_\_\_  
Contact \_\_\_\_\_ Phone \_\_\_\_\_

**\*NOTE: For further information on Section 3, see Attachment C, "Prescott Fire Department – Special Events Permit Information."**

**Section 4:**

**Streets/Traffic**

**(Include on a site plan.)**

**\*WILL THE EVENT REQUIRE CLOSURE OR USE OF ANY OF THE FOLLOWING:**

(All road closures must be approved by the City of Prescott Police Department)

If YES, indicate anticipated times of closures

- CITY STREETS \_\_\_\_\_
- CITY SIDEWALKS \_\_\_\_\_
- CITY ALLEYS \_\_\_\_\_

- PUBLIC PARKING LOTS \_\_\_\_\_
- CITY RIGHT-OF-WAY \_\_\_\_\_
- CITY PARKS \_\_\_\_\_
- ACCESS TO CITY PARKS \_\_\_\_\_

**\*NOTE: List businesses which will be affected by any closures mentioned above on Attachment B, "Business Approval Signatures." All businesses affected by any closures must be notified regardless of whether they approve of your event.**

**Section 5  
Use of City Facilities (Courthouse is a County Facility)**

Are City facilities to be used? Facility	Dates Requested	Times
_____		

\*Will you be requesting use of the City's Bandshell? \_\_\_\_\_YES \_\_\_\_\_NO

\*Will you need any of the following: **(Mark all that apply)**  
 \_\_\_ Extended stage \_\_\_ Theatre Lighting \_\_\_ Extra Cord \_\_\_ Generators

**\*NOTE: If you are requesting use of the City Bandshell, complete Attachment I, "Bandshell Rental Agreement."**

Will any City of Prescott electric or water hookups be used? \_\_\_\_\_YES \_\_\_\_\_NO If YES, please provide site plan and the following information (NOTE any event at the Courthouse Square will use County electricity):

Electric Location	Service Needed (In Amps)
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Water Location	Service Needed
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\_\_\_\_\_

Contact Person for City Utility Requests

Contact Person's Home Address	Home Phone
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Contact Person's Business Address	Work Phone
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**Section 6  
Event Security (MUST BE COMPLETED)**

**Will the event be using a private security company? \_\_\_\_\_ YES \_\_\_\_\_ NO If YES, please provide the following information:**

\_\_\_\_\_  
Security Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Phone (if different from above)

Number of personnel contracted for: \_\_\_\_\_

Scheduled hours personnel will be at the event: \_\_\_\_\_

**Will the event be requesting off-duty City of Prescott Police Officers? \_\_\_\_\_ YES \_\_\_\_\_ NO  
If YES, please provide the following:**

\_\_\_\_\_  
City of Prescott Police Contact Person

Number of officers contracted for: \_\_\_\_\_

Scheduled hours officers will be at the event: \_\_\_\_\_

To schedule off-duty police officers, please call 778-1444. Officers must be scheduled a minimum of three weeks prior to the event. Officers will be paid the "current rate of pay."

*After reviewing the event application, the City may REQUIRE security. If security is required, applicant must provide above information as an amendment to the application before an event permit will be issued.*

**Section 7  
Emergency Medical Services (Please complete those applicable)**

**Will the event be using a private ambulance company? \_\_\_\_\_ YES \_\_\_\_\_ NO If YES, please Provide the following:**

\_\_\_\_\_  
Ambulance Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Phone

Number of personnel contracted for: \_\_\_\_\_

Scheduled hours personnel will be at the event: \_\_\_\_\_

Will the event request off-duty Prescott EMT's or paramedics? \_\_\_\_ YES \_\_\_\_ NO If YES,

\_\_\_\_\_  
City of Prescott Fire Department Contact Person

Number of personnel contracted for: \_\_\_\_\_

Scheduled hours personnel will be at the event: \_\_\_\_\_

To schedule off-duty EMT's or paramedics, please call 445-5555. EMT's or paramedics must be scheduled a minimum of three weeks prior to the event.

*After reviewing the event application, the City may require EMT's or paramedics for the event. If emergency medical services are required, applicant must provide above information as an amendment to the application before an event permit will be issued. Applicant may be required to provide tent, cots, ice and water.*

## **Section 8 Alcohol**

Events that include alcohol will be required to provide containment areas for age screening and control purposes. Containment can be provided through the use of temporary fencing or some other approved method that includes an inner containment with a 6-foot separation to the outer containment area. Fencing shall be a minimum of 4 foot high and no higher than 6 foot high. There shall be a minimum of two points of access for exits. Additional exit points may be required based on the number of people desired to occupy the area.

