



City of Prescott

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

FOR OFFICE USE ONLY
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2016 SPECIAL EVENT APPLICATION

The City of Prescott reserves the right to approve or deny any application that affects City property or City right-of-way

Incomplete applications will not be processed. If the question does not pertain to your event, please annotate N/A. A non-refundable Application Processing Fee (varies based on the level of your event) will be due upon receipt of application.

Complete application, additional documentation and deposit fees must be received at the Recreation Services Office in the Grace Sparkes Activity Center, 824 E. Gurley Street, Prescott, AZ 86301, prior to the start of your event, in accordance with the deadline specified in the Special Event Policies and Procedures Manual. **Applications are subject to approval by**

meeting with the Special Events Committee. Applicant will not be seen unless all appropriate documents are submitted. Please remember to print out your application and attach any additional permits or permit applications included in this packet that you need for your event. **Faxed or emailed applications will not be accepted.** Contact Michelle Stacy-Schroeder at (928)777-1552 with any questions regarding this application.

Section 1. Event Information

Name of Event: _____

Event Organizer: _____ Organizer Contact Number: _____

Event Date(s): _____ Actual Event Times: _____

Description of Event: _____

Event Set-Up Date: _____ Event Set-Up Time: _____

Event Tear-Down Date: _____ Event Tear-Down Time: _____

***Event Clean-Up:** Event clean-up and equipment removal must be completed by 8:00am the day following your event. This includes, but is not limited to, removal of stages, barricades, fences, portable toilets, other event production equipment, trash removal, street sweeping, power washing and other clean-up/grounds maintenance stipulations. Signs and banners must be removed upon completion of your event. If City crews are required to perform any type of clean-up service due to your event, **you will be billed and required to pay for services rendered.**

Event Location/ Street Address: _____

Are you the property owner? Yes No

Name of property owner where event is to be held: _____

NOTE: A letter of permission and approval for this event, signed by the property owner, must be attached to this application.

Events held on/around Courthouse Square:** If your event is proposed on/around the Courthouse Square, please contact the Prescott Downtown Partnership at (928)443-5220 or email to: info@prescottdowntown.com prior to submitting your application. *For-Profit events will not be allowed on the Courthouse Square**** per Yavapai County policy.

***Prescott Municipal Airport:** Events proposed at the Prescott Municipal Airport are subject to compliance with Federal requirements including, but not limited to, the Airport Supplemental Application packet available from the Airport Administration office at 6546 Crystal Lane, Prescott, AZ 86301.

Expected daily attendance: _____ Peak attendance: _____

(NOTE: The City of Prescott Fire Department is the final authority on medical-stand-by requirements based on attendance; City of Prescott Police is the final authority on Security requirements based on attendance). If required, an estimate of cost will be provided to you

Has this event ever been held at other location(s)? Yes No

If yes, where and when? _____

Will there be an admission charge? Yes No Amount: \$ _____

Section 2. City Facilities/City Utilities Note: Events on City property require use of City trash/recycling

Services. Per City Code 2-13-23, no person or entity shall collect and transport or cause to be transported, any solid waste, on or along any public street or alley in the City without such person or entity obtaining and maintaining a solid waste license from the City of Prescott.

Trash and recycling receptacles are mandatory and paid for by event organizer. For City services please call 928-777-1116

Will you be using City Solid Waste Services? (Fees Will Apply) Yes No

If no, name of company _____ Phone Number _____

Quantity: _____ Type: _____ Size: _____ Frequency of collection: _____

Will City water connections be needed? Subject to fees Yes No

If yes, please describe: _____

Will electrical connections/generators be used? Yes No

If yes, please describe (include 110v or 220v, number of amps per item of equipment and total amperage. Submit an electrical service plan): _____

***Generators:** If you are planning to use a generator, please indicate on your site plan where it will be located. If your generator is 20kW or greater, you will be required to obtain a minimum electric generator permit (fees may apply). The name of the licensed contractor must be known at the time of permit issuance. An electrical service plan must be provided.

