

### SPECIAL EVENT APPLICATION CHECKLIST

Event Name: PFFC Spaghetti Western

Location: Gurley St (granite to McCormick)

Dates: June 29, 2014 Times: 8am - 1030pm

CO-SPONSORED Y  N

Admin	928-777-1552			<i>*only on day of event</i>
Site Plan	<u>5/20</u>	Business Auth <input checked="" type="radio"/> <u>5/23</u>	Electrical Plan _____	Banner Permit <input checked="" type="radio"/> <u>N/A</u>

Recreation Services	928-777-1552			
Bandshell	<input checked="" type="radio"/> <u>5/23</u>	Permit # <u>5367</u>	Camping <u>N/A</u>	Fees Paid _____

Public Safety				
Police Department	928-777-1940	Fire Department	928-777-1760	
Contract	_____	Fire Permit	<input checked="" type="radio"/> <u>5/23</u>	

Alcohol	928-777-1313	<i>*sent to Kim webb</i>		
Application	<u>5/14</u>	City CK # _____	State CK# _____	License Copy _____

Streets/ Traffic	928-777-1130	Put on Website: _____		
Traffic Control Plan	<u>5/20</u>	Parade Route <u>N/A</u>	Barricade Company <u>Trafficade</u>	

Solid Waste	928-777-1116	Sanitation Company: <u>Patriot</u>		
Portable Restroom Company	<u>Patriot</u>			

Yavapai County			
Health	928-771-3149	PDP 928-443-5220	Facilities 928-771-3216
Health Coordinator App	<input checked="" type="radio"/> <u>5/23</u>	PDP Contract <u>N/A</u>	County Streets Permit <u>N/A</u>

Tax & Licensing	928-777-1268			
Non-Profit				
Tax Exempt Form	<input checked="" type="radio"/> <u>5/23</u>	501c3 Letter <input checked="" type="radio"/> <u>5/23</u>	<del>For-profit License App</del> _____	<del>Eligibility</del> _____
			<del>Business Info</del> _____	<del>Peddler License</del> _____

Management	928-777-1211			
Certificate of Liability	<input checked="" type="radio"/> _____	Certificate Endorsement	<input checked="" type="radio"/> <u>Coming</u>	



# City of Prescott

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

FOR OFFICE USE ONLY
Received: <u>5-20-14</u>
Checked: _____
Scanned: <u>5-21-14</u>
Handled: _____

## 2014 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: Prescott Firefighter's Charities' "Spaghetti Western"

Event Organizer: Prescott Firefighter's Charities Organizer Contact Number: 9289259395

Event Date(s): June 29, 2013 Event Start/End Time: 1pm to 8pm

Description of Event: Non Profit 501C3 Fundraising for Needy Families By GM19 Families

Event Set-Up Date: June 29 Event Set-Up Time: 0800

Event Tear-Down Date: June 29 Event Tear-Down Time: 2230

\*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: 330 West Gurley Street

Are you the property owner?  Yes  No

Name of property owner where event is to be held: Rosa's Pizzeria

*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 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: 250 Peak Attendance: 1000

(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: \$ Donations accepted

**Section 2. City Facilities/City Utilities** Note: Events on City property require use of City refuse/recycling Services. Per City Code 2-13-23, no person or entity shall collect & 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 & maintaining a solid waste license from the City of Prescott. In addition to Yavapai County & AZ State ordinance R18-13-310 A.B.C. Garbage receptacles are mandatory and paid for by event organizer. For City services please call 928-777-1116

Yes  No, outside vendor:

If no, name of company Patriot Phone Number 928-775-9000

Quantity: \_\_\_\_\_ Size: \_\_\_\_\_ # of garbage pick-ups: \_\_\_\_\_

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

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): Unk at this time

\*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 [mail to: recreation@cityofprescott.net](mailto:recreation@cityofprescott.net). 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 website and require 75% approval from all businesses per street requested.