Will alcohol be sold? \_\_\_\_ YES \_\_\_\_ NO

Will alcohol be given away? \_\_\_\_ YES \_\_\_\_ NO

Will event attendees be permitted to bring their own alcohol? \_\_\_\_ YES \_\_\_\_ NO

Is alcohol included in the admission price to the event? \_\_\_\_ YES \_\_\_\_ NO  
(This applies to charitable, religious, fraternal or political groups only.)

***\*NOTE: If you answered yes to any of the above, a liquor license is required.***

What type of license will be used for the event?

- Extension of Premise (attach copy of State of Arizona application)
- Special Event Liquor License (attach copy of State of Arizona application)

**A copy of the Liquor License application, Special Event Liquor License, must accompany the original event application.**

***When obtained, send copy of the liquor license to the Special Events Committee.***

**If applying for a Special Event Liquor License please provide the following:**

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Charity or Organization's Name

501-C-3#

A letter from the charity or organization agreeing to participate as the agent for the special event liquor license is required and must accompany the original event application.

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On-Site Agent Responsible for Liquor

Phone

Is the event within 300 ft. of a church or school property line?  YES  NO

What action will be taken to keep attendees under the age of 21 from obtaining alcohol at the event?

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A site plan showing locations of alcohol service areas, type and height of fencing, and security check areas must be provided and correspond to the description of the controls above.

How will attendees over the age of 21 be identified? \_\_\_\_\_

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Will more than 50% of the gross revenues of the event be derived from alcohol sales?

YES  NO

**Section 9**

**Parade Information (Staging and route site plans must be included.)**

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Assembly Area

Time

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Disassembly Area

Time

Number of Units \_\_\_\_\_

Description of the units - motorized, animals, floats, sound amplification, etc?

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**Section 10  
Deposit Requirements**

If City of Prescott Parks, lakes or facilities are used for this event, a cleaning/damage deposit may be required to insure that the area used by the applicant is left clean and the landscaping is left undamaged. The Event Review Committee will determine whether a deposit is required. The Parks and Lakes Manager or his designee will inspect the area to determine if the area has sufficiently been cleaned after the event. If the area is cleaned satisfactorily and no damage has occurred the deposit will be returned.

**Section 11  
Special Events Insurance Requirements**

**SPECIAL EVENTS INSURANCE REQUIREMENTS**

\_\_\_\_\_ verifies that it will procure and maintain for the duration of the event insurance against claims for injuries to persons or damages to property which may arise from or in connection with the event by the Sponsor, its directors, officers, agents, employees, volunteers, or contractors.

The minimum insurance requirements for all event sponsors will be:

- ❖ Commercial General Liability – Occurrence Form  
(Form ACORD 25-S – revised 7/97 or any replacement thereof)
  - Per Occurrence \$1,000,000
  - Personal & Advertising Injury \$1,000,000
  - Products/Completed Ops. \$1,000,000
- ❖ General Aggregate  
(Limits Vary Depending on Size, Location and Type of Event)
  - Minimum Limits for This Coverage Will Be \$1,000,000

In addition to these minimum requirements, the City of Prescott Risk Manager may require additional coverage to be provided by the event sponsor, based upon the type of event, up to the following limits:

- ❖ Automobile Liability – Including Owned, Hired and Non-owned Vehicles
  - Combined Single Limit per Accident \$1,000,000
  - (Bodily Injury and Property Damage)
- ❖ Workers' Compensation – Statutory
  - Employer' Liability
  - Each Accident \$100,000
  - Disease – Policy Limit \$500,000
  - Disease – Each Employee \$100,000
- ❖ Liquor Liability
  - Limits Vary Depending on Size, Location and Type of Event
  - Minimum Limits for This Coverage Will Be \$2,000,000

The event sponsor will be expected to provide a certificate of insurance naming the City of Prescott as an additional insured for the date(s) that the event will occur.

# SPECIAL EVENTS INDEMNIFICATION AGREEMENT

## **Indemnity**

\_\_\_\_\_ agrees to indemnify, defend, save and hold harmless the City of Prescott, and any jurisdiction or agency issuing permits for any work included in the event, and their respective departments, directors, officers, officials, agents, employees, volunteers and contractor (hereinafter referred to as Indemnatee) from and against any and all claims, demands, actions, liabilities, damages, losses or expenses, including court costs, attorney's fees, and costs of claim processing, investigation and litigation (hereinafter collectively referred to as "Claims") for personal and bodily injury (including death) or property damage caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Sponsor or any of Sponsor's directors, officers, agents, volunteers, employees or contractors. This indemnity includes any claim or amount arising or recovered under Workers' Compensation Law or arising out of the failure of the Sponsor to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnatee shall, in all instances, except for claims arising solely from the negligent or willful acts or omissions of the Indemnatee, be indemnified by Sponsor from and against any and all Claims to the fullest extent of the law. It is agreed that Sponsor will be responsible for primary loss investigation, defense and judgement costs where this indemnification is applicable.

