

PRESCOTT VALLEY

SPECIAL EVENT APPLICATION PACKET



Special Event Permit
Frequently Asked Questions

Town of Prescott Valley
Parks and Recreation Department

How do I know if I need a Town of Prescott Valley Special Event Permit for my event?
Any event on park property is subject to the approval of the Town of Prescott Valley. Certain activities that require a Town of Prescott Valley Special Event Permit include the following:

- events with 50 or more participants
- use of amplified sound
- any advertising or sponsorship activities
- selling/distributing any food, goods, or merchandise

Please keep in mind that there are other activities or proposed event features that may require you to secure a Town of Prescott Valley Special Event Permit. If you are planning any event in the parks, you are encouraged to consult the Department of Parks and Recreation: 928-759-3090.

What if groups or individuals are using the park space that I am permitted for when I arrive on my event date?
Make sure that you have the copy of your Town of Prescott Valley Special Event Permit on hand. This permit shows that you have exclusive rights to the space for the stated time and date. If you have any problems, please contact Police Department Dispatch Center 928-772-9267.

What are the Town of Prescott Valley's insurance requirements and how can I obtain the necessary insurance?
A Certificate of General Liability Insurance for the event that names the Town of Prescott Valley as "Additional Insured" for a minimum of $1,000,000 is required for all Town of Prescott Valley Special Event Permits. Also, the Town may require additional insurance coverage for certain types of activities.

Is alcohol allowed at my event if I get a Town of Prescott Valley Special Event Permit?
No "spirituous liquor" as defined in ARS §4-101(29) (as amended) may be sold, served or consumed in Town facilities without a separate permit issued by the Council in accordance with Town Code §§3-05-070 and 10-02-060 (as amended), except pursuant to Town Extension of Premises Liquor License in cooperation with a Special Event Permit. Users who desire to sell spirituous liquor in Facilities must also obtain a special event license from the Arizona Department of Liquor Licenses and Control pursuant to ARS §4-203.02 (as amended).

Users involved with events where spirituous liquor will be sold, served or consumed must furnish a licensed, bonded and insured security guard or off-duty police officer to provide security during the event. There shall be at least 1 such security guard for every fifty (50) persons anticipated to attend the event. For more information, please call the Town Clerk's Office: 928-759-3135.

Can I reserve athletic areas such as softball fields with a Town of Prescott Valley Special Event Permit?
Athletic areas such as softball, baseball, football, and soccer fields can be reserved with a specified Athletic Field Permit. A Special Event Permit will be required based upon the scale of the requested athletic endeavor. For more information, please the Parks and Recreation Department at 928-759-3090.

What restroom facilities are available for my event? Am I required to obtain portable toilets for my event?
Public restrooms in the parks are open March through October and are dependent upon current weather conditions. Town of Prescott Valley Special Event Permits applicants may be required to provide portable toilets for their participants based upon scheduled attendance. Location of portable toilets is subject to Parks and Recreation approval.

Once I get a Town of Prescott Valley Special Event Permit, how can I get equipment to my site?
Parking or driving vehicles on grass or athletic fields is strictly prohibited. If staff and supply vehicles need to be driven to the site to unload equipment or supplies, the Department may consider granting a Temporary Vehicle Pass so that the vehicles may access service roads, subject to Parks and Recreation approval.

Can I reserve parking spaces for my event?
Parking provisions are not included in the issuance of any Town of Prescott Valley Special Event Permit. However, public parking is available at parking lots and designated street parking.

Can I have music, a DJ, or live music performance at my event?
All amplified sound must comply with Ordinance 10-01-070-D-1and 2 of the Prescott Valley Town Code. For more information, please contact the Parks and Recreation Department: 928-759-3090.

Does the Town of Prescott Valley provide tables, chairs, benches, tents, sound systems, or any other equipment with a Special Event Permit?
The Town of Prescott Valley does not supply such equipment. Town of Prescott Valley Special Event Permit applicants are responsible for securing any and all event-related supplies or equipment.

May I grill in the parks?
Yes, but with permission from the Central Yavapai Fire District during a non-burn restricted period and only with a covered propane or gas grills. Fire/Burn restricted dates are determined by the Central Yavapai Fire District. For more information please contact the Central Yavapai Fire District at 928-772-7711.

I want to have tents and/or canopies at my event. Is that allowed?
Town of Prescott Valley Special Event Permits allow tents and canopies, however any tent or canopy larger than 240 square feet requires an approved permit from the Development Services Department. For more information, please contact Development Services at 928-759-3050.

Placement of all tents and canopies is subject to the approval of the Parks and Recreation Department. Staking of tents is not permitted so as to prevent damage to the site irrigation system and other underground utilities. Vendors that do utilize tents as part their space are highly encouraged to secure the tent with weights in the case of disruptive winds.

Do I need to clean up after my event, or will the Town of Prescott Valley provide maintenance and clean-up services?
Yes, the Special Event Applicant and there participating members are responsible for returning the site to the no less than the same condition it was received prior to event use. The Town of Prescott Valley does not provide for the collection and removal of refuse from the site. For more information, please contact Parks and Recreation 928-759-3090.

What if I need to cancel my event?
All cancellations must be made to the Parks and Recreation Department. Permit holders shall receive a full refund of all fees and charges paid by permit holders, provided that the event is canceled not later than five (5) business days prior to the reserved date (unless otherwise expressly authorized herein). If the event is canceled less than 5 business days prior to the reserved date, permit holders shall forfeit all fees and charges (except for any cleaning/damage deposit, which deposit shall be refunded to permit holders). *(5.1.7.9)*

When will my cleaning/damage/security deposit be refunded?
Upon the conclusion of your event, Parks and Recreation personnel will review the event. If it is determined that there has been no damage to Town property or equipment beyond reasonable wear and tear, upon conclusion of the event, the cleaning/damage/security deposit shall be refunded in full within ten (10) working days of the conclusion of the permitted event.

If it rains or snows or there are other inclement weather conditions on the day of my event, can I be refunded for the event?
No refunds will be given for inclement weather, however rain-date rescheduling is permitted. Town of Prescott Valley Special Event Permits are non-transferable.

Are security services required for my event?
Permit holders shall provide licensed, bonded and insured security guards and/or off-duty police officers to supervise events (a) where 500 or more persons will be in attendance; and/or, (b) where spirituous liquor will be sold, served or consumed. Permit holders shall consult with the Police Chief or his/her designee as to the specific security requirements for each proposed event.

For more information please contact the Prescott Valley Police Department at 928-772-9261 regarding security requirements for your event.

SUBMITTING YOUR SPECIAL EVENT PERMIT APPLICATION

The review and approval of a Special Event Permit application is coordinated through the Parks and Recreation Department for the Town of Prescott Valley (hereinafter "Department"). All applications will be processed and coordinated through Parks and Recreation which is located on the at 7351 E Skoog Blvd., Prescott Valley, Arizona, 86314.

A copy of all supporting documentation must be submitted to the Department. Therefore, please plan accordingly by submitting all appropriate paperwork (including copies of permits and letters of support) to the Department at least 10 business days prior to your event day.

PERMIT APPLICATION PROCESS

1. Choose a park or specific park location and date for your event. To secure your park location and date a security deposit must be paid. Events of 50 or more people and those events with special features are required to secure a Special Event Permit. A separate application must be submitted for each venue or facility. If you are unsure whether or not a permit is required for your event, please call the Parks and Recreation Department at 928-759-3090.

2. Please print or type your responses to questions and be sure to **complete all sections of this application**. All proposed activities and events are subject to the approval of the Department.

3. Submit your completed application (pages 12 through 22) and security deposit in person or by mail to the Parks and Recreation Department. All Special Event Permit requests will be coordinated through the Department. Submittal of an application does not grant you a permit or confirmation to conduct your planned event; all applications are subject to review. Completed applications with appropriate fees and requested documentation/information must be submitted at least 30 days (Private Function), 60 days (Public Community Event), 90 days (Sports Tournament), or 180 days (Facility Allocation) prior to your event; otherwise, your application may be denied.

4. The Department processes applications for permits in the order of receipt. The Department will not consider your submittal without a completed application, reservation request form, and security deposit.

