CITY OF PRESCOTT SPECIAL EVENTS POLICIES & PROCEDURES MANUAL

CITY OF PRESCOTT
RECREATION SERVICES: SPECIAL EVENTS
824 E. GURLEY ST
PRESCOTT, AZ 86301
928-777-1552

City of Prescott Special Event Policies & Procedures Updated 11/3/14

DEFINING A SPECIAL EVENT:

The use of any public street, or park or other public grounds which is owned by the city, for events including (but not limited to) sporting events, music festivals, pageants, reenactments, regattas, entertainment, public assemblies, demonstrations, and other activities which would require a closure or limitation of some or all of said grounds for the uses to which they are generally available. (City Code 8-9-1)

SPECIAL EVENT CLASSIFICATIONS:

Level A: Courthouse Square Streets or Events with Alcohol- If your event is proposed on/around the Courthouse Square, please contact the Prescott Downtown Partnership at (928)443-5220 or mail to: info@prescottdowntown.com prior to submitting your application. **For-Profit events will not be allowed on the Courthouse Square per Yavapai County policy.- Due no later than 90 days from event start date**

- Event may occur during a single day or multiple days.
- Event will involve street closures and detouring, impacting, or stopping of traffic.
- Admission may be charged.
- Food may be sold and/or distributed to the general public.
- Merchandise may be sold.
- There may be live entertainment.
- Extensive use of equipment (i.e. stage, sound system, booths, tents, E-Z Ups, fencing, barricades, etc).
- Event may require electricity and other utilities.
- Alcohol may be sold and/or distributed to the general public. **(If yes, Council approval will be needed)**
- Use of carnival amusements, including but not limited to bounce houses

Level B: City Facilities (to include the Rodeo Grounds)- Due no later than 60 days from event start date. If event has an alcohol component, then it will be considered a Level A event. See above for details.

- Event may occur during a single day or multiple days.
- Event may involve use of sidewalks or roads, but does not involve detouring or stopping traffic. Traffic laws are obeyed during course of event.
- Admission may be charged.
- Food may be sold and/or distributed to the general public.
- Merchandise may be sold.
- There may be live entertainment.
- Moderate use of event equipment, i.e. stage, PA system, chairs, tables.
- May or may not require electricity.
- Use of carnival amusements, including but not limited to bounce houses

Level C: Low Impact Events- Due no later than 30 days from event start date

- Event will occur during a single day.
- Event will not extend beyond the municipal park/facility area.
- Event is free to the public.
- Food may be sold and/or distributed to the general public.
- Merchandise may be sold.
- There may be live entertainment.
- Minimal use of event equipment, i.e. PA system.
- May or may not require electricity.
- Use of carnival amusements, including but not limited to bounce houses.

Level D: Private Property Events- Due no later than 30 days from event start date

- Event will occur during a single day.
- Event will not extend beyond the premises of property listed.
- Admission may be charged.
- Food may be sold and/or distributed to the general public.
- Merchandise may be sold.
- There may be live entertainment.
- Minimal use of event equipment, i.e. PA system.
- May or may not require electricity.
- Use of carnival amusements, including but not limited to bounce houses

SPECIAL EVENT PERMIT PROCESS:

1. The Applicant/Event Organizer completes a Special Event Application including all necessary attachments and returns the completed application to the City of Prescott Recreation Services Office in-person, by mail, or email.
2. The deadline for submitting Special Event Applications is ninety (90) days for Level A events; sixty (60) days for Level B events; and thirty (30) days for Level C or D events prior to requested event date(s). Failure to do so will result in a late fee or denial of the permit.
3. All events will be scheduled for a "review" by the Special Events Committee. The Applicant/Event Organizer will be notified of the meeting date and will be required to attend. The goal of the meeting is to inform the Applicant/Event Organizer of all Department/Division special use conditions.
4. The Special Event Application will be processed and routed for review by City Departments.
5. Special use conditions are compiled and provided to the Applicant/Event Organizer by a representative from the City of Prescott Special Event Committee.
6. Upon reviewing all requirements and payment of fees, an approval/denial Permit is issued to the Applicant/Event Organizer. Per City Code 8-9-8, the director shall act promptly upon a timely filed application for an event, but in no event shall grant or deny a permit no more than forty five (45) days after said application has been filed. (Ord. 4088, 2-27-2001)
7. If the event is denied by the Special Events Committee, per City Code 8-9-9, an applicant shall have the right to appeal the denial of a permit, or any conditions included as a part of the approval thereof, to the city manager. Said appeal shall be in writing and shall be made within five (5) working days after written notice of the denial or of the conditions of approval. The city manager shall rule upon said appeal within ten (10) working days of the receipt of said appeal. (Ord. 4088, 2-27-2001).
8. The Special Event Committee compiles any post event comments – a copy will be sent to the Applicant/Event Organizer and will be kept on file. The Applicant/Event Organizer will also be apprised of "Status Standing" (i.e.: if conditions established by the City were not followed). The cost of cleaning and/or damages assessed and billed against the security deposit and remaining balances billed to Applicant/Event Organizer.
9. If granted by the Director of Recreation Services or said designee, the Applicant/Event Organizer is guaranteed exclusive use of the permitted or reserved areas within the municipal park or facility for the duration of the allotted time indicated on the Special Event Permit. The Applicant/Event Organizer must have the issued Special Event Permit in their possession at all times. The Applicant/Event Organizer has the right to ask the violator(s) to exit the permitted municipal park or facility if they so desire.

