

## APPLICATION CHECKLIST

## SPECIAL EVENTS

**SUBMITTAL REQUIREMENTS – completed online portal application with uploaded files below**

### SITE PLANS

**PLANS-** Please include a site plan on 8 ½ x 11 paper that includes the location(s) of equipment and activities for your event. Please note that structures (EZ-Ups, tents, fencing, amusements, etc) must be at least ten (10) feet away from traffic control barricades

#### ☐ Site Plan

- ☐ Stage(s)/ Amplified Sound Equipment
- ☐ Controlled Access/Admission area
- ☐ Merchandise & Food Vendors
- ☐ Open Flame & Cooking areas
- ☐ Tents & Canopies
- ☐ First Aid/Medical points
- ☐ Carnival & Amusement Rides/ Area
- ☐ Portable Restrooms
- ☐ Water Service
- ☐ Trash/Recycling
- ☐ Emergency Access lane
- ☐ Liquor Distribution Area
- ☐ Temporary Fencing

### Additional Documentation

#### ADMINISTRATIVE

- ☐ **Liquor license** – If you are having alcohol you will need a Special Event Liquor License
- ☐ **Certificate of insurance-** General Liability Insurance naming the City as Additional Insured & Certificate Holder as follows:
  - ☐ \$1,000,000.00 per occurrence
  - ☐ \$2,000,000.00 aggregate General Liability
  - ☐ \$1,000,000.00 liquor liability (if having alcohol)
  - ☐ \$2,000,000.00 in excess liability if having amusements
- ☐ **Watson Lake Camping Form-** if camping is requested for an event being held at Watson Lake
- ☐ **Prescott Mile High Middle School-** if your event is requested to be held at Prescott Mile High Middle School

#### PUBLIC SAFETY

- ☐ **Prescott Police**
  - ☐ If your event will have alcohol, please go to <https://odm.officertrak.com/Prescott-AZ-PD> or call 1-877-636-8300 to schedule Off-Duty law Enforcement officers and upload a copy of your contract.
- ☐ **Prescott Fire Department-** Prescott Fire Department requires specialized permits for the following: Please submit a permit if your event includes:
  - ☐ Exhibits & Tradeshows
  - ☐ Carnival & Fairs
  - ☐ Tents & Canopies (over 400sq ft)
  - ☐ Fireworks (vendor Certificate of Liability required)
  - ☐ Food Vendors
- ☐ **EMS/Medical Plan**
- ☐ **Electrical Plan-** (type and sizes of generators to be used)

#### PUBLIC WORKS

- ☐ **Solid Waste Division**
  - ☐ Solid Waste Service Request Form (if City trash service is requested)
- ☐ **Traffic Division-** all street closures require 75% approval from ALL businesses on the street proposed for closure.
  - ☐ Traffic Control Map (from a licensed and bonded Traffic Control Company)
  - ☐ Street Closure Request Form
  - ☐ Business Signature Form
  - ☐ Parade or Race Route Map

## TAX & LICENSING

- ☐ Vendor Tracking Sheet (for any vendors selling items)

## YAVAPAI COUNTY AGENCIES- In some cases, applications from Yavapai will be required

- ☐ **Yavapai County Courthouse**
  - Courthouse Application- If you are requesting a permit for the use of the Yavapai County Courthouse Plaza, please contact Yavapai County at (928)442-5509 and upload a copy of your approved permit
- ☐ **Yavapai County Health**
  - Environmental Health Coordinator application- as event promotor, if you are having food at your event you will need to submit this application along with the food vendor list
  - Environmental Food Vendor Packet- needed if having cut fruit, ice for mixed drinks or a non-licensed food preparer
- ☐ **Yavapai County Development Services**
  - If planning an event at Pioneer Park or Brownlow Tril Systems that includes access to the Kuebler/Quarry area you will need to contact Yavapai County Development Services

**Notes:**

<b>Applicant:</b>	<b>Event Name:</b>	<b>Permit #</b>
<b>Organization:</b>	<b>Event Website:</b>	<b>Date Submitted:</b>
Revision Date: 12/29/2025		