5. Upon receiving your completed application and security deposit, the Department will contact you regarding the status of your application. You will be informed of any remaining fees that must be paid, along with any additional documentation requirements. The Department reserves the right to require additional information or documentation regarding the applicant, applicant's company, sponsoring company/organization, co-sponsors, event participants, event vendors, event activities or the event itself. Moreover, the Department may postpone approval of special event permits until receipt of additional requested information or documentation. Failure to submit requested information or documentation in a timely manner may be cause for denial of a special event permit.

6. Applicants must submit two documents to satisfy insurance requirements. A **(1) "Certificate of Insurance in the amount of $1,000.000.00 worth of General Liability coverage that names the Town of Prescott Valley as an additional insured**" must be submitted for the event and the date(s) of all preparation for such event occurring on

Town property. **Applicants must also submit an (2) Endorsement issued under their General Liability policy of insurance for the event that reflects that the Town of Prescott Valley is an additional insured for the event.**

The Town of Prescott Valley local government has enrolled in a program which allows you, the "user" of a municipal facility, school, or other local government property, to secure cost effective liability insurance that provides protection for you as well as the governmental entity. The Tenant User Liability Insurance Program (TULIP) is a General Liability Policy written in the name of the tenants and/or users of the local government facility or venue. Please contact the Town Clerk's Office, 928-759-3135, to arrange for use of this program for your insurance needs. Applicants assume all responsibility for and hereby agree to indemnify and hold harmless the Town of Prescott Valley, its Board of Commissioners, officers, agents and employees against any losses, damages, liabilities, actions suits, proceedings, costs or expenses that the Town of Prescott Valley may incur or sustain or for which it may become liable (including, but not limited to, personal and bodily injury to, or death of, persons or damage to property) resulting from, arising out of or in any way relating to the event. The obligation to indemnify and hold harmless the Town of Prescott Valley will survive the termination or expiration of the Permit.

Your permit will not be issued if both the Certificate of Insurance and the Endorsement have not been received.

7. Applicants are required to secure and submit to the Town of Prescott Valley, 30 days (Private Function), 60 days (Public Community Event), 90 days (Sports Tournament), or 180 days (Facility Allocation) prior to the event day, all necessary permits, licenses and approvals from the Town of Prescott Valley, the State of Arizona and the United States of America.

8. Applicants are required to inform the Town of Prescott Valley, in writing, of any and all amendments to the original application prior to the event day.

9. Event producers of Community Events with attendance over 2,000 are required to attach a resume or summary of qualifications and experience in presenting similar events. Three references with addresses and phone numbers are also required.

10. Once all the Department's requirements have been fulfilled, including receipt of all documents and full payment, a Special Event Permit will be issued.

11. **PLEASE NOTE:** Costs incurred promoting and marketing events prior to the issuance of an approved Special Event Permit from the Town of Prescott Valley and changes/modifications relative to the event from the Town of Prescott Valley and/or the Parks and Recreation Department and other Town of Prescott Valley departments is at the sole expense and risk of the Event Organizer.

All events and applicant's guests, vendors, concessionaires and exhibitors are subject to and must abide by all codes, rules, regulations, ordinances, statutes, and laws of the Department, the Town of Prescott Valley, the State of Arizona, and the United States of America. Below is a summary of some of the Department's Event Rules and Regulations.

AMENDMENTS OR REVISIONS

- It is the responsibility of the applicant to properly inform the Department of any and all amendments and/or revisions to the original application. The applicant must inform the Department upon the immediate discovery of such amendments and/or revisions to the original application. All amendments and/or revisions must be made in writing and are subject to the review and approval of the Department.

AMENITIES

- The Department does **NOT** provide amenities such as portable toilets, sound systems, stages, tables, chairs, tents, canopies, fencing or other equipment.
- Amenities and event features are provided at the sole expense and risk of the Event Organizer.
- Costs incurred in acquiring necessary permits, certifications, plans, insurance, and all other documentation, as required by the Department, the Town of Prescott Valley and the State of Arizona, are at the sole expense and risk of the Event Organizer.

AMPLIFIED SOUND

• Amplified sound must be directed away from residences and must comply with Ordinance 10-01-070 of the Prescott Valley Town Code. The proposed location of the sound system, direction of sound and location of all speakers must be identified on your Site Map.

ASSIGNMENT

• Permits are not assignable and are non-transferable.

CANCELLATION

• All cancellations must be made in writing.
• If, for any reason, the scheduled event is cancelled, permit holders shall receive a full refund of all fees and charges paid by permit holders, provided that the event is cancelled not later than five (5) business days prior to the reserved date (unless otherwise expressly authorized herein).
• If the event is cancelled less than 5 business days prior to the reserved date, permit holders shall forfeit all fees and charges (except for any cleaning/damage deposit, which deposit shall be refunded to permit holders).

EVENT HOURS

• Events are restricted to the public hours of the park.
• If access to the park is necessary for set-up or tear-down either before or after public hours, then the applicant may be charged a fee to cover all costs associated with the request, if approved.

FEES AND FEE DEADLINES

• Users applying for permits shall pay, in full, the required permit fees, charges and cleaning/damage deposit on or before the date specified by Staff in order to ensure reservation of Facilities. In the event payment of the permit fees, charges and cleaning/damage deposit is not timely received by Staff, the reservation may be cancelled.
• Events for which admission is charged will be subject to profit-sharing by the Town as part of the rental rates. For such events, the rental rate is the Basic Rental Rate plus twelve percent (12%) of gross receipts. Gross receipts include monies received from admissions charged and/or donations required or requested, regardless of whether tickets are actually used (but do not include team participation fees).
• Commercial Users that are non-profit organizations applying for a permit (other than permits for sports league facility allocation of sports tournament permits) to use Facilities for charitable fundraising events may apply for a full or partial waiver of applicable fees, charges and conditions to the extent that the same is provided for by Council resolution. Such applications shall include a financial report together with a statement of projected receipts and planned disposition thereof. Additionally, if the applicant is an event planning or production company, the non-profit group that is the beneficiary of the event must submit a separate endorsement letter acknowledging that they are empowering the event planning company to apply on their behalf. Other restrictions may apply.

GARBAGE/TRASH CLEAN-UP

• The Town of Prescott Valley does not provide Special Event Permit maintenance services for cleaning of facilities, nor the collection and removal of refuse from the site. Permit holders shall be responsible to clean and restore reserved Facilities to their original condition, regular wear and tear excepted.
• Dumpsters must be placed on a hard surface such as asphalt or concrete or other surface approved by the Department in writing.
• Dumpsters must not be placed on the grass or athletic fields. The proposed location of the dumpsters must be identified on your Site Map.

GRILLING

• Yes, but with permission from the Central Yavapai Fire District during a non-burned restricted period and only with a covered propane or gas grills. Fire/Burn restricted dates are determined by the Central Yavapai Fire District. For more information please contact the Central Yavapai Fire District at 928-772-7711.
• If your event plans to use grills to prepare/cook food, please indicate on page 14.

INCLEMENT WEATHER

• The Department reserves the right to cancel or relocate an event due to poor weather conditions prior to or on the day of the event if there is a substantial likelihood of damage to Facilities; injury to persons attending the event or members of the public near or about the area where the event is to be conducted.

LIFEGUARDS

• If your event occurs at Mountain Valley Splash, you will be required to have Department lifeguards present. Additional fees may apply.

PORTABLE TOILETS

• All portable toilets must be located on a hardened surface, which may include asphalt, concrete, or plywood. All portable toilets must be clearly identified on the Site Map (refer to page 17) and the location must be approved by the Department prior to delivery.

PROHIBITED ACTIVITIES

• No parking and/or driving vehicles on grass, athletic fields, recreation courts, service roads and pathways.
• Please refer to the Town Code for other prohibited activities at www.pvaz.net.

