



Special Events / special.events@prescott-az.gov

824 E. Gurley St / Prescott, AZ 86301

(928) 777-1121 x4501 / www.prescott-az.gov

APPLICATION CHECKLIST

SPECIAL EVENTS

SUBMITTAL REQUIREMENTS – completed online portal application with uploaded files below

REQUIRED DOCUMENTS- Required for all Events

ADMINISTRATIVE

- ☐ **Site Plan-** 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
 - 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
- ☐ **Certificate of insurance- (Required for all events)** 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

PUBLIC SAFETY

- ☐ **Prescott Police**
 - Special Event Public Safety Request Form
- ☐ **Prescott Fire Department**
 - Fire Department Special Events Form
- ☐ **EMS/Medical Plan**
- ☐ **Electrical Plan-** (type and sizes of generators to be used)

PUBLIC WORKS

- ☐ **Solid Waste Division**
 - Solid Waste Service Request Form

Additional Documentation- if applicable

ADMINISTRATIVE

- ☐ **Liquor license** – If you are having alcohol you will need a Special Event Liquor License
- ☐ **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 WORKS

- ☐ **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:

Applicant:	Event Name:	Permit #
Organization:	Event Website:	Date Submitted:
Revision Date: 01/08/2026		