



**City of Prescott**  
**Parks and Recreation: Special Events**  
 PO Box 2059 ♦ Prescott, AZ 86302  
 824 E. Gurley St ♦ Prescott, AZ 86301  
 (928)777-1552 ♦ Fax: (928)771-5843

## SPECIAL EVENT APPLICATION

**Incomplete applications will not be processed.** If the space does not pertain to your event, please annotate N/A. A non-refundable Application Processing Fee of **\$25.00** will be due upon receipt of application. Complete Application and processing fee must be received at the Recreation Programming Office in the Grace Sparkes Activity Center, 824 E. Gurley Street, Prescott, AZ 86301, no later than 60 days prior to the start of your event. Please remember to print out your application and attach any additional permits or applications included in this packet that you need for your event. Faxed applications will not be accepted. Any questions regarding this application please contact Michelle Stacy at (928)777-1552.

### **Section 1. Event Information**

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

Event Date(s) and Time(s): \_\_\_\_\_

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, and other event production equipment, trash removal, street sweeping, power washing and other clean-up/grounds maintenance stipulations. 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 [mail to: info@prescottdowntown.com](mailto:info@prescottdowntown.com) prior to submitting your application.

**\*City Parks:** If you would like to hold your event at a city lake or park, please contact the Parks and Recreation office at (928)777-1122 or [mail to: recreation@cityofprescott.net](mailto:recreation@cityofprescott.net).

**\*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 Ln, Prescott, AZ 86301.

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: \$ \_\_\_\_\_

Expected daily attendance: \_\_\_\_\_ Peak Attendance: \_\_\_\_\_

**Section 2. City Facilities/City Utilities**

**Garbage receptacles are mandatory.** If City services are needed please call 928-777-1116?  Yes  No, outside vendor:  
 Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Will City water connections be needed (fees apply)?  Yes  No

If yes, please describe: \_\_\_\_\_

Will electrical connections/generators be needed (fees apply)?  Yes  No, will provide own generator.

If yes, please describe (include voltage; 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.

Is the City Of Prescott Bandshell (portable stage) requested (fees apply)?  Yes  No If yes, [click here](#).

(Note: Bandshell contract must be completed, signed and turned in with the application.)

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

Barricade/Traffic Control Company Info: \_\_\_\_\_ Phone: \_\_\_\_\_

If yes, please list streets and closure times: (Example: Gurley St / 8am / 8pm)

Street Name	Closure Time	Re-Open Time

For questions regarding special event street closures, please contact the City of Prescott Streets Dept. at (928)777-1126.

For a list of garbage removal, generator rental and traffic control contacts [click here](#).

**Section 3. Event Equipment**

Will any of the following items be used at your event?

- Tents/Canopies  Yes  No Quantity: \_\_\_\_\_ Size(s): \_\_\_\_\_
- Temporary Fencing  Yes  No Quantity: \_\_\_\_\_ Height: \_\_\_\_\_
- Open Flame/ Cooking  Yes  No Explain: \_\_\_\_\_
- Carnival/Amusements  Yes  No Quantity: \_\_\_\_\_
- Portable Toilets  Yes  No Quantity: \_\_\_\_\_
- First Aid Station(s)  Yes  No Quantity: \_\_\_\_\_
- Spotlights  Yes  No Quantity: \_\_\_\_\_
- Inflatables  Yes  No Quantity: \_\_\_\_\_
- Fireworks/Pyrotechnics  Yes  No Quantity: \_\_\_\_\_

**\*Open Flame/Inflatables/Tents/Pyrotechnics:** If you checked yes to any of the preceding items fees may be applied, please refer to the City of Prescott Fire Department Special Events Permit Application located at [www.cityofprescott.net](http://www.cityofprescott.net), or contact the Office of Fire Prevention at (928)777-1760. Inflatables must be rented by a licensed vendor who can provide evidence of insurance naming the City as the additional insured.

**Section 4. Entertainment**

Will there be amplified sound?  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: \_\_\_\_\_

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

**Items for Sale:** For information on sales tax on sold items please contact the City of Prescott Tax and Licensing Office at (928)777-1210 or click on <http://www.cityofprescott.net/services/finance/tax.php>.