***City Parks:** Large scale events (rental of two or more park areas within a park complex, i.e Ramadas, grass area, etc) are permitted at Watson Lake, Willow Lake and Granite Creek Park. If you would like to hold your event at a City lake or park, please contact the Recreation Services office at (928)777-1552 or [email to: recreation@prescott-az.gov](mailto:recreation@prescott-az.gov). Large scale events held at Watson Lake during peak season (Memorial Day to Labor Day) will be subject to a 25% fee increase. Parking fees will be assessed (via car counter) at Watson Lake and Willow Lake for all vehicles entering your event. To request camping for your event (at Watson Lake ONLY) you will need to fill out the Campsite application and fees will be charged. City electrical pedestals will not be included. Event organizers must set up a site meeting with Recreation Services staff NLT 10 days prior to the event start date. Unless otherwise stated, playground areas, boat ramps, trailheads and trails must be available to the general public at all times.

Is the City of Prescott Bandshell (portable stage) requested (fees will apply)? Yes No

(Note: Bandshell contract must be completed, signed and turned in with the application along with a \$500 refundable deposit.) Generators are not included.

WILL THE EVENT REQUIRE STREET CLOSURE(s)? Yes No

Street closures will be listed on City's website and require 75% approval from all businesses per street requested.

NOTE: 2nd year events will be evaluated on 1st year attendance before being allowed to close down streets around the Courthouse Square. Street closures are subject to approval by the City Traffic Engineer, and may be denied based on other special events, construction activity or to assure traffic flow. *Barricade set-up must be done by a licensed and bonded company and billed to the event organizer.

Barricade/Traffic Control Company Info: _____ Phone: _____

If yes, please list accurate streets and accurate closure times:

Street Name Example: Cortez St from Goodwin St to Gurley St	Actual Closure Time 8:00 am	Actual Re-Open Time 6:00 pm

For questions regarding special event street closures, please contact the City of Prescott Traffic Engineering at (928)777-1130. All street closures must maintain a 20-Foot Fire Lane. The event organizer will be responsible for keeping any required fire lanes clear from blockage during a permitted Special Event street closure. Failure to properly abide by the fire lane requirements will result in citations being issued for any such violations. Fire lanes impeded by structures, fixed or temporary objects will result in the Special Event permit holder being issued a citation pursuant to Prescott City Code 6-1-1, IFC 503.4. Fire lanes impeded by motor vehicles or trailers will result in the registered owners receiving a citation pursuant to Prescott City Code 9-1-12(F). Whatever object that is impeding the fire lane that is not immediately moved after citations, may be removed, towed and impounded at the owners expense, pursuant to law. A citation will be issued for each fire lane violation that takes place during a permitted Special Event.

Section 3. Event Equipment *Open Flame/Inflatables/Tents/Pyrotechnics: If you check yes to any of the following items fees may be applied. Please refer to the City of Prescott Fire Department Special Events Permit Application included with this application, or contact the Office of Fire Prevention at (928)777-1760. Inflatables must be rented by a licensed vendor and provide evidence of insurance naming the City as the additional insured. **Will any of the following items be used at your event?** *Event structures (EZ-Ups, tents, fencing, etc) must be at least ten (10) feet away from traffic control barricades. Inflatable vendors must provide a Certificate of Insurance.

Open Flame/ Cooking Yes No Explain: _____

Tents/Canopies/EZ Ups (<400 Ft) Yes No Quantity: _____ Size(s): _____

Portable Toilets Yes No Quantity: _____ Company: _____

(Event Organizer will be responsible for portable toilets at event. For ratio of people to portables required for event, please refer to the attached schedule.)

Temporary Fencing Yes No Quantity: _____

Carnival/Amusements / Inflatables Yes No Quantity: _____ (COI required from Provider)

Fireworks/Pyrotechnics Yes No Quantity: _____

Section 4. Food, Vendors and Entertainment

Food and/or Drinks: If food and/or drinks of any kind will be served you must contact the Yavapai County Health Department at <http://www.co.yavapai.az.us> or call (928)771-3149, and the following forms will need to be submitted: for

food vendors, please fill out the Health Dept. Vendor pack; for event coordinators, please fill out the Health Dept.