CLEANING/DAMAGE/SECURITY DEPOSIT

• Permit holders may be required to pay a cleaning/damage deposit for Facilities in accordance with fees and charges set from time to time by Council resolution. Any cleaning/damage deposit shall be due at the time an application is submitted. At the discretion of Staff, cleaning/damage deposits may be required for special events or special uses even if such a deposit is not outlined in the existing fee structure. Additionally, Staff may waive cleaning/damage deposit requirements upon a determination that special circumstances have removed the need.
• Permit holders shall be responsible to clean and restore reserved Facilities to their original condition, regular wear and tear excepted.
• The Department will conduct a post-event review and if all rules and regulations have been observed and the park is returned in a clean condition without damage, then the cleaning/damage deposit will be refunded within 10 business days after the event.
• Circumstances where the Department may retain a portion or all of the cleaning/damage deposit include: 1) damage to park property; 2) additional clean up costs; 3) operation of vehicles on grass or athletic fields; 4) misuse of park facilities; 5) leaving event equipment on park property beyond 24 hours after the permitted tear-down time; 6) misrepresenting in this application the event attendance or event features; and 7) failure to abide by all laws, statutes, ordinances, rules, regulations, codes and executive orders of the Department, the Town of Prescott Valley, the State of Arizona and the United States of America.
• If the cost to restore the Facilities exceeds the cleaning/damage deposit, permit holders shall be required to pay the additional amount. If permit holders refuse to pay any required additional amounts, permit holders shall be precluded from future use of Facilities until such time as the additional amounts are paid in full.
• Applicant is responsible for ensuring that all guests, vendors, concessionaires and exhibitors abide by all applicable rules. The applicant further understands that failure to comply may result in revocation of the permit and forfeiture of the cleaning/damage deposit.

DECORATION, PICTURES, OR SIGNAGE

• Fastening or attaching any rope, sign, banner, flyer or other object to any tree, shrub or park feature on Town of Prescott Valley property is strictly prohibited, without the express approval of the Department.
• All proposed signage must be approved by the Development Services Department prior to installation. For more information, please contact Development Services at 928-759-3050.

SPECIAL EVENT PERMIT AND VEHICLE PASSES

• A copy of the Special Event Permit must be present on-site for inspection.
• Any vehicle pass that has been provided to the applicant must be clearly displayed on the dashboard of each vehicle.

TENTS AND CANOPIES

- Tents and/or Canopies over 240 square feet are required to be permitted from the Development Services Department, 928-759-3050.
- If you are planning to erect tents or canopies, describe and give the quantity of tents and/or canopies, along with the sizes of each. A separate sheet with this information may be attached.
- All tents and/or canopies must be clearly identified on the Site Map (refer to page 15).
- The event organizer is responsible for any damage caused to park property/facility and ***must*** consult Department staff prior to installation.

FEE SCHEDULE TERMS AN DEFINITIONS

GENERAL DEFINITIONS

- **CANOPY:** A canopy is defined as a temporary portable structure covered with canvas or similar lightweight material and *open on all sides*. It is supported by poles, stakes, beams, ropes or cables (non-combustible).
- **CONDITIONAL APPROVAL LETTER:** A Conditional Approval Letter indicates that the date and location requested is available and lists the required fees, documents and steps necessary to obtain an approved Special Event Permit.
- **CORPORATE SPONSORSHIP:** Corporate sponsorship is support, either financially or in-kind (products/services), given to an event. A corporate sponsor is the individual or company that provides this support and is separate from the event producer/production company and/or sponsoring organization.
- **DENIAL LETTER:** A Denial Letter indicates that the Special Event Permit Application is either incomplete, the applicant has previously damaged Parks District property or offered misrepresentations, applicant has an outstanding balance, applicant's date/location conflicts with a previously scheduled event, or violates the Town of Prescott Valley Code, State of Arizona and/or Federal laws/ ordinances.
- **ENDORSEMENT:** An endorsement is a document issued by your insurance carrier that amends the insurance policy to afford the coverage identified in the issued certificate.
- **EVENT PRODUCER/PRODUCTION COMPANY:** Refers to an individual or company that is producing/organizing an event either on their own accord or as a hired contractor on behalf of another organization (i.e., sponsoring organization).
- **SAMPLING:** Sampling refers to the distribution of food, beverage or merchandise from a vendor or corporate sponsor to event participants or the general public at no charge. This does not include food, beverage or merchandise distributed from the event organizer or sponsoring organization. For example, if your organization is organizing a walk/run and would like to give participants water, this does not apply. However, if you have a water distributor as a vendor or sponsor, then you are required to provide the appropriate permit information.
- **SPONSORING ORGANIZATION:** Refers to the organization that is hosting the event. The sponsoring organization should not be misinterpreted as the event producer/production company that may be hired by the sponsoring organization to produce/organize the event.
- **TENT:** A tent is defined as a temporary structure covered with canvas or similar lightweight material and *enclosed on one or more sides*. It is supported by poles, stakes, beams, ropes or cables (non-combustible).

ADDENDUM A: INSURANCE CERTIFICATE AND ENDORSEMENT

Please refer to the insurance requirements listed on page 4 of this application and below. We suggest that you provide your insurance broker/agent with a copy of these requirements and request that they provide Certificates of Insurance complete with copies of all required endorsements. Forward documents to the Department of Parks and Recreation via email, fax or mail. Your permit will not be issued without these documents.

Applicants must submit two documents to satisfy insurance requirements.

NOTE: "The Town of Prescott Valley and its officers, agents, servants and employees of the Town of Prescott Valley, individually and collectively" must be listed as an additional insured.

1. "**Certificate of Insurance** in the amount of $1,000,000.00 worth of General Liability coverage that names the Town of Prescott Valley as additional insured" must be submitted for the event and the date(s) of all preparation for such event occurring on Town of Prescott Valley property.
   - **Cancellation Language:** The Certificate of Insurance MUST provide 30 days notice of cancellation, except 10 days notice for non-payment of premium.
   - Please reference activity/event date, location of event and title/type of event on insurance certificate, if applicable.

2. **Endorsement** issued under their General Liability policy of insurance for the event that reflects that the Town of Prescott Valley is an additional insured for the event.
   - **Endorsement** must include reference to the Policy Number and the Insured as they appear on the Certificate
   - **Additional Covered Party:** Name of Person or Organization: Town of Prescott Valley, and its officers, agents, servants and employees of the Town of Prescott Valley, individually and collectively.
   - **Primary Insurance:** The endorsement must state that coverage afforded by this endorsement shall apply as Primary. Other insurance maintained by the Town of Prescott Valley shall be excess only and not contributing with the insurance provided under this policy.
   - If the Endorsement is not received 48 hours prior to the event, a permit may not be issued.

3. **NOTE:** If your insurance company will not write an endorsement due to the way the policy is written, please contact the Town of Prescott Valley Town Clerk's Office at 928-759-3135. The Town of Prescott Valley maintains the right to modify, delete, alter or change these requirements. The Town of Prescott Valley local government has enrolled in a program which allows you, the "user" of a municipal facility, school, or other local government property, to secure cost effective liability insurance that provides protection for you as well as the governmental entity. The Tenant User Liability Insurance Program (TULIP) is a General Liability Policy written in the name of the tenants and/or users of the local government facility or venue.

Applicants assume all responsibility for and hereby agree to indemnify and hold harmless the Town of Prescott Valley, and its officers, agents, servants and employees of the Town of Prescott Valley against any losses, damages, liabilities, actions suits, proceedings, costs or expenses that the Town of Prescott Valley may incur or sustain or for which it may become liable (including, but not limited to, personal and bodily injury to, or death of, persons or damage to property) resulting from, arising out of or in any way relating to the event. The obligation to indemnify and hold harmless the Town of Prescott Valley, and its officers, agents, servants and employees of the Town of Prescott Valley will survive the termination or expiration of the Permit.

Your permit will not be issued if both the Certificate of Insurance and the Endorsement have not been received.

Certificate holder may be listed on certificate as:

Town of Prescott Valley
Attn: Parks and Recreation Department
7351 E Skoog Blvd.
Prescott Valley, AZ 86314

ADDENDUM B: CONDITIONAL APPROVAL AND DENIAL LETTERS

Within two weeks upon receipt of a completed Special Event Permit Application, the applicant will receive either a Conditional Approval or Denial Letter. Incomplete Special Event Permit Applications will not be processed.

