



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

October 29, 2012

Dear Event Organizer:

The City of Prescott Special Events Committee will soon begin confirming dates for the 2013 “Special Events Schedule.” 2012 Event Organizers that successfully complied with all Special Event Committee guidelines and procedures will be extended “first priority” in reserving dates for 2013 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 December 28, 2012.** The City will review the requested dates in January for any potential conflicts and inform all Organizers of conditional approval or any concerns related to reservation of dates by January 18, 2013. Forms received after December 28, 2012 will be taken on a first come-first served basis, however requested dates and times cannot be guaranteed. Please note that the Committee has made changes to the application process and is requesting the completed application at least **90 days** prior to the event with a processing fee of **\$50.00**. Once your criteria form is received, a 2013 Special Event Application and all required forms will be mailed to you. Please mail this information to: Prescott Parks and Recreation, Attn: Michelle Stacy-Schroeder, 824 E. Gurley St, Prescott, Arizona 86301.

2013 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 2013 Special Event Permit**

- For all Special Events to be conducted during 2013, Organizers must submit a **completed** application packet to the Prescott Recreation Division no later than **90 days** prior to the event’s starting date. Adequate “**Certificate of Liability Insurance**” is due no later than 15 days prior to the event’s starting date. All applicable fees must be paid no later than 20 days prior to the event starting date.
- **The 2013 Special Event application will be available in PDF form. Please contact Michelle Stacy-Schroeder at michelle.stacy-schroeder@prescott-az.gov or at 928-777-1552 for a PDF version.**

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.

- ❖ Will this event or festival require street closures and/or traffic control ? Yes No
(If yes, Barricade Company _____)
- ❖ Is the anticipated crowd size over 500? Yes No
(If yes, police or private security will be required.)
- ❖ Are special productions such as pyrotechnics, carnival rides, large tents, music, aerial displays, parades or theatrical events involved in your event? Yes No
(If yes, Fire Department permit will be required.)
- ❖ Will food or beverages be served or sold? Yes No
(If yes, Health Dept. applications must be submitted and refuse/recycling service will be required)
- ❖ Will alcohol be served or sold? 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
(If yes, Tax and Licensing permits will be required.)
- ❖ 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
(If yes, how much? _____)
- ❖ 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.)