



City of Prescott

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

FOR OFFICE USE ONLY
Received:
CK#:
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Emailed:

2015 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: Yavapai Fair
Event Organizer: Yavapai Fair Foundation Organizer Contact Number: 928-626-3348
Event Date(s): Oct 1-4 Event Times: 7-11
Description of Event: County fair
Event Set-Up Date: 9/25-9/30 Event Set-Up Time: 7-8
Event Tear-Down Date: 10/5-10/7 Event Tear-Down Time: 7-8

\*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: Prescott Frontier Days Rodco Grounds
Are you the property owner? [ ] Yes [X] No
Name of property owner where event is to be held: Prescott

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: 12,000 Peak Attendance: 12,000

(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? Yavapai Downs, Prescott Valley Event Center

Will there be an admission charge?  Yes  No Amount: \$ \$5 + \$3

**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

Will you be using City Sanitation Services?  Yes  No

If no, name of company to be determined Phone Number \_\_\_\_\_

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

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

If yes, please describe: water from prescott Frontier Rodeo Grounds for booths & exhibits

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): to be determined

\*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 ? to be determined

(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: to be determined Phone: \_\_\_\_\_

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
<u>Rodeo Drive</u>		

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?** \*Event structures (EZ-Ups, tents, fencing, etc) must be at least ten (10) feet away from traffic control barricades.

Open Flame/ Cooking  Yes  No Explain: Food vendors  
 Tents/Canopies  Yes  No Quantity: 2-3 Size(s): 60x90 - 180x90  
 Portable Toilets  Yes  No Quantity: TBA Company: TBA

(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: 2000-3000  
 Carnival/Amusements / Inflatable's  Yes  No Quantity: 20 (COI required from Provider)  
 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 30+/-

**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  No

Will there be amplified sound? (For noise ordinance please see City Code 5-4)  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: to be 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? Driver's license

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: to be determined.

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 Banners, Radio, News paper

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: Levi Darby 928 636-3348

**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: Levi Darby

Home Address: P.O. Box 916 Paulden, Az. 86334

Business Address: P.O. Box 1271 Chino Valley, Az. 86323

Home Phone Number: 928 636-3348 Alternate Phone Number: 928-415-0538

Type of Private Security Personnel/ Company Name: to be determined

I plan to use:

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

\*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. Levi Dauby 928-636-3348

2. Rosalie Dauby 928-379-0175

3. Ideen Pharis 928-636-9603

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

First Aide Station: Qty 1 Medical standby will be provided?  Yes

Please provide the following information:

Agency/Company name: To be determined 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 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. **\*Event structures (EZ-Ups, tents, fencing, etc) must be at least ten (10) feet away from traffic control barricades.** 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. **\*Event structures (EZ-Ups, tents, fencing, etc) must be at least ten (10) feet away from traffic control barricades.** 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: Lexi Darby

Street address: P.O. Box 216

City: Pavlden State: AZ. Zip: 86334

Primary Phone: 908 636 3348 Secondary Phone: \_\_\_\_\_

Email: yavapaifair@gmail.com

Name of Corporation/Organization (include D.B.A. name if applicable) Yavapai Fair Foundation

State of Incorporation: Arizona Tax I.D. No. 35-2417923 Sales Tax No. \_\_\_\_\_

Business Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address (if different from above): P.O. Box 1271

City: Chino Valley State: AZ. Zip: 86323

**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 thirty (30) days 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. 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

The following applies to Amusement Rides:

- The State of Arizona through statute - ARS 44-1799.61 - 1799.64 requires an amusement ride operator have \$2 million CSL liability limits (or split limits of \$1mil BI & \$500,000 PD).
- This statute requires the operator to provide documentation of insurance, inspection and permit to each sponsor, lessor or property owner of the property were the amusement ride is operated

**The Applicant's insurance coverage shall be primary insurance and non-contributory with respect to all other available sources. Policy shall contain a waiver of subrogation against the City of Prescott for losses arising from participation in the Special Event contained in this Application.**

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. Indemnification**

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, participants 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, up to and including death, or to injury to or destruction of property.

**Section 13. Certification**

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.