A Conditional Approval Letter (Exhibit B-1) indicates that the date and location requested is available and lists the required fees, documents and steps necessary to obtain an approved Special Event Permit. Costs incurred promoting and marketing events prior to the issuance of an approved Special Event Permit from the Town of Prescott Valley and changes/modifications relative to the event from the Town of Prescott Valley and/or the Department Parks and Recreation and other Town departments is at the sole expense and risk of the Event Organizer. Therefore, it is advised that a Special Event Permit be obtained prior to promoting and marketing an event. A Conditional Approval Letter is NOT a Special Event Permit, nor should be interpreted as such.

A Denial Letter (Exhibit B-2) indicates that the Special Event Permit Application is either incomplete, the applicant has previously damaged Town property or offered misrepresentations, applicant has an outstanding balance, applicant's date/location conflicts with a previously scheduled event, or violates the Town of Prescott Valley Code, Facility Use Policies, State of Arizona and/or Federal laws/ordinances.

If you have not received one of these documents with 2 weeks upon submission of your application, please contact Parks and Recreation at 928- 759-3090.

PRESCOTT VALLEY

Town of Prescott Valley
7351 E. Skoog Blvd
Prescott Valley, Arizona 86314

October 16, 2008

John Doe
Sample Company
541 N. Fairbanks Ct.
Chicago, IL 60611

REF. NO.: 0001
EVENT: Sample Event 5K
PARK: Sample Park – Grove 1
DATE(S): 1/02/2009
EVENT TYPE: Athletic 4

Thank you for your interest in the Town of Prescott Valley. We would like to acknowledge the receipt of your application and reservation of requested date; it does not the approval of your event.

In order for the Town of Prescott Valley to permit the following are required no later than 45 days before event fees apply.

- $731.25 Reservation Deposit (Due on 23/2008) If not paid by the date specified, your date and location will be released
- $4,143.75 Rental Balance (Due on 11/18/2008)
- $2,750 Refundable Deposit (Due 11/18/2008)
- General liability insurance in the amount of $1,000,000 naming the Town of Prescott Valley an additional insured" and the certificate holder for the date(s) of your event. The Town will only accept the Endorsement issued by the insurance carrier.
- Documentation of non-profit 501(c)3 status.
- Driver's license or State Identification number of John Doe.
- Copy of portable washroom facility contract. Portable washroom facilities must be delivered and picked up the day of the event. All portable washrooms must be placed on hard surface. Failure to comply will automatically forfeit the security deposit.
- Detailed site plan to include the location of all tents and canopies, amplified sound (equipment and direction of sound), all promotional features (vehicles, inflatables, banners, etc.), stages/platforms, portable toilets, dumpsters, fencing, barricades, and additional equipment/structures brought onto Town of Prescott Valley property.
- Load-in/break-down schedule for all equipment and structures, including portable washroom facilities.
- Event route must be submitted in written form with directions along with a detailed map.
- If your event includes the closure of/use of a public street or public way (including sidewalks or street crossings) you must submit all permits granted from the Town of Prescott Valley.
- 2007 Participant Roster list identifying the number of participants. This is only for reoccurring walk/run/bike events. Do not include personal or confidential information.
- A completed Concession Waiver Application (enclosed).
- A letter from the sponsoring organization acknowledging that you are organizing their event. The letter must be on official letterhead of the sponsoring organization.

Failure to submit fees and requested documentation no later than 45 days (11/18/2008) prior to the event may result in a late fee of $60 or denial of a permit application. Documents can be received in person, by mail, e-mail or via fax (928.759.5505).

Please note, Park hours are 6:00am – 10:00pm, any request to enter the park before or after these hours maybe subject to a $200.00 hourly rate or the half-day rental fee, which ever is less.

Please feel free to contact the Parks and Recreation Department at 928.759.3090. Thanks again for your interest in the Town of Prescott Valley.

Sincerely,

Authorized Representative

Telephone 928-759-3090 • www.prescottvalley-az.gov • TDD 928-759-3000

SAMPLE

Exhibit B-1: Conditional Approval Letter

PRESCOTT VALLEY

Town of Prescott Valley
7351 E. Skoog Blvd
Prescott Valley, Arizona 86314

October 16, 2008

John Doe
Sample Company
541 N. Fairbanks Ct.
Chicago, IL 60611

REF. NO.: 0001
EVENT: Sample Event 5K
PARK: Sample Park – Grove 1
DATE(S): 1/02/2009
EVENT TYPE: Athletic 4

We regret to inform you that at this time the Town of Prescott Valley is unable to grant approval of your proposed event pursuant to the Town of Prescott Valley Facility Use Policy, Chapter VII, Section B. 5e(6):

"An application for permit will be denied if the use or activity intended would conflict with a previously planned program…for the same time and place."

Therefore, a permit will not be issued for your proposed event as your event is in conflict with another event.

We apologize for any inconvenience this may cause. Please feel free to contact our offices at 928.759.3090 to check alternative availability.

Thanks again for your interest in the Town of Prescott Valley.

Sincerely,

Authorized Representative

Telephone 928-759-3090 • www.prescottvalley-az.gov • TDD 928-759-3000

SAMPLE

Exhibit B-2: Denial Letter

ADDENDUM C: DELIVERY AND PARKING PASS

The Town of Prescott Valley may consider granting Vehicle Passes for the delivery of equipment and supplies for event set-up and tear-down. A vehicle pass does not grant anyone permission to park or drive on grass or athletic fields. Parking for event staff/participants is available in the parking lots and designated street parking, but may also be granted on-site for a limited number of vehicles. The number of parking passes may be limited due to site restrictions. Additional Parking Passes may be available for a nominal fee depending on the location. Driving and parking vehicles on grass and athletic fields is strictly prohibited.

Vehicle passes must be placed on the driver's side dashboard and clearly visible from the windshield. Vehicles that do not possess a vehicle pass or do not possess the appropriate pass will be deemed as unauthorized and will be subject to penalties and possibly a parking citation and tow.

Please refer to Exhibits C-1and C-2 for examples of the vehicle passes.

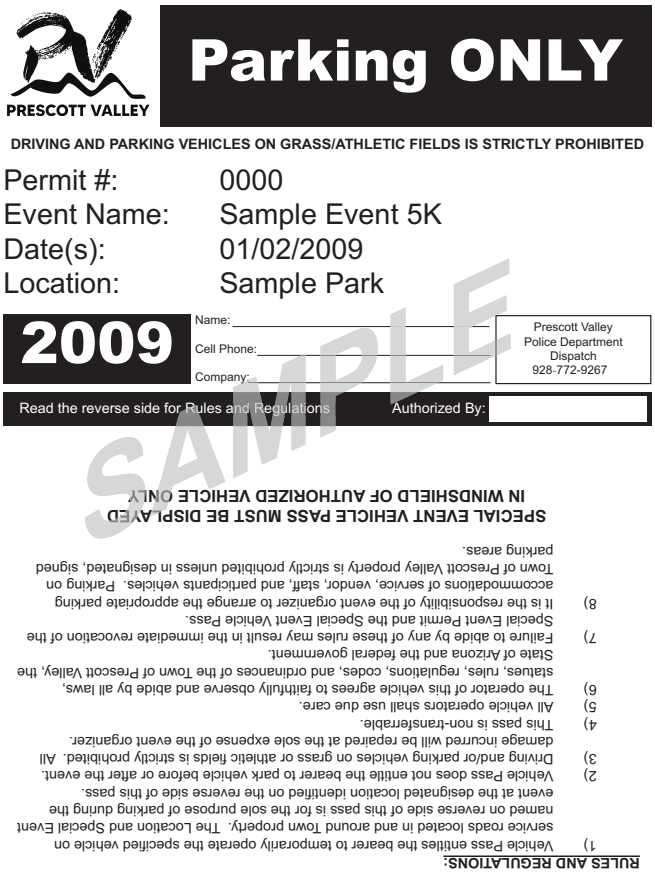

Exhibit C-1: Parking Vehicle Pass



Exhibit C-2: Delivery Vehicle Pass

ADDENDUM D: SPECIAL EVENT LIQUOR LICENSE REQUIREMENTS

A request for a Special Event/Extension of Premises Liquor License is required to be presented to Mayor and Council for approval. Therefore, it is necessary to allow no less than thirty (30) days before the event to complete the approval process.

