

# City of Prescott

Special Events Policy and Procedures Manual

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# City of Prescott Special Event Policies & Procedures Updated 12/19/2023

## **DEFINING A SPECIAL EVENT:**

The use of any public street, or park or other public grounds which is owned by the city, for events including (but not limited to) sporting events, music festivals, pageants, reenactments, regattas, entertainment, public assemblies, demonstrations, and other activities which would require a closure or limitation of some or all of said grounds for the uses to which they are generally available. (City Code 8-9-1)

## **SPECIAL EVENT CLASSIFICATIONS:**

**Level A: Courthouse Square Streets or Events with Alcohol-** If your event is proposed on/around the Courthouse Square, please contact the Yavapai County at (928)442-5204 or mail to:

**jazmin.mena@yavapaiaz.gov prior to submitting your application. \*\*For-Profit events will not be allowed on the Courthouse Square\*\* per Yavapai County policy.- Due no later than 90 days from event start date**

- Event may occur during a single day or multiple days.
- Event will involve street closures and detouring, impacting, or stopping of traffic.
- Admission may be charged.
- Food may be sold and/or distributed to the general public.
- Merchandise may be sold.
- There may be live entertainment.
- Extensive use of equipment (i.e. stage, sound system, booths, tents, E-Z Ups, fencing, barricades, etc).
- Event may require electricity and other utilities.
- Alcohol may be sold and/or distributed to the general public.
- Use of carnival amusements, including but not limited to bounce houses

**Level B: City Facilities (to include the Rodeo Grounds)- Due no later than 60 days from event start date. If event has an alcohol component, then it will be considered a Level A event. See above for details.**

- Event may occur during a single day or multiple days.
- Event may involve use of sidewalks or roads, but does not involve detouring or stopping traffic. Traffic laws are obeyed during course of event.
- Admission may be charged.
- Food may be sold and/or distributed to the general public.
- Merchandise may be sold.
- There may be live entertainment.
- Moderate use of event equipment, i.e. stage, PA system, chairs, tables.
- May or may not require electricity.
- Use of carnival amusements, including but not limited to bounce houses

**Level C: Low Impact Events- Due no later than 60 days from event start date**

- Event will occur during a single day.
- Event will not extend beyond the municipal park/facility area.
- Event is free to the public.
- Food may be sold and/or distributed to the general public.
- Merchandise may be sold.
- There may be live entertainment.

# City of Prescott Special Event Policies & Procedures Updated 12/19/2023

- Minimal use of event equipment, i.e. PA system.
- May or may not require electricity.
- Use of carnival amusements, including but not limited to bounce houses.

## **SPECIAL EVENT PERMIT PROCESS:**

1. The Applicant/Event Organizer completes a Special Event Application including all necessary attachments and returns the completed application to the City of Prescott Recreation Services Office in-person or by mail.
2. The deadline for submitting Special Event Applications is ninety (90) days for Level A events; sixty (60) days for Level B, C or D events prior to requested event date(s). Failure to do so will result in a late fee or denial of the permit. **Any event with liquor must be turned in ninety (90) days prior to the event or it will not be accepted.**
3. All events will be scheduled for a "review" by the Special Events Committee. The Applicant/Event Organizer will be notified of the meeting date and will be required to attend. The goal of the meeting is to inform the Applicant/Event Organizer of all Department/Division special use conditions.
4. The Special Event Application will be processed and routed for review by City Departments.
5. Special use conditions are compiled and provided to the Applicant/Event Organizer by a representative from the City of Prescott Special Event Committee.
6. Upon reviewing all requirements and payment of fees, an approval/denial Permit is issued to the Applicant/Event Organizer. Per City Code 8-9-8, the director shall act promptly upon a timely filed application for an event, but in no event shall grant or deny a permit no more than forty five (45) days after said application has been filed. (Ord. 4088, 2-27-2001)
7. If the event is denied by the Special Events Committee, per City Code 8-9-9, an applicant shall have the right to appeal the denial of a permit, or any conditions included as a part of the approval thereof, to the city manager. Said appeal shall be in writing and shall be made within five (5) working days after written notice of the denial or of the conditions of approval. The city manager shall rule upon said appeal within ten (10) working days of the receipt of said appeal. (Ord. 4088, 2-27-2001).
8. The Special Event Committee compiles any post event comments – a copy will be sent to the Applicant/Event Organizer and will be kept on file. The Applicant/Event Organizer will also be apprised

## City of Prescott Special Event Policies & Procedures Updated 12/19/2023

of “Status Standing” (i.e.: if conditions established by the City were not followed). The cost of cleaning and/or damages assessed and billed against the security deposit and remaining balances billed to Applicant/Event Organizer.

9. If granted by the Director of Recreation Services or said designee, the Applicant/Event Organizer is guaranteed exclusive use of the permitted or reserved areas within the municipal park or facility for the duration of the allotted time indicated on the Special Event Permit. The Applicant/Event Organizer must have the issued Special Event Permit in their possession at all times. The Applicant/Event Organizer has the right to ask the violator(s) to exit the permitted municipal park or facility if they so desire.

### **PERMIT HOLDERS AGREEMENT:**

The special event Applicant/Event Organizer will be required to sign the event application prior to issuance of the Special Event Permit. By signing the application, the permit holder(s) acknowledge and agree that they:

- Are aware of the non-refundable application fee.
- Are aware of hazards to the safety of personnel and property that is inherent in the operation of the event and any related equipment.
- Will operate the event and use of any related equipment in a safe manner.
- Will maintain in force, throughout the duration of the event, liability insurance coverage.
- Will operate only from the areas specifically designated.
- Will clean operating areas of all trash and loose debris accumulated as a result of the activity prior to vacating the area.
- Applicant/Event Organizer will remove all equipment or items associated with the event by the end of their allotted reservation schedule.
- Will provide the City of Prescott, Special Event Committee all necessary deposits (i.e. key and/or cleaning).
- Will provide security as warranted and be responsible for the control of spectators assembling as a result of the activity.
- Will be responsible for any privately owned equipment left at the facility.

