



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

FOR OFFICE USE ONLY
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CK#: _____
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## 2021 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. Applications must be received no later than 60 days prior to Event Start Date**

**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 or email to: [michelle.stacy-schroeder@prescott-az.gov](mailto:michelle.stacy-schroeder@prescott-az.gov) with any questions regarding this application.

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

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

Event Organizer: \_\_\_\_\_ Organizer Contact Number: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Actual Event Times: \_\_\_\_\_ 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 the Courthouse Square, please contact the Prescott Downtown Partnership at (928)443-5220 or email to: [info@prescottdowntown.com](mailto:info@prescottdowntown.com) prior to submitting your application. **\*\*For-Profit events will not be allowed on the Courthouse Square\*\*** per Yavapai County policy.

**\*Prescott Regional Airport:** Events proposed at the Prescott Regional 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 trash/recycling

Services. Per City Code 2-13-23, no person or entity shall collect and 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 and maintaining a solid waste license from the City of Prescott.

Trash and recycling receptacles are mandatory and paid for by event organizer. For City services please call 928-777-1116

Will you be using City Sanitation Services? (Fees Will Apply)  Yes  No

If no, name of company \_\_\_\_\_ Phone Number \_\_\_\_\_

Quantity: \_\_\_\_\_ Type: \_\_\_\_\_ Size: \_\_\_\_\_ Frequency of collection: \_\_\_\_\_

\*Events at Prescott Mile High Middle School using City Sanitation must have dumpsters, cans, etc. picked up on Sunday

Will City water connections be needed? Subject to fees  Yes  No **\*Use of fire hydrants require an application and fees will apply.**

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 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 [email to: recreation@prescott-az.gov](mailto:recreation@prescott-az.gov). 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 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 Portable Stage requested (fees will apply)?  Yes  No

(Note: Portable Stage contract must be completed, signed and turned in with the application along with a \$500 refundable deposit.) Sound Equipment and Generators are not included.

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

Street and parking closures will be listed on City's 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 Traffic Engineer, 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	Actual Closure Time 8:00 am	Actual 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-Foot Fire Lane. The event organizer will be responsible for keeping any required fire lanes clear from blockage during a permitted Special Event street closure. Failure to properly abide by the fire lane requirements will result in citations being issued for any such violations. Fire lanes impeded by structures, fixed or temporary objects will result in the Special Event permit holder being issued a citation pursuant to Prescott City Code 6-1-1, IFC 503.4. Fire lanes impeded by motor vehicles or trailers will result in the registered owners receiving a citation pursuant to Prescott City Code 9-1-12(F). Whatever object that is impeding the fire lane that is not immediately moved after citations, may be removed, towed and impounded at the owners expense, pursuant to law. A citation will be issued for each fire lane violation that takes place during a permitted Special Event.

**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 included with this application, or contact the Office of Fire Prevention at (928)777-1760. Inflatables must be rented by a licensed vendor and 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. **Inflatable vendors must provide a Certificate of Insurance.**

- Open Flame/ Cooking  Yes  No Explain: \_\_\_\_\_
- Tents/Canopies/EZ Ups (400 > Ft)  Yes  No Quantity: \_\_\_\_\_ Size(s): \_\_\_\_\_
- Temporary Fencing  Yes  No Quantity: \_\_\_\_\_
- Carnival/Amusements / Inflatables  Yes  No Quantity: \_\_\_\_\_ (COI required from Provider)

Please provide vendor name: \_\_\_\_\_

- Fireworks/Pyrotechnics  Yes  No Quantity: \_\_\_\_\_
- 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.)

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

**Food and/or Drinks:** If food and/or drinks of any kind will be served you must contact the Yavapai County Health Department at <http://www.co.yavapai.az.us> or call (928)771-3149, and the following forms will need to be submitted:

- ❖ Event Coordinators: Coordinator Packet
- ❖ Food Vendors: Vendor Packet

The County Health Department requires food vendors to submit permit applications 21 days prior to event date to avoid any late fees incurring. Coordinators should provide food vendor lists to the Health Department 3-6 weeks prior to date of event. Health Department Payments WILL NOT be accepted at the event, nor will licenses be issued on-site. Vendors will be required to leave the event if payment/license has not been received/issued prior to the event.