PERMIT HOLDERS AGREEMENT:

The special event Applicant/Event Organizer will be required to sign the event application prior to issuance of the Special Event Permit. By signing the application, the permit holder(s) acknowledge and agree that they:

- Are aware of the non-refundable application fee.
- Are aware of hazards to the safety of personnel and property that is inherent in the operation of the event and any related equipment.
- Will operate the event and use of any related equipment in a safe manner.
- Will maintain in force, throughout the duration of the event, liability insurance coverage.
- Will operate only from the areas specifically designated.
- Will clean operating areas of all trash and loose debris accumulated as a result of the activity prior to vacating the area.
- Applicant/Event Organizer will remove all equipment or items associated with the event by the end of their allotted reservation schedule.
- Will provide the City of Prescott, Special Event Committee all necessary deposits (i.e. key and/or cleaning).
- Will provide security as warranted and be responsible for the control of spectators assembling as a result of the activity.
- Will be responsible for any privately owned equipment left at the facility.
- Will abide by all conditions of use.
- Will return all City issued rental equipment to appropriate location within one business day after the event in the same condition as received. Failure to do so may result in an additional charge.
- Will provide access to event in accordance and compliance with American Disabilities Act standards
- Will defend, indemnify and hold harmless the City of Prescott.
- Pursuant to City of Prescott Code 8-9-13, Any person who violates any provision of this chapter shall be guilty of a misdemeanor, and upon conviction thereof shall be punished as provided in section 1-3-1 of the City of Prescott Code (Ordinance 4088, 2-27-2001).

FAILURE TO COMPLY:

Failure to comply with rules, regulations and policies may result in the following:

- Termination/cancellation of event or rental contract.
- Forfeiture of some or all deposits and fees.
- Eviction from the premises.
- Loss of future rental privileges.
- Impact the Status Category of the event (Good Standing, Probationary Standing, Poor Standing).

ORGANIZATION STATUS:

1. All entities or organizations without valid tax exemption status are considered to be commercial in nature unless they are a local community organization (i.e. church, club, school).
2. Nonprofit organizations need to have been recognized as tax exempt by the Internal Revenue Service (IRS) at least six (6) months prior to your event date and is in good standing with the IRS. If you are a bona fide tax exempt nonprofit organization, a copy of the tax exemption letter certifying your current tax exempt, non profit status is required.

3. Applications must attach a copy of this tax exemption letter with their application otherwise, commercial, for profit, rates will apply. For local community organizations, a narrative by the chief officer of host organization must be submitted with the application.

FEES AND DEPOSITS:

1. User fees and deposits will be determined per current Special Event Fees and Charges and required as stated in the policies.
2. All fees and deposits for events will be due ninety (90) business days prior to Level A event dates, sixty (60) business days prior to Level B event dates, and thirty (30) business days prior to Level C or Level D event dates, and may be paid by cash, check, money order, or credit card. The application fee is due at the time that the application is submitted to the Recreation Services Office. One deposit can be paid for each event unless otherwise stated.
3. Services provided by the City of Prescott - overtime/holiday burden rates will be charged to the Event Organizer in the following situations:
   - Recreation Services staff and/or Facilities Maintenance is required to perform maintenance duties outside of their normal working hours.
   - Recreation Services staff and/or Facilities Maintenance is required to repair municipal parks/facilities due to damage caused during the Special Event.
   - Event Organizer fails to perform adequate cleanup during and after the event.
   - Staff is required to be present due to non-compliance issues related to the permit.
   - Minimum of 2 hour call out time will be charged to the event producer.
4. All fees and deposit checks will be cashed upon receipt. Refundable deposit amounts will be issued when all contractual terms have been met.
5. Upon the conclusion of the event, City of Prescott staff will assess the cost of cleaning and/or damages and the total will be deducted from the deposit.
6. Deposit refund balances will be issued to Event Organizer within thirty (30) days after all contract terms are met post-event.

CANCELLATIONS AND REFUNDS:

1. Written cancellation notice must be delivered to the Recreation Services Office at least forty-five (45) business days in advance of Level A event dates, thirty (30) business days in advance of Level B event dates, and fifteen (15) business days in advance of Level C or Level D event dates for a full credit of deposits and fees. Cancellations after that time may result in forfeiture of deposits and fees.
2. Application fees are non-refundable and are applicable regardless of event cancellation.
3. Event Organizer may decide up to forty-eight (48) hours prior to use to request a postponement of the event due to weather and reschedule for another available date during the same season at no additional charge. City of Prescott-Special Event Committee is not obligated to provide an acceptable date to the Event Organizer postponing their event. Any cost incurred by City prior to the cancellation, will be charged to the Applicant/ Event Organizer.

CITY PARK/CITY STREETS /CITY FACILITY AVAILABILITY:

1. Requests for City parks are accepted in October of the year prior of the event. City streets or other City facilities can be requested up to one (1) year in advance of the event. If an organization/individual has established an historic event during the same time each year and rates in "Good Standing" that

organization/individual will take precedence over any other submitted event proposed for the same time frame.
2. The Special Event Committee has the authority to decline proposals for events that are located in areas of close proximity to historic or already permitted events. The Special Event Committee also has the authority to allow events requiring special consideration due to the nature of the event and benefit to the community.
3. The use of park property may not be granted when, as determined by the Recreation Services Director or a designated representative, such use is unsafe, will damage the facility, or is not in the best interest of the City.
4. Applicant/Event Organizer must obtain a permit to use a City park. This Special Event Permit will allow use for a maximum of three (3) days with one (1) day prior for set up and one (1) day post-event for tear-down. Event cannot occur during the set up and tear down dates.
5. The exclusive use of playground areas, boat ramps, trails and skate parks cannot be reserved by one group, and access to the area by the general public must be available at all times.
6. If approved, the Applicant/Event Organizer must contact the Recreation Services Department at (928)777-1122 to set up a walk through at the site no later than ten (10) days prior to the event set-up date.