# City of Prescott Special Event Policies & Procedures Updated 12/19/2023

- Will abide by all conditions of use.
- Will return all City issued rental equipment to appropriate location within one business day after the event in the same condition as received. Failure to do so may result in an additional charge.
- Will provide access to event in accordance and compliance with American Disabilities Act standards
- Will defend, indemnify and hold harmless the City of Prescott.
- Pursuant to City of Prescott Code 8-9-13, Any person who violates any provision of this chapter shall be guilty of a misdemeanor, and upon conviction thereof shall be punished as provided in section 1-3-1 of the City of Prescott Code (Ordinance 4088, 2-27-2001).

## **FAILURE TO COMPLY:**

Failure to comply with rules, regulations and policies may result in the following:

- Termination/cancellation of event or rental contract.
- Forfeiture of some or all deposits and fees.
- Eviction from the premises.
- Loss of future rental privileges.
- Impact the Status Category of the event (Good Standing, Probationary Standing, Poor Standing).

## **ORGANIZATION STATUS:**

1. All entities or organizations without valid tax exemption status are considered to be commercial in nature unless they are a local community organization (i.e. church, club, school).
2. Nonprofit organizations need to have been recognized as tax exempt by the Internal Revenue
3. Service (IRS) at least six (6) months prior to your event date and is in good standing with the IRS. If you are a bona fide tax exempt nonprofit organization, a copy of the tax exemption letter certifying your current tax exempt, non profit status is required.
4. Applications must attach a copy of this tax exemption letter with their application otherwise, commercial, for profit, rates will apply. For local community organizations, a narrative by the chief officer of host organization must be submitted with the application.

## **FEES AND DEPOSITS:**

## City of Prescott Special Event Policies & Procedures Updated 12/19/2023

1. User fees and deposits will be determined per current Special Event Fees and Charges and required as stated in the policies.
2. All fees and deposits for events will be due ninety (90) business days prior to Level A event dates, sixty (60) business days prior to Level B, C or Level D event dates, and may be paid by cash, check, money order, or credit card. The application fee is due at the time that the application is submitted to the Recreation Services Office. One deposit can be paid for each event unless otherwise stated.
3. Services provided by the City of Prescott - overtime/holiday burden rates will be charged to the Event Organizer in the following situations:
  - a. Recreation Services staff and/or Facilities Maintenance is required to perform maintenance duties outside of their normal working hours.
  - b. Recreation Services staff and/or Facilities Maintenance is required to repair municipal parks/facilities due to damage caused during the Special Event.
  - c. Event Organizer fails to perform adequate cleanup during and after the event.
  - d. Staff is required to be present due to non-compliance issues related to the permit.
  - e. Minimum of 2 hour call out time will be charged to the event producer.
4. All fees and deposit checks will be cashed upon receipt. Refundable deposit amounts will be issued when all contractual terms have been met.
5. Upon the conclusion of the event, City of Prescott staff will assess the cost of cleaning and/or damages and the total will be deducted from the deposit.
6. Deposit refund balances will be issued to Event Organizer within thirty (30) days after all contract terms are met post-event.

### **CANCELLATIONS AND REFUNDS:**

1. Written cancellation notice must be delivered to the Recreation Services Office at least forty-five (45) business days in advance of Level A event dates, thirty (30) business days in advance of Level B event dates, and fifteen (15) business days in advance of Level C or Level D event dates for a full credit of deposits and fees. Cancellations after that time may result in forfeiture of deposits and fees.

## City of Prescott Special Event Policies & Procedures Updated 12/19/2023

2. Application fees are non-refundable and are applicable regardless of event cancellation. This applies to health department fees as well.
3. Event Organizer may decide up to forty-eight (48) hours prior to use to request a postponement of the event due to weather and reschedule for another available date during the same season at no additional charge. City of Prescott-Special Event Committee is not obligated to provide an acceptable date to the Event Organizer postponing their event. Any cost incurred by City prior to the cancellation, to include delivery of requested city service/equipment, will be charged to the Applicant/ Event Organizer.
4. If a situation arises in which an event is canceled, it is the Event Organizer/ Applicant responsibility to notify contracted services, ie Police, Fire, etc, of the cancellation no earlier than two (2) hours before their scheduled appearance. When notification is given to the respective city service you need to advise that your event is cancelled and request that the off duty personnel you had contracted/scheduled for your event need to be notified. If a cancellation is given under the two (2) hour window, the Event Organizer/ Applicant will be responsible for payment of a two hour call out pay at the contracted rate. If your event does not run the anticipated time and is concluded early than scheduled regardless of reason the Event Organizer/Applicant is responsible for full payment of the entire amount of contracted service time.

### **CITY PARK/CITY STREETS /CITY FACILITY AVAILABILITY:**

1. Requests for City parks are accepted in October of the year prior of the event. City streets or other City facilities can be requested up to one (1) year in advance of the event. If an organization/individual has established an historic event during the same time each year and rates in "Good Standing" that organization/individual will take precedence over any other submitted event proposed for the same time frame.
2. The Special Event Committee has the authority to decline proposals for events that are located in areas of close proximity to historic or already permitted events. The Special Event Committee also has the authority to allow events requiring special consideration due to the nature of the event and benefit to the community.

