



City of Prescott
Recreation Services: Special Events
824 E. Gurley St
Prescott, AZ 86301
(928) 777-1552

October 28, 2013

LEVEL: _____

Dear Event Organizer:

The City of Prescott Special Events Committee will soon begin confirming dates for the 2014 "Special Events Schedule." 2013 Event Organizers that successfully complied with all Special Event Committee guidelines and procedures will be extended "first priority" in reserving dates for 2014 events provided the events are again held on the same day of the week or weekend. **To guarantee your event date, all Organizers must complete and submit both sides of this event criteria form on or before December 27, 2013.** Forms received after December 27, 2013 will be taken on a first come-first served basis, however requested dates and times cannot be guaranteed. Once this form is received and reviewed, the 2014 application and all appropriate forms will be mailed to you. Please return this form and appropriate processing fee to: City of Prescott, Attn: Recreation Services: Special Events, 824 E. Gurley St, Prescott, Arizona 86301.

2014 Special Event: _____

Requested Date(s): _____

Organization Conducting Event: _____

Event Times: _____

General Location/Route: _____

Responsible Party for Providing Certificate of Insurance: _____

Event Chair: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Primary Phone: () _____ Email: _____

_____ **Our Organization will not be applying for a 2014 Special Event Permit**

- For all Special Events to be conducted during 2014, Organizers must submit a **completed** application packet to the City of Prescott Recreation Services Office prior to the event's starting date in accordance with the deadlines set forth in the Special Events Policies and Procedures Manual. Adequate **"Certificate of Liability Insurance & Certificate Endorsement"** is due no later than two (2) weeks prior to the event's starting date. All applicable deposits must be paid no later than twenty (20) days prior to the event starting date.
- The 2014 Special Event application will be available in PDF form. Please contact Michelle Stacy-Schroeder at michelle.stacy-schroeder@prescott-az.gov or at 928-777-1552 for a PDF version.

For Office Use Only	Form Received: _____	Fee Rcvd: _____	Applications Mailed: _____
---------------------	----------------------	-----------------	----------------------------