PRIVATE PROPERTY/TEMPORARY USE PERMITS:

1. Events Requiring a Temporary Use Permit
   - Events on private property may require a Temporary Use Permit issued by the Community Development Department Planning and Development Services.
   - Regulations governing temporary uses located on private property can be found in the Land Development Code. Contact the Planning and Development Services at (928) 777-1207 for information and permit procedures.
2. Events that do not require a Temporary Use Permit
   - Except as specifically provided in the Land Development Code, restrictions on temporary uses shall not apply to any use that is conducted entirely on private residential property, operated by the person, company, or organization owning the property, provided that the duration of the temporary use does not exceed forty-eight (48) hours and is repeated not more than four (4) times a year.
   - This does not relieve private property owners of the need to comply with other regulations, such as the Noise Ordinance, Sales Tax Ordinance, provisions of the Zoning Ordinance, etc.

INSURANCE:

1. For events and series of events occurring on City-owned property, the Applicant/Event Organizer must provide a Certificate of Insurance for commercial general liability, auto liability (if applicable), and liquor liability (if applicable) naming the City of Prescott as additional insured and Certificate holder for up to $1,000,000.00. 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 two (2) weeks prior to the event.
2. Insurance coverage must be maintained for the duration of the event including setup and tear-down dates.
3. The certificate must indicate the dates and location of the event. The person/organization listed on the certificate must be the Applicant/Event Organizer.
4. For event series or organizations with multiple events throughout the year, the Event Organizer may use the following verbiage: "City of Prescott is listed as additional insured for any and all events held on City property."
5. Have insurance providers address the certificate to the attention of the City of Prescott 201 S. Cortez St,

Prescott, AZ 86303 and submit it with the Special Event Permit Application.

6. Minimum limits are as follows:
   - $ 1,000,000 per occurrence
   - $ 2,000,000 aggregate general liability
   - $ 1,000,000 automobile liability (or non-owned automobile liability) (if applicable)
   - $ 1,000,000 liquor liability insurance (if applicable)
7. Additional limits may be required after review.
8. Providing the above-listed insurance does not in any way reduce or eliminate any responsibility assumed under the indemnity agreement, described in the Special Event Permit Application as Affidavit of Applicant/Event Organizer.
9. 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 and must be submitted with the application.
10. Please contact City of Prescott Risk Management at (928) 777-1257 with questions or for more information.

TENTS, E-Z UPS OR CANOPIES:

1. Stakes may not be driven into turf, grounds, asphalt or other surfaces without explicit written approval from the Recreation Services Department. If approved, the Applicant/Event Organizer must contact the Recreation Services Department at (928)777-1122 to set up a walk through at the site no later than ten (10) days prior to the event set-up date.
2. Any damage to underground utilities or irrigation due to authorized or unauthorized staking is the responsibility of the Applicant/Event Organizer.
3. When staking is not approved tents, E-Z Ups, or canopies must be securely weighed down to ensure public safety. Small tents, E-Z Ups or canopies must be properly weighted to prevent the tent, E-Z Up or canopy from blowing or falling over.
4. The Recreation Services Department or Special Event Committee will indicate areas approved for large tents, E-Z Ups or canopies. All tent, E-Z Ups, and canopy locations and sizes must be marked on the submitted site plan.
5. Tents, E-Z Ups and membrane structures that have an area in excess of 400 square feet and canopies that have an area of 700 square feet are to be inspected by the City of Prescott Fire Inspector.

NOISE CONTROL:

1. It is the intent of the City Council of the City of Prescott to endeavor to provide citizens with an environment free from such excess sounds or noise as may jeopardize their health, welfare and safety, degrade the quality of life, the tranquility of a neighborhood, or the right to quiet enjoyment of personal property. Event Organizers must be mindful of noise generated by entertainment and equipment and how it may negatively affect the quality of life of nearby residents and businesses.

Police may submit a written notice to the Event Organizer providing requirements to alleviate noise related complaints.

2. The City's Noise Ordinance Code (Ord. 4053, 11-14-2000) applies at all times.

3. If event staff decides not to comply with police submissions, the Prescott Police Department has the authority to close an event or a portion of an event when responding to a legitimate citizen complaint. A police service fee for responding to two or more complaints (after having received a written notice) may be assessed to the Event Organizer.
4. The ability to offer live amplified entertainment in City-owned parks will be determined on a case by-case basis; however the following rules will apply:

- Watson Lake Park - Speakers will be directed away from neighborhood areas. Speakers must be pointed in a northeast or eastern direction. Speakers may also be oriented in a "surround sound" set up, where speakers are faced into the event space.
- Granite Creek Park - Speakers will be directed away from neighborhood areas.
- Decibel levels read from 75 feet of the speaker locations must not exceed 90 decibels.
- Event Organizers are required to have a decibel level meter at the soundboard for all events with amplified sound. Levels must be monitored by the event producer(s) and remain within the required decibels.
- Working directly or in contact with the event producer, the Police Department and/or Special Event Committee may lower decibel levels at any time during the event. The genre of music will not be used to determine whether to lower decibel levels.