## City of Prescott Special Event Policies & Procedures Updated 12/19/2023

3. The use of park property may not be granted when, as determined by the Recreation Services Director or a designated representative, such use is unsafe, will damage the facility, or is not in the best interest of the City.
4. Applicant/Event Organizer must obtain a permit to use a City park. This Special Event Permit will allow use for a maximum of three (3) days with one (1) day prior for set up and one (1) day post-event for tear-down. Event cannot occur during the set up and tear down dates.
5. The exclusive use of playground areas, boat ramps, trails and skate parks cannot be reserved by one group, and access to the area by the general public must be available at all times.
6. If approved, the Applicant/Event Organizer must contact the Recreation Services Department at (928)777-1552 to set up a walk through at the site no later than ten (10) days prior to the event set-up date.

### **PRESCOTT MILE HIGH MIDDLE SCHOOL**

1. Requests for events at Prescott Mile High Middle School must be received no later than **March 1**.
2. Upon approval from the Prescott Unified School District Board, Event promoters must sign the approved contract.
3. Promotors will need to contact PUSD Facilities personnel and set up an event walk through at least one (1) week prior to the event start date.
4. Vehicles are not allowed on the turf, especially mobile food trucks. All Food vendors must stay on the track area.
5. Clean up for these events must occur the following day and under no circumstances shall items be left on the infield (turf) area. Items left as of Monday morning will result in added hourly fees.
6. Portable Stages and sound equipment must be set up on the track area in the southwest corner of the track, and angled facing Whiskey Row.
7. All events that are scheduled after dusk will require appropriate lighting.
8. Events shall end no later than 10:00pm
9. Billing for use of the Prescott Mile high Field will be provided by the City of Prescott and must be paid within thirty (30) days. Failure to pay in full will result in cancellation of further events.



# City of Prescott Special Event Policies & Procedures Updated 12/19/2023

10. Promotors must provide the Prescott Unified School District with a Certificate of Insurance.

## **PRIVATE PROPERTY/TEMPORARY USE PERMITS:**

1. Events Requiring a Temporary Use Permit
  - a. Events on private property may require a Temporary Use Permit issued by the Community Development Department Planning and Development Services.
  - b. Regulations governing temporary uses located on private property can be found in the
  - c. Land Development Code. Contact the Planning and Development Services at (928) 777-1207 for information and permit procedures.
2. Events that do not require a Temporary Use Permit
  - a. Except as specifically provided in the Land Development Code, restrictions on temporary uses shall not apply to any use that is conducted entirely on private residential property, operated by the person, company, or organization owning the property, provided that the duration of the temporary use does not exceed forty-eight (48) hours and is repeated not more than four (4) times a year.
  - b. This does not relieve private property owners of the need to comply with other regulations, such as the Noise Ordinance, Sales Tax Ordinance, provisions of the Zoning Ordinance, etc.

## **INSURANCE:**

1. For events and series of events occurring on City-owned property, the Applicant/Event Organizer must provide a Certificate of Insurance for commercial general liability, auto liability (if applicable), and liquor liability (if applicable) naming the City of Prescott as additional insured and Certificate holder for up to \$1,000,000.00. 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 two (2) weeks prior to the event.
2. Insurance coverage must be maintained for the duration of the event including setup and tear-down dates.

## City of Prescott Special Event Policies & Procedures Updated 12/19/2023

3. The certificate must indicate the dates and location of the event. The person/organization listed on the certificate must be the Applicant/Event Organizer.
4. For event series or organizations with multiple events throughout the year, the Event Organizer may use the following verbiage: "City of Prescott is listed as additional insured for any and all events held on City property."
5. Have insurance providers address the certificate to the attention of the City of Prescott 201 S. Cortez St, Prescott, AZ 86303 and submit it with the Special Event Permit Application.
6. Minimum limits are as follows:
  - a. \$ 1,000,000 per occurrence
  - b. \$ 2,000,000 aggregate general liability
  - c. \$ 1,000,000 automobile liability (or non-owned automobile liability) (if applicable)
  - d. \$ 1,000,000 liquor liability insurance (if applicable)
7. Additional limits may be required after review.
8. Providing the above-listed insurance does not in any way reduce or eliminate any responsibility assumed under the indemnity agreement, described in the Special Event Permit Application as Affidavit of Applicant/Event Organizer.
9. The following applies to Amusement Rides:
  - a. 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).
  - b. 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 and must be submitted with the application.
10. Please contact City of Prescott Risk Management at (928) 777-1257 with questions or for more information.

### **TENTS, E-Z UPS OR CANOPIES:**

1. Stakes may not be driven into turf, grounds, asphalt or other surfaces without explicit written approval from the Recreation Services Department. If approved, the Applicant/Event Organizer must contact the

## City of Prescott Special Event Policies & Procedures Updated 12/19/2023

Recreation Services Department at (928)777-1122 to set up a walk through at the site no later than ten (10) days prior to the event set-up date.

2. Any damage to underground utilities or irrigation due to authorized or unauthorized staking is the responsibility of the Applicant/Event Organizer.
3. When staking is not approved tents, E-Z Ups, or canopies must be securely weighed down to ensure public safety. Small tents, E-Z Ups or canopies must be properly weighted to prevent the tent, E-Z Up or canopy from blowing or falling over.
4. The Recreation Services Department or Special Event Committee will indicate areas approved for large tents, E-Z Ups or canopies. All tent, E-Z Ups, and canopy locations and sizes must be marked on the submitted site plan.
5. Tents, E-Z Ups and membrane structures that have an area in excess of 400 square feet and canopies that have an area of 700 square feet are to be inspected by the City of Prescott Fire Inspector.