**\*\*Trash/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 \_\_\_\_\_

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

**Transaction Privilege (Sales) Tax:**

All vendors, merchants, sponsors/promoters, and the Applicant/Event Organizer must comply with the City Tax Code. Non-profit sponsored events no longer have separate guidelines. Businesses or individuals conducting taxable activities will be required to obtain a transaction privilege tax license through the Arizona Department of Revenue (ADOR). The license can be applied for and taxes reported online at [www.aztaxes.gov](http://www.aztaxes.gov).

**The Applicant/Event Organizer must furnish a list of all vendors participating in the event.** Please include each vendor's transaction privilege tax number (if applicable) no later than 10 days prior to the start of the event. The Tax and Licensing Division can be reached at (928)777-1268 or visit <http://www.prescott-az.gov/business-development/licenses-and-sales-tax/business-licenses/> for more information.

Applicant/Event Organizer's ADOR Transaction Privilege Tax Number: \_\_\_\_\_

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: \_\_\_\_\_

**Section 5. Alcohol Information** Note: Please attach a copy of your Liquor License 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. **Must be received no later than 90 days prior to your event and filled out in black ink.**

**Actual Alcohol Sales Time(s)** Start: \_\_\_\_\_ Last Call: \_\_\_\_\_

- 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](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 Prescott City Clerk, approved by Prescott City Council, 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 90 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 not be located on public right-of-way. The proposed locations for signs/banners must be shown on a plan or clearly described in a narrative. City staff will review the proposed locations of signs/banners to ensure that public safety is not compromised by the placement. The combined total of signs/banners 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

Point of Contact for public information inquiries: \_\_\_\_\_  
Name Phone

**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/emergency reunification: \_\_\_\_\_

**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 Development 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. \*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	Trash/Recycling 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. All No Parking Barricades must be in place no later than 4:00PM the day before your expected closure. Prescott Regional Communication Center (PRCC) shall be contacted at (928)445-3131 to confirm that barricades are set. Applicants failing to contact PRCC or setting barricades later than listed could be held liable for tow bills. 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)777-1692.**

**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 Development Services Office at (928)771-3216 and requires a certificate of insurance naming Yavapai County as the additional insured.**

**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 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

**(SEE ATTCHED SAMPLE...Pgs 13 & 14)**

**\*Events Held at Prescott Mile High Middle School must provide a Certificate of Insurance and Additional endorsement to PUSD 300 E. Gurley St, Prescott, AZ 86303.**

**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 following applies to Inflatable's:**

- Documentation of insurance is required from the inflatable vendor showing \$1million/\$2million liability limits with an excess policy of \$2million.



- The special event applicant is responsible for ensuring the vendor of the inflatable's has sufficient training in the installation and operation of the device(s), and will comply with all manufacturers' directives, including but not limited to, proper staking and ensuring adult supervision when children are utilizing the inflatable's.

**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.*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

*Please sign and mail this and all subsequent applications to City of Prescott, Attn: Recreation Services-Special Events at 824 E. Gurley St, Prescott, AZ 86301. Emailed and faxed copies of **this** application will not be accepted.*

# CITY OF PRESCOTT SPECIAL EVENT COVID MITIGATION FORM

Please complete and submit this form with your special event application

EVENT ORGANIZER NAME \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ EMAIL \_\_\_\_\_

EVENT NAME \_\_\_\_\_ EVENT DATE \_\_\_\_\_

EVENT ADDRESS \_\_\_\_\_

The minimum mitigation measures required to host your public event of more than 50 guests within the City of Prescott are listed below. Please review and check each box to indicate you agree to implement and enforce the following guidelines:

- Advise individuals to stay home if they are showing COVID-19 symptoms or have come into close contact with a person with COVID-19 symptoms in the past 14 days
- Provide sufficient hand sanitizer in visible areas for attendees
- Require use of masks for staff and vendors
- Highly recommend masks for attendees
- Maintain a physical distance of at least 6 ft. Should this proximity be impossible, then masks should be worn
- Post signage in highly visible locations that promote social distancing and masks
- Limit attendance or seating capacity to allow for social distancing if necessary
- Provide physical markings (i.e. tape, barriers, cones) to ensure individuals remain at least 6 ft. apart in lines

Describe additional mitigation measures in place at your event

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## CHECKLIST

Complete the Arizona Department of Health (ADHS) Mitigation Measures form online [here](#)

NOTE: Save PDF of receipt to email City of Prescott.