NOTE: 2<sup>nd</sup> year events will be evaluated on 1<sup>st</sup> year attendance before being allowed to close down streets around the Courthouse Square. Street closures are subject to approval by the City, 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: TRAFFICade · ATT Abel Phone: 602-431-0911  
See ATTACHED

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

Street Name	Closure Time	Re-Open Time
Example: Cortez St from Goodwin St to Gurley St	8:00 am	6:00 pm
Gurley St Closure Granite to McCormick Street	8:00 am	10:00 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-Ft Fire Lane

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

- Open Flame/ Cooking  Yes  No Explain: Grilling of Food
  - Tents/Canopies  Yes  No Quantity: 1 Size(s): 40X40
  - Portable Toilets  Yes  No Quantity: \_\_\_\_\_ Company: Patriot
- (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: 500 linear ft
  - Carnival/Amusements / Inflatables  Yes  No Quantity: \_\_\_\_\_
  - Fireworks/Pyrotechnics  Yes  No Quantity: \_\_\_\_\_

**Section 4. Food, Vendors and Entertainment**

Food and/or Drinks: If food or drinks of any kind will be served you must contact the Yavapai County Health Department ([www.co.yavapai.az.us](http://www.co.yavapai.az.us)) at (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 **\*\*Refuse/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 1

Items for Sale: Any vendors selling items will need proper documentation from the Tax and Licensing Office. For information on sales tax and proper documentation, please contact the City of Prescott Tax and Licensing Office at (928)777-1268 or click on <http://www.cityofprescott.net/services/finance/tax.php>.

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

Will there be amplified sound?  Yes  No (For noise ordinance please see City Code 5-4)

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

Will there be live entertainment?  Yes  No

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

**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

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? Id Check Point for all entering event

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](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. 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: Prescott Firefighter's Charities, 100 Club of Arizona, Local 3066

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 Flyers, paper, radio

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: Janeen Haney 928-713-0222

**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: Local 3066 Members - Tom Haney

Home Address: 220 West goodwin Street Suite 203

Business Address: 220 West goodwin Street Suite 203

Home Phone Number: 928-713-2101 Alternate Phone Number: 928713-0222

Type of Private Security Personnel/ Company Name: \_\_\_\_\_

I plan to use:

In-house staff or volunteers. Estimated number: 10

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. JP Vicente 928-925-9395

2. Ray Maione 602-571-1771

3. Tom Haney 928-713-2101

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

First Aide Station: Qty 2 Medical standby will be provided?  Yes

Please provide the following information:

Agency/Company name: Off Duty FF's Phone Number: 928-979-0372

Please describe any additional plans for security/public safety: Off duty FF's and Prescott Fire Department Stand E

**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 Developmental 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. 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 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. 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 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)777-1130.**

**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 Developmental 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: JP Vicente

Street address: 220 West Goodwin Street Suite 203

City: Prescott State: Arizona Zip: 86303

Primary Phone: 928-925-9395 Secondary Phone: 928-925-9396

Email: GM19Families@gmail.com

Name of Corporation/Organization (include D.B.A. name if applicable) Prescott Firefighter's Charities

State of Incorporation: Arizona Tax I.D. No. \_\_\_\_\_ Sales Tax No. \_\_\_\_\_

Business Street Address: 220 West Goodwin Street Suite 203

City: Prescott State: Arizona Zip: 86301

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 two (2) weeks 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 no later than 15 days prior to the event. Minimum limits are as follows:

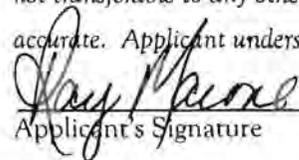
- \$1,000,000.00 per occurrence
- \$2,000,000.00 aggregate General Liability
- \$1,000,000.00 automobile liability (or non-owned automobile liability)
- \$1,000,000.00 liquor liability

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. 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

5-16-14  
Date

**Please sign and mail it to City of Prescott Parks and Recreation, 824 E. Gurley St, Prescott, AZ 86301. Emailed and faxed copies of this application will not be accepted.**

The logo for Trafficade, featuring the word "TRAFFICADE" in a bold, black, sans-serif font on a yellow rectangular background with a black border. The background is a red arrow pointing to the right.