### **NOISE CONTROL:**

1. The City's Noise Ordinance Code (Ord. 4053, 11-14-2000) applies at all times.
2. It is the intent of the City Council of the City of Prescott to endeavor to provide citizens with an environment free from such excess sounds or noise as may jeopardize their health, welfare and safety, degrade the quality of life, the tranquility of a neighborhood, or the right to quiet enjoyment of personal property. Event Organizers must be mindful of noise generated by entertainment and equipment and how it may negatively affect the quality of life of nearby residents and businesses. Police may submit a written notice to the Event Organizer providing requirements to alleviate noise related complaints.
3. If event staff decides not to comply with police submissions, the Prescott Police Department has the authority to close an event or a portion of an event when responding to a legitimate citizen complaint. A police service fee for responding to two or more complaints (after having received a written notice) may be assessed to the Event Organizer.
4. The ability to offer live amplified entertainment in City-owned parks will be determined on a case by-case basis; however the following rules will apply:

## City of Prescott Special Event Policies & Procedures Updated 12/19/2023

- a. It is suggested that Decibel levels read from 150 feet of the speaker locations not exceed 80 decibels.
- b. Watson Lake Park - Speakers will be directed away from neighborhood areas. Speakers must be pointed in a northeast or eastern direction. Speakers may also be oriented in a “surround sound” set up, where speakers are faced into the event space.
- c. Granite Creek Park - Speakers will be directed away from neighborhood areas.
- d. Event Organizers are required to have a decibel level meter at the soundboard for all events with amplified sound. Levels must be monitored by the event producer(s) and remain within the required decibels.
- e. Working directly or in contact with the event producer, the Police Department and/or Special Event Committee may lower decibel levels at any time during the event. The genre of music will not be used to determine whether to lower decibel levels.

### **BANNER AND SIGNAGE GUIDELINES:**

1. Intent to display banners must be indicated on the Special Event Permit Application.
2. Temporary signs associated with events restricted to a City park or other City-owned or operated public property, including streets, vacant land and parking lots, shall be reviewed and approved by the Special Event Committee in compliance with the Special Event Permit Policy.
3. Banners may be affixed to temporary fixtures and equipment brought onto the permit site (such as a canopy, tent, stage, or food booth) by the Applicant/Event Organizer.
4. Banners may not be affixed to trees.
5. Banners may not be displayed on street medians, or within rights-of-way. An exception is the Downtown Banner Program, which allows banners to be displayed on the streetlights constructed specifically to accommodate the Downtown Banner Program.
6. Private Property owners are allowed up to forty-five (45) days per calendar year. Banners placed on private property must be removed twenty-four (24) hours after the event.
7. Banners affixed to the City’s banner pole sleeves may not exceed sixty (60) square feet in total area.
8. Banners affixed to temporary fixtures may not exceed twenty-four (24) square feet in total area.

## City of Prescott Special Event Policies & Procedures Updated 12/19/2023

9. Directional signage may be placed up to one day before the event and must be taken down one day after the event. Directional signage must not exceed an area of six (6) square feet.
10. Banners shall only be hung for the days permitted by the event producer, which may include the set up day(s).
11. Banners may not promote products that are illegal to consume by the patrons attending the event.
12. Banner language or depictions may not be profane or obscene.

### **EVENT SITE PLAN:**

1. Applicant/Event Organizer must submit, with the Special Event Permit Application, an event site plan that includes the
  - a. Stage(s)/Amplified sound equipment.
  - b. First Aide/Emergency Station(s), Water Service areas, Controlled access/Admission Area(s).
  - c. Carnival/Amusement rides, Recycling/Trash Receptacles, Merchandise/Food vendors, Handicap parking area(s), Emergency access, Open flame/Cooking area(s), Liquor distribution/Control area(s), Tents/E-Z Ups/Canopies, Portable restrooms and Portable Fencing.
2. Applications will not be accepted without the event site plan. Electrical panels and fire hydrants must be accessible from the street.
3. Any changes to the Event Site Plan must immediately be communicated to the Special Events Committee and a new illustrated Event Site Plan is required.
  - a. Your event site plan should be submitted on an 8 ½" x 11" format.
  - b. Location of set up/tear down equipment and parking for those setting up the event.
  - c. If the event involves a moving route of any kind, indicate the direction of travel and all street or lane closures.
  - d. The provision of minimum twenty feet (20') emergency access lanes throughout the event venue if the event involves the closure of any street. This must be indicated on the site plan.
  - e. You must identify which direction that speakers will be pointing.
  - f. You must identify generator locations and/or source of electricity.
  - g. Placement of vehicles and/or trailers.

# City of Prescott Special Event Policies & Procedures Updated 12/19/2023

- h. The Special Event Committee has the right to adjust event site plans in order to protect the well being of the public.
- i. At the discretion of the Special Events Committee, Applicant/Event Organizer may be requested to identify other items that pertain to the event.

## **ACCESSIBILITY PLAN:**

1. To comply with all City, County, State and Federal Disability Access requirements, an accessibility plan is required when submitting your application.
2. All temporary venues, related structures, and outdoor sites for special events shall be accessible to persons with disabilities.
3. If a portion of the area cannot be made accessible, an alternate area shall be provided with the same activities that are in the inaccessible area. It cannot, however, be offered only to patrons with disabilities.
4. Disability access may include parking, restrooms, telephones, clear paths of travel, transportation, signage, accessible vendors and booths.
5. The use of truck track is required to cover electrical cables impeding access on paths of travel.
6. In order to mitigate tripping hazards, small electrical cords are required to be secured.
7. If all areas are not accessible a map must be visible to disabled attendees indicating the accessible restrooms, parking, telephones, drinking fountains, etc.

## **MEDICAL PLAN:**

1. The Event Organizer is required to provide first aid and medical coverage for events open to the general public. In some cases, depending on the type of event or the event footprint, additional medical coverage may be required to be supplied by either the Fire Department or a private ambulance company, at additional cost to the event organizer, beyond the cost and provision of the First Aid Station (see matrix below).
2. A First Aid Station is defined as a signed first aid area that is staffed throughout the entirety of an event with at least one CPR and first aid certified individual with appropriate supplies.

