



FOR OFFICE USE ONLY	
Received:	_____
CK#:	_____
Scanned:	_____
Emailed:	_____

2024 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)777-1121 x4501 or email to: 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 Yavapai County Administration (928)442-5204 or email to: web.CourthouseEvents@yavapaiaz.gov prior to submitting your application. *For-Profit events will not be allowed on the Courthouse Square** per Yavapai County policy.** Yavapai County Ordinances can be found at <https://yavapaiaz.gov/facilities>

***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 or off City property require trash 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 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**

***Events taking place on the Yavapai County Courthouse Plaza and surrounding streets will be responsible for Courtesy Can servicing**

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. May require 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. **Proper grounding of generators and Class ABC Fire Extinguishers are required.**

*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. If you would like to hold your event at a City lake or park, please contact the Recreation Services office at (928)777-1121 x4501 or [email to: michelle.stacy-schroeder@prescott-az.gov](mailto:michelle.stacy-schroeder@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. A site meeting with Recreation Services staff will be scheduled 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.

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: 2nd year events will be evaluated on 1st 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

All street closures must maintain a 20-Foot Fire Lane (Special requirements in place for the Courthouse Plaza Streets and Gateway Mall Parking lots- See PFD Special Events Attachment on pages 12-14 of this application). 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 504.4. 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 information sheet 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 and/or Cooking Yes No Explain: _____

Display of Liquid or Gas Fueled Vehicles, Boats, or Other Motorized Craft
 Yes No Type: _____

Combustible Decorative Materials Yes No Type: _____

LPG or Compressed Gas or other Hazardous Material
 Yes No Type: _____

Tents/Canopies/EZ Ups (400 > Ft) Yes No Quantity: _____ Size(s): _____

Temporary Fencing Yes No Quantity: _____

Carnival/Amusements / Inflatables Yes No Quantity: _____ (COI/END required from Provider)

Please provide vendor name: _____

Special Amusement Building Yes No

Trade Show or Exhibit Yes No

Fireworks/Pyrotechnics Yes No

Company Name: _____ Pyrotechnic Name: _____ Contact No. _____

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 both the Health Department and Prescott Fire Department 3 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 _____

****A list of food vendors must be provided to the Prescott Fire Department and to the Yavapai County Health Department no later than 15 days prior to your event**

(Please see Prescott Fire Departments requirements for Mobile Food Units attached to this application on pages 15 & 16)

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.

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

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: If alcohol is present, off-duty law enforcement personnel are mandatory and paid for by the event organizer.** Please call logon to <https://odm.officertrak.com/Prescott-AZ-PD> or call 1-877-636-8300 to schedule your officers. 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) 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 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 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. To schedule logon to <https://odm.officertrak.com/Prescott-AZ-PD> or call 1-877-636-8300. 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 requires you to have a First Aid Station or Medical Standby. Coordination must be made with the Prescott Fire Department. **Prescott Fire Department has the final authority to determine your event medical requirements**

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. _____

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 and an additional insured endorsement).
- 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, as well as an additional insured endorsement.
- 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.



Prescott Fire Department – Fire Prevention

1700 Iron Springs Road

Prescott, AZ 86305

Tele (928) 777-1760

Fax (928) 776-1890

Guidelines for Special Events

The Prescott Fire Department (PFD) is pleased to be able to assist you in planning your special event. These events contribute to the community spirit and well-being of our city. We would like to help you plan a safe and memorable event by providing the following guidelines which are referenced in the 2018 International Fire Code (IFC) as adopted by the City of Prescott. The protection of life and property is our overriding objective. All special events as enumerated in the City of Prescott Special Events Policies and Procedures document or an outdoor assembly event where planned attendance exceeds 1000 persons (IFC 105.6.36) require a permit issued by PFD. Prior to the event a meeting with the Special Events Committee will be scheduled. This meeting is to assist you in planning your event and coordinating your needs with various city departments (Police, Fire, Streets, Solid Waste, etc.) In the case of more complex events, additional follow-up coordination meetings may be required. The more information we have regarding your event, the better we can help you plan a successful event. The following items are for reference only and should assist you in your logistics. An inspection of your event venue will be conducted by a fire official prior to the commencement of your event (IFC 3106.2.1). The following list of items is not all-encompassing but covers the most common issues. Any deficiencies noted at the time of inspection will be required to be corrected prior to the event commencing.