ork Zone Services

P: 602.431.0911 F: 602.272.2827

2533 West Holly Street / Phoenix, Arizona / 85009

**Prescott Fire Fighters Charities  
Charity & Granite Mountain Hot Shot Event  
Event Dates: June 29<sup>th</sup> & 30<sup>th</sup>, 2014  
Date: 5-8--2014**

**TRAFFIC CONTROL LUMP SUM**

**GURLEY STREET FULL ROAD CLOSURE FROM GRANITE STEET TO  
MCCORMICK STREET.**

Provide a full road closure on Gurley Street restricting east and west bound traffic for the above mentioned distance. This closure will be set up at 8:00 am and will be picked up at 9:00 pm on June 29th. Provide temporary no parking signs on both sides of Gurley Street for above mentioned distance 24 hrs prior to the actual closure. Provide all necessary labor to set up and pick up the above mentioned closure.

**IRON SPRINGS RD WEST BOUND CLOSURE FROM HAINING STREE TO  
GAIL GARDNER WAY.**

Close west bound traffic on Iron Springs Rd for the above mentioned distance. All east bound thru lanes will remain open. This closure will be set up at 2:00 pm and will be picked up at 6:00 pm on June 30th. Provide all necessary labor to set up and pick up the above mentioned closure.

**LUMP SUM COST- \$2,600.00.**

**EXCLUSIONS:**

Variable Message Boards, Engineered Pedestrian Access Plan and Implementation, Open Trench Signs, No Parking Signs, Municipal Plan Review, Permit Fees, Shadow Truck, Project Specialty Signs, Custom Business Access Signs, Traffic Signals, Concrete or Water Filled Barrier Wall, Flagman and Police Officers.