# City of Prescott Special Event Policies & Procedures Updated 12/19/2023

3. The station must have capability of calling “911” in case of a medical emergency.
4. The following matrix is provided as a tool in an effort to help determine the appropriate medical services needed based on the number of anticipated attendees.
5. Details on medical standby must be provided to and be approved by the Prescott Fire Department prior to the event.

Public Attendance**	# of First Aid Staff*	# of First Aid Stations*
200 – 1,000	1	1
1,001 – 10,000	2	1
10,001 – 14,000	4	2
14,000 +	4	2 + Stand-by Ambulance

*\*Requirements for the number of Staff and Stations are subject to change at the discretion of the City of Prescott Fire Department.*

*\*\*Multiple Concurrent events whose total attendance requires additional medical coverage will be the responsibility of the events that apply last, resulting in the additional requirements (unless other arrangements are agreed upon by the event organizers). If multiple events are submitted at the same time, all events will share in the costs associated with additional medical coverage requirements based on the higher combined attendance numbers.*

## **SANITATION AND RECYCLING:**

1. For all events occurring on or off City-owned property, the Applicant/Event Organizer is required to have trash service. It will be at the discretion of the Special Events committee to determine if trash service is not required for your event.
2. For events held on or surrounding the Courthouse square it will be the Applicant/ Event Organizer responsibility to service the Courtesy Cans after the event. A detailed map showing the locations of these Courtesy Cans will be provided to the Applicant/ Event Organizer during the Special Events Meeting.
3. Event Organizers are responsible for removal of all trash generated by the event to the appropriate dumpsters serving the event. If City staff finds the receptacles full or overflowing (additional waste

## City of Prescott Special Event Policies & Procedures Updated 12/19/2023

found within the park) after the teardown time stated on the permit, Applicant/Event Organizers may be billed an additional service charge to be determined according to time spent cleaning the waste (see staffing costs, Park Maintenance).

4. Call the City of Prescott Sanitation Department at (928) 777-1116 for assistance in determining trash and recycling needs.

### **PORTABLE AND PERMANENT RESTROOMS:**

1. Portable restrooms are required for any event estimating an attendance of one-hundred (100) or more people. If no permanent restrooms are on-site and the event expects less than one-hundred (100) attendees, portable restroom requirements will be determined on a case-by-case basis. Please refer to the portable toilet schedule included with the Special Event Application.
2. For locations with space constraints, an option to reduce the total number of required restrooms is to clean and replenish five (5) hours into the event in order to maintain appropriate health and sanitation standards.
3. For multiple day events, restrooms must be cleaned at the end of each day or prior to the next event day in order to maintain health and sanitation standards.
4. It is up to the Event Organizer to fully consider all aspects of their event (i.e. alcohol consumption, weather) to ensure an appropriate number of restrooms are made available.
5. Designated accessible restrooms (to accommodate wheelchairs and assistive devices) are required (any person may use these). The American with Disability Act requires that 5% of all portable toilet units ordered be wheelchair accessible, or a minimum of one per order.
6. Portable units may not be placed on sidewalks or grass areas.
7. Portable toilets are to be removed immediately after the event or teardown time specified within the Special Event Permit Application. Fees may apply for additional rental of space or removal of the portable restrooms.
8. If a City site includes permanent restrooms, it is the responsibility of the Applicant/Event Organizer to clean and restock the restrooms during the course of the event. The Applicant/Event Organizer is responsible for any damage to the restrooms. City staff will assess the condition of the restrooms after



## City of Prescott Special Event Policies & Procedures Updated 12/19/2023

the conclusion of the event. If City services are requested/required fees will apply. Portable restrooms may be required and addressed during the routing process for those municipal parks/facilities that have permanent restrooms.

### **FOOD CONCESSIONS, VENDING, TAX, AND BUSINESS LICENSES:**

1. The Applicant/Event Organizer, vendors, and sponsors/promoters must comply with the City Tax Code. Non-profit sponsored events no longer have separate guidelines for taxation and licensing. 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).
2. The Applicant/Event Organizer must furnish a list of all vendors participating in the event, including each vendor's business license number and transaction privilege tax number (if applicable) no later than 10 days prior to the beginning of the event.
3. Contact the City Tax and Licensing Division at (928) 777-1268 for more information pertaining to business licenses or privilege (sales) tax.
4. Food booths are defined as a temporary facility operating for a short period of time in connection with a public gathering from which food items are sold/distributed.
5. Applicant/Event Organizers will specify the location of all proposed food booths.
6. Include location of vendors on site plan submitted with your application. Vendors are not to extend beyond the boundaries of the site plan when loading or unloading supplies.
7. Food Vendors must complete the Health Dept. Vendor Application (whether or not you are paying a fee) and Event Coordinators must fill out the Health Dept. Coordinator Pack. 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. Fees are not refundable or transferable to another event or date.

## City of Prescott Special Event Policies & Procedures Updated 12/19/2023

8. Applicant/Event Organizer is responsible for ensuring that vendors have properly disposed of grease and other materials/items, and that they have been removed completely from the site.
9. Provide electrical amperage draws for equipment when submitting your application.
10. The Special Event permit will allow you exclusive control and regulation of any concessionaires/vendors within your defined venue.
11. For vendors with a table or tent who are not selling services or merchandise, a general use permit may be required and applicable fees will apply. A special event permit is not needed. The general use permit does not guarantee “exclusive use of the area”. The general use permit will not be issued if a “special event” is permitted for the space. More than one general use permit may be issued for a facility or park.