BANNER AND SIGNAGE GUIDELINES:

1. Regulations governing temporary signs can be found in the Land Development Code Section 6.12.5 C (Temporary Sign Standard).
2. Intent to display banners must be indicated on the Special Event Permit Application.
3. Temporary signs associated with events restricted to a City park or other City-owned or operated public property, including streets, vacant land and parking lots, shall be reviewed and approved by the Special Event Committee in compliance with the Special Event Permit Policy.
4. Banners may be affixed to temporary fixtures and equipment brought onto the permit site (such as a canopy, tent, stage, or food booth) by the Applicant/Event Organizer.
5. Banners must be identified on the Event Site Plan for placement on permanent structures and approval is required.
6. Banners may not be affixed to trees.
7. Banners may not be displayed on street medians, or within rights-of-way. An exception is the Downtown Banner Program, which allows banners to be displayed on the streetlights constructed specifically to accommodate the Downtown Banner Program.
8. Private Property owners are allowed up to forty-five (45) days per calendar year. Banners placed on private property must be removed twenty-four (24) hours after the event.
9. Banners affixed to the City's banner pole sleeves may not exceed sixty (60) square feet in total area.
11. Banners affixed to temporary fixtures may not exceed twenty-four (24) square feet in total area.
12. Directional signage may be placed up to one day before the event and must be taken down one day after the event. Directional signage must not exceed an area of six (6) square feet.
13. Banners shall only be hung for the days permitted by the event producer, which may include the set up day(s).
14. Banners may not promote products that are illegal to consume by the patrons attending the event.
15. Banner language or depictions may not be profane or obscene.

EVENT SITE PLAN:

1. Applicant/Event Organizer must submit, with the Special Event Permit Application, an event site plan that includes the
   - Stage(s)/Amplified sound equipment.
   - First Aide/Emergency Station(s), Water Service areas, Controlled access/Admission Area(s).
   - Carnival/Amusement rides, Recycling/Trash Receptacles, Merchandise/Food vendors, Handicap parking area(s), Emergency access, Open flame/Cooking area(s), Liquor distribution/Control area(s), Tents/E-Z Ups/Canopies, Portable restrooms and Portable Fencing.
2. Applications will not be accepted without the event site plan. Electrical panels and fire hydrants must be accessible from the street.
3. Any changes to the Event Site Plan must immediately be communicated to the Special Events Committee and a new illustrated Event Site Plan is required.
   - Your event site plan should be submitted on an 8 ½" x 11" format.
   - Location of set up/tear down equipment and parking for those setting up the event.
   - If the event involves a moving route of any kind, indicate the direction of travel and all street or lane closures.
   - The provision of minimum twenty feet (20') emergency access lanes throughout the event venue if the event involves the closure of any street. This must be indicated on the site plan.
   - You must identify which direction that speakers will be pointing.
   - You must identify generator locations and/or source of electricity.
   - Placement of vehicles and/or trailers.
   - The Special Event Committee has the right to adjust event site plans in order to protect the well being of the public.
   - At the discretion of the Special Events Committee, Applicant/Event Organizer may be requested to identify other items that pertain to the event.

ACCESSIBILITY PLAN:

1. To comply with all City, County, State and Federal Disability Access requirements, an accessibility plan is required when submitting your application.
2. All temporary venues, related structures, and outdoor sites for special events shall be accessible to persons with disabilities.
3. If a portion of the area cannot be made accessible, an alternate area shall be provided with the same activities that are in the inaccessible area. It cannot, however, be offered only to patrons with disabilities.
4. Disability access may include parking, restrooms, telephones, clear paths of travel, transportation, signage, accessible vendors and booths.
5. The use of truck track is required to cover electrical cables impeding access on paths of travel.
6. In order to mitigate tripping hazards, small electrical cords are required to be secured.
7. If all areas are not accessible a map must be visible to disabled attendees indicating the accessible restrooms, parking, telephones, drinking fountains, etc.

MEDICAL PLAN:

1. The Event Organizer is required to provide first aid and medical coverage for events open to the general public. In some cases, depending on the type of event or the event footprint, additional medical coverage may be required to be supplied by either the Fire Department or a private ambulance company, at additional cost to the event organizer, beyond the cost and provision of the First Aid Station (see matrix below).
2. A First Aid Station is defined as a signed first aid area that is staffed throughout the entirety of an event with at least one CPR and first aid certified individual with appropriate supplies.
3. The station must have capability of calling "911" in case of a medical emergency.
4. The following matrix is provided as a tool in an effort to help determine the appropriate medical services needed based on the number of anticipated attendees.

Public Attendance**	# of First Aid Staff*	# of First Aid Stations*
200 – 1,000	1	1
1,001 – 10,000	2	1
10,001 14,000	4	2
14,000 +	4	2 + Stand-by Ambulance

**Requirements for the number of Staff and Stations are subject to change at the discretion of the City of Prescott Fire Department.*

***Multiple Concurrent events whose total attendance requires additional medical coverage will be the responsibility of the events that apply last, resulting in the additional requirements (unless other arrangements are agreed upon by the event organizers). If multiple events are submitted at the same time, all events will share in the costs associated with additional medical coverage requirements based on the higher combined attendance numbers.*

SANITATION AND RECYCLING:

