

Yavapai County Development Services

Prescott Office
1120 Commerce Drive, Prescott, AZ 86305
(928) 771-3214 Fax: (928) 771-3432



Cottonwood Office
10 S. 6th Street, Cottonwood, AZ 86326
(928) 639-8151 Fax: (928) 639-8153

Addressing – Building Safety – Customer Service & Permitting – Environmental – Land Use – Planning

APPLICATION FOR SPECIAL EVENT PERMITS for temporary events on private and public properties

(A permit is not required for private, non-commercial events on private property)

SUBMITTAL REQUIREMENTS:

- 1. APPLICATION** - The attached application must be completed and submitted to the Development Services Department at least **sixty (60) days** in advance of the event/use.
- 2. SITE PLAN** - Provide an 8½" x 11" site plan which includes restroom facilities, parking, access, location of each concession, security, etc.
- 3. CERTIFICATE OF INSURANCE** - For events held in county parks or rights of way, a Certificate of Insurance in the amount of one to two million dollars (or other amounts as determined by Yavapai County) will be required. The issue date for the Certificate of Insurance shall not be more than 30 days prior to the event and shall only name Yavapai County, 1015 Fair Street, Prescott, AZ 86305 as the certificate holder and additionally insured.

PLEASE COMPLETE THE FOLLOWING CHECKLIST AND SUBMIT WITH THE APPLICATION:

- Applicant's full name, address, telephone number & email. Name and phone number of person to contact during the event.
- A full and complete description of the event or activity to take place.
- A site plan detailing the general layout of the event.
- The duration of the event, with the date and time.
- Specific address and location at which the event will be conducted.
- An estimate of the anticipated attendance of the event.
- Proposed arrangements to provide for parking and staging areas.
- Description of proposed use of any temporary structures, arrangement & amount of time the structures will be in place.
- Proposed plan for sanitation, including disposal of refuse, placement of trash receptacles & portable toilet facilities.
- Proposed plan for street usage and map of event route if applicable.
- Applicant grants permission to inspect the subject property before, during and after the event.

YAVAPAI COUNTY SPECIAL EVENT PERMIT APPLICATION

This application must be submitted **sixty (60) days** prior to the date of the event.

This form must be completed for all special events which are open to the public.
Private parties on private property do not need to complete this special event application form.

Name of Event: _____
List of Activities: _____
Address of Event: _____
Parcel# _____
Date of Event: From _____ To _____
Time of Event: From _____ am/pm To _____ am/pm

APPLICANT/ORGANIZER INFORMATION:

Applicant/Agent _____ Phone (____) _____
Mailing Address _____
City _____ State _____ Zip Code _____
E-mail address and website _____

*NOTE: AGENT MUST PROVIDE WRITTEN PROOF OF AUTHORITY TO ACT ON
PROPERTY OWNER'S BEHALF, IF APPLICABLE*

Phone Number(s) of Applicant, Agent, or Owner (where they can be reached during the event)

Name _____ Phone (____) _____
Name _____ Phone (____) _____
Name _____ Phone (____) _____

Has a Conditional Use Permit been issued for the subject property? Yes _____ No _____

If Yes, does the Conditional Use Permit authorize the event request? Yes _____ No _____

If No, has the event been authorized by other agencies? Yes _____ No _____
If Yes, by which agencies? _____

Has this event ever been held previously? Yes _____ No _____
If Yes, when and where? _____

If event is being held at a County Park write the name and list special requests for park preparation. Also include area of the park that will be used.

Event Description:

Describe type and size of event (location, how much area to be used, stages, entertainment, etc.). Please submit a site plan showing streets used, placement of tents, restrooms, parking, trash cans, signs, lighting, staging areas, etc.