Coordinator Pack ****Trash/Recycling Service will be mandatory and paid by the event organizer****

Will there be any permitted food vendors or caterers present at your event? Yes No How many_____

Will there be any items (t-shirts, CD's, DVD's, non-food items) sold? Yes No

Items for Sale: Any vendors selling items will need to complete the application for non-profit special events permit and attach a copy of the tax exemption documentation. The Tax and Licensing Division can be reached at (928)777-1268 or click on <http://www.prescott-az.gov/services/finance/tax.php> for more information.

Will there be amplified sound? (For Noise Ordinance, please see City Code 5-4) Yes No

If yes, please provide name and phone number of sound technician: _____

Will there be live entertainment? Yes No

If yes, please provide group(s)/individual(s) name: _____

Section 5. Alcohol Information Note: Please attach a copy of your Liquor License and/or Application. If alcohol is present, off-duty law enforcement personnel are mandatory and paid for by the event organizer. A copy of your approved license will be required prior to approval.

Will there be any form of alcohol at your event? (If no, please continue to the Security Section) Yes No

Will alcohol be sold at your event? Yes No

Will alcohol be given away/sampled at your event? Yes No

Will attendees be allowed to bring alcohol to the event? Yes No

Will alcohol be included in ticket/admission price? Yes No

Is the event within 300' of a church and/or school? Yes No

Will 50% or more of the gross revenues from the event be derived from alcohol sales? Yes No

Actual Alcohol Sales Time(s) Start:_____ Last Call:_____

Has applicant/organization had a liquor license or event permit denied, revoked or suspended? Yes No

If yes, please explain: _____

How will attendees of legal drinking age (21) be identified? _____

Will all alcohol consumption be held in an enclosed area or allowed through the entire event? Yes No

****A double barrier to define a designated alcohol consumption area is recommended and has been successful in the past in maintaining the safety for the event, compliance with liquor laws, as well as for the off duty officers. A 4' tall double rope, banner, ribbon other similar type material barrier encompassing the area with a separation of 4-5 feet is effective for this purpose.**

Temporary extension of premises/ Special Event Liquor License: A permit is required by the Arizona Department of Liquor Licenses & Control (www.azliquor.gov) in order to temporarily expand or enlarge the area which is covered by your current liquor license. This permit will need to be reviewed by the Prescott City Clerk, approved by Prescott City Council, and a recommendation will be made to the State. Please provide a copy of your completed Extension of Premises form with this application. Special Event liquor licenses are only available to qualified charitable, civic, fraternal, political party/campaign committees or religious organizations. Any questions regarding alcohol licensing, please contact the City Clerk, at (928)777-1272 or at (928)777-1313. All license applications must be submitted to the

City Clerk's office at 201 S. Cortez, Prescott, AZ 86301 (City Hall) no later than 45 days prior to the event. (Fees apply for all liquor licenses).

Section 6. Sponsorship/ Advertising Note: Signs/banners are limited to a maximum of six. They may be located on the event site or at other locations. Signs/banners may be located on private property with the owner's permission. Signs/banners may be located in the public right-of-way at a cost of \$50 for each sign/banner after the first. The proposed locations for signs/banners in public rights-of-way must be shown on a plan or clearly described in a narrative. City staff will review the proposed locations of signs/banners in the right-of-way to insure that public safety is not compromised by the placement. The combined total of signs/banners on both private property and public right-of-way cannot exceed six. Each sign/banner is limited to a maximum of 24 square feet. **Signs and banners must be removed upon completion of your event. If the City removes the signage or banner, you will be billed and required to pay for services rendered.**

List sponsor(s) of the event: _____

Will you be advertising or promoting the event prior to/during your event? Yes No

If yes, which media outlets will you be using? Explain _____

Will banners be used for advertisement? Yes No

****If yes, banners are permitted no more than three weeks prior to the event. Banner permit must be submitted and approved prior to placement. Call Community Development at (928)777-1207 for more information.**

