



City of Prescott
Parks and Recreation: Special Events
 PO Box 2059 ♦ Prescott, AZ 86302
 824 E. Gurley St ♦ Prescott, AZ 86301
 (928)777-1552 ♦ Fax: (928)771-5843

SPECIAL EVENT APPLICATION

Incomplete applications will not be processed. If the space does not pertain to your event, please annotate N/A. A non-refundable Application Processing Fee of **\$50.00** will be due upon receipt of application. **Complete Application, additional documentation and processing fee** must be received at the Recreation Programming Office in the Grace Sparkes Activity Center, 824 E. Gurley Street, Prescott, AZ 86301, **no later than 60 days prior** to the start of your event. **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 applications included in this packet that you need for your event. **Faxed applications will not be accepted.** Any questions regarding this application please contact Michelle Stacy at (928)777-1552.

Section 1. Event Information

Name of Event: _____

Event Organizer: _____ Organizer Contact Number: _____

Event Date(s): _____ Event Start Time: _____

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, and other event production equipment, trash removal, street sweeping, power washing and other clean-up/grounds maintenance stipulations. 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](mailto:info@prescottdowntown.com) prior to submitting your application. *For-Profit events will not be allowed on the Courthouse Square****

***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 Ln, 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)

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 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. For City services please call 928-777-1116? Yes No, outside vendor:

Name _____ Phone Number _____

Quantity: _____ Size: _____ # of garbage pick-ups: _____

Will City water connections be needed (fees apply)? Yes No

If yes, please describe: _____

Will City electrical connections/generators be needed (fees apply)? Yes No, will provide own generator.

If yes, please describe (include voltage; 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 Parks and Recreation office at (928)777-1122 or mail to: recreation@cityofprescott.net. All rental fees, including the \$500 refundable damage deposit will be due NLT 20 days prior to event. Large scale events held at Watson Lake during peak season (Memorial Day to Labor Day) will be subject to a 25% fee increase. \$2.00 parking fee will be charged at Watson Lake and Willow Lake for all vehicles entering your event. Parks staff will collect parking fees at the entrance to the park. To request camping for your event (at Watson Lake ONLY) you will need to fill out the Campsite application and fees will be charged.

Is the City Of Prescott Bandshell (portable stage) requested (fees apply)? Yes No If yes, [click here](#).

(Note: Bandshell contract must be completed, signed and turned in with the application along with a \$500 refundable deposit.)

WILL THE EVENT REQUIRE STREET CLOSURE(s)? Yes No Street closures will be listed on City website

NOTE: 1st year events will not be allowed to close streets around the Courthouse Square. 2nd year events will be evaluated on 1st year attendance before being allowed to close down streets around the Courthouse Square. ***Barricade set-up must be done by a licensed and bonded company.**

Barricade/Traffic Control Company Info: _____ 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

For questions regarding special event street closures, please contact the City of Prescott Traffic Engineering at (928)777-1130. For a list of garbage removal, generator rental and traffic control contacts ([click here](#)). All street closures must maintain a 25-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 | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Explain: _____ |
| Tents/Canopies | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Quantity: _____ Size(s): _____ |
| Portable Toilets | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Quantity: _____ Company: _____ |
| Temporary Fencing | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Quantity: _____ |
| Carnival/Amusements / Inflatables | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Quantity: _____ |
| Fireworks/Pyrotechnics | <input type="checkbox"/> Yes | <input type="checkbox"/> 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 click on the following forms: for food vendors, [Health Dept. Vendor pack](#) ; for event coordinators, [Health Dept. Coordinator Pack](#)

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

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 will be required. 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 to 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. [Click here](#) for the Extension of Premises form. Please provide a copy of your completed Extension of Premises form with this application. [Click here](#) for a Special Event Liquor License. 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: The Special Events Committee recommends that Organizers not

advertise until the Special Events application has been approved.

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 _____

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 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: _____ Business Phone Number: _____
Cell 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: _____

*For information or to make arrangements to hire off-duty Prescott Police officers please call (928)777-1940. Fees for Officers are due the morning of the event based on the estimated time of the event. Fees subject to increase if event runs over.

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 No

If 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 ([click here](#)) 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 affected.

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 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. **If you have questions regarding traffic control requirements, please contact the Streets Dept. at 928-777-1126.**

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 person/organization listed on the certificate must be the applicant. Please have your insurance provider address the certificate to the attention of Parks and Recreation-Special Events no later than 60 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. You may email your application to michelle.stacy@prescott-az.gov