Anticipated Attendance: _____
Number of Parking Spots Available: _____ (locate on site plan)

Event Setup:

Set up will begin: _____ Clean-up/Take-down will end: _____

Will tents, stages, booths etc. be used for the event? Yes _____ No _____
If so, please describe the size and type and how many _____

Will any signs or banners be erected? Yes _____ No _____
If so, please list size and type (locate on site plan) _____

Describe any power needs such as special outdoor lighting (locate on site plan) _____

Will generators be used? Yes ___ No ___ List number and size (locate on site plan)

Describe any revenue to be generated from admission fees, solicitation from spectators, concessions or any other source:

Will the proceeds benefit any organization? Yes _____ No _____

Name of organization: _____

Describe food and beverages that will be distributed or sold at the event: _____

Will there be any alcoholic beverages served? Yes _____ No _____

If so, have licensing requirements been met? _____

(State Law requires that you obtain a Special Event Liquor License. Forms and instructions are available on our website.)

Will there be any cooking? Yes _____ No _____

Additional Event Information:

Anticipated number of food and beverage booths/concessions: _____

Permit may be required from the Health Department (*For Health Department Requirements: Prescott Office: (928) 771-3149 Cottonwood Office: (928) 639-8138*)

The required number of restroom facilities (or portable toilets) and refuse containers are 1 per 100 people who are estimated to be at the event. Restroom facilities should be located within 200 feet of the event. At least 1 hand wash station per 10 port-a-johns is recommended.

Have the above requirements for restroom facilities been met? Yes _____ No _____
(locate on site plan)

Public restrooms Qty. _____ Chemical toilets Quantity to be supplied _____

Restroom requirement may be exempt if event is under four hours. (Contact Health Department for Requirements: Prescott Office: (928) 771-3149 Cottonwood Office: (928) 639-8138).

Will an approved water source be available for food vendors? Yes _____ No _____

What method of wastewater disposal will be provided for food vendors?

Will electricity be provided to food vendors? Yes _____ No _____

Will back-up refrigerated storage be provided to food vendors? Yes _____ No _____
How? _____

Describe Sanitation Provisions (trash cans, event clean-up): _____

Who is providing the above provisions? _____

Will there be any fencing erected? Yes _____ No _____ (locate on site plan)

Will there be any type of music? Yes _____ No _____

If Yes, where? _____ Hours _____

Non-Amplified Live _____ Amplified _____

Do you plan to hire private security for the event? Yes _____ No _____

Name _____ Phone _____

Rain Policy for the event _____

PERMIT CONDITIONS

Please note that this application is not a permit until all affected County departments approve it. Please read and initial the following:

- ____ 1. The proposed activity shall take place only on the date(s) and at such time(s) as are specified on the application.
- ____ 2. The use of said property is to be restricted to the purpose(s) stated on the application.
- ____ 3. Said property shall be kept in a clean and orderly manner free from debris and returned to its original state.
- ____ 4. The proposed activity shall be restricted to the route(s), location(s) and checkpoints as submitted with the application.
- ____ 5. Participants in this activity agree to comply with restrictions applied to said activity by any agency with applicable jurisdiction.
- ____ 6. The movement of emergency vehicles shall have priority.
- ____ 7. Any sound device or music at this activity will be operated at a sound level not to exceed reasonable standards. Applicant also understands that any complaints of sound disturbance may result in cancellation of this permit.
- ____ 8. Equipment and lighting used for said activity is not to obstruct vehicular traffic.
- ____ 9. The number of participants in the proposed activity shall be restricted to that stated on the application.
- ____ 10. The applicant(s) shall agree to obey all traffic laws applied to proposed activity.
- ____ 11. I understand and agree that Yavapai County will be held harmless from any and all damages or injuries which might result from this activity and the applicant(s) will assume all responsibility and liability.

Any violation of the above conditions may result in immediate revocation of permit and may be grounds for closure of event.

I declare that I am authorized to make this application and that to the best of my knowledge and belief, all information given herein is true, accurate and complete.

The terms and conditions of this permit are herewith acknowledged and I agree to fully comply with the same.

Authorized Representative of Organization

Date

PLEASE RETURN COMPLETED FORMS TO YAVAPAI COUNTY DEVELOPMENT SERVICES DEPARTMENT