Food Vendors

A separate addendum is attached to this sheet that lists the requirements for mobile food units (MFU). MFU's are defined as "food trucks" or "trailers" and are required to have been inspected by a fire official of any Arizona fire jurisdiction within the past year as well as the Yavapai County Department of Health Services. If MFU's cannot produce a current fire inspection report they will be subject to inspection by PFD fire officials prior to commencement of the event. Should the MFU be found to not be in compliance with applicable IFC provisions and Title 9 of the Arizona Revised Statutes Section 485 et seq. relative to municipal regulation of MFU's, the business owner will be informed and that unit will not be permitted to operate at the event. In the interest of public safety, the MFU will be required to be removed from the event venue. It is highly recommended that if an MFU has not received a fire inspection (not to be confused with fire protection equipment service by the vendor's fire protection equipment service provider) in previous 12 months, that a fire inspection be completed prior to arrival at the event. The required fire inspection may be completed by any Arizona fire authority or past fire department.

Other cooking operations (such open-air or under an EZ-Up):

- Any cover or canopy must be flame-resistant. (IFC 3107.12.4).
- A Class K fire extinguisher must be available for any cooking utilizing cooking oils/grease as well as a non-combustible lid of sufficient size to cover the cooking well. Cooking equipment shall be placed on a non-combustible surface. (IFC 3106.5.2).
- Class ABC fire extinguisher to be provided if internal combustion engines (generators) are utilized. (IFC 3107.9).

Tents

The following are applicable to tents, canopies and membrane structures (such as bounce houses).

- Tents over 400 square feet and canopies over 700 square feet require separate permits in addition to your special events permit. If at least one side of the structure is enclosed it is considered a tent. (IFC 3103.2 and 3103.4). Should you plan to erect tents or canopies exceeding these sizes, additional requirements may apply. Please discuss your plans with a Fire Inspector well ahead of your event.

- At the time of application for a tent permit please submit the following documentation covering your tent or canopy:
 - A certificate from the manufacturer indicating compliance with National Fire Protection Association (NFPA) Standard 701. (IFC3104.2).
 - Names and addresses of the owners of the tent or canopy. (IFC 3404.4[1]).
 - Date the fabric was last treated with a flame-retardant solution, firm applying, and name of testing agency. (IFC 3404.4[2][3][4]).
- Your tent application will require a detailed floor plan if the occupant load is 50 or more persons. (IFC 3103.6).
- Tents and canopies shall be installed to withstand the elements of weather as well as to prevent collapsing. (IFC 3103.9).
- Exits must be clearly marked and illuminated if the exit serves an occupant load of 50 or more. (IFC 3103.12.6).
 - Exit curtains (if installed) shall be of colors that contrast with the color of the tent. (IFC 3102.12.3[2]).
- Provide portable fire extinguishers (minimum Classification 2A:10BC), the number and type appropriate to the environment being protected. (IFC 3606.4.4). Please check with a PFD Fire Inspector if you are unsure what is needed.
- Open flame, fire or heat-producing devices are not permitted inside or within 20 feet of a tent. (IFC 3107.4).
- No hay, straw or similar combustible material can be located within a tent or membrane structure except for materials necessary for the daily care and feeding of animals. Sawdust and shavings are permitted for public performances if kept damp. (IFC 3107.2).
- A tent or membrane structure which will be utilized as a “special amusement building” (haunted house, portable carnival attraction, etc.) may require special fire protection equipment. Please discuss your plans with a fire inspector should you anticipate having an attraction of this type. (IFC 3103.9 and IBC [International Building Code] 411.1).

Bounce Houses/Inflatables

- Bounce houses or other inflatables must be secured to withstand weather and to prevent collapsing. (IFC 3103.9).

Fire Lanes

- Fire apparatus access roads (fire lanes) must remain unobstructed with a minimum width of 20 feet and unobstructed height to 13 feet 6 inches. (IFC 504.4 and IFC 503.2.1). **Additional requirements are in effect for events around the Courthouse Plaza and at the Gateway Mall.**
- Special requirements for events around the Courthouse Plaza:
 - Fire lanes to be maintained to a width of 26 feet under the authority of IFC 503.2.2.
 - Fire lanes should be kept on the opposite sides of the courthouse on all roadways.
- Special requirements for events around Prescott Gateway Mall:
 - The posted signs which designate the fire apparatus access road around the mall shall be observed. (IFC 503.4).
- For the purpose of providing required egress from the mall, there shall be a minimum of 10 feet clear exit width between any storefront or kiosk and the nearest display. Displays and events may not obstruct the means of egress travel. (IFC 1001.2).
- Maintain a 12 ft. fire break passageway or fire road free of guy ropes or other obstructions around tents or membrane structures. (IFC 3103.8.6).

