



## APPLICATION CHECKLIST

## SPECIAL EVENTS

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

#### SITE PLANS

**PLANS**- Please include a site plan on 8 1/2 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>
<b>Revision Date:</b> 12/29/2025		