

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

November 4, 2014

Dear Event Organizer:

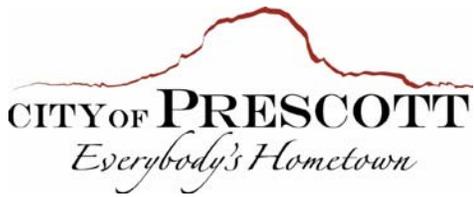
Enclosed you will find the 2015 Special Event Criteria form and a copy of the Special Event Policy and Procedure manual and fee schedule. The manual outlines key considerations for the event application and permit approval process. **Note: There has been a change to the policy for 2015 events with an alcohol component. These will be considered Level "A" events and applications should now be submitted no later than ninety (90) days prior to the start of the event. In accordance with state law, the special event liquor license application will require City Council approval at a public meeting.**

To secure your preferred event date for the 2015 Calendar, please fill out and return the Special Event Criteria form along with the applicable fee on or before January 5, 2015. The City Special Event Committee will review the requested dates for any potential conflicts and inform all Organizers of conditional approval or any concerns related to the dates requested by January 23, 2015. Forms received after January 5, 2015, will be taken on a first come-first served basis, and requested dates and times cannot be guaranteed.

Once the form is reviewed, the 2015 Special Event application and all associated forms needed for your event will be mailed to you. The completed application and forms must be turned in to the City of Prescott Recreation Services office in advance of the start date of your event and deadlines set forth in the policy, to assure time is available for review, consultation, and approval. Once your completed packet has been received and reviewed, a meeting with the Special Events Committee will be scheduled to discuss your request.

If you have any questions regarding the policies and procedures or the criteria form, please contact me at (928)777-1552 or at [michelle.stacy-schroeder@prescott-az.gov](mailto:michelle.stacy-schroeder@prescott-az.gov)

Michelle Stacy-Schroeder  
Recreation Coordinator



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

October 27, 2014

LEVEL: \_\_\_\_\_

Dear Event Organizer:

The City of Prescott Special Events Committee will soon begin confirming dates for the 2015 “Special Events Schedule.” 2014 Event Organizers that successfully complied with all Special Event Committee guidelines and procedures and Level A events will be extended “first priority” in reserving dates for 2015 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 January 5, 2015.** Forms received after January 5, 2015 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 2015 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.

2015 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 2015 Special Event Permit**

- For all Special Events to be conducted during 2015, 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 thirty (30) days prior to the event’s starting date. **All applicable deposits must be paid at the time of the date request**
- **The 2015 Special Event application will be available in PDF form. Please contact Michelle Stacy-Schroeder at [michelle.stacy-schroeder@prescott-az.gov](mailto: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: _____
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