### **POTABLE WATER:**

1. Recreation Services Maintenance will provide water connections for events held at City parks if requested and fees will apply.
2. Water can be hauled to the site. The City of Prescott does not provide recommendations for water delivery vendors.

### **ELECTRICAL PLAN:**

1. If applicable, the Applicant/Event Organizer must submit, with the Special Event Permit Application, an electrical site plan indicating all electrical equipment requiring electrical power, anticipated amperage draw (per item and in total), and an electrical site plan with the layout of extension cords and spider boxes. Event amperage requirements are requested for the safety of the event and in order to ensure adequate electrical needs can be met. The Applicant/Event Organizer must provide their own electrical equipment (i.e., generator or spider boxes) and electrical set-up. Generators are required to be grounded and will be inspected. Placement of ground rods must be approved prior to installation.
  - The electrical site plan must be completed by a licensed electrical contractor for those events using multiple power outlets. A less extensive plan must still be submitted for those using minimal

## City of Prescott Special Event Policies & Procedures Updated 12/19/2023

electricity. The plan must be approved by Facilities Maintenance Superintendent and the City Electrician at least 7 days prior to the start of the event.

- The City will inform the Applicant/Event Organizer of any additional requirements upon review of the Special Event Permit Application and/or during the pre-event walkthrough.

### **PRESCOTT POLICE DEPARTMENT SERVICE INFORMATION & SECURITY PLAN:**

1. Depending on the nature of the Event Organizer may need to provide professional security services and/or law enforcement. Special events that generally require Police Department presence are those that:
  - Involve the sale and consumption of alcohol.
  - Involve other public safety risks such as parades, sizeable attendance, high profile or other factors potentially adverse to community tranquility and peace.
2. If the event will have alcohol, an approved Special Event Liquor License application must be obtained prior to submitting a Special Event Permit Application.
3. Police officers assigned to work special events are generally off-duty officers working at overtime pay rates. Applicant/Event Organizers will be responsible for hiring off-duty officers to work the event through the Off Duty Management Officer Trak Website: <https://odm.officertrak.com/Prescott-AZ-PD>. Applicant/Event Organizers are reminded that Prescott Police officers working special events on duty, although they may be assigned specifically to the particular event, are employees of the City of Prescott and do not work for the Applicant/Event Organizer.
4. Applicant/Event Organizers should consider all security factors early in the special event planning process and coordinate with the Prescott Police Department as soon as possible.
5. The size, type, time of day and location of your event, as well as the overall activities, are all areas that need to be analyzed in depth and addressed through your security plan.
6. The Prescott Police Department has final authority to determine your event security requirements. The Police Department will determine the necessity and make the final determination on whether uniformed personnel must be present at a Special Event.

# City of Prescott Special Event Policies & Procedures Updated 12/19/2023

7. If the prescribed numbers of Prescott Police Department Officers or private security guards are not provided, or prove inadequate, the Prescott Police Department maintains the right to shut down any or all components of the event and/or to provide additional police services that will be billed directly to the Host Organization. Approval for other sworn officers or security companies must come from the City of Prescott Police Department.
8. The Prescott Police Department may be reached at (928) 777-1940 for more information.

## **PRESCOTT FIRE DEPARTMENT SERVICE INFORMATION:**

The Prescott Fire Department will consider and require the following items:

- **Food Vendors**

A separate sheet is attached to these guidelines that lists the requirement 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. If MFU's cannot produce a current inspection report they will be subject to inspection by PFD fire officials prior to commencement of the event.

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

1. Any cover or canopy must be flame-resistant. (IFC 3107.12.4).
2. Class K fire extinguisher to be provided 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).
3. Class ABC fire extinguisher to be provided in internal combustion engines (generators) are utilized and must be readily accessible. (IFC 3107.9).

- **Tents**

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

1. Tents over 400 square feet and canopies over 700 square feet require separate permits in addition to your special event permit. If at least one side of the structure is enclosed it is considered a tent. (IFC 3103.2 and 3103.4).

## City of Prescott Special Event Policies & Procedures Updated 12/19/2023

2. At the time of application for a tent permit please submit the following documentation covering your tent or canopy:
  3. A certificate from the manufacturer indicating compliance with National Fire Protection Association (NFPA) Standard 701. (IFC3104.2).
  4. Names and addresses of the owners of the tent or canopy. (IFC 3404.4[1]).
  5. Date the fabric was last treated with a flame-retardant solution, firm applying, and name of testing agency. (IFC 3404.4[2][3][4]).
  6. Your application will require a detailed floor plan if the occupant load is 50 or more persons. (IFC 3103.6).
  7. Tents and canopies shall be installed to withstand the elements of weather as well as to prevent collapsing. (IFC 3103.9).
  8. Exits must be clearly marked and illuminated if the exit serves an occupant load of 50 or more. (IFC 3103.12.6).
  9. Exit curtains (if installed) shall be of colors that contrast with the color of the tent. (IFC 3102.12.3[2]).
  10. Provide portable fire extinguishers, 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.
  11. Open flame, fire or heat-producing devices are not permitted inside or within 20 feet of a tent. (IFC 3107.4). LPG tanks must be located outside of any tent. (IFC 6104).
  12. 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).
  13. 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 requirements. 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**

# City of Prescott Special Event Policies & Procedures Updated 12/19/2023

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

- **Fire Lanes**

1. 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.
2. 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.
3. 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).
4. 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).
5. Maintain unobstructed access to fire hydrants, drafting sources or other fire protection features. (IFC 3106.2.3.1).

- **Generators/Electrical**

1. 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. Rods must be fully inserted and grounding clamps utilized. (IFC 3106.1).