Contact name and phone number for public information: _____

Section 7. Security/Public Safety Information: As an event organizer, you are required to provide a safe and secure environment for your event through sound preparation and by anticipating potential concerns. **The City of Prescott Police Department has the final authority to determine your event security requirements. The City of Prescott Fire Department has final authority on fire code enforcement, fire lane integrity and medical standby requirements.** For many events you will be required to pay off-duty officers to provide needed security. The Prescott Police Department will determine which events will require off-duty officers and the number of officers at each event. Contact the Prescott Police Department Patrol Secretary at (928)777-1940 for costs and requirements associated with hiring off-duty law enforcement personnel. Arizona law requires that the security company and security personnel be licensed through the Arizona Department of Public Safety. This license requirement does not apply to in-house security or volunteers provided by the business or organization hosting the event. For additional information regarding private security company licensing, contact the Arizona Department of Public Safety at (602)223-2361.

Security

Name of responsible person **to be present** for duration of event: _____

Home Address: _____

Business Address: _____

Home Phone Number: _____ Alternate Phone Number: _____

Type of Private Security Personnel/ Company Name: _____

I plan to use:

In-house staff or volunteers. Estimated number: _____

Hired security personnel. Estimated number: _____

Company Name: _____ Contact Person _____

Phone Number: _____

Prescott Police Department off-duty officers. Estimated number: _____

*Off-duty Prescott police officers will be assigned based on occupancy of the event and what the security requirements are determined to be. Payment for off-duty officers is due at the conclusion of the event. If an invoice is needed to secure payment, one will be provided to you. This type of arrangement needs to be known prior to your event. You will be required to submit payment within seven days of receipt of invoice. Payment should reflect the hours your event is under operation. In the event officers are needed to hold over or if your event runs over the allotted time, the event applicant is responsible for any additional payment.

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

1. _____

2. _____

3. _____

Medical Standby NOTE: Your event is required to have a First Aide Station or Medical Standby

First Aide Station: Qty _____ Medical standby will be provided? Yes

Please provide the following information:

Agency/Company name: _____ Phone Number: _____

Please describe any additional plans for security/public safety: _____

Section 8. Parades, Motorcades, Running/Walking/Cycling/Skating Events Note: If your parade/race route enters the jurisdiction of Yavapai County, a special events permit will be required through the Yavapai County Development Services Office at (928)771-3216.

Location of staging area: _____ Assembly time: _____ Start Time: _____

Disassembly area: _____ Disassembly time: _____ # of Parade units: _____

Description of participating units (motorized, animals, floats, etc): _____

Section 9. Illustrative Site Plans (All plans to be submitted on 8 1/2 x 11 paper and turned in with this application)

Site Plan: Please provide a site plan of the event area indicating the location(s) of equipment and activities. *Event structures (EZ-Ups, tents, fencing, etc) must be at least ten (10) feet away from traffic control barricades. Please include the following:

- | | | |
|-------------------------------------|---------------------------------|-------------------------------------|
| Stage(s)/Amplified Sound Equipment | First Aide/Emergency Station(s) | Water Service |
| Controlled Access/Admission Area(s) | Carnival/Amusement Rides | Trash/Recycling Receptacles |
| Merchandise/Food Vendors | Handicap Parking/Access Area(s) | Emergency Access |
| Open Flame/Cooking Area(s) | Activity/Amusement Area(s) | Liquor Distribution/Control Area(s) |
| Tents/Canopies | Portable Restrooms | Fencing |

Closure of Public Access: Any business that may be affected by possible street/parking closure must be notified prior to submittal of application. Please include the business name, contact name and phone number of each business contacted, with approval/disapproval with this application signature form. Once the application is approved, it is the responsibility of the event organizer to notify businesses of approval. The Special Events Committee recommends providing a copy of the application and/or approval permit. Street closures require 75% approval from all businesses on requested street(s) to be closed.