\_\_\_\_\_  
Signature of Authorized Special Event Sponsor

\_\_\_\_\_  
Printed or Typed Name – Special Event Sponsor

\_\_\_\_\_  
Name of Event

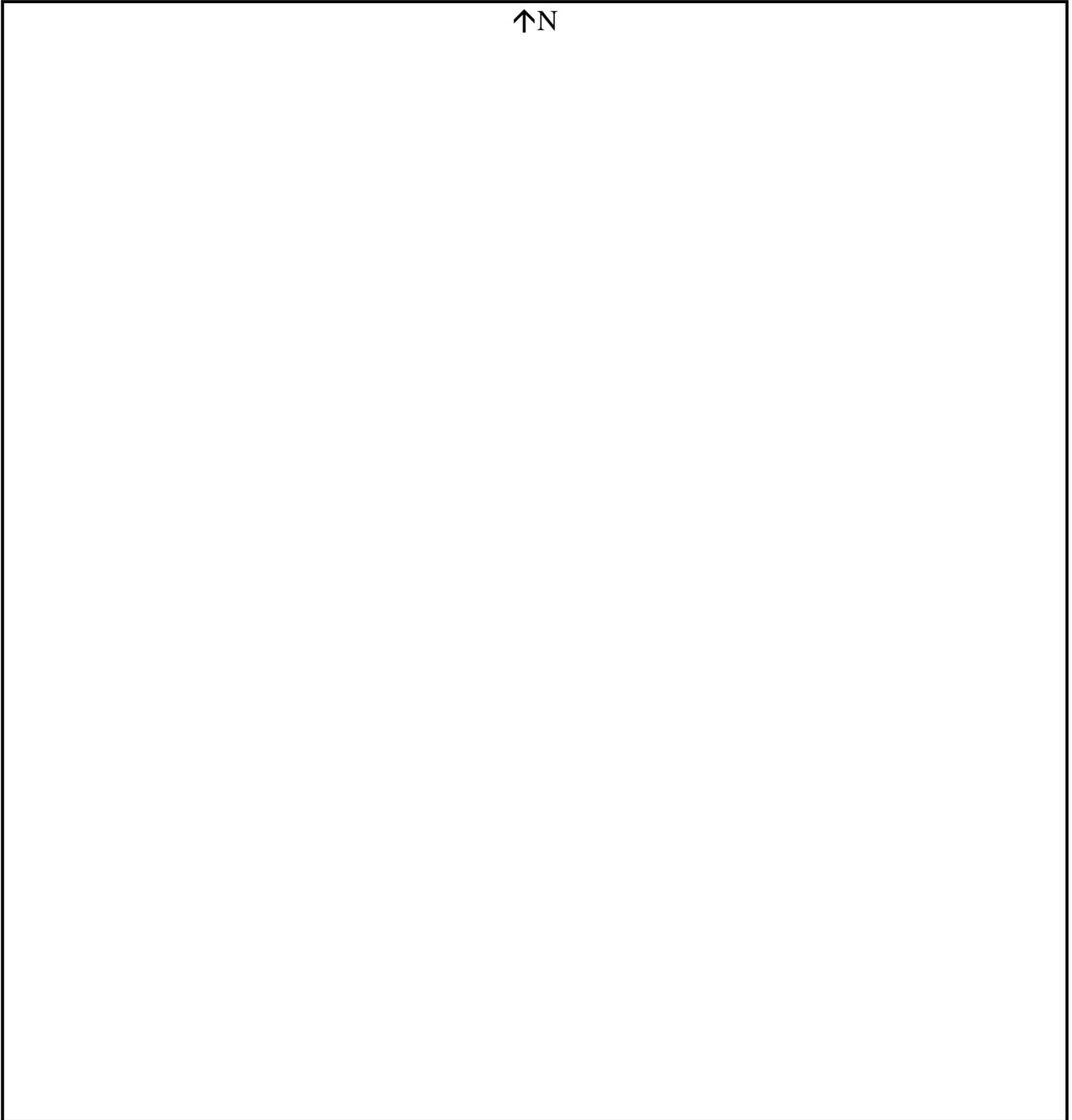
\_\_\_\_\_  
Date(s) of Event

\_\_\_\_\_  
Date Signed

**Section 12**  
**Set-up information**

Name of Event: \_\_\_\_\_

Describe in the space below, with as much detail as possible, the exact location of your event or the exact parade route. Show any streets, directions, ramadas, restrooms, fences, utility poles, trees, the exact Bandshell location, or anything else that will help us identify the exact location of the event.