To receive a Special Event/Extension of Premises Liquor License for the Town of Prescott Valley, the following is required:

1. A letter addressed to Mayor and Council of the Town of Prescott Valley requesting their consideration of your event. This letter should include the day, date, time, place and occasion of this event.

2. Completed State of Arizona Department of Liquor Licenses and Control Application with a check made out to the state for $25.00 per day of the event.

3. A payment in the amount of $75.00 to the Town of Prescott Valley.

4. A Certificate of Insurance for this event. This certificate will be in the amount of no less than $1,000,000. Liquor liability must appear on this certificate along with the date and time of the event. Also, please be sure that the Town of Prescott Valley is listed as an additional insured or certificate holder.

5. It will be necessary for you to hire a security guard or an off-duty police officer for this event. It is required that you have one guard/ officer per 50 people in attendance. The Prescott Valley Police Department can be reached at 928-772-9261 to hire an off-duty police officer.

If you have any further questions, please contact the Town Clerk's office at 928-759-3135.

ADDENDUM E: SPECIAL EVENT PERMIT

Once all Town of Prescott Valley an other governing authority requirements have been fulfilled, including receipt of all documents and full payment, a Special Event Permit will be issued. The original Special Event Permit must be retained on site for inspection by Town personnel.

Please refer to Exhibits E-1 and E-2 for an example of the Special Event Permit.

town of prescott valley
2009 SPECIAL EVENT PERMIT

Permit Number: **0000** Permit Type: **Athletic 4** Est. Participants: **1200** Est. Spectators: **150**

EVENT INFORMATION

Park: **SAMPLE** Specific Location: **GROVE 1**

Event Name: **SAMPLE EVENT 5K**

Set-up Date(s): **01/01/2009 - 01/02/2009** Set-up Time: **6am - 3pm; 6am - 8am**

Event Date(s): **01/02/2009** Event Time: **8am - 1pm**

Teardown Date(s): **01/02/2009** Teardown Time: **1pm - 5pm**

EVENT DATE CONTACT

Event Day Contact Person: **John Doe** Event Date Cell: **928.777-7777**

EVENT ORGANIZATION INFORMATION

Event Organizer: **John Doe**

Organization/Production Company: **Sample Company**

Address: **555 Sample St** City: **Prescott Valley** State: **AZ** Zip Code: **86314**

Daytime Phone: **928.555.5555** Fax: **928.333.3333** Cell Phone: **928.999.9999**

EVENT FEATURES

❑ **TENTS** Number of Tents: **5** Tent Sizes: **3 (10x10), (30x30), (30x45)**

❑ **STAGES** Number of Stages: **1** Stage Sizes: **12x12**

❑ **DELIVERY PASSES** Number of Delivery Passes: **10**

❑ **PARKING PASSES** Number of Parking Passes: **5**

❑ **ALCOHOL** Service or Sale: **Service**

❑ **PRODUCT SALES/SAMPLING**

❑ **AMPLIFIED SOUND** Hours: **9am - 12pm**

❑ **INFLATABLES** Number of Inflatables: **1**

❑ **PROMOTIONAL FEATURES** Description: **NONE**

❑ **ANIMALS** ❑ **RIDES**

NOTES: ANY PERMIT VIOLATIONS AS STATED ON BACK OF PERMIT WILL AUTOMATICALLY FORFEIT SECURITY DEPOSIT. IF YOU HAVE ANY ISSUES ON THE DAY OF YOUR EVENT, PLEASE CONTACT THE PRESCOTT VALLEY POLICE DEPARTMENT (928) 772-9267.

Read page two (2) for rules and regulations.

Town of Prescott Valley
Department of Parks and Recreation
7351 E. Skoog Blvd

(928) 759-3090
www.prescottvalley-az.gov

PRESCOTT VALLEY

APPROVED BY:

Brian G. Witty, CPRP Director (or disignee) Date

SAMPLE

Exhibit E-1: Special Event Permit - front

ALL PERMITS ARE SUBJECT TO THE FOLLOWING RULES AND REGULATIONS:

1) Parking and/or driving vehicles within the park, on grass, service roads or athletic fields is strictly prohibited. Permittee shall ensure that its participants and all event-related staff (including vendors, concessionaires, exhibitors, and event coordinators/staffers) shall comply with this rule. Failure to comply will automatically revoke this permit and forfeits the security deposit. Permits do not include provisions for parking.

2) Garbage/refuse collection and disposal is ultimately the responsibility of the permittee. Any and all refuse generated by the event must be properly disposed of in garbage receptacles located throughout the parks, unless alternative plans for refuse collection have been arranged with the Department prior to your event.

3) Fastening or attaching any rope, sign, banner, flyers or other object to ant tree or shrub in the park is strictly prohibited and automatically forfeits the security deposit.

4) Refunds will not be granted for inclement weather. Permits are non-transferable. No rain dates will be issued.

5) Permittee shall ensure that all food and beverage vendors compy with all applicable provisions of the Town Code, Facility Use Polies and with laws and regulations of the Town of Prescott Valley.

6) Park hours are from 6 a.m. through 10 p.m.

7) Bathroom facilities available on a seasonally basis (closed for the first consecutive nights of freezing temperatures).

8) Copy of permit remain site inspector's review.

Please aware that be monitored by the Presocott Valley Police Department and Department of Parks and Recreation personnel for the following:

- parking within the park or on the grass, athletic fields, or service roads.
- Excessive noise levels
- Proper disposal garbage
- Destruction Town property
- Unauthorized vending, sampling or corporate signage
- Equipment left in the park for over 24 hours (i.e., dumpsters, toilets, stages, etc.)
- Anything affixed to trees or shrubs
- Excessive number of people

Violators will be subject to enforcement measures including forfeiture of the security deposit and denial of future permit applications.

SAMPLE

Exhibit E-2: Special Event Permit - back

Town of Prescott Valley

SPECIAL EVENT PERMIT APPLICATION

INSTRUCTIONS: Please carefully read the "Event Rules and Regulations" (pages 4 through 7) section before completing this application. Incomplete applications and/or applications without the required application fee will not be processed.

APPLICANT INFORMATION

NAME OF APPLICANT *(same name listed in Signature section on page 22)*

NAME OF EVENT ORGANIZER/PRODUCER *(if different from Applicant)*

PRODUCTION COMPANY/ORGANIZATION *(if applicable)*	FEDERAL TAX ID or 501(c)(3) NUMBER[1]

[1] ***Additional Documentation Required:*** *Please attached current verification of 501(c)(3) status - Commercial Use or Occupancy ONLY*

MAILING ADDRESS		APT/UNIT/SUITE
CITY	STATE	ZIP CODE

E-MAIL ADDRESS

DAYTIME PHONE	FAX	CELL PHONE
EVENT DAY ON-SITE CONTACT *(if different from Applicant)*	DAYTIME PHONE	CELL PHONE

EVENT SPONSOR: **Are you, the applicant, organizing this event on behalf of another organization?**
(Please check No or Yes below. If Yes, please provide additional information as request below.)

☐ No ☐ Yes[2] → Name of Organization[2]:

NAME OF SPONSORING ORGANIZATION CONTACT (if applicable) SPONSORING ORG. CONTACT PHONE

ADDRESS OF SPONSORING ORGANIZATION (if applicable)	CITY	ZIP CODE

[2]**Additional Documentation Required**: If you checked "Yes" above, please submit an endorsement letter from the organization (on their official letterhead) on whose behalf you are organizing this event.

Is the sponsoring organization requesting a 501(c)(3) discount on the permit fee for a charitable fundraising event? *(Commercial Use or Occupancy ONLY - 5.2.1.1.2)* Please check No or Yes below. If Yes, please provide additional information as requested below.

