



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 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

- 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		