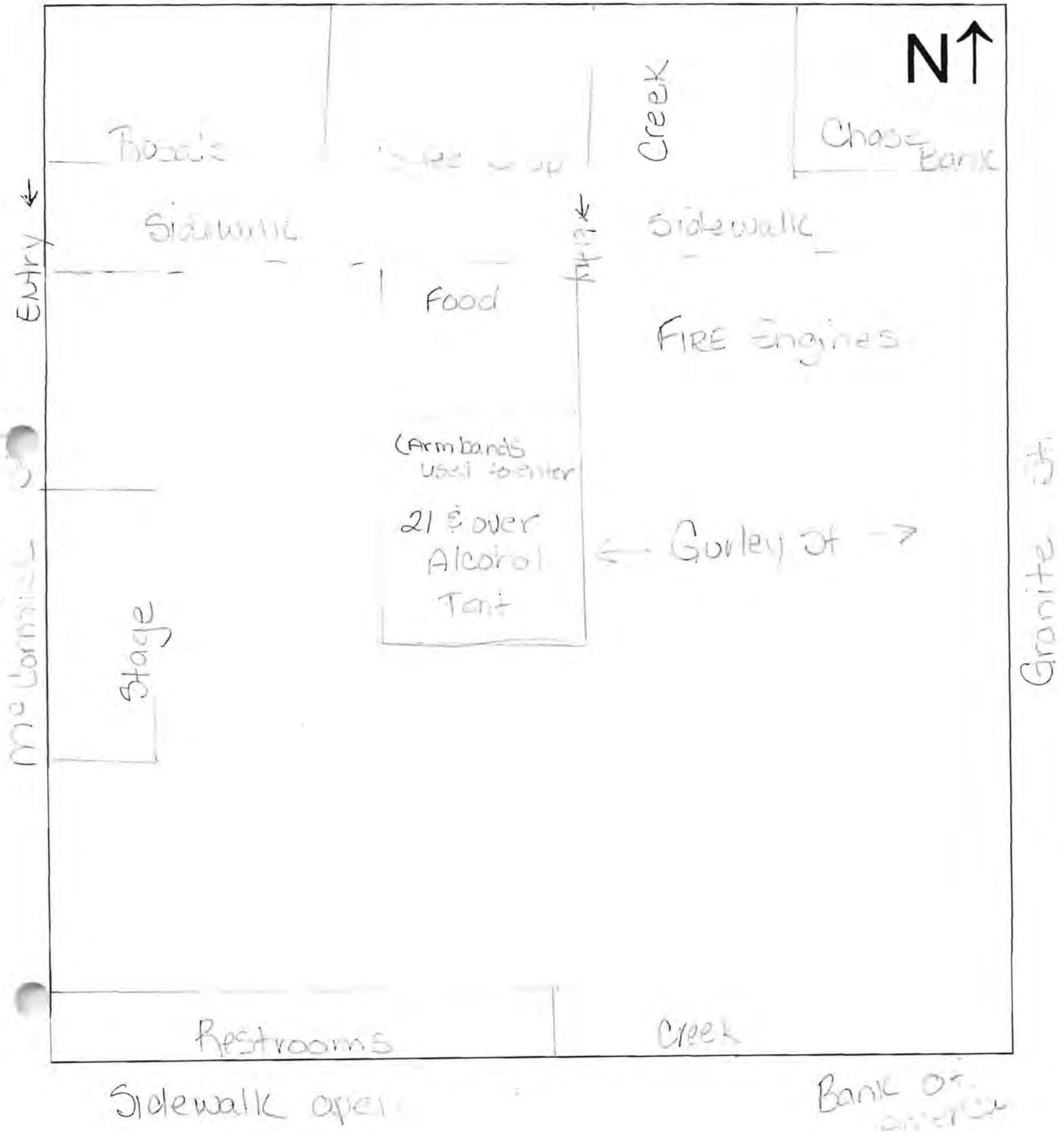
**TERMS / CONDITIONS:**

1. Any variation to the above Lump Sum set-ups could result in an adjusted price.
2. Additional labor outside of daily Lump Sum will be billed accordingly.
3. Job check and service will be provided on a regular basis at no charge.
4. Sales tax is not included and will be added to all billings. Tax rate subject to change if the prevailing rate changes.
5. 0% Retention.

Trafficade Estimator:  
Abel Duenez  
602-431-0911  
abel@trafficade.com

**SPECIAL EVENT LICENSED PREMISES DIAGRAM**  
(This diagram must be completed with this application)

Special Event Diagram: (Show dimensions, serving areas, and label type of enclosure and security positions)  
NOTE: Show nearest cross streets, highway, or road if location doesn't have an address.



EVENT NAME: Spaghetti Western

EVENT DATE(S): June 29<sup>th</sup> 2014

EVENT TIMES: 1:00 pm - 8:00 pm

STREET CLOSURE: Howley Street at Granite West bound & Howley St to McCormick St

EVENT ORGANIZER: Prescott Fire Fighters Charities

PHONE: 1-602-571-1771

ALCOHOL:  Y  N

**MUST BE SIGNED BY BUSINESS OWNER OR MANAGER ONLY**

**Business must be given a site plan**

NAME OF BUSINESS	CONTACTED (DATE)	SIGNATURE OF REPRESENTATIVE	POSITION	APPROVE? (YES/NO) If No, Reason	SITE MAP RCV'D Y/N
ROSA'S PIZZERIA	5/23/14		MANAGER	YES	YES
HOLD FAST TATTOO	5/23/14		MANAGER	YES	YES
Book Nook	5/23/14		Owner	Yes	Yes
Only so coffee	5/23/14		Manager	Yes	Yes
CHASEBANK NA	5/23/14		BRANCH MANAGER VICE PRESIDENT	YES	Yes
BANK OF AMERICA	05.23.2014		ASSISTANT Manager	YES!	Yes

Organizers must have business owner support when conducting special events in downtown Prescott. 75% approval is necessary for a permit to be issued. All businesses affected by any closure must be notified regardless of whether they approve of your event. The event organizer is responsible for informing Business owners of event approval.