☐ No ☐ Yes[1] → Please attach current version of 501(c)(3)[1]

EVENT INFORMATION

EVENT NAME

1st CHOICE PARK LOCATION	SPECIFIC LOCATION	DATE(S)[3]
2nd CHOICE PARK LOCATION	SPECIFIC LOCATION	DATE(S)[3]

EVENT TIMES[3]	STEP-OFF TIME *(Applicable only for events with a route.)*
Start Time: Finish Time:	

[3]***Additional Information Required:*** *If your event includes multiple days and/or varying times, please attach a schedule.*

SET-UP DATE(S)	SET-UP TIME(S) From: To:
TEAR-DOWN DATE(S):	TEAR-DOWN TIME(S) From: To:
NUMBER OF PARTICIPANTS[4]	NUMBER OF SPECTATORS[4]

[4]**Additional Documentation Required**: If your event is a recurring walk or run, please submit your final previous year participant roster list identifying the number of participants. DO NOT include personal or confidential information.

EVENT DESCRIPTION

Provide a detailed description of your event (*Strive to answer the who, why, where, what , and when aspects of your event*). Documents with this information or other materials describing this event may be attached.

PREVIOUS YEAR DATE/LOCATION: **Has this event been previously held?**
(Please check No or Yes below. If Yes, please provide additional information as requested below.)

☐ No ☐ Yes: →

Event Name: _____

Location: _____ Date: _____

REFERENCES: Please list three references from past events that you have held.

Name: _____ Address: _____ Daytime Phone: _____

Name: _____ Address: _____ Daytime Phone: _____

Name: _____ Address: _____ Daytime Phone: _____

ADMISSION/ENTRY FEES

Does your event plan to charge admission for entry?
(Please check No or Yes below. If Yes, please provide additional information as requested below. Documents(s) with this information may be attached) 5.4.4.2.3.6 Events for which admission is charged will be subject to profit-sharing twelve percent (12%) of gross receipts (but does not include team participation fees).

☐ No ☐ Yes: →

Admission Fee per Adult: _____ **AND/OR** Admission Fee per Child: _____

Description(s):

EVENT FEATURES

All event features are subject to the approval of the Department. Event features such as alcohol, street closures and those mentioned below may require separate permits from the Town of Prescott Valley. For information regarding Prescott Valley permits, please contact either the numbers noted below.

ALCOHOL

No "spirituous liquor" as defined in ARS §4-101 (as amended) may be sold, served or consumed in Facilities without a separate permit issued by the Council in accordance with Town Code §10-02-060 (as amended). Such permits shall, among other things, specify the name of Users applying for the permit, the nature of the event, the types of invitees expected to be part of the event, the date and times when service and/or consumption of spirituous liquor is authorized, and the specific locations where service and/or consumption of spirituous liquor is authorized. Users who desire to sell spirituous liquor in Facilities must also obtain a special event license from the Arizona Department of Liquor Licenses and Control pursuant to ARS §4-203.02 (as amended). License applications may be downloaded from the the State of Arizona Department of Liquor Licenses and Control website at www.azliquor.gov/forms. By applying for the separate permit, Users understand that the Town assumes no duty or obligation whatever to supervise the dispensing of spirituous liquor at the event for which the permit is obtained, and that the Town expressly disclaims any responsibility or liability therefor.

Users involved with events where spirituous liquor will be sold, served or consumed must furnish a licensed, bonded and insured security guard or off-duty police officer to provide security during the event. There shall be at least 1 such security guard for every fifty (50) persons anticipated to attend the event.

ALCOHOL SERVICE: **Are you requesting permission to serve beer or wine at your event to event participants?**
(Please check NO or YES below. If YES, please provide additional information as requested below.)

☐ No ☐ Yes[6] Name of licensed organization serving alcohol and liquor license number: _____

ALCOHOL SALE: **Are you requesting permission to sell beer or wine at your event?**
(Please check NO or YES below. If YES, please provide additional information as requested below.)

☐ No ☐ Yes[6] Name of insurance provider: _____

Previous holding name of an Arizona Liquor License: _____

List any previous liquor related violations: _____

[6]**Additional Documentation Required**: *If your event includes the sale or sampling of alcohol, please submit the necessary paperwork to the Town of Prescott Valley's Town Clerk's Office. For more information please contact the Town Clerk's Office at (928) 759-3135. A copy of the appropriate license(s) issued by the State of Arizona, permits by the Town of Prescott Valley and appropriate insurance certificate must be submitted to the Department 30 days prior to your event.*

PRODUCT SALES AND SAMPLING

Sales, sampling or giveaways of food, non-alcoholic beverages, or merchandise may require separate permits from Yavapai County and the Town of Prescott Valley prior to Department approval of the request. If any question below is answered "YES", then submit a Concession Waiver Application and obtain the appropriate permits from the Town of Prescott Valley.

FOOD AND NON-ALCOHOLIC BEVERAGES

Are you requesting permission to sample food and/or beverages?[7] ☐ YES, to event participants only ☐ YES, to the general public ☐ NO
(Please check the appropriate response.)

Are you requesting permission to sell food and/or beverages?[7] ☐ YES, to event participants only ☐ YES, to the general public ☐ NO
(Please check the appropriate response.)

MERCHANDISE

Are you requesting permission to sample merchandise?[7] ☐ YES, to event participants only ☐ YES, to the general public ☐ NO
(Please check the appropriate response.)

Are you requesting permission to sell merchandise?[7] ☐ YES, to event participants only ☐ YES, to the general public ☐ NO
(Please check the appropriate response.)

[7]***Additional Documentation Required:*** *If you checked "YES" to any question in the above section, please submit a Concession Waiver Application. A copy of the appropriate permit(s) issued by the County Health Department, and appropriate insurance certificate must be submitted to the Department 30 days prior to your event. The Yavapai County Health Department can be reached at (928) 771-3377.*

GRILLING

Grilling must be confined to covered propane or gas grills. Its is suggest that grills be placed outside of any ramada or pavilion so as eliminate the possibility of expanded grease fires and stains. For more information on Fire/Burn restricted dates please contact the Central Yavapai Fire District at 928-772-7711.

Does your event plan to use grills to prepare/cook food?
(Please check NO or YES below. If YES, please provide additional information as requested below. Document(s) with this information may be attached.)

☐ No ☐ Yes → Number of Gas/Propane Grills: _____

→ Description(s):

AMPLIFIED SOUND

Are you requesting permission to have amplified sound? Amplified sound must be directed away from residences and must comply with Ordinance 10-01-070 of the Prescott Valley Town Code. If you check "YES" below, please describe your purpose and plans for amplified sound, including hours of sound. Document(s) with this information may be attached. (Please check NO or YES below. If YES, please provide additional information as requested below.)

☐ No ☐ Yes[8] →

Name of Contractor: _____ Contact Number: _____

Describe Sound System: *(Please describe purpose and plans for amplified sound.)*

[8]**Additional Documentation Required**: *If you checked "YES" above, please identify the proposed location of sound system, direction of sound and location of all speakers on your Site Map. No amplified sound beyond 11:00pm and before 12:00pm on Sunday.*

Are you planning to provide live entertainment as a feature of your event?

(Please check NO or YES below. If YES, please provide additional information as requested below.)

☐ No ☐ Yes[9] → Description:

Do you have the express permission from copyright holders for use of copyrighted materials? ❑ No ❑ Yes

[9]**Additional Documentation Required**: *If you checked "YES" above, please describe the artist/talent you plan to provide in the space provided above and a copy of the performance agreement and contact information. Document(s) with this information may be attached.*

Will you need Electricity for your event?

Equipment Type	# of Amps Needed	Equipment Type	# of Amps Needed

Do you plan to employ an electrician? ☐ No ☐ Yes If Yes, name/contact information: _____

TENTS AND CANOPIES

Tents and/or Canopies over 240 square feet are required to be permitted from the Development Services Department, 928-759-3050. If you are planning to erect tents or canopies, describe and give the quantity of tents and/or canopies, along with the sizes of each. A separate sheet with this information may be attached. All tents and/or canopies must be indicated on the Site Map (refer to page 20). The event organizer is responsible for any damage caused to park property/facility and must consult Department staff prior to installation. In addition, you will be required to submit a letter from the Department verifying the number and sizes of tents and/or canopies larger than 240 square feet before Community Development will issue a permit. A copy of all permits issued by Development Services must be submitted to the Department before the submission deadline. Therefore, please plan accordingly by submitting all appropriate paperwork (including a letter of support from the Department) at least 10 business days prior to your event day.

Will your event feature tents and/or canopies?