Kevin Dady  
Applicant's Signature

3-28-15  
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.**

City of Prescott Fire Department Special Event Application (Required for ALL Events)



## 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: Navajo Fair Event Date: Oct 1-4, 2015  
Event Location: Prescott Frontier Rodeo Grounds  
Contact Name: Levi Darby Phone: 928-636-3348  
Brief description of event: Exhibits, Fair, Animals, Shows

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

- Use of heating or cooking equipment
- Tent or canopy, indicate size to be Determined
- 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: Yavapai Fair Foundation  
2. Contact Name: Levi Darby Telephone: 928-636-3348

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:  
Oct 1-4, 2015 Prescott Frontier Day's Rodeo Grounds

5. Names and address of officers and directors:  
Levi Darby - 928-636-3348, Jocelyn Fults - 928-445-0538,  
P.O. Box 216 P.O. Box 1271  
Pawden, Az. 86334 Chino Valley, Az. 86323

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: Levi Darby Date: \_\_\_\_\_

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

**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 Yavapai Fair Sponsoring Organization Yavapai Fair Foundation  
 Date(s) Oct 1 to Oct 4 Time(s) Thurs-1200 Fri to Sat 9:00am to Fair 9:00 / Carnival 10:00pm  
 Location Prescott Frontier Rodeo Grounds  
 Facility Name Address - Physical Location

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

Dirt, pavement, Barns, Grandstand, Arena, Grass

Estimated event attendance 10,000

**Additional Event Information**

Anticipated number of food and beverage booths/concessions 20

Date and time of event set up Sept 28-31st

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? City sewer

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 Levi Darby Address P.O. Box 216 Paulden, Az 86334 Phone 928-636-3318

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

Scheduled food and beverage concession meetings ?

**Supplemental Information**

Are dumpsters provided? yes Where? to Be Determined

List of food and beverage vendors  Enclosed  Will mail/fax by Sept. 1st 2015

Map-Location of Temporary Food Vendors:  Enclosed  Will mail/fax by Sept. 1st 2015

Application prepared by Jocelyn Fults



## County Fair 2015

October 1-4, 2015  
Prescott Frontier Days  
Rodeo Grounds

### Entrance / Ticket Booths

- 5 Entrance Areas
  - From Parking on West End into Animal Tents
  - From Parking on East End into Carnival
  - From Rodeo Drive on West End onto Rodeo Drive behind Grandstands
  - From Rodeo Drive on East End onto Rodeo Drive at Barn "A"
  - From 4H/FFA EXPO



## Parking

- Parking Attendants – Use Parking attendants to insure safety
- Parking No Charge
- Handicap
  - Off of Rodeo Drive on the East End
- VIP
  - Off of Rodeo Drive on the West End
- General
  - Dirt Parking off Fair Street (Approx. 3000 Cars)
- 4H/FFA
  - In the 4H/FFA Common Area
- Cowboy Parking
  - In the Cowboy Country Parking Area
- Overflow
  - Prescott High School with Shuttle Service



## Security / First Aid

- Security
  - Off Duty Contracted Prescott Police
  - T-Shirt Security Staff
- First Aid
  - Contracted First Aid Service



## Walking Paths

- All walking Paths from Animals and around arena will be fenced to insure safety of the fair attendees.
- All paths will be lighted as much as possible.

## Electrical / Water

- Carnival
  - Generator Provided by Carnival for all Attractions
  - Water Provided by PFD
- 4H/FFA
  - Generator Provided by 4H/FFA for the Tent Area and Common Area (Except Cowboy Bathrooms)
  - Water Provided by PFD
- Exhibits / Booths
  - This will be from the electrical of the facility - PFD
  - Water by PFD

## Carnival

- Located in the <sup>East</sup> West end of the arena open area
- 15-20 Attractions
- 4 Food Vendors
- Ticket Boxes
- Porta-Potties
- Hand washing Stations
- Carnival (Midway Industries)
  - Carries 3 Million Liability
- 15 Campers (Employees of the Carnival)



## Arena

- Rough Stock
  - Ranch Rodeo
  - Mutton Busting
  - Calf Riding
  - Keg Race
- Roping
  - Team Roping
- Barrels
  - 5D Barrel Race
- Team Sorting
  - CATPA to Exhibit Team Sorting
- Animal Exhibitions
  - Sheep Dog Herding



*Activity Room*  
**Mackin Building / Freeman Building**

- Exhibits – Home Making Arts, Art, Photography, Gems, Horticulture, Floriculture



**Barn "A"**

- Small Stock
  - Poultry
  - Cavy
  - Rabbits
- Both Open & 4H/FFA
- Animals in Cages w/Bedding on Floor



## Stage

- Original Concrete Stage
- Bands
- Choirs
- Music
- Performers



Barn B - nonprofit / commercial vendors

## 4H / FFA EXPO

- 2 Tents Behind Warm-Up Arena
- Housing -Cattle, Swine, Sheep, & Goats
- Animal Educational Exhibits as Well
- Common area behind (Not Open to Public)
  - Campsites
  - Bathrooms
  - Concessions
  - Parking



## Open Cattle

- Various Ranchers in Yavapai County Exhibit
- Pen of 3
- Cow Calf Pair
- Animals Don't Leave the Pens
- Located on the outside of the 4H/FFA Tents



## Yavapai Fair 2015

"Everybody's Fair..."