1. For events and series of events occurring on City-owned property, the Applicant/Event Organizer must arrange for trash and recycling services.
2. The provision of on-site containers for the collection of recyclable materials must meet the following standards:
   - Container Quantity- The number of recycling containers shall equal the number of solid waste containers.
   - Container Placement- The solid waste and recycling containers shall be placed next to one another throughout the event venue.
   - Accepted Materials- The types of recyclable materials suitable for deposit into each recycling container shall include, at a minimum, aluminum and metal cans, cardboard, and rigid plastic containers (# 1-#7- except Styrofoam, plastic wrap, and plastic bags). Additional recycling materials may be collected as long as they conform to the City's current list of acceptable recycling materials. The most recent list may be obtained by visiting the City of Prescott website at www.cityofprescott.net/services/trash .
   - Each recycling container shall be clearly identified as a recycling container and display a list of the types of recyclable materials that may be deposited into the container.
   - Recyclable materials deposited in to the recycling containers must be delivered to a recycling facility or dumpster for recycling, not a landfill or refuse dumpster for disposal.
3. Event Organizers are responsible for removal of all trash generated by the event to the appropriate dumpsters serving the event. If City staff finds the receptacles full or overflowing (additional waste found within the park) after the teardown time stated on the permit, Applicant/Event Organizers may be billed an

additional service charge to be determined according to time spent cleaning the waste (see staffing costs, Park Maintenance).
4. If City of Prescott recycling containers are used during the event and are returned contaminated with food or liquids the Applicant/Event Organizer will be billed a per container charge for cleaning.
5. Call the City of Prescott Sanitation Department at (928) 777-1116 for assistance in determining trash and recycling needs.

PORTABLE AND PERMANENT RESTROOMS:
1. Portable restrooms are required for any event estimating an attendance of one-hundred (100) or more people. If no permanent restrooms are on-site and the event expects less than one-hundred (100) attendees, portable restroom requirements will be determined on a case-by-case basis. Please refer to the portable toilet schedule included with the Special Event Application.
2. For locations with space constraints, an option to reduce the total number of required restrooms is to clean and replenish five (5) hours into the event in order to maintain appropriate health and sanitation standards.
3. For multiple day events, restrooms must be cleaned at the end of each day or prior to the next event day in order to maintain health and sanitation standards.
4. It is up to the Event Organizer to fully consider all aspects of their event (i.e. alcohol consumption, weather) to ensure an appropriate number of restrooms are made available.
5. Designated accessible restrooms (to accommodate wheelchairs and assistive devices) are required (any person may use these). The American with Disability Act requires that 5% of all portable toilet units ordered be wheelchair accessible, or a minimum of one per order.
6. Portable units may not be placed on sidewalks or grass areas.
7. Portable toilets are to be removed immediately after the event or teardown time specified within the Special Event Permit Application. Fees may apply for additional rental of space or removal of the portable restrooms.
8. If a City site includes permanent restrooms, it is the responsibility of the Applicant/Event Organizer to clean and restock the restrooms during the course of the event. The Applicant/Event Organizer is responsible for any damage to the restrooms. City staff will assess the condition of the restrooms after the conclusion of the event. If City services are requested/required fees will apply. Portable restrooms may be required and addressed during the routing process for those municipal parks/facilities that have permanent restrooms.

FOOD CONCESSIONS, VENDING, TAX: **All Events must turn in a tax form**
1. The Event Organizer is required to obtain a Special Event permit from the City of Prescott Tax, License, and Revenue Division for each event.
2. Contact the City Tax and Licensing Department at (928) 777-1268 for more information pertaining to taxes.
3. If there are vendors at the event, the Applicant/Event Organizer must collect a $25.00 fee from each vendor that does not already have a City Sales Tax or Business License. The fees and list of vendors must be submitted to the Tax, License, and Revenue Division on the following business day after the event.
4. Food booths are defined as a temporary facility operating for a short period of time in connection with a public gathering from which food items are sold/distributed.
5. Applicant/Event Organizers will specify the location of all proposed food booths.
6. Include location of vendors on site plan submitted with your application. Vendors are not to extend beyond the boundaries of the site plan when loading or unloading supplies.
7. Applicant/Event Organizers are responsible for obtaining County Health Permits for food handling,

preparation and public distribution. Contact (928) 771-3122 for more information regarding County Health Permits. Food vendors must be self-contained and fire extinguishers are required per Fire Department regulations.
8. Applicant/Event Organizer is responsible for ensuring that vendors have properly disposed of grease and other materials/items, and that they have been removed completely from the site.
9. Provide electrical amperage draws for equipment when submitting your application.
10. The Special Event permit will allow you exclusive control and regulation of any concessionaires/vendors within your defined venue.
11. For vendors with a table or tent who are not selling services or merchandise, a general use permit may be required and applicable fees will apply. A special event permit is not needed. The general use permit does not guarantee "exclusive use of the area". The general use permit will not be issued if a "special event" is permitted for the space. More than one general use permit may be issued for a facility or park.

POTABLE WATER:
1. Recreation Services Maintenance will provide water connections for events held at City parks if requested and fees will apply.
2. Water can be hauled to the site. The City of Prescott does not provide recommendations for water delivery vendors.

ELECTRICAL PLAN:
1. If applicable, the Applicant/Event Organizer must submit, with the Special Event Permit Application, an electrical site plan indicating all electrical equipment requiring electrical power, anticipated amperage draw (per item and in total), and an electrical site plan with the layout of extension cords and spider boxes. Event amperage requirements are requested for the safety of the event and in order to ensure adequate electrical needs can be met. The Applicant/Event Organizer must provide their own electrical equipment (i.e., generator or spider boxes) and electrical set-up. Generators are required to be grounded and will be inspected. Placement of ground rods must be approved prior to installation.

- The electrical site plan must be completed by a licensed electrical contractor for those events using multiple power outlets. A less extensive plan must still be submitted for those using minimal electricity. The plan must be approved by Facilities Maintenance Superintendent and the City Electrician at least 7 days prior to the start of the event.
- The City will inform the Applicant/Event Organizer of any additional requirements upon review of the Special Event Permit Application and/or during the pre-event walkthrough.