# City of Prescott Special Event Policies & Procedures Updated 12/19/2023

- **Fires**

1. An additional permit is required for any bonfire or warming fire within an outdoor assembly. This must be discussed in advance with a fire official prior to the event. (IFC 307.2).
2. The fire code official may order extinguishment should conditions warrant. (IFC 307.3).
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**

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

## **PARKING LOT USE & CLOSURES:**

1. The City Hall parking lot, located at 201 S. Cortez St, may not be fully closed to the public during hours of operation (Mon-Fri 8am to 5pm). Half closures are allowed one workday prior to the event in order to allow safe set-up of equipment after regular hours of operation. Please call (928)777-1380 for more information.
2. Event Organizers, volunteers, vendors, contracted personnel and attendees are not permitted to park in the Library parking lot.
3. The Applicant/Event Organizer is responsible for posting and maintaining parking lot closure notification one (1) day prior to the affected date.
4. It is the responsibility of the Event Organizer to ensure that vendors, delivery vehicles, staff, or anyone associated with the implementation of the event does not park in any non-permitted parking lots during normal business hours.

## **PARKING AND SHUTTLE PLAN**

1. A Parking and/or shuttle plan is recommended for all events and may be required for certain types of events, to be determined by the Special Events Committee, for the safe arrival of event attendees, participants, and vendors and must be suitable for the environment in which your event will take

# City of Prescott Special Event Policies & Procedures Updated 12/19/2023

place. Parking, traffic congestion and environmental pollution are all factors of concerns with events that should be addressed in this plan.

2. The use of carpools, public transportation and alternate modes of nonpolluting transportation should be used whenever possible.
3. Accessible parking and/or access in your event plans must be included.

## **STREET CLOSURES:**

1. All street closures require a 75% business signature approval based on the number of businesses on the affected street. Signatures must be from the business owner or manager. Business must be provided documentation regarding street closure to include name of the event, date and times, and a site layout plan.
2. Street closures may occur when affiliated with special events including but not limited to parades, races, competitions, displays, fairs, and festivals. The proposed street closure will be illustrated through an Event Site. Parade or Race Route: Please provide a detailed illustration of the proposed parade or race route including assembly and disassembly areas on the Event Site Plan.
3. When an event route extends beyond City limits/jurisdiction, written approval or special event permit for property use is required from the associated agency (DPS, Yavapai County, National Forest Service, etc). This includes the Court House Square which requires a special event permit through the Yavapai County Developmental Services Office at (928) 771-3216.
4. It is the responsibility of the Event Organizer to ensure that vendors, delivery vehicles, staff, or anyone associated with the implementation of the event does not park in any non-permitted parking spaces.
5. Traffic Control Plan Overview: A Traffic Control Plan is used to indicate vehicle/pedestrian traffic control and detour routes. A Traffic Control Plan must be submitted for the proposed closure of any street, sidewalk, alley, right of way and/or parking lot.
6. Traffic Control Plans must comply with the current Manuel of Uniform Traffic Control Devises and are subject to approval by the City Traffic Engineer.
7. Traffic Control Plans must be dated and approved for the current year.



## City of Prescott Special Event Policies & Procedures Updated 12/19/2023

8. Once approved, the Traffic Control Plan must be executed by a certified technician from a licensed and bonded barricade company and billed to the Applicant/Event Organizer.
9. The Applicant/Event Organizer is responsible for providing all required barricades and traffic control signs. All 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.
10. All street closures must allow for a twenty (20)-ft fire lane access during the event.
11. The Police Department will determine if the special event and street closure requires uniformed personnel to direct traffic and pedestrians.
12. For questions regarding special event street closures, please contact the City of Prescott Traffic Engineering at (928) 777-1130.

### **PARADES, MOTORCADES, WALKS AND RACES:**

1. Detailed illustration of event routes, assembly, and disassembly areas are to be included on the Event Site Plan and submitted with the Special Events Application. When street closures are proposed, a Traffic Control Plan must also be included.
2. Throwing any items from parade floats is strictly prohibited.
3. When an event route extends beyond City limits/jurisdiction, written approval for property use is required from the associated agency (AZ State highways, railroad, National Forest Service, etc.) The approval must be submitted with the Special Event Permit Application.
4. Removing trash from spectator areas (i.e. sidewalks) is also the responsibility of the Event Organizer.
5. Contact the Prescott Police Department to discuss police escorts.
6. Running or Bike races that cross trails and/ or trailheads must marked properly with signage.

**TRAFFIC CONTROL PLAN:** If applicable, the Applicant/Event Organizer must submit, with the Special Event Permit Application, a Traffic Control Plan indicating vehicle/pedestrian traffic control, detour routes, directional signs, barricades, and street closures.

## City of Prescott Special Event Policies & Procedures Updated 12/19/2023

- The Traffic Control Plan must be reviewed by the City of Prescott Traffic Engineering Department. Once approved, the Traffic Control Plan must be executed by a certified technician from a licensed and bonded barricade company.
  - This 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 be dated and approved for the current year.
  - Traffic Control Plans must comply with the current Manual on Uniform Traffic Control Devices and are subject to approval by the City Traffic Engineer.
  - The Applicant/Event Organizer is responsible for providing all required barricades and traffic Control signs.
  - Traffic Control Plans must be submitted, finalized and approved by the City of Prescott Traffic Engineering Department at least fifteen (15) business days prior to the event.
2. Applications will not be processed without a current Traffic Control Plan as described above.