Traffic Control Plan Overview: A Traffic Control Plan is used to indicate vehicle/pedestrian traffic control, detour routes, directional signs, barricades, and street closures for your event. The applicant is responsible for providing all required barricades and traffic control signs at no cost to the City. Barricades must be set-up by a licensed and bonded traffic control company. All No Parking Barricades must be in place no later than 4:00PM the day before your expected closure. Prescott Regional Communication Center (PRCC) shall be contacted at (928)445-3131 to confirm that barricades are set. Applicants failing to contact PRCC or setting barricades later than listed could be held liable for tow bills. A Traffic Control Plan must be submitted for the proposed closure of any street, sidewalk, alley, right-of-way, parking lot or similar public access area. Include/indicate the proposed parade/race route, if applicable. ***Event structures (EZ-Ups, tents, fencing, etc) must be at least ten (10) feet away from traffic control barricades.** Traffic Control Plans must comply with the current Manual on Uniform Traffic Control Devices and be approved by the City Traffic Engineer. Once approved, the Traffic Control Plan must be executed by a certified technician from a licensed and bonded barricade company. **Please note: Applications will not be processed without a Traffic Control Plan approved by the City Traffic Engineer. For more information, please call (928)777-1692.**

Parade or Race Route: Please provide a separate plan indicating the proposed parade or race route, including assembly and disassembly areas. **If your parade/ race route enters the jurisdiction of Yavapai County, a special events permit will be required through the Yavapai County Development Services Office at (928)771-3216.**

Electrical Service Plan: An additional plan must be submitted for electrical service usage showing the layout of extension cords, spider boxes, generator(s), and anticipated amperage draw.

Section 10. Applicant Information

Name of primary point of contact: _____

Street address: _____

City: _____ State: _____ Zip: _____

Primary Phone: _____ Secondary Phone: _____

Email: _____

Name of Corporation/Organization (include D.B.A. name if applicable) _____

State of Incorporation: _____ Tax I.D. No. _____ Sales Tax No. _____

Business Street Address: _____

City: _____ State: _____ Zip: _____

Mailing Address (if different from above): _____

City: _____ State: _____ Zip: _____

Section 11. Insurance For events occurring on City-owned property, the applicant must provide a Certificate of Insurance for commercial general liability, auto liability, and liquor liability (if applicable) naming the City of Prescott as certificate holder and additional insured. The certificate must indicate the dates, times, and location of the event. The City also requires an “Additional Insured Endorsement” along with the Certificate of Insurance. Both the Certificate of Insurance and the Additional Insured Endorsement must be provided at least thirty (30) days prior to the event. The person/organization listed on the certificate must be the applicant. Please have your insurance provider address the certificate to the attention of Recreation Services: Special Events. Minimum limits are as follows:

- \$1,000,000.00 per occurrence
- \$2,000,000.00 aggregate General Liability
- \$1,000,000.00 automobile liability (or non-owned automobile liability)
- \$1,000,000.00 liquor liability

The following applies to Amusement Rides:

- The State of Arizona through Statute - ARS 44-1799.61 - 1799.64 requires an amusement ride operator have \$2 million CSL liability limits (or split limits of \$1mil BI & \$500,000 PD).
- This Statute requires the operator to provide documentation of insurance, inspection and permit to each sponsor, lessor or property owner of the property were the amusement ride is operated

The following applies to Inflatable’s:

- Documentation of insurance is required from the inflatable vendor showing \$1million/\$2million liability limits with an excess policy of \$2million.
- The special event applicant is responsible for ensuring the vendor of the inflatable’s has sufficient training in the installation and operation of the device(s), and will comply with all manufacturers’ directives, including but not limited to, proper staking and ensuring adult supervision when children are utilizing the inflatable’s.

The Applicant’s insurance coverage shall be primary insurance and non-contributory with respect to all other available sources. Policy shall contain a waiver of subrogation against the City of Prescott for losses arising from participation in the Special Event contained in this Application.

Additional limits may be required by the City of Prescott Risk Management office pending review. Providing the above-listed insurance does not in any way reduce or eliminate any responsibility assumed under the indemnity agreement statement. For more information regarding insurance, please call Risk Management at (928)777-1257.

