



Special Event Application for Events on Private Property

(Application Fee: \$250.00*)

-A MINIMUM OF 10 BUSINESS DAYS IS REQUIRED PRIOR TO ISSUANCE-

Revised 1/30/2023

ORGANIZATION/APPLICANT INFORMATION

Name of business/organization: _____

Name of special event: _____

Brief description of special event: _____

Date(s) for proposed event: _____

Location of special event: _____

Name of applicant: _____ Relationship to business: _____

Applicant Phone: _____ Applicant Email: _____

Mailing Address: _____ City, State, Zip: _____

Event Day Contact: _____ **Event Day Phone:** _____

Type of business/organization: Corporation L.L.C. Non-Profit* Partnership Sole Proprietor Other

**The special event fee may be waived with proof of 501(c)3 status*

How many people do you expect to attend the event? (if unsure, provide your best estimate) _____

Is this event open to the public? No Yes Will tickets be sold for this event? No Yes

ELECTRICITY, RESTROOMS AND STRUCTURES

Is restroom access needed? No Yes If yes, any event expecting more than 99 attendees may need to provide portable toilets. Portable toilets shall be provided if the event takes place more than 200 feet away from a public restroom at the rate of one (1) toilet for every 100 people expected. One (1) hand washing station is required for every 10 portable toilets.

Will there be any tents, canopies, or temporary structures? No Yes If yes, please indicate the size _____ please note that each corner shall be weighted with a minimum of 40 pounds or more depending on manufacturer recommendations. In addition, enclosed tents over 400 square feet in size or open canopies over 700 square feet require a permit from Timber Mesa Fire and Medical District (TMFMD). Please contact TMFMD at (928) 537-5100 regarding any questions about their permitting requirements.

Will the event take place after dark? No Yes If yes, indicate the time _____:_____ to _____:_____

Will the event use a stage or platform? No Yes If yes, indicate the size and how it will be secured: _____

SPECIAL CIRMUMSTANCES

Will alcohol be served? No Yes If yes, a special event liquor license application must be submitted to the Arizona State Liquor Board and City Clerk a minimum of 21 days prior to the special event.

Will there be vendors*? No Yes If yes, provide the full name of the individual and their date of birth on the next page. *Vendors are required to follow all Arizona Department of Revenue requirements for reporting taxes.

Will there be vendors serving food? No Yes If yes, a valid inspection from an Arizona Fire District and a food permit from Navajo County Health Department is required.

Will there be fireworks or pyrotechnics? No Yes If yes, approval from the City of Show Low Chief of Police and Timber Mesa Fire and Medical District is required. An additional insurance policy specifically covering fireworks or pyrotechnics is also required.

Will the event impact public streets or sidewalks? No Yes If yes, describe how you will minimize the impact to the public: _____

Do you need any barricades or cones? No Yes If yes, indicate how many you need: _____

Will there be any music, P.A. system, generators, or loud noises? No Yes If yes, please indicate what and when. Please note that the applicant is responsible for complying city code 19.25.190 (A) *Noise* and may be cited by the police department if noise related to the special event is more than the levels permitted by city code.

ADDITIONAL INFORMATION

Describe first aid, medical, traffic and security provisions: _____

Vendor names and date of birth (attach additional pages if needed): _____

REQUIRED ATTACHMENTS

- Important:** Special events taking place on city property must have complete the Facility Use/Special Event Application. A certificate of insurance **and** endorsement for all days of the event (including set-up and take-down) naming the City of Show Low as additional insured with a minimum policy value of one million (\$1,000,000) liability per occurrence, two million (\$2,000,000) aggregate is required. Also, the city **requires a waiver of subrogation** protecting the City and the applicant's insurance must be **primary and non-contributory** and state that on the certificate. Insurance must be received a minimum of 10 business days prior to the event taking place.
- 3 copies of a site plan indicating the exact site location and layout, location and number of booth spaces, stalls or vending areas, location of temporary structures and temporary utilities necessary for operation, location, and provision of toilets and other sanitary services, ingress and egress, fire and emergency vehicle access, parking areas, signage, lighting, and a description of security and traffic control measures to be taken.
- If a sole proprietor, the affidavit demonstrating lawful presence in the United States with required document.
- A copy of the Arizona Transaction Privilege Tax documentation for the business OR *If a non-profit proof of 501(c)(3) status.
- If food is involved, a copy of Navajo County Health Department approval.
- If applicable, a list of any hazardous materials or hazardous wastes which will be used or stored.

FOR OFFICE USE ONLY

Is this a non-profit? N/A No Yes, if yes proof of non-profit 501 (c) 3 received: No Yes

Is a special event meeting required? No Yes **If yes, Meeting Date:** _____ **Time:** _____ :

Notes: _____

Received by: _____ **Date Received:** _____ **Permit #:** _____ **Issued:** _____