## 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: SPAGHETTE WESTERN Event Date: JUNE 29<sup>TH</sup> 2014  
Event Location: 320 HURLEY ST  
Contact Name: RAY MATIONS Phone: (602) 571-1771  
Brief description of event: CITIZENSHIP FUND RAISER FOR GRANITE 19 FAMILIES

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: \_\_\_\_\_

MP 4.500f

Special Event Permit Application Rev. 12-10

**CITY OF PRESCOTT  
APPLICATION FOR A FEDERALLY EXEMPT ORGANIZATION  
ORGANIZED SHOW PERMIT**

Office Location: 201 S Cortez  
Mailing Address: P.O. Box 2077, Prescott, AZ 86302

Telephone: (928) 777-1268  
FAX: (928) 777-1255

1. Organization: PRESCOTT FF. CHARITIES

2. Contact Name: RAY MAIONE Telephone: (602) 571-1771

3. Permit to be picked up:  Or mailed

If permit is to be mailed, mailing address: \_\_\_\_\_

4. List dates and locations of shows for which permit is sought:

JUNE 29<sup>TH</sup>, ~~Boat~~ - 330 W. Gurley  
JUNE 30<sup>TH</sup> - Iron Springs Rd @ Pioneer Cemetery

5. Names and address of officers and directors:

RAY MAIONE STEWEN VINCENTE, JODIE DENIEKS  
TOM HANLEY, DOUG HARDWOOD, DAN HUTCHINSON

6. Has a copy of the IRS, State tax or other acceptable exempt certification been provided:

Yes  No  If no, your permit will not be issued

7. Applicant Name: PRESCOTT FF CHARITIES Date: 5/23/2014

**IT IS REQUIRED THAT THIS PERMIT BE CARRIED WITH YOU OR BE DISPLAYED  
AT THE SHOW**

*For City Use Only*

Approved:  Disapproved:

Chief of Police: \_\_\_\_\_ Date: \_\_\_\_\_

Approved:  Disapproved:

Tax & Licensing Division: \_\_\_\_\_ Date: \_\_\_\_\_

**COMMISSIONERS**  
KRISTIN K. MAYES - Chairman  
GARY PIERCE  
PAUL NEWMAN  
SANDRA D. KENNEDY  
BOB STUMP



ARIZONA CORPORATION COMMISSION

MICHAEL P. KEARNS  
Interim Executive Director  
  
LINDA FISHER  
Director, Corporations Division

April 27, 2009

JANEEN L RAINWATER  
8056 E VALLEY RD  
PRESCOTT VALLEY, AZ 86314

RE: PRESCOTT FIREFIGHTER'S CHARITIES INC.  
File Number: 15212931

We are pleased to notify you that the Articles of Incorporation for the above-referenced entity **HAVE BEEN APPROVED.**

You must publish the Articles of Incorporation in their entirety. The publication must be in a newspaper of general circulation in the county of the known place of business in Arizona for three consecutive publications. A list of acceptable newspapers in each county is enclosed and is also available on the Commission website. Publication must be completed **WITHIN 60 DAYS** after April 27, 2009, which is the date the document was approved for filing by the Commission. The corporation may be subject to administrative dissolution if it fails to publish. You do not need to file the Affidavit of Publication you will receive from the newspaper.

Corporations are required to file an Annual Report with the Commission. Your Annual Report is due on 04/22/2010, and on the anniversary of that date each subsequent year. You may receive a postcard reminding you to file, but even if you don't, it is your responsibility to file the corporation's Annual Report by the deadline each year. You can visit our website at [www.azcc.gov/divisions/corporations](http://www.azcc.gov/divisions/corporations) to electronically file your annual report. You can also complete the form online, print it out and mail it in, or you can call the Annual Reports section at 602-542-3285.

Corporations must notify the Commission immediately, in writing, if they change their corporate address, statutory agent, or statutory agent address. Address change orders must be signed by a duly authorized corporate officer. A forwarding order placed with the U.S. Postal Service is not sufficient to change your address with the Commission.

We strongly recommend you periodically monitor your corporation's record with the Commission, which can be viewed at [www.azcc.gov/Divisions/Corporations](http://www.azcc.gov/Divisions/Corporations). If you have questions or need further information please contact us at (602) 542-3026 in Phoenix, (520) 628-6560 in Tucson, or Toll Free (Arizona residents only) at 1-800-345-5819.

Sincerely,  
Deanna Horn  
Examiner, Corporations Division

CF:04  
REV. 01/2009

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: APR 26 2010

PRESCOTT FIREFIGHTERS CHARITIES INC  
C/O JANEEN RAINWATER  
8056 E VALLEY RD  
PRESCOTT VALLEY, AZ 86314

Employer Identification Number:  
26-2524291  
DLN:  
17053287380019  
Contact Person:  
RICHARD J KEMBLE ID# 31663  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
March 24, 2010  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

PRESCOTT FIREFIGHTERS CHARITIES INC

Sincerely,

A handwritten signature in cursive script that reads "Robert Choi".