### **ALCOHOL: APPLICATIONS MUST BE FILLED OUT IN BLACK INK**

1. Any special event selling, sampling, or distributing alcohol will require a Special Event Liquor License.
2. Special Event Liquor License applications are available through the Arizona Department of Liquor at [www.azliquor.gov](http://www.azliquor.gov) or at the City of Prescott City Clerk's office, located at 201 S. Cortez St.
3. After completing the application, the Applicant/Event Organizer must deliver or send the application to the City Clerk's office for review no later than ninety (90) days prior to the event. The City Clerk will forward the application to the State Department of Liquor no later than ten (10) days prior to the start date of the event.
4. A Copy of the event site plan must be submitted with the application.
5. Any contract created between a for-profit business and a non-profit organization, regarding the percentage of profit, must be submitted along with the application.

## City of Prescott Special Event Policies & Procedures Updated 12/19/2023

6. Some special events are held on City of Prescott property where the possession & consumption of alcohol is allowed at the location (ex: Watson Lake). Should alcohol related incidents/ criminal violations occur on such property, the Police department may require the permit holder to adhere to the same guidelines as those which are in place regarding off site alcohol sales, or “Beer Gardens”. Approved barriers, wrist bands, additional off-duty officers and more restrictive and stringent guidelines will be required to be in compliance with city and state codes concerning alcohol violations. If further alcohol incidents occur, your event application will be reviewed and possibly will be rejected.
7. If mandated, the following guidelines apply:
  - Beer Garden must be enclosed by an approved barrier.
  - The entrance and exit must be properly marked.
  - Entrance and exit must be staffed with security personnel who are checking identifications.
  - Only those over the age of 21 are allowed in the Beer Garden unless with a parent or guardian.
  - Those over 21 must be given bracelets to identify them as over 21.
  - No over-serving.
  - No food or beverages are allowed to be brought in or leave the Beer Garden area.
  - Depending on event size, more than one Beer Garden may be approved.

**All references to City of Prescott Code can be found at**

**<http://www.codepublishing.com/AZ/Prescott/>**

# City of Prescott Special Event Policies & Procedures Updated 12/19/2023

## SPECIAL EVENTS FEE SCHEDULE

### SPECIAL EVENT APPLICATION FEE

Level "A" Events	\$100.00
Level "B" Events	\$75.00
Level "C" Events	\$50.00

### REFUNDABLE DEPOSIT FEES- One deposit WILL cover your entire event

Level "A" Events	\$1,000.00
Level "B" Events	\$500.00
Level "C" Events	\$200.00

### PARK RENTAL FEES- WATSON LAKE

Refundable Deposit	\$500.00	
Full Park Rental- Upper & Lower Ramada and Grass Area (does not include set-up/ tear down)	\$800.00	per day
Camping- 35 sites	\$450.00	all/per day
Camping- 19 sites	\$225.00	per day
Parking		
	1-1000 vehicles	\$1.50 per vehicle
	1,001-2,000 vehicles	\$1,500.00 flat rate
	2,001-3,000 vehicles	\$2,000.00 flat rate
	3,001-4,000 vehicles	\$2,500.00 flat rate
Grass Area Electrical Pedestal	\$15.00	Each/per day
Water Hook Up (for hoses)	\$15.00	per day
Restroom Restock and Cleaning Fee	\$50.00	per day

### PARK RENTAL FEES- PRESCOTT MILE HIGH FIELD

Refundable Security Deposit (made payable to PUSD)	\$250.00	
Facility Charge (set-up and tear-down time included)	\$70.00	per hour
Alcohol Fee	\$1,500.00	flat rate

### SANITATION FEES

Operator- Straight Time	\$73.93	per hour
Operator- Overtime	\$95.59	per hour
Dumpster Set Fee	\$85.39	per dumpster
Dumpster Disposal Cost	\$12.75	per cubic yard
Roll Off Set Fee	\$110.25	per box
Roll Off Pull Fee	\$22050	per pull
Roll Off Disposal Cost	\$92.00	per ton
1 Ton Minimum- 13 YD		
3 Ton Minimum- 20, 30, 40 YD		

# City of Prescott Special Event Policies & Procedures Updated 12/19/2023

Residential Cart 65- Gallon W/ Liner	\$24.04	per cart
Cardboard Container w/ Liner	\$12.15	per container

## PRESCOTT POLICE FEES

Off Duty Officer Fee	2 hr minimum	\$50.00	per hour/per officer
Police Vehicle Fee		\$15.00	per hour/per vehicle

\* Number of officers required is determined by City of Prescott Police Department.

\*\* Officer fee and Vehicle fee **MUST** be paid on two separate checks

## PRESCOTT FIRE INSPECTION AND EMT/MEDIC FEES

Special Event Inspection	\$75.00
Tents, Canopies & Membrane Structure	
Single Tent 400 sq. ft or greater	\$75.00
Single Canopy 700 sq. ft or greater	\$75.00
Each addt'l tent, canopy, membrane structure	\$25.00
Fireworks/ Pyrotechnics	\$300.00
Carnivals and Fairs	\$75.00
Amusement Building	\$150.00

## ALCOHOL PERMIT FEES

City of Prescott Liquor License Fee	\$78.00	per day
Arizona State Liquor License Fee- Special Event (Series 15)	\$25.00	per day
Arizona State Liquor License Fee- Wine festival (Series 16)	\$15.00	per day

## YAVAPAI COUNTY HEALTH DEPARTMENT FEES- FOOD

Special Event Inspection- For-Profit		
Administrative Fee	\$78.00	
Event Inspection Fee	\$59.00	
If applying for multiple events	\$59.00	each additional event
Special Event Inspection- Non-Profit	\$70.00	
Late Fee (if not recv'd 48 business hours before event)	\$55.00	

## Community and Tourism Event Grants - Prescott Office of Tourism

Community and Tourism Event Grants are available from the City of Prescott Office of Tourism for non-profit groups needing financial assistance for their event. Community Event Grants can be used to offset services provided by the City of Prescott or other vendors. No other discounts are available for services by the City of Prescott. For further information contact John Heiney 928-777-1220.