Email a copy of this completed form to Yavapai County Health Services at [carol.lewis@yavapai.us](mailto:carol.lewis@yavapai.us)

Email a copy of this completed form AND PDF of ADHS confirmation receipt to the City of Prescott with your Special Event Application to [michelle.stacy-schroeder@prescott-az.gov](mailto:michelle.stacy-schroeder@prescott-az.gov)

By completing and signing this form, you are stating you agree and will adhere to the above listed terms.

\_\_\_\_\_  
EVENT ORGANIZER SIGNATURE DATE



Prescott Fire Department – Fire Prevention  
1700 Iron Springs Road  
Prescott, AZ 86305  
Tele (928) 777-1760 Fax (928) 776-1890

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## Summary of Requirements for Mobile Food Units (MFU)

The following sections of the International Fire Code (IFC) and National Fire Protection Association Standards (NFPA) are applicable to mobile food units. Prescott Fire Department inspects MFU's similar to inspections conducted in commercial cooking facilities.

### General Requirements

1. Portable fire extinguishers (2A:10BC or greater) must be installed in kitchen cooking areas. (2017 NFPA 96:10.9.3) (2018 IFC 906.3)
2. Cooking appliances that produce grease-laden vapors must be protected by a listed Class-K fire extinguisher. (2017 NFPA 96:10.9.2) (2018 IFC 906.4)
3. In LP gas systems, a flexible connector must be installed between the regulator outlet and the fixed piping system (2017 NFPA 58:6.26.5.1[B])
4. LP gas containers installed on the vehicle must be securely mounted and restrained to prevent movement. (2018 IFC 319.8.2)
5. LP gas system piping, including valves and fittings, must be adequately protected to prevent tampering, impact damage and damage from vibration. (2018 IFC 319.8.4)
6. Maximum aggregate capacity of LP gas containers transported on the vehicle and used to fuel cooking appliances ~~only~~, shall not exceed 200 pounds propane capacity. (2018 IFC 319.8.1)
7. A listed LP gas alarm must be installed within the vehicle in the vicinity of LP gas system components in accordance with the manufacturer's instructions. (2018 IFC 319.8.5)
8. LP gas containers installed on the vehicle and the fuel gas piping system must be inspected annually by an approved inspected agency or a company that is registered with the U.S. Department of Transportation to ~~requalify~~ LP gas cylinders to ensure that system components are free from damage and suitable for intended service and not subject to leaking. (2108 IFC 319.10.3)
9. Cooking equipment that produces grease-laden vapors must be provided with a kitchen exhaust hood in accordance with 2018 IFC Section 607. (2018 IFC 319.3)
10. The exhaust system including the exhaust hood, grease-removal devices, fans, ducts, and other appurtenances must be inspected and cleaned in accordance with 2018 IFC Section 607. (2018 IFC 319.10.1)
11. Cooking equipment must be protected by an automatic fire extinguishing system in accordance with 2018 IFC Section 904.12. (2018 IFC 319.4.1)
12. Fire protection systems and devices must be maintained in accordance with 2018 IFC Section 906.1. (2018 IFC 319.10.2) [Every 6 months for fire extinguishing systems and every 12 months for portable fire extinguishers.]

## **Solid Fuel Operations**

1. Solid fuel must not be stored above any heat producing appliance or vents. (2017 NFPA 96:14.9.2.2)
2. Solid fuel must not be stored closer than 3 feet from any cooking appliance. (2017 NFPA 96:14.9.2.2)
3. Solid fuel must not be stored near any combustible or flammable liquids, ignition sources or chemicals. (2017 NFPA 96:14.9.2.7)
4. Solid fuel must not be stored in the path of the ash removal or near removed ashes. (2017 NFPA 96:14.9.2.4)
5. Ash, cinders and other fire debris should be removed from the firebox at regular intervals and at least once a day. (2017 NFPA 96:14.9.3.6.1)
6. Removed ashes, cinders and other removed debris should be placed in a closed metal container located at least 3 feet from any cooking appliance. (2017 NFPA 96:14.9.3.8)