- Maintain unobstructed access to fire hydrants, drafting sources or other fire protection features. (IFC 3106.2.3.1).

Generators/Electrical

- Portable generators and temporary wiring must comply with the provisions of NFPA 70. Large generators must be properly grounded. An 8-ft. rod is required. Since the ground in many locations has a layer of caliche, the rod can be inserted at a 45-degree angle (IFC 3106.1).

Fires

- An additional permit is required for any bonfire. This must be discussed in advance with a fire official prior to the event. (IFC 307.2).
- The fire code official may order extinguishment should conditions warrant. (IFC 307.3).
- Compliance with any fire restrictions (Stage I, II or III or No Burn Days) which might be in affect at the time of the event is required. (IFC 307.1.1).

Fireworks/Pyrotechnics

- A separate permit is required for any fireworks/pyrotechnics display. Pertinent information on the company managing the display must be provided. (IFC 105.6.14).
- Public fireworks displays must be supervised by a fire code official. (IFC 5601.5).

Medical Standby

It may be necessary for you to arrange for emergency medical personnel to stand by at your event and/or a first aid station. Exact requirements will vary based on the type of event and the anticipated number of attendees. This should be coordinated with PFD as early in your planning as possible.

CURRENT CITY OF PRESCOTT FEES PERTAINING TO PERMITS/FIRE INSPECTIONS FOR SPECIAL EVENTS

□ Special Event Inspection	\$75
□ Single Tent, 400 sq. ft. or greater	\$75
□ Single Canopy, 700 sq. ft. or greater	\$75
○ Each additional tent, canopy or membrane structure	\$25
□ Fireworks/Pyrotechnics Permit/Standby	\$300
□ Carnivals and Fairs	\$75
□ Amusement Building	\$75

CONTACTS FOR CITY OF PRESCOTT PERMITTING

Phone: 928-777-1371
 Email: BuildingPermits@prescott-az.gov

Please make a copy of pages 15 and 16 and give to your food vendors



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

ADDENDUM – FIRE CODE REQUIREMENTS FOR MOBILE FOOD UNITS (MFU)

Following are the requirements for mobile food units (MFU). Please ensure that food vendors are provided copies of these requirements.

MFU's are defined as "food trucks" or "trailers" and are required to have been inspected by a fire official of any Arizona fire jurisdiction within the previous year as well as the Yavapai County Department of Health Services. If MFU's cannot produce a current fire inspection report they will be subject to inspection by PFD fire officials prior to commencement of the event. Should the MFU be found to not be in compliance with applicable IFC provisions and Title 9 of the Arizona Revised Statutes Section 485 et seq. relative to municipal regulation of MFU's, the business owner will be informed and that unit will not be permitted to operate at the event. In the interest of public safety, the MFU will be required to be removed from the event venue. It is highly recommended that if an MFU has not received a fire inspection (not to be confused with fire protection equipment service by the vendor's fire protection equipment service provider) in previous 12 months that a fire inspection be completed prior to arrival at the event. The required fire inspection may be completed by any Arizona fire authority or past fire department.

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 product 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. (2018 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 automatic 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).
7. All solid fuel appliances (whether under a hood or not) with fire boxes of 0.14 cubic meters or 5 cubic feet volume or less shall have at least a 2A rated water spray fire extinguisher or a 6 Liter (1.6 gallon) wet chemical fire extinguisher listed for Class K fires in accordance with NFPA 10, with maximum travel distance of 6 meters (20 feet) to the appliance. (2017 NFPA 96:14.7.8).

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).