Section 12. Indemnification

Applicant agrees to defend, indemnify, and hold harmless the City of Prescott, its agents, representatives, officials, and employees, from and against any and all claims, damages, losses, and expenses (including, but not limited to, attorney fees, court costs, and the cost of appellate proceedings), relating to, arising out of, or alleged to have resulted from the acts, errors, mistakes, or omissions of the applicant, its agents, employees, contractors, subcontractors, customers, invitees, guests, participants or other persons doing business with the applicant, in connection with the Special Event described in this Application, provided, such claims, damages, losses and expenses are attributable to bodily injury, up to and including death, or to injury to or destruction of property.

Section 13. Certification

Applicant has read and understands all of the attached policies and will abide by all policies, rules, regulations, and conditions of use as written. Application is subject to approval by the Special Events Committee. Applicant understands that the special event permit is not transferable to any other individual or group. Applicant certifies that all information on this application form is complete and accurate. Applicant understands that any omissions or misstatements of facts are cause for rejection of the application.

Applicant's Signature

Date

*Please sign and mail this and all subsequent applications to City of Prescott, Attn: Recreation Services-
Special Events at 824 E. Gurley St, Prescott, AZ 86301. Emailed and faxed copies of **this** application will
not be accepted.*



Prescott Fire Department
Community Risk Reduction Division
1700 Iron Springs Road
Prescott, AZ 86305
Phone (928) 777-1760 Fax (928) 776-1890

Don Devendorf- Fire Marshal- Division Chief
Direct- 928-777-1761 Cell 928-925-7316
don.devendorf@prescott-az.gov

Attn: Food Vendors

Welcome to the City of Prescott and your special event. We at the Prescott Fire Department hope your time in the city is good and profitable. The City of Prescott recently adopted the 2012 International Fire Code (IFC) and International Building Code (IBC) as well as follows the National Fire Protection Association (NFPA) standards.

If you are operating your food vending under an “EZ-UP” or tent, we require that the cover for such structure be made with fire resistant material which has been rated from an independent testing organization such as Underwriters Laboratory or the California State Fire Marshal’s Office, and it must be so marked on the material. If not, your cooking must take place at least 10 feet from the material on the canopy, or other vendors’ unrated canopies. Also required to be on hand and readily available is at least on “2A10BC” fire extinguisher that has been inspected, and tagged, within the last year by a certified fire extinguisher technician. If you’ve purchased your extinguisher within the last year, your original purchase receipt will suffice in place of the inspection tag. If you are cooking or frying, and the byproducts of the cooking produce “grease laden vapors”, then you are required to have a Class K fire extinguisher on hand and readily available. The extinguisher must have been inspected within the last year by a certified fire extinguisher technician, or, as with the 2A10BC, the purchase receipt suffice if less than a year old.

If you are operating a food truck or trailer, or any other type of vehicle, and you are cooking inside the vehicle, and such cooking produces “grease laden vapors”, then we require that the vehicles be equipped with an approved hood exhaust system which complies with the IBC and IFC codes. The hoods have to be clean and in good working order. We also require that the hood be equipped with an approved fire suppression system in accordance with IBC and IFC codes, as well as NFPA standards. Such extinguishing system shall have been inspected within the last 6 months, by a certified technician, tagged, and found to be in good working order. In addition, a Class K fire extinguisher must also be on hand and readily available. The Class K fire extinguisher shall have been inspected within the last year by a certified fire extinguisher technician, or again, if new, the purchase receipt will suffice for one year.

If you have any questions, please feel free to contact the Prescott Fire/Medial Department, Community Risk Reduction Division office at 928-777-1760.

This Form is not in fillable format, but must be included with your application submittal

City of Prescott Fire Department Special Event Application (Required for ALL Events)



Prescott Fire Department Special Event/Display Permit Application

Permits shall be obtained from the Prescott Fire Department for any event or display using open flames, cooking or heating appliances, tents or canopies, air-supported and inflated devices or structures (jump castles, slides, etc), combustible decorative materials, consumer fireworks and display fireworks, compressed gas or the blocking of emergency access roads. Complete the application form and return it to the Office of Fire Prevention, 1700 Iron Springs Road, Prescott, AZ 86305, between 8:00am and 5:00pm Monday through Friday, or fax to 928-776-1890 a minimum of 30 days before the scheduled event. *A site plan drawn to scale, showing the display or event location is required to be submitted with the application.*

An inspection by the Building Department shall be completed prior to scheduling a Fire Prevention inspection for tent permits. Inspections may be scheduled prior to the opening of an event by contacting Fire Prevention at 928-777-1760. Special events/displays are subject to a fire department fee. Please see the fire department fee schedule for details.