Robert Choi  
Director, Exempt Organizations  
Rulings and Agreements

Enclosure: Publication 4221-PC



## YAVAPAI COUNTY COMMUNITY HEALTH SERVICES

### ENVIRONMENTAL HEALTH

Dear Special Event Organizer/Coordinator

To aid you in complying with state and county laws regarding food and beverages and general event sanitation you should read the following carefully to see what your responsibilities may be regarding your planned special event:

1. Regardless of whether food and/or beverages will be served you will need to complete a "Special Event Coordinator Information Sheet" (enclosed) and file it with Yavapai County Community Health Services at least six weeks prior to your scheduled event. There is no fee for this process. Any changes to your application will need to be filed not later than seven days prior to your event.
2. **All vendors of food and/or beverages of any kind** will need to complete the "Special Event Application" regardless of their non-profit status or whether food and/or beverage is being sold or given away. Special Event License Applications for vendors can be mailed or emailed to you or the vendor, or found on the Yavapai County web site. For most, there will be a fee. Non-profit organizations wishing to receive a fee reduction will need to come to the department and complete a "Fee Reduction Application". All applications must be completed and on file **at least** three weeks prior to the event. Failure to submit application in a timely manner may be grounds for disapproving an application.

Please be sure to transmit the above information (you may make copies of applications) to **ANY AND ALL FOOD/BEVERAGE VENDORS OF ANY KIND.**

For questions, **DON'T WAIT**, give us a call. We want your event to be successful and your role in making the process run smoothly is critical.

Sincerely,

Cecil F. Newell, R.S.  
Environmental Health Unit Manager

**YAVAPAI COUNTY COMMUNITY HEALTH SERVICES**  
**Environmental Health**

**SPECIAL EVENT COORDINATOR INFORMATION SHEET**

- A Special Event Information sheet (attached) is required from the event coordinator or food/beverage chairperson. All information is due to Yavapai County Community Health Services six (6) weeks prior to the event. Please include any information about foods provided by your organization for the vendors.
- **IMPORTANT NOTE: It is the responsibility of the Event Coordinator to ensure that all food and beverage vendors have applied for and received permission to operate at least 2 full working days prior to the event start date.**
- Please copy and distribute the Special Event Application Pack to **ALL** food and beverage vendors. Contact Environmental Health if you require a copy of the SE Vendor Application Pack for distribution. It is extremely important all vendors receive the S.E. Application Pack and return the completed "yellow" pages to our department well in advance of the event.
- All food and/or beverage concessions run by your organization are also required to have temporary food service licenses. Please submit a completed license application and the required license fee **per booth**, including the hospitality booth/tent.

**Note:** Only those vendors dispensing bottled water or canned soda (unopened, from an approved source) are exempt from obtaining a temporary food service license. All other vendors, **regardless of product**, are **required** to obtain a license and pay the required license fee per booth.

- A Yavapai County special event license is effective for 14 consecutive days only and for one location only, and for one celebration or special event.

**Send information to:**

- 1090 Commerce Drive, Prescott, AZ 86305 ..... (928) 771-3149 FAX (928) 771-3369
- 3212 N. Windsong, Prescott Valley, AZ 86314 ..... (928) 583-1015 FAX (928) 771-3379
- 10 S. Sixth Street, Cottonwood, AZ 86326 ..... (928) 639-8138 FAX (928) 639-8140

**Special Event Information-Yavapai County Community Health Services**

**To be Supplied by Event Coordinator**

Please complete and return this form at least forty-five (45) days before the start of the event.

Please submit vendor lists and event maps no later than five (5) week days before the start of the event.