HOW TO PROMOTE YOUR SPECIAL EVENT

Experience Prescott Public Calendar

- 1.) Go to www.experienceprescott.com
- 2.) Click 'Things to Do'
- 3.) Click 'Events'
- 4.) Click 'Submit Your Event'
- 5.) Fill Out the Event Details
- 6.) Upload Image or Event Flyer
- 7.) Click Summit
 - a. Here is the direct link - <https://www.experienceprescott.com/things-to-do/events/submit-your-event/>

Prescott Chamber of Commerce Calendar

- 1.) Go to www.prescott.org
- 2.) Click 'Events Calendar'
- 3.) Click 'Summit a Community Event'
- 4.) Fill Out the Event Details
- 5.) Click 'Submit Event'

Visit Arizona Calendar

- 1.) Go to <https://www.visitarizona.com/events/submit/>
- 2.) Create an Account or Login
- 3.) Fill Out the Form & Event Details

Facebook

- 1.) Go to www.facebook.com/events
- 2.) Click '+ Create New Event'
- 3.) Choose Online or In Person
- 4.) Fill Out Event Details
- 5.) Upload Cover-photo
- 6.) Copy Event Link
 - a. Share with Friends
 - b. Link Event with Groups You Are in
 - c. Link Event to Your Page
 - d. Share Event to City of Prescott Facebook Page or Visit Prescott

Facebook Tutorial if you need help: <https://www.facebook.com/business/learn/lessons/get-started-with-events>

Social Media Hashtags to Consider:

#experienceprescott #experienceprescottaz #prescottaz #prescottarizona #prescottevents #thingstodoprescott #prescottfoodie #truwestrealadventure #arizonalife #visitarizona

45-30 Days before Your Special Event Please Email Any Event Images, Graphics or Flyers to: Cristina Binkley at cristina.binkley@prescott-az.gov If the graphics are appropriate and they fit within our social media strategy, we will happily share and cross promote your special event on our platforms.

EVENT DATA & STATISTICS

If you would like to inquire about the visitor data from your special event, please set up a meeting with the Tourism & Economic Development Department. During this meeting we will review total visitation, your top zip codes, and various demographics about your event's customers. To set up your appointment please email the following information to hello@experienceprescott.com or call (928) 777-1460:

Name of Event
Event Organizer (If Applicable)
Date(s) of the Event
Best Days for a Meeting

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?

		Duration of Event									
		1 hr	2 hrs	3 hrs	4 hrs	5 hrs	6 hrs	7 hrs	8 hrs	9 hrs	10 hrs
Average Crowd											
50		1	1	1	1	2	2	2	2	2	2
100		2	2	2	2	3	3	3	3	4	4
250		3	3	3	4	4	4	5	5	6	6
500		4	4	5	5	6	6	7	7	8	8
1,000		6	7	8	8	9	9	10	10	11	12
2,000		9	12	15	16	17	17	18	18	19	19
3,000		12	18	22	24	25	26	27	28	29	30
4,000		16	24	29	32	34	35	37	38	39	40
5,000		20	30	36	40	43	44	46	47	48	50
6,000		24	36	44	49	52	53	54	56	58	60
7,000		28	42	52	58	60	62	64	66	68	70
8,000		32	48	60	66	69	72	74	76	78	80
10,000		36	54	68	75	80	84	88	90	95	100
15,000		40	47	56	75	94	113	131	150	169	188
20,000		44	50	75	100	125	150	175	200	225	250
25,000		50	69	99	130	160	191	221	252	282	313
30,000		55	82	119	156	192	229	266	302	339	376
35,000		60	96	139	181	224	267	310	352	395	438
40,000		66	109	158	207	256	305	354	403	452	501
45,000		72	123	178	233	288	343	398	453	508	563
50,000		80	137	198	259	320	381	442	503	564	626

Certificate of Insurance Document Samples

(Please note that both documents are required)

MUST BE SUBMITTED WITH YOUR APPLICATION



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	BIN Insurance Holdings, LLC 1301 Central Expy. South, Suite 115 Allen, TX 75013	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: FAX (A/C, No):	
INSURED	Your Company Your Business Address City, St, Zip	INSURER(S) AFFORDING COVERAGE INSURER A : INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	NAIC #

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPIOP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			This is required for events with inflatables and/or amusements			EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			Y/N N/A			WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	Liquor Liability			This is required if your event will have alcohol			\$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

This should list the date and location of the event. Dates listed should contain set up and tear down dates as well

CERTIFICATE HOLDER City of Prescott Attn: Special Events 201 S. Cortez St Prescott, AZ 86301	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	--

****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

Name Of Additional Insured Person(s) Or Organization(s)
City of Prescott
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

© ISO Properties, Inc., 2004

©Insurance Services Office, Inc.
©2011 Vertafore, Inc. All Rights Reserved.