PRESCOTT POLICE DEPARTMENT SERVICE INFORMATION & SECURITY PLAN:
1. Depending on the nature of the Event Organizer may need to provide professional security services and/or law enforcement. Special events that generally require Police Department presence are those that:

- Involve the sale and consumption of alcohol.
- Involve other public safety risks such as parades, sizeable attendance, high profile or other factors potentially adverse to community tranquility and peace.

2. If the event will have alcohol, an approved Special Event Liquor License application must be obtained prior to submitting a Special Event Permit Application or during the routing process through the City of Prescott Police Department.

3. Police officers assigned to work special events are generally off-duty officers working at overtime pay rates. Applicant/Event Organizers will be billed at the full overtime/holiday burden rate of the individual officer(s) working the event. Applicant/Event Organizers are reminded that officers working special events, although assigned specifically to the particular event, are employees of the City of Prescott and do not work for the Applicant/Event Organizer.
4. Applicant/Event Organizers should consider all security factors early in the special event planning process and coordinate with the Prescott Police Department as soon as possible.
5. The size, type, time of day and location of your event, as well as the overall activities, are all areas that need to be analyzed in depth and addressed through your security plan.
6. The Prescott Police Department has final authority to determine your event security requirements. The Police Department will determine the necessity and make the final determination on whether uniformed personnel must be present at a Special Event.
7. If the prescribed numbers of Prescott Police Department Officers or private security guards are not provided, or prove inadequate, the Prescott Police Department maintains the right to shut down any or all components of the event and/or to provide additional police services that will be billed directly to the Host Organization. Approval for other sworn officers or security companies must come from the City of Prescott Police Department.
8. The Prescott Police Department may be reached at (928) 777-1940 for more information.

PRESCOTT FIRE DEPARTMENT SERVICE INFORMATION:
The Prescott Fire Department will consider and require the following items:
1. Tents, EZ-Ups and membrane structures that have an area in excess of 400 square feet are to be manufactured of flame resistant material or to be treated with an approved flame retardant. A tent is closed on more than 25% of all sides. A canopy is open on 75% of all sides.
2. Vendors using heat, spark, or flame producing equipment must keep same equipment well away from combustible materials and have an approved portable fire extinguisher close at hand.
3. Food preparation inside an enclosed self-contained structure, producing grease laden vapors, must be equipped with an approved, type 1, grease extraction hood and an approved automatic fire extinguishing system installed within the hood and associated duct work.
4. The City of Prescott has adopted the 2006 International Fire Code, which does not allow cooking of food within a tent, canopy, or membrane structure.

- **Section 2404.7** *Open or exposed flame. Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved device shall not be permitted inside or located within 20 feet of the tent, canopy or membrane structure while open to the public unless approved by the fire code official.*
- **Exception:** *unless the tent, canopy or membrane structure is certified to be flame resistant and the certification is sewn into the fabric and then shall be approved by the code official.*

7. Extension cords must be of the heavy duty, grounded type (12/3) and listed for exterior use (weatherproof). The ground prong must be intact and must only be plugged into a 3-pronged receptacle.
8. Liquid or gas fueled appliances must be in good repair without fuel leaks or frayed electrical cords. Extra fuel must be kept in containers approved for that use and must not exceed 5 gallons in capacity.
9. When closing streets, twenty (20) foot fire lanes are required. They must be approved and indicated on the site plan and Traffic Control Plan. The fire lane configuration must be straight through the event and nothing

may be placed or set up in the fire lane. Additionally, parking on adjacent streets must be monitored to ensure passage is not obstructed and temporary "No Parking" signs must be installed where needed.
10. Upon review of the Special Event Permit Application, the Fire Prevention Inspector may require that an on-site inspection take place. If so, the Applicant/Event Organizer will be notified and will then have five (5) working days prior to the event to schedule an inspection. Make an appointment with a Fire Prevention Inspector by calling (928) 777-1765.
11. Banners, signs, arches, and objects shall not be strung or erected across any portion of the street or fire department access; unless the clearance below any part of the object is 13'6" or higher, and the width is one traffic lane wide. Arches placed in the traffic lane shall have a clearance of at least 13'6" from side to side, and shall not diminish the width of one street lane at the base.

PARKING LOT USE & CLOSURES:
1. The City Hall parking lot, located at 201 S. Cortez St, may not be fully closed to the public during hours of operation (Mon-Fri 8am to 5pm). Half closures are allowed one workday prior to the event in order to allow safe set-up of equipment after regular hours of operation. Please call (928)777-1380 for more information.
2. Event Organizers, volunteers, vendors, contracted personnel and attendees are not permitted to park in the Library parking lot.
3. The Applicant/Event Organizer is responsible for posting and maintaining parking lot closure notification one (1) day prior to the affected date.
4. It is the responsibility of the Event Organizer to ensure that vendors, delivery vehicles, staff, or anyone associated with the implementation of the event does not park in any non-permitted parking lots during normal business hours.

PARKING AND SHUTTLE PLAN
1. A Parking and/or shuttle plan is recommended for all events and may be required for certain types of events, to be determined by the Special Events Committee, for the safe arrival of event attendees, participants, and vendors and must be suitable for the environment in which your event will take place. Parking, traffic congestion and environmental pollution are all factors of concerns with events that should be addressed in this plan.
2. The use of carpools, public transportation and alternate modes of nonpolluting transportation should be used whenever possible.
3. Accessible parking and/or access in your event plans must be included.