Will there be any food vendors, concessionaires or caterers at your event?  Yes  No

**Food and/or Drinks:** If food or drinks of any kind will be served please contact the Yavapai County Health Department ([www.co.yavapai.az.us](http://www.co.yavapai.az.us)) at (928)771-3149 or click on the following forms: for food vendors, [Health Dept. Vendor pack](#) ; for event coordinators, [Health Dept. Coordinator Pack](#)

**Section 5. Sponsorship/ Advertising**

List sponsor(s) of the event: \_\_\_\_\_

What type of advertising/ promotions will be done prior to/during the event?

- Newspaper Publication(s): \_\_\_\_\_
- Radio Station(s): \_\_\_\_\_
- Television Station(s): \_\_\_\_\_
- Web Site Site Name(s): \_\_\_\_\_
- Direct Mail
- Flyers/ Posters
- Banners Quantity: \_\_\_\_\_ Size(s) \_\_\_\_\_

Contact name and phone number for public information: \_\_\_\_\_

**Section 6. Alcohol Information** Note: Please attach a copy of your Liquor License and/or Application

- 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

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 alcohol purchase/consumption be held in an enclosed area?  Yes  No

If yes, please give a detailed description (i.e. fenced-in beer garden with # of fences used): \_\_\_\_\_

**Temporary extension of premises/ Special Event Liquor License:** A permit is required by the Arizona Department of Liquor Licenses & Control ([www.azliquor.gov](http://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 City Clerk, City of Prescott and a recommendation will be made to the State. [Click here](#) for the Extension of Premises form. Please provide a copy of your completed Extension of Premises form with this application. [Click here](#) for a Special Event Liquor License. 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 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. 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. Arizona law requires that the security company and security personnel be licensed through the Arizona Department of Public Safety. This 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: \_\_\_\_\_ Business Phone Number: \_\_\_\_\_  
Cell 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: \_\_\_\_\_

\*For information or to make arrangements to hire off-duty Prescott Police officers please call (928)777-1940.

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**

Your event may be required to have medical standby.

Will medical standby be provided?  Yes  No

If 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**

Location of staging area: \_\_\_\_\_ Assembly time: \_\_\_\_\_

Disassembly area: \_\_\_\_\_ Disassembly time: \_\_\_\_\_

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

Number of participating units: \_\_\_\_\_

**Section 9. Illustrative Site Plans** (all plans to be submitted on 8 ½ 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. Please include the following:

- |                                     |                                 |                                     |
|-------------------------------------|---------------------------------|-------------------------------------|
| Stage(s)/Amplified sound equipment  | First Aide/Emergency Station(s) | Water Service                       |
| Controlled access/Admission Area(s) | Carnival/Amusement rides        | Recycling/Trash 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 ([click here](#)) signature form.

**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**. Please contact the Streets Sign Shop at (928)777-1126 prior to contacting outside traffic control companies. The Sign Shop will assist you with the traffic control requirements for your event. 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. Traffic Control Plans must comply with the **current Manual on Uniform Traffic Control Devices** and 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)777-1130.**

**Parade or Race Route:** Please provide a separate plan indicating the proposed parade or race route, including assembly and disassembly areas.

**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: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell 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 person/organization listed on the certificate must be the applicant. Please have your insurance provider address the certificate to the attention of Parks and Recreation-Special Events no later than 30 days prior to the event. 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

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. Certification**

*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 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 or to injury to or destruction of property.*

*Applicant has read and understands all of the attached policies and will abide by all policies, rules, regulations, and conditions of use as written. 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 print this page and mail it to City of Prescott Parks and Recreation, PO Box 2059, Prescott, AZ 86302. You may email the rest of the packet to [michelle.stacy@prescott-az.gov](mailto:michelle.stacy@prescott-az.gov)**

Please verify that you have attached the proper forms for your event with this application before mailing this application. (check those that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> City Bandshell Application                            | <input type="checkbox"/> Illustrative plan (8 1/2 x 11 sheet of paper)    |
| <input checked="" type="checkbox"/> Health Department Vendor Application       | <input type="checkbox"/> Business Notification/Approval Signature form(s) |
| <input checked="" type="checkbox"/> Health Department Coordinator Packet       | <input type="checkbox"/> Parade/Race Route Map                            |
| <input checked="" type="checkbox"/> Extension of Premises Application (liquor) | <input type="checkbox"/> Electrical Service Plan                          |
| <input checked="" type="checkbox"/> Special Event Liquor License Application   | <input type="checkbox"/> Certificate of Liability Insurance               |
| <input checked="" type="checkbox"/> Traffic Control Plan Overview              | <input type="checkbox"/> Airport Supplemental Application                 |