↑N

**ATTACHMENT A**

**PRESCOTT POLICE DEPARTMENT  
P.O. BOX 2526  
222 S. MARINA ST.  
PRESCOTT, AZ 86302  
(928) 778-1444**

Dear Event Organizer:

To better serve you, the Prescott Police Department is asking your cooperation in completing the following information in the case of an after hours emergency. Please return this form with your Special Events Application.

Name of Event: \_\_\_\_\_

Location: \_\_\_\_\_

Dates/Times of Event: \_\_\_\_\_

In case of an after hours emergency, please list names and home phone numbers of a responsible party who will have access to the event area and could respond if requested.

Name	Phone
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

**TRESPASSING ENFORCEMENT**

The Prescott Police Department has a loitering and trespassing enforcement service available. To find out more about this service, please contact the Prescott Police Department at 778-1444.

**NOISE ORDINANCE**

Requirements as set out in the City of Prescott Code Noise Ordinance must be observed. Deviation from these requirements will require special permitting.



## ATTACHMENT C

# Prescott Fire Department Special Events Permit Information

Permits shall be obtained from the Prescott Fire Department for the use of open flames, cooking or heating appliances, tents or canopies, air-supported and inflated devices or structures (jump castles, slides, etc.), combustible decorative materials, special amusement structures, compressed gas or the blocking of emergency access roads. Permits shall be obtained from the Prescott Fire Department, 1700 Iron Springs Road, 928-771-5852, between 8:00am and 5:00pm Monday through Friday. The following guidelines are general requirements. Specific requirements will be stated at the time of permit application review and approval.

### **Street Closures**

- Fire department access shall be maintained by providing a minimum 20' wide unobstructed roadway width. Exception: Parades

### **Cooking**

- Cooking shall be conducted in an approved appliance.
- Concession stands utilized for cooking shall have a minimum of 10 feet of clearance on two sides to other vendor booths or rides.
- A Class K fire extinguisher shall be provided for deep-fat fryers. A 2A-10BC extinguisher shall be provided for other cooking appliances.
- Open flame cooking shall be located away from combustibles and no closer than 20' to a tent or canopy.
- Propane gas cylinders shall be secured from falling.

### **Combustible Vegetation/Decorative Materials**

- Combustible decorative materials shall be treated and maintained fire resistant. Exception: Salable goods and live vegetation

### **Heat Producing Appliances/Open Flame**

- Open flames and hot objects shall not be used unless approved.
- When the fire department determines that smoking constitutes a fire hazard in any area, smoking shall be prohibited and No Smoking signs shall be posted.

### **Air-supported and Inflated Devices or Structures**

- Air supported and inflated devices shall be installed in accordance with the manufacturer's guidelines and shall be adequately braced and anchored.
- An operator familiar with all operating and safety guidelines shall be present at the device at all times.

### **Tents and Canopies**

- Tents in excess of 400 sq. ft. and canopies in excess of 700 sq. ft. require a fire department permit.
- A site plan shall be submitted to Fire Prevention showing location on property, fencing, exiting, parking, cooking/heating appliances, generators, emergency lighting, fire extinguishers, aisle, and seating arrangements.
- Tents shall not be located within 20 feet of property lines, buildings, other tents, parked vehicles or internal combustion engines.
- Tents and canopies shall be flame retardant and bear a permanently affixed label.
- Tents and canopies shall be adequately anchored and braced.
- All decorations shall be flame retardant.
- Exiting arrangements, occupant loads, seating and aisles requirements and emergency lighting will be reviewed in accordance with the requirements of the Building and Fire Codes.
- Fire extinguishers shall be provided. One for 2-500 sq. ft., two for 500-1000 sq. ft. and one for each additional 2000 sq. ft.
- No Smoking signs shall be posted.

### **Special Amusement Buildings**

- Defined as a building that conveys people or provides a walkway around in any direction so that the egress path is not readily apparent due to distractions.
- Automatic sprinklers and smoke detection system shall be installed in buildings used in this manner.
- Emergency lighting and adequate exiting shall be required.
- All combustible decorative materials shall be fire resistive.