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City of Prescott

Recreation Services: Special Events

824 E. Gurley St ♦ Prescott, AZ 86301

(928)777-1552

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: _____

Event Organizer:_____ Organizer Contact Number:_____

Event Date(s):_____ Event Start/End Time:_____ to _____

Description of Event:_____

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

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

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

Event Location/ Street Address: _____

Are you the property owner? ☐ Yes ☐ No

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

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

***Events held on/around Courthouse Square: If your event is proposed on/around the Courthouse Square, please contact the Prescott Downtown Partnership at (928)443-5220 or 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: _____ Peak Attendance: _____

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

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

If yes, where and when?_____

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

Section 2. City Facilities/City Utilities

Note: Events on City property require use of City 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 _____ Phone Number _____

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): _____

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

Barricade/Traffic Control Company Info:_____ **Phone:**_____

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

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

For questions regarding special event street closures, please contact the City of Prescott Traffic Engineering at (928)777-1130. All street closures must maintain a 20-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**, 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: _____

Tents/Canopies ☐ Yes ☐ No Quantity: _____ Size(s): _____

Portable Toilets ☐ Yes ☐ No Quantity:_____ Company:_____

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

Temporary Fencing ☐ Yes ☐ No Quantity:_____

Carnival/Amusements / Inflatables ☐ Yes ☐ No Quantity:_____

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) 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 are mandatory and paid by the event organizer**

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

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: _____

Will there be live entertainment? ☐ Yes ☐ No
If yes, please provide group(s)/individual(s) name: _____

Section 5. Alcohol Information

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

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

Will alcohol be sold at your event? ☐ Yes ☐ No

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

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

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

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

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

Has applicant/organization had a liquor license or event permit denied, revoked or suspended? ☐ Yes ☐ No
If yes, please explain: _____

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

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

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

Temporary extension of premises/ Special Event Liquor License: A permit is required by the Arizona Department of Liquor Licenses & Control (www.azliquor.gov) in order to temporarily expand or enlarge the area which is covered by your current liquor license. This permit will need to be reviewed by the 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: _____

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

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

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

Contact name and phone number for public information: _____

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

Security

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

Home Address: _____

Business Address: _____

Home Phone Number: _____ Alternate Phone Number: _____

Type of Private Security Personnel/ Company Name: _____

I plan to use:

- ☐ In-house staff or volunteers. Estimated number: _____
- ☐ Hired security personnel. Estimated number: _____
  - Company Name: _____ Contact Person _____
  - Phone Number: _____
- ☐ Prescott Police Department off-duty officers. Estimated number: _____

***Off-duty Prescott police officers will be assigned based on occupancy of the event and what the security requirements are determined to be. Payment for off- duty officers is due at the conclusion of the event. If an invoice is needed to secure payment, one will be provided to you. This type of arrangement needs to be known prior to your event. You will be required to submit payment within seven days of receipt of Invoice. Payment should reflect the hours your event is**

under operation. In the event officers are needed to hold over or if your event runs over the allotted time, the event applicant is responsible for any additional payment.

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

1. _____

2. _____

3. _____

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

First Aide Station: Qty_____ Medical standby will be provided? ☐ Yes

Please provide the following information:

Agency/Company name: _____ Phone Number:_____

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

_____

Section 8. Parades, Motorcades, Running/Walking/Cycling/Skating Events

Note: If your parade/ race route enters the jurisdiction of Yavapai County, a special events permit will be required through the Yavapai County 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 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 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: _____

Street address: _____

City: _____ State: _____ Zip: _____

Primary Phone: _____ Secondary Phone: _____

Email: _____

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

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

Business Street Address: _____

City: _____ State: _____ Zip: _____

Mailing Address (if different from above): _____

City: _____ State: _____ Zip: _____

Section 11. Insurance

For events occurring on City-owned property, the applicant must provide a Certificate of Insurance for commercial general liability, auto liability, and liquor liability (if applicable) naming the City of Prescott as

certificate holder and additional insured. The certificate must indicate the dates, times, and location of the event. The City also requires an "Additional Insured Endorsement" along with the Certificate of Insurance. Both the Certificate of Insurance and the Additional Insured Endorsement must be provided at least 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 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.

PORTABLE TOILET SCHEDULE

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

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

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

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

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

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

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

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

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

40,000	66	109	158	207	256	305	354	403	452	501
45,000	72	123	178	233	288	343	398	453	508	563
50,000	80	137	198	259	320	381	442	503	564	626
55,000	86	150	217	285	352	419	486	554	621	688
60,000	93	164	237	311	384	457	531	604	677	751
65,000	100	177	257	336	416	495	575	654	734	813
70,000	106	191	277	362	448	533	619	704	790	876
75,000	113	205	296	388	480	571	663	755	846	938
80,000	121	218	316	414	512	609	707	805	903	1001
85,000	128	232	336	440	544	647	751	855	959	1063
90,000	136	246	356	466	576	686	796	906	1016	1126
95,000	143	259	375	491	607	724	840	956	1072	1188
100,000	151	273	395	517	639	762	884	1006	1128	1251

Prescott Fire Department
Special Event/Display Permit Application

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

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

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

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

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

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

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