



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

October 27, 2017

LEVEL: _____

Dear Event Organizer:

The City of Prescott Special Events Committee will soon begin confirming dates for the 2018 "Special Events Schedule." 2017 Event Organizers that successfully complied with all Special Event Committee guidelines and procedures and Level A events will be extended "first priority" in reserving dates for 2018 events provided the events are again held on the same day of the week or weekend. **To guarantee your event date, all Organizers must complete and submit both sides of this event criteria form on or before January 5, 2018.** Forms received after January 5, 2018 will be accepted on a first come-first served basis. However, requested dates and times cannot be guaranteed. Once this form is received and reviewed, the 2018 application and all appropriate forms will be mailed to you. Please return this form and appropriate processing fee to: City of Prescott, Attn: Recreation Services: Special Events, 824 E. Gurley St, Prescott, Arizona 86301.

2018 Special Event: _____

Requested Date(s): _____

Organization Conducting Event: _____

Event Times: _____

General Location/Route: _____

Responsible Party for Providing Certificate of Insurance: _____

Event Chair: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Primary Phone: () _____ Email: _____

_____ **Our Organization will not be applying for a 2018 Special Event Permit**

- For all Special Events to be conducted during 2018, Organizers must submit a **completed** application packet to the City of Prescott Recreation Services Office prior to the event's starting date in accordance with the deadlines set forth in the Special Events Policies and Procedures Manual. Adequate **"Certificate of Liability Insurance & Certificate Endorsement"** is due no later than thirty (30) days prior to the event's starting date. **All applicable deposits must be paid at the time of the date request**
- The 2018 Special Event application will be available in fillable PDF form at www.prescott-az.gov/services/parks/programs

For Office Use Only	Form Received: _____	Fee Rcvd: _____	Applications Mailed: _____
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City of Prescott Special Event Criteria

The following criteria will help us to ensure that your Special Event application is complete. Please ensure that each area that you answered “yes” is completely filled out inside of your application.

- ❖ Is your organization Non-Profit or For-Profit? _____
(For non-profit, please provide a copy of your IRS tax exempt 501(c)3 letter)
- ❖ Will this event or festival require street closures and/or traffic control? Yes No
(If yes, **Barricade Company will need to provide a traffic control plan**)
- ❖ Is the anticipated crowd size over 500? Yes No
(If yes, **police or private security will be required.**)
- ❖ Are special productions such as pyrotechnics, fireworks
amusements, large tents, music, aerial displays,
parades or theatrical events involved in your event? Yes No
(If yes, **Fire Department permit will be required. Fees may apply Provider of amusement must supply Insurance**)
- ❖ Will your event have inflatables, such as bounce houses? Yes No
(If yes, **additional insurance will be required of the vendor.**)
- ❖ Will food or beverages be served or sold? Yes No
(If yes, **Health Dept. applications must be submitted and trash/recycling service will be required**)
- ❖ Will alcohol be served or sold? (Requires City Council Approval) Yes No
(If yes, **a liquor license is required and a copy will need to be submitted.**)
(If alcohol is present, **off-duty Prescott police officers will be required. Fees apply**)
- ❖ Will any other concessions be sold? Yes No
(**Sales tax may apply.**)
- ❖ Will there be an impact on surrounding
businesses, offices or residential areas? Yes No
(If yes, **business signatures will be required with a 75% business approval per street affected**)
- ❖ Will there be a fee charged for entry? Yes No
(**Sales tax may apply.**)
- ❖ Will the media be advertising the event? Yes No
- ❖ Is there a corporate sponsor for your event? Yes No
- ❖ Will your event require use of the City’s Bandshell? Yes No
(If yes, **an application must be submitted and the \$500 deposit must be paid at time of submittal.**)
- ❖ Are there special requirements for parking? Yes No
(If at a City lake, **a \$2.00 fee will be collected for all vehicles entering for your event.**)
- ❖ If event is at Watson Lake, will camping be requested? Yes No
(If yes, **for any event outside of Memorial Day – Labor Day camping may be allowed and cost will be adjusted. Please keep in mind that there a total of 35 sites.**)
- ❖ Are you requesting use of the Courthouse Square? Yes No
(If yes, **please contact the Prescott Downtown Partnership at 928-443-5220. A copy of the PDP permit will need to be provided prior to approval from the Special Events Committee.**)