Please return this sheet to:

- 1090 Commerce Dr., Prescott, AZ 86305 (928) 771-3149 ..... FAX (928) 771-3369
- 3212 N. Windsong, Prescott Valley, AZ 86314 (928) 583-1015 ..... FAX (928) 771-3379
- 10 S. Sixth Street, Cottonwood, AZ 86326 (928) 639-8138 ..... FAX (928) 639-8140

**General Event Information**

Name of Event SPAGHETTI WESTERN Sponsoring Organization PRESCOTT FIRE CHARITIES  
 Date(s) JUNE 29<sup>TH</sup> to JUNE 29<sup>TH</sup> Time(s) 1 PM to 8 PM  
 Location 330 W GURLEY ST  
 Facility Name Address - Physical Location

Brief Description of Event Site Conditions: (i.e. dirt, grass, pavement)

CHARITY EVENT FOR GRANITE 19 FAMILIES

Estimated event attendance \_\_\_\_\_

**Additional Event Information**

Anticipated number of food and beverage booths/concessions \_\_\_\_\_

Date and time of event set up 6/29/2014

Restroom facilities for patrons  Public restrooms  Chemical toilets Quantity to be supplied \_\_\_\_\_

Will an approved water source be available for food vendors?  Yes  No

What method of wastewater disposal will be provided for food vendors? \_\_\_\_\_

Will electricity be provided to food vendors?  Yes  No

Will back-up refrigerated storage be provided to food vendors?  Yes  No

How \_\_\_\_\_

**Contact Information**

Event Coordinator - Food & Beverage Chairman OR responsible individual

Name ROSA'S Address 330 W GURLEY ST Phone \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Scheduled food and beverage concession meetings \_\_\_\_\_

**Supplemental Information**

Are dumpsters provided? YES Where? \_\_\_\_\_

List of food and beverage vendors  Enclosed  Will mail/fax by \_\_\_\_\_

Map-Location of Temporary Food Vendors:  Enclosed  Will mail/fax by \_\_\_\_\_

Application prepared by RAY MATONE

**2014**

**CITY OF PRESCOTT  
Bandwagon Rental Agreement**



**Date of Requested Use:** 6/29/14  
**Set-Up Time:** 8am

**Tear-Down Time:** 10pm

**RATES AND FEES (X those that apply)**

<b>Band Shell:</b>	<u>Private/Commercial</u>	<u>Nonprofit/Service Groups</u>	
<input checked="" type="checkbox"/> DAILY	\$275	<u>\$200</u>	
<input type="checkbox"/> FOR TWO DAYS	\$425	\$325	200
<input type="checkbox"/> ADDITIONAL DAY	\$75	\$75	100
			400
			<hr/>
			700
			1/2
			<hr/>
			\$350
			per Joe

Refundable Damage and Security Deposit: \$500

**Other Options:**

- Extended Stage Platform: Add \$100.00 per day
- Theatre Lighting Package: Add \$100.00 per day

**Set Up Charges: includes set-up and take down only. This does not include city staff remaining with the bandwagon for the duration of the event. If city staff is required to stay the duration, a request with explanation must be submitted to the Recreation Services Director and an additional fee of \$36 per hour will be assessed.**

- Basic set-up (2 employee minimum, during regular business hours, M-F, 8am-5pm) - \$300
- Basic set-up (2 employee minimum, outside regular business hours) - \$400
- Extended stage set-up (3 additional employees minimum, regular business hours)-\$500
- Extended stage set-up (3 additional employees minimum, outside business hours)-\$700

Rental amount will be billed after event. Payment of any outstanding balance (after crediting any remaining damage and security deposit) is to be made within 30 days of billing. Refunds of any unused damage and security deposit will be made by the City within 30 days of billing.

Renter must provide a Certificate of Insurance showing the City of Prescott as the Certificate Holder and the additional insured. 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. The person/organization listed on the certificate must be the applicant. Minimum limits are as follows:

Public Liability: \$1,000,000.00 per occurrence

Property Damage: \$2,000,000.00 aggregate  
\$100,000.00

**Damage and Security Deposit must be due upon request of the reservation. Failure to comply will result in cancellation of reservation.**

Cancellation must be received by Recreation Services Office at least one week prior to event for renter to receive full refund of damage, failure to notify the Recreation Services Office one week prior to cancellation will result in forfeiture of damage deposit.