Event Name: _____ Event Date: _____
Event Location: _____
Contact Name: _____ Phone: _____
Brief description of event: _____

Check the following only if they apply to your display or event.

- Use of heating or cooking equipment
- Tent or canopy, indicate size _____
- Air-supported or air-inflated structures
- Display of liquid- or gas-fueled vehicles, boats or other motor craft
- Compressed gas, LPG or other hazardous material
- Open or exposed flame
- Combustible decorative materials
- Temporary electrical power
- Pyrotechnic special effects
- Special amusement building
- Trade show or exhibit
- Temporary consumer firework sales
- Blocking of street or emergency access road
- Other _____

Important Prescott Gateway Note: For the purposes of providing required egress in the mall, there shall be a minimum of 10' clear exit width between any storefront or kiosk and the nearest display. Displays and events may not obstruct the means of egress travel.

FD Use Only
Date Approved: _____ Reviewed By: _____
Inspection Date: _____ Inspector: _____

PORTABLE TOILET SCHEDULE

There are a few factors to consider when trying determining how many toilets you will need. First is the number of people that are expected to attend. A good estimate is to figure one toilet for every 50-100 people you expect to attend.

If the event is expected to have a larger female attendance it is better to have about two for every 100 people. Females will require a little more time in the toilet and could cause a line of unhappy people.

An event that will be serving alcohol will also need to factor in extra toilets. A good estimate for an event that is serving a great deal of beverages is about one toilet for every 50 people expected to attend. It is important to plan ahead for the extra usage that will occur in this type of situation.

If the event location is very isolated extra toilets are a good idea. If people will be making the event an all day or all night excursions, they will not have the option of waiting until they get home to use a restroom. The length of the event also plays a role in determining how many toilets you will need. A portable toilet can sustain regular use for about six hours, before needing emptying.

Concerts or performances that will have intermissions may want to plan ahead and have extra toilets on hand, for the rush periods. This can help keep lines down and make the attendees much happier.

It is important to consider any attendees who may need a wheelchair accessible toilet. At least one handicap accessible toilet at any event is ideal. There are some laws that may require you to have at least one available.

It is important to be safe rather than sorry when it comes to a shortage of toilets. Your guests will appreciate their needs being considered, and a good impression of your event.

How many portable restroom rentals do I need for my guests or patrons in attendance?

		Duration of Event									
		1 hr	2 hrs	3 hrs	4 hrs	5 hrs	6 hrs	7 hrs	8 hrs	9 hrs	10 hrs
Average Crowd											
	50		1	1	1	1	2	2	2	2	2
100		2	2	2	2	3	3	3	3	4	4
250		3	3	3	4	4	4	5	5	6	6
500		4	4	5	5	6	6	7	7	8	8
1,000		6	7	8	8	9	9	10	10	11	12
2,000		9	12	15	16	17	17	18	18	19	19
3,000		12	18	22	24	25	26	27	28	29	30
4,000		16	24	29	32	34	35	37	38	39	40
5,000		20	30	36	40	43	44	46	47	48	50
6,000		24	36	44	49	52	53	54	56	58	60
7,000		28	42	52	58	60	62	64	66	68	70
8,000		32	48	60	66	69	72	74	76	78	80
10,000		36	54	68	75	80	84	88	90	95	100
15,000		40	47	56	75	94	113	131	150	169	188
20,000		44	50	75	100	125	150	175	200	225	250
25,000		50	69	99	130	160	191	221	252	282	313
30,000		55	82	119	156	192	229	266	302	339	376
35,000		60	96	139	181	224	267	310	352	395	438
40,000		66	109	158	207	256	305	354	403	452	501
45,000		72	123	178	233	288	343	398	453	508	563
50,000		80	137	198	259	320	381	442	503	564	626