(Please check NO or YES below. If YES, please provide additional information as requested below.)

☐ No ☐ Yes[10] →

Number of Tents/Canopies: _____

Tents/Canopies Size(s): *(If you have multiple tents/canopies with varying sizes, indicate the number with the corresponding size.)*

[10]**Additional Documentation Required**: *If you checked "YES" above, please indicate the number of tents with the corresponding size. Document(s) with this information may be attached. All tents and/or canopies must be indicated on the Site Map. A copy of all permits issued by the Community Development Department must be submitted to the Department 10 business days prior to your event.*

VENDORS

Vendors are organizations and businesses that may sell or advertise products and/or services to your event participants. Sales, sampling or giveaways of food, non-alcoholic beverages, or merchandise may require separate permits from the Department prior to approval of the request. If you answer "YES" below, then submit a Concession Waiver Application and obtain the appropriate permits from the Prescott Valley Town Clerk or Yavapai County Health Department.

Will your event feature vendors?

(Please check NO or YES below. If YES, please provide additional information (types of vendors and quantities of each) as requested below. Document(s) with this information may be attached.)

☐ No ☐ Yes → Description:

VEHICLES

The Department may consider granting Vehicle Passes for the delivery of equipment and supplies for event set-up and tear-down. A Vehicle Pass does not grant permission to park or drive on the grass or throughout any portion of a park or athletic field. Parking for event staff/participants is available at parking lots and designated street parking, but may also be granted on-site for a limited number of vehicles. Driving and parking vehicles on grass or athletic fields is strictly prohibited.

Are you requesting permission to operate staff/supply vehicles on Park service roads for delivery of equipment and supplies?
(Please check NO or YES below. If YES, please provide additional information as requested below. Document(s) with this information may be attached.)

☐ No ☐ Yes[11] → Number of Vehicles: _____

→ Vehicle Description(s): *Please include the make, model and purpose of each vehicle.)*

Are you requesting permission to retain vehicles on-site for the duration of the event?
(Please check NO or YES below. If YES, please provide additional information as requested below. Document(s) with this information may be attached.)

☐ No ☐ Yes[11] → Number of Vehicles: _____

→ Vehicle Description(s): *Please include the make, model and purpose of each vehicle.)*

[11]**Additional Documentation Required**: *If you checked "YES" above, please include the make/model of each vehicle you are requesting permission to operate on Town property.*

PROMOTIONAL FEATURES

Will your event feature any promotional vehicles, inflatables, banners, or other promotional elements? The location of all promotional features must be identified on your Site Map. The event organizer is responsible for any damage caused to park property/facility and must consult Department staff prior to installation.

PROMOTIONAL VEHICLES: Will your event feature promotional vehicles?
(Please check NO or YES below. If YES, please provide additional information as requested below. Document(s) with this information may be attached.)

☐ No ☐ Yes[12] → Description:

INFLATABLES: Will your event feature inflatables?
(Please check NO or YES below. If YES, please provide additional information as requested below. Document(s) with this information may be attached.)

☐ No ☐ Yes[12] → Description:

BANNERS: Will your event feature banners?
(Please check NO or YES below. If YES, please provide additional information as requested below. Document(s) with this information may be attached.)

☐ No ☐ Yes[12] → Description:

SIGNAGE: Will your event feature signage?
(Please check NO or YES below. If YES, please provide additional information as requested below. Placement of signage must be approved in advance)

☐ No ☐ Yes[12] → How many signs and what dimension: _____

OTHER PROMOTIONAL ELEMENTS: Will your event feature other promotional elements?
(Please check NO or YES below. If YES, please provide additional information as requested below. Document(s) with this information may be attached.)

☐ No ☐ Yes[12] → Description:

[12]***Additional Information Required:*** *If you checked "YES" above, please identify the location of all promotional features on your Site Map.*

STAGES/PLATFORMS, PORTABLE TOILETS, DUMPSTERS, FENCING, BARRICADES, AND OTHER STRUCTURES

If you are planning to erect, install, or use any of these structures, please describe below and identify the location of all structures on your Site Map (page 20). Include sizes and quantities of individual structures. A separate sheet with this information may be attached. Some structures, such as large stages/platforms, may require a separate building permit from the Development Services Department, 928-759-3050. A copy of all permits issued by Community Development must be submitted to the Department 10 business days prior to your event. Therefore, please plan accordingly by submitting all appropriate paperwork to Development Services at least 30 days prior to your event day.

STAGES/PLATFORMS: Will your event include the installation of stages/platforms?
(Please check NO or YES below. If YES, please provide additional information as requested below. Document(s) with this information may be attached.)

☐ No ☐ Yes[13] → Number of Stages: _____

→ Stage Description(s):

PORTABLE TOILETS: Will your event include the use of portable toilets?
(Please check NO or YES below. If YES, please provide additional information as requested below. Document(s) with this information may be attached. The placement of all portable toilets must be approved by the Department and then removed from Town property within 24 hours after the event.)

☐ No ☐ Yes[13] → Number of Portable Toilets: _____ Name/Contact Number of provider: _____

→ Description(s):

DUMPSTERS: Will your event include the use of dumpsters?
(Please check NO or YES below. If YES, please provide additional information as requested below. Document(s) with this information may be attached. The placement of all dumpsters must be approved by the Department and then removed from Town property within 24 hours after the event.)

☐ No ☐ Yes[13] → Number of Dumpsters: _____

→ Description(s):

FENCING: Will your event include the installation of fencing?
(Please check NO or YES below. If YES, please provide additional information as requested below. Document(s) with this information may be attached.)

☐ No ☐ Yes[13] → Description:

BARRICADES: Will your event include the use of barricades?
(Please check NO or YES below. If YES, please provide additional information as requested below. Document(s) with this information may be attached.)

☐ No ☐ Yes[13] → Number of Barricades: _____

→ Description(s):

OTHER STRUCTURES: Will your event include the use of other structures not identified above?
(Please check NO or YES below. If YES, please provide additional information as requested below. Document(s) with this information may be attached.)

☐ No ☐ Yes[13] → Number of Structures: _____

→ Description(s)1

[13]***Additional Information Required:*** *If you checked "YES" above, please indicate the location of all stages/platforms, portable toilets, dumpsters, fencing, barricades, and all other structures on the Site Map. Document(s) with this information may be attached. A copy of all permits issued by Development Services must be submitted to the Department 10 business days prior to your event.*

ADVERTISING AND MARKETING

Please note that all costs incurred promoting and marketing events prior to the issuance of an approved Special Event Permit from the Town of Prescott Valley and changes/modifications relative to the event from the Town of Prescott Valley and/or the Department of Parks and Recreation and other associated Departments is at the sole expense and risk of the Event Organizer.

How will your event attendees be notified or invited to the event?
(Please describe below. Document(s) with this information may be attached.)

Description:

Will your event be publicly advertised? *(Document(s) with this information may be attached.)* ☐ No ☐ Yes

At what level will the event be promoted? ☐ Local ☐ Regional ☐ National ☐ International

What type of publicity will be used? ☐ Newspaper ☐ Radio ☐ Television ☐ Direct Mail ☐ Billboard ☐ Other

TELEPHONE NUMBER TO BE RELEASED FOR PUBLIC INFORMATION: _____

Will your event be advertised on a dedicated web page?
(Please check NO or YES below. If YES, please write-in the web address. Document(s) with this information may be attached.)

☐ No ☐ Yes → Link: _____

TRANSPORTATION

Provide a transportation plan that explains how participants/spectators will get to and from the proposed event location. The Town recommends you inform event participants/spectators of alternative modes of transportation that will reduce traffic congestion such as the bicycle, car pooling, shuttles, etc. Your description must identify proposed parking locations with recommended routes and alternative modes of travel. You must also describe how you will inform participants/spectators about appropriate travel recommendations that will easily and safely guide them to your proposed event location. If you are planning a walk/run event, please provide sufficient time for registration. Vehicle passes are granted for setup and tear-down of equipment and supplies only.