STREET CLOSURES:
1. All street closures require a 75% business signature approval. Signature must be from the business owner or manager. Business must be provided documentation regarding street closure to include name of the event, date and times, and a site layout plan.
2. Street closures may occur when affiliated with special events including but not limited to parades, races, competitions, displays, fairs, and festivals. The proposed street closure will be illustrated through an Event Site
3.Parade or Race Route: Please provide a detailed illustration of the proposed parade or race route including assembly and disassembly areas on the Event Site Plan.
4. When an event route extends beyond City limits/jurisdiction, written approval or special event permit for property use is required from the associated agency (DPS, Yavapai County, National Forest Service, etc). This includes the Court House Square which requires a special event permit through the Yavapai County

Developmental Services Office at (928) 771-3216.
5. It is the responsibility of the Event Organizer to ensure that vendors, delivery vehicles, staff, or anyone associated with the implementation of the event does not park in any non-permitted parking spaces.
6. Traffic Control Plan Overview: A Traffic Control Plan is used to indicate vehicle/pedestrian traffic control and detour routes. A Traffic Control Plan must be submitted for the proposed closure of any street, sidewalk, alley, right of way and/or parking lot.
7. Traffic Control Plans must comply with the current Manuel of Uniform Traffic Control Devises and are subject to approval by the City Traffic Engineer.
8. Traffic Control Plans must be dated and approved for the current year.
9. Once approved, the Traffic Control Plan must be executed by a certified technician from a licensed and bonded barricade company and billed to the Applicant/Event Organizer.
10. The Applicant/Event Organizer is responsible for providing all required barricades and traffic control signs.
11. All street closures must allow for a twenty (20)-ft fire lane access during the event.
12. The Police Department will determine if the special event and street closure requires uniformed personnel to direct traffic and pedestrians.
13. For questions regarding special event street closures, please contact the City of Prescott Traffic Engineering at (928) 777-1130.

PARADES, MOTORCADES, WALKS AND RACES:
1. Detailed illustration of event routes, assembly, and disassembly areas are to be included on the Event Site Plan and submitted with the Special Events Application. When street closures are proposed, a Traffic Control Plan must also be included.
2. Throwing any items from parade floats is strictly prohibited.
3. When an event route extends beyond City limits/jurisdiction, written approval for property use is required from the associated agency (AZ State highways, railroad, National Forest Service, etc.) The approval must be submitted with the Special Event Permit Application.
4. Removing trash from spectator areas (i.e. sidewalks) is also the responsibility of the Event Organizer.
5. Contact the Prescott Police Department to discuss police escorts.
6. Running or Bike races that cross trails and/ or trailheads must marked properly with signage.

TRAFFIC CONTROL PLAN:
1. If applicable, the Applicant/Event Organizer must submit, with the Special Event Permit Application, a Traffic Control Plan indicating vehicle/pedestrian traffic control, detour routes, directional signs, barricades, and street closures.

- The Traffic Control Plan must be developed by the City of Prescott Traffic Engineering Department. Once approved, the Traffic Control Plan must be executed by a certified technician from a licensed and bonded barricade company.
- This 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.
- Traffic Control Plans must be dated and approved for the current year.
- Traffic Control Plans must comply with the current Manual on Uniform Traffic Control Devises and are subject to approval by the City Traffic Engineer.

- The Applicant/Event Organizer is responsible for providing all required barricades and traffic control signs.
- Traffic Control Plans must be finalized and approved by the City of Prescott Traffic Engineering Department at least fifteen (15) business days prior to the event.

2. Applications *will not* be processed without a current Traffic Control Plan as described above.

ALCOHOL:

1. Any special event selling, sampling, or distributing alcohol will require a Special Event Liquor License.
2. Special Event Liquor License applications are available through the Arizona Department of Liquor at www.azliquor.gov or at the City of Prescott City Clerk's office, located at 201 S. Cortez St.
3. After completing the application, the Applicant/Event Organizer must deliver or send the application to the City Clerk's office for review no later than ninety (90) days prior to the event. All liquor licenses will be submitted to Prescott City Council for approval no later than forty-five (45) days prior to the start date of the event. The City Clerk will forward the application to the State Department of Liquor no later than ten (10) days prior to the start date of the event.
4. A Copy of the event site plan must be submitted with the application.
5. Any contract created between a for-profit business and a non-profit organization, regarding the percentage of profit, must be submitted along with the application.
6. Some special events are held on City of Prescott property where the possession & consumption of alcohol is allowed at the location (ex: Watson Lake). Should alcohol related incidents/ criminal violations occur on such property, the Police department may require the permit holder to adhere to the same guidelines as those which are in place regarding off site alcohol sales, or "Beer Gardens". Approved barriers, wrist bands, additional off-duty officers and more restrictive and stringent guidelines will be required to be in compliance with city and state codes concerning alcohol violations. If further alcohol incidents occur, your event application will be reviewed and possibly will be rejected.
7. If mandated, the following guidelines apply:
    - Beer Garden must be enclosed by an approved barrier.
    - The entrance and exit must be properly marked.
    - Entrance and exit must be staffed with security personnel who are checking identifications.
    - Only those over the age of 21 are allowed in the Beer Garden unless with a parent or guardian.
    - Those over 21 must be given bracelets to identify them as over 21.
    - No over-serving.
    - No food or beverages are allowed to be brought in or leave the Beer Garden area.
    - Depending on event size, more than one Beer Garden may be approved.