**Please call 777-1552 for Bandshell availability or to request a formal application.**

Recreation Services Staff will meet with the renter prior to event to approve set up location unless said event is a repeated event. At this time, Recreation Services Staff will advise the renter of any additional equipment that may be required.

In the event of scheduling conflicts, City of Prescott events have priority over any and all other events. Renter assumes responsibility and insurance coverage for the Bandshell at moment of drop-off until pick-up has been made by Recreation Services Staff. **If the event is scheduled to run past 11:00pm, said renter is required to provide overnight security for the bandwagon up to the time City of Prescott retrieves the bandwagon.** Renter is responsible for any and all damage which occurs to the Bandwagon during the period of rental. NO DUCT TAPE, masking tape, nails, screws, staples, paint, or any other damaging material may be attached to the interior or exterior surface of the stage. Such damage will be assessed a fee and will result in forfeiture of the damage and security deposit equal to the damage. Hooks are provided for hanging banners. The City of Prescott logos on the interior of the open stage must be exposed at all times. Chairs, tables, music stands and other furnishings are not included in rental costs. The City is not responsible for items or equipment left on the Bandshell. Pre- and post-event inspections of the Bandshell will take place with both Recreation Services Staff and renter present.

**Renters must provide their own pre-approved power supply.** Power supply must be protected by a 50-amp breaker or fuse. City of Prescott will provide **one** 60-ft. cord to be plugged into no greater than 50-amp receptacle protected by breakers or fuses. Tampering with the Bandshell and/or equipment will result in forfeiture of \$500 of the damage and security deposit. City Staff will approve final equipment/power set-up.

The Bandwagon shall not be used in winds exceeding 30 mph, or in severe weather warnings or storms. If bad weather cancels event, renter may receive pro-rated refund of rental fee; however, renter still must pay any staff costs. Refund schedule of charges is as follows:

Weather prevents site delivery, event canceled	100% refund
Site delivery accomplished, weather prevents set-up	100% refund
Set-up completed, weather cancels event	75% refund

In the case of a rental of more than one day, pro-rated schedule of refunds will consider length of time in use vs. length of time of rental period.

Recreation Services Staff reserves the right to cancel the stage rental for unforeseen circumstances. Refund schedule of charges as above will apply.

**Bandwagon rentals are limited to the Tri-City areas.**

Renter agrees not to keep or have on the Bandwagon any article or item of a dangerous,, inflammable or explosive character that might unreasonably increase the danger of fire, or that might be considered hazardous or extra hazardous by any responsible insurance company.

The City shall not be liable for any personal injury to Renter or his agents, or to any other occupant or invitee of any part of the Bandwagon, or for any damage to any property of the Renter or of any other occupant or invitee of the Bandwagon, irrespective of how such injury or damage may be caused, whether from action of the elements or acts of negligence of the Renter or the City.

Renter hereby agrees to indemnify and hold harmless the City, its departments and divisions, its employees and agents, from any and all claims, liabilities, expenses or lawsuits as a result of the Renter's use of the Bandwagon, whether said claims, liabilities, expenses or lawsuits arise by the acts or omissions of the Renter or his/her agents, or whether by the acts or omissions of third persons. The Renter further releases and discharges the City, its departments and divisions, its agents and employees, and any and all persons legally responsible for the acts or omissions of the City, from any and all claims which the Renter has or may have against the City, its agents or employees, arising out of or in any way connected with the Renter's use of the Bandwagon.

Renter further agrees that it will neither hold itself out nor claim to be an officer or employee of the City by reason of this agreement. This agreement is not transferable to any other party.

I UNDERSTAND AND AGREE TO ABIDE BY THE PROVISIONS OF THIS AGREEMENT.

THIS AGREEMENT entered into this the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

Signature R. Maione (602) 571-1771  
Daytime Phone

Name (Printed) \_\_\_\_\_

Name of Organization (if applicable) \_\_\_\_\_

Street Address \_\_\_\_\_ Mailing Address (if different) \_\_\_\_\_

City/State/Zip \_\_\_\_\_

For the City or Prescott Parks, Recreation & Library Department \_\_\_\_\_ Date \_\_\_\_\_