Description:

STREET CLOSURES OR USE OF PUBLIC WAY

If your event is requesting the closure of/use of a public street or public way (including sidewalks or street crossings) you must obtain approval and all necessary permits from the Town. For more information regarding Town requirements, please contact the Public Works Department at 928-759-3070. All proposed routes are subject to Department approval. The Town is not responsible for any costs associated with the denial of a proposed route.

Will you be requesting permission to alter normal traffic patterns *(close a street or other public way from the Town of Prescott Valley)* **for your event?**
(Please check NO or YES below. If YES, please describe below. Document(s) with this information may be attached.)

☐ No ☐ Yes → Description:

Will public parking areas, streets, sidewalks, etc. be restricted or obstructed? ☐ No ☐ Yes (include in site plan)

Does your plan include on-site parking? ☐ No ☐ Yes (include in site plan)
Will you charge for on-site parking? ☐ No ☐ Yes
Does your plan include off-site parking? ☐ No ☐ Yes
Will you charge for off-site parking? ☐ No ☐ Yes

Note: *If you checked "YES" above, please indicate fees and identify the location of all parking on your Site Map. Public Service Announcements regarding parking/traffic flow is the responsibility of the Promoter.*

AMERICANS WITH DISABILITIES ACT

ADA requires with accessibility guidelines as adopted by the State of Arizona are now in effect. The following provisions are to be considered regarding ADA accessibility.

☐ No ☐ Yes ADA restrooms facilities will be made available? (1 handicapped for each group of portable toilets)

☐ No ☐ Yes Handicapped parking provisions have been provided? (see site plan for location)

☐ No ☐ Yes Handicapped assistance will be offered? If yes, please describe: _____

CORPORATE SPONSORSHIP

Will your event include sponsors that will make either in-kind or monetary contributions for the purpose of conducting this event?
(Please check NO or YES below. If YES, please provide the specific trade names, this includes product sampling, giveaways, and exhibits. Document(s) with this information may be attached.)

☐ No ☐ Yes → Description:

SPECIAL EFFECTS

Will your event include Special Effects? *(Please describe below. Document(s) with this information may be attached.)* ☐ No ☐ Yes

What type of special effect will be used? ☐ Fireworks ☐ Laser Lights ❑ Other: _____

Description:

Location of Special Effect: _____

Date: _____ Start Time: _____ am/pm EndTime: _____ am/pm

Date: _____ Start Time: _____ am/pm EndTime: _____ am/pm

Date: _____ Start Time: _____ am/pm EndTime: _____ am/pm

Do you plan to employ an Special Effects Professional? ☐ No ☐ Yes

Special Effects Company Name: _____

On-site Contact Name: _____ Day of Event Contact Number: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Note: *Central Yavapai Fire District will issue a permit contingent upon weather conditions and separate insurance being provided for fireworks. Town Code 10-1-030 requires Chief of Police or his/her designate approval. A copy of all permits issued by the Central Yavapai Fire District and the special effect providers certificate of insurance must be submitted to the Department 60 business days prior to your event.*

PARADES and CARNIVALS

Will your event include a Parade? *(Please describe below. Document(s) with this information may be attached.)* ☐ No ☐ Yes

Who and how many will participate? _____

Purpose/Theme of the parade? _____

Proposed parade route attached? ☐ No ☐ Yes

Parade Time Date: _____ Start Time: _____ am/pm EndTime: _____ am/pm

Set-up Date: _____ Start Time: _____ am/pm EndTime: _____ am/pm

Break-Down Date: _____ Start Time: _____ am/pm EndTime: _____ am/pm

Will your event include Carnival Games or Rides? *(Please describe below. Document(s) with this information may be attached.)*

☐ No ☐ Yes → Description:

Note: *Town Code 10-1-030 requires a 90 day pre-approval by the Chief of Police or his/her designate and providers certificate of insurance.*

MAPS

ROUTE MAP

If your event is a run, walk, or other activity in which participants will be following a course, then you must attach a map (or sketch a map in the space provided below) and a written description of the proposed route. All proposed routes are subject to Town approval. Additionally, the Town of Prescott Valley is not responsible for any costs associated with the denial of a proposed route. For more information regarding Town requirements, please contact Public Works at 928-759-3070.

SITE MAP *(required for all applicants)*

Attach a Site Map (or sketch a site map in the space provided below) if you plan to include any of the previously mentioned event features at your event. The Site Map should indicate the relative location of the following: all sources of amplified sound and direction of sound; tents and canopies with sizes; stages, promotional vehicles, inflatables, portable toilets, dumpsters, fences & barricades and other structures; proposed driving paths for all equipment and supply vehicles; location of vehicles you wish to retain on Town property during the event; locations of alcohol, food and merchandise service/sale; and proposed street closures. All Site Maps are subject to the approval of the Town.

SECURITY PLAN AND MEDICAL SERVICES

Depending on the size (500+) and activities (alcohol, etc.) of your proposed event the Prescott Valley Police Department may require the presence of security personnel. Event organizers are responsible for the actions and conduct of any and all persons and organizations (participants, spectators, sponsoring organization, its Officers, Employees or agents or any person under their control insofar as permitted by law) associated with the permitted event. Furthermore, the event organizer is responsible for and will bear all costs related to policing, cleaning and restoring the park upon conclusion of the event or activity and will reimburse the Department for any such costs incurred by the Town of Prescott Valley.

SECURITY PLAN

Have you made provisions for on-site security services? Please note that the Prescott Valley Police Department may be available for your event. For more information, contact the Police Department at 928-772-9261.
(Please check NO or YES below. If YES, please provide the information requested below. Document(s) with this information may be attached.)

☐ No ☐ Yes ⟶ Please provide the information requested below

SECURITY COMPANY	CONTACT NAME

NUMBER OF SECURITY STAFF PER SHIFT PER DAY	LICENSE NUMBER	INSURANCE COMPANY NAME

STREET ADDRESS	SUITE

CITY	STATE	ZIP CODE

E-MAIL ADDRESS

PHONE	FAX	EVENT DAY CELL

[14]***Additional Information Required:*** *If you checked "YES" above, please provide the Security Company's license and certificate of insurance as required by the Town. Provide a detailed schedule indicating the number of security personnel per shift throughout each day of the event (including set-up, event and tear-down days) and contract. Document(s) with this information may be attached. Please note: all security plans must be approved by the Chief of Police or designee. Additional information may be requested upon review of any and all security plans.*

MEDICAL SERVICES

Have you made provisions for on-site medical services?
(Please check NO or YES below. If YES, please provide the information requested below. Document(s) with this information may be attached.)

☐ No ☐ Yes ⟶ Please provide the information requested below

MEDICAL COMPANY	CONTACT NAME

STREET ADDRESS	SUITE

CITY	STATE	ZIP CODE

E-MAIL ADDRESS

PHONE	FAX	EVENT DAY CELL

SIGNATURE

It is understood that completion of this application does not obligate the Town in any fashion to reserve any facility or approve and event.

Applicant will indemnify and defend the Town of Prescott Valley, its officials, agents, and employees (the "Indemnities") against any losses, costs, damages, liabilities, claims, suits, actions, causes of action and expenses that the Indemnities may suffer, incur, or sustain or for which it or they may become liable resulting from, arising out of, or relating to any negligence or intentional misconduct by the applicant of the sponsoring organization, its officers, employees, or any person under its control in connection with this permit.

I do solemnly swear (or affirm) that all answers given and statements made on this application are full and true to the best of my knowledge. I have read the terms and conditions outlined in this document, the Town of Prescott Valley Code and its associated Facility Use Policies and agree to abide by them.

NAME OF APPLICANT *(please print)*

SIGNATURE OF APPLICANT

DATE

Thank you for completing your Special Event Permit Application. Before you submit your application to the Town of Prescott Valley's Department of Parks and Recreation, please make sure that the following steps have been completed:

Have you?

☒ Signed and dated your application?
☒ Attached your event site map? (A route map must also be included for Athletic Level events.)
☒ Provided all documents and information as requested throughout the application?

Submit your completed Special Event Permit Application to the Parks and Recreation Department. All applications will be coordinated through the Parks and Recreation Department.

Town of Prescott Valley
Parks and Recreation Department
7351 E Skoog Blvd.
Prescott Valley, AZ 86314
928-759-3090
parks@prescottvalley-az.gov