All references to City of Prescott Code can be found at
http://www.codepublishing.com/AZ/Prescott/

CITY OF PRESCOTT
SPECIAL EVENTS FEE SCHEDULE
(All fees are sublect to change)

SPECIAL EVENT APPLICATION FEE

Level "A" Events	$75.00
Level "B" Events	$50.00
Level "C" Events	$25.00
Level "D" Events	$25.00

REFUNDABLE DEPOSIT FEES- One deposit WILL cover your entire event

Level "A" Events	$1,000.00
Level "B" Events	$500.00
Level "C" Events	$200.00
Level "D" Events	$100.00

BANDSHELL RENTAL FEES

Refundable Deposit	$500.00	
Stage Extensions	$100.00	per day
Stage Lights	$100.00	per day

RENTAL FEES

	Commercial Event	Private Event
1- Day Event Rental	$275.00	$200.00
2-Day Event Rental	$425.00	$325.00
Additional Day Rental	$75.00	$75.00

SET-UP FEES

Mon- Fri	Reg. Hours 8am to 5pm Basic Set-up	$300.00
Mon- Sun	Outside Reg. Hours Basic Set-up	$400.00
Mon- Fri	Reg. Hours 8am to 5pm Extended Set-up	$500.00
Mon- Sun	Outside Reg. Hours Extended Set-up	$700.00

PARK RENTAL FEES- WATSON LAKE

Refundable Deposit	$500.00	
Full Park Rental- Upper & Lower Ramada and Grass Area (does not include set-up/ tear down	$800.00	per day
Camping- 35 sites	$15.00	per site/perday
Grass Area Electrical Pedestal	$15.00	per day
Water Hook Up (for hoses)	$15.00	per day
Restroom Restock and Cleaning Fee	$50.00	per day

PARK RENTAL FEES- GRANITE CREEK PARK

Refundable Deposit	$500.00	
Daily Ramada Rental Rate	$175.00	
Grass Area Rental Rate	$35.00	per hour
Grass Area Electrical Pedestal	$15.00	per day
Water Hook Up (for hoses)	$15.00	per day
Restroom Restock and Cleaning Fee	$50.00	per day

SANITATION FEES

Solid Waste Dumpster			
(If not available on site)		$50.00	set rate
		$10.00	per yard for disposal
Rolloff Containers		$50.00	set rate
		$85.00	Pull fee
		$59.00	per ton
Additional Cans	Garbage or Recycle	$5.00	per container

CITY OF PRESCOTT
SPECIAL EVENTS FEE SCHEDULE
(All fees are sublect to change)

PRESCOTT POLICE FEES

Off Duty Officer Fee	2 hr minimum	$42.00	per hour/per officer
Police Vehicle Fee		$10.00	per hour/per vehicle

* Number of officers required is determined by City of Prescott Police Department.

** Officer fee and Vehicle fee **MUST** be paid on two separate checks

PRESCOTT FIRE INSPECTION AND EMT/MEDIC FEES

Tents, Canopies & Membrane Structure			
Single Tent 400 sq. ft or greater		$50.00	
Single Canopy 700 sq. ft or greater		$50.00	
Each addt'l tent, canopy, membrane structure		$25.00	
Fireworks/ Pyrotechnics		$300.00	
Carnivals and Fairs		$200.00	
Amusement Building		$150.00	
Exhibits & Trade Shows		$150.00	
EMT/ Medic Bike Teams	3 hr/ 2 person minimum		
Quantity determined at the discretion of City of Prescott Fire		$50.00	per hour/ per person
Standby Personnel			
Personnel/ Fire Watch	3 hr minimum	$50.00	per hour/ per person
Personnel/ Fire Watch w/ Type I Engine	3 person minimum	$50.00	per hour/per person
	3 hr minimum	$120.00	per hour/per vehicle

TAX & LICENSING FEES

Non-Profit Sponsored Event- **Requires Non-Profit Event Permit**

1- day event	$25.00	per participating vendor (non-refundable)
3+ Consecutive days	$10.00	per day/ per vendor

***All fees due to the City Tax Division within 10 (ten) days of the close of the event

For Profit Sponsored Events- **Requires Peddler's/ Solicitor's/ Transient Merchant's License Application**

Application Fee	$50.00	
Privilege Tax License Fee	$25.00	
Bond Fee- 1st Authorized Individual	$200.00	
Bond Fee- Each additional Individual	$100.00	(cap at $1,000.00)
ID Card Fee	$10.00	per person

****All fees due to the City Tax Division 2 (two) weeks prior to the start of the event

PLANNING & ZONING FEES- BANNERS

Temporary Use Parmit (Level "D" Events)	$112.00
Banner Permit (to be placed on Private Property)	$41.00 or $0.63 per sq ft - per property

ALCOHOL PERMIT FEES

City of Prescott Liquor License Fee	$62.00	
Arizona State Liquor License Fee	$25.00	

YAVAPAI COUNTY HEALTH DEPARTMENT FEES- FOOD

Special Event Inspection- For-Profit		
Administrative Fee	$78.00	
Event Inspection Fee	$59.00	
If applying for multiple events	$59.00	each additional event
Special Event Inspection- Non-Profit	$70.00	
Late Fee (if not recv'd 48 business hours before event)	$55.00	

Community and Tourism Event Grants - Prescott Office of Tourism

Community and Tourism Event Grants are available from the City of Prescott Office of Tourism for non-profit groups needing financial assistance for their event. Community Event Grants can be used to offset services provided by the City of Prescott or other vendors. No other discounts are available for services by the City of Prescott. For further information contact Don Prince at 928-777-1221.