## **General On-Site (These items can only be verified on-site. Compliance is required at every event.)**

1. Maintain 10-foot clearance from buildings, structures, vehicles and any combustible materials. (2017 NFPA 96:7.8.2; 96:7.8.3)
2. Fire lanes and fire department vehicular access roads must be maintained. (2018 NFPA 1:18.2.4)(2018 IFC 503.4)
3. Clearance must be provided for fire department connections and fire hydrants. (2018 NFPA 1:13.1.3-5)(2018 IFC 509.2)
4. Fuel tanks must be filled to capacity needed for uninterrupted operation during normal operating hours. (2018 NFPA 1:10.14.10.1)
5. Ensure that refueling is conducted during non-operating hours. (2017 NFPA 96:B.18.3)
6. Engine sources of power must be separated from the public by barriers (guards, fencing, enclosure, etc.). (2017 NFPA 96:B.16.2.2)
7. Ensure any engine-powered source of power is shut down prior to refueling. (2018 NFPA 1:11.7.2.1.2)
8. Exhaust from engine-driven source of power must comply with the following:
  - a. Located at least 10 feet in all directions from openings and air intakes. (2017 NFPA 96:B.13)
  - b. Located at least 10 feet from every means of egress. (2017 NFPA 96:B.13)
  - c. Directed away from all buildings. (2018 NFPA 1:11.7.2.2)
  - d. Directed away from all other cooking vehicles and operations. (2018 NFPA 1:11.7.2.2)
9. Operate cooking equipment only when all windows, service hatches and ventilation sources are fully opened. (2017 NFPA 96:14.2.2, 96:14.2.3)

**Please make a copy of pages 11 and 12 and  
give to your food vendors**

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



**Prescott Fire Department  
Special Event/Display Permit Application**

Permits shall be obtained for the Prescott Fire Department for any event or display using open flames, cooking or heating appliances, tents, canopies or E-Z Ups, air-supported and inflatable 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 prior to 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 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 purpose 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: \_\_\_\_\_

## PUBLIC INFORMATION FOR EVENTS CALENDAR

Please fill out this page if you would like your event to be advertized on the City of Prescott website ([www.prescott-az.gov](http://www.prescott-az.gov)) or on the City of Prescott Tourism website ([www.visit-prescott.com](http://www.visit-prescott.com))

NAME OF EVENT: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

TIME OF EVENT: \_\_\_\_\_

LOCATION OF EVENT: \_\_\_\_\_

DESCRIPTION OF EVENT:

COST OF EVENT (if applicable):

PUBLIC CONTACT INFORMATION

WEBSITE:

EMAIL:

PHONE NUMBER

## 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?

		<b>Duration of Event</b>									
		1 hr	2 hrs	3 hrs	4 hrs	5 hrs	6 hrs	7 hrs	8 hrs	9 hrs	10 hrs
<b>Average Crowd</b>											
<b>50</b>		1	1	1	1	2	2	2	2	2	2
<b>100</b>		2	2	2	2	3	3	3	3	4	4
<b>250</b>		3	3	3	4	4	4	5	5	6	6
<b>500</b>		4	4	5	5	6	6	7	7	8	8
<b>1,000</b>		6	7	8	8	9	9	10	10	11	12
<b>2,000</b>		9	12	15	16	17	17	18	18	19	19
<b>3,000</b>		12	18	22	24	25	26	27	28	29	30
<b>4,000</b>		16	24	29	32	34	35	37	38	39	40
<b>5,000</b>		20	30	36	40	43	44	46	47	48	50
<b>6,000</b>		24	36	44	49	52	53	54	56	58	60
<b>7,000</b>		28	42	52	58	60	62	64	66	68	70
<b>8,000</b>		32	48	60	66	69	72	74	76	78	80
<b>10,000</b>		36	54	68	75	80	84	88	90	95	100
<b>15,000</b>		40	47	56	75	94	113	131	150	169	188
<b>20,000</b>		44	50	75	100	125	150	175	200	225	250
<b>25,000</b>		50	69	99	130	160	191	221	252	282	313
<b>30,000</b>		55	82	119	156	192	229	266	302	339	376
<b>35,000</b>		60	96	139	181	224	267	310	352	395	438
<b>40,000</b>		66	109	158	207	256	305	354	403	452	501
<b>45,000</b>		72	123	178	233	288	343	398	453	508	563







**\*\*THIS DOCUMENT IS REQUIRED TO BE SUBMITTED WITH YOUR CERTIFICATE OF INSURANCE\*\***

ISO | Commercial General Liability Forms | 07/01/04

POLICY NUMBER:

COMMERCIAL GENERAL  
LIABILITY  
CG 20 26 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – DESIGNATED  
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

**COMMERCIAL GENERAL LIABILITY COVERAGE PART**

**SCHEDULE**

<b>Name Of Additional Insured Person(s) Or Organization(s)</b>
<b>City of Prescott</b>
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

**Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf.

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.

CG 20 26 07 04

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