



**SPECIAL EVENT
PERMIT APPLICATION**

(Applicable to events consisting of 50 or more people)
\$15.00 Non-Refundable Application Fee

**City of Cottonwood
791 N. Main St
Cottonwood AZ, 82326**

Phone: 928-639-3200 ext. 17

Fax: 928-634-8437

Date of Application: _____ **Date of Event:** _____

Applicant: _____ **Event Name:** _____

Please complete the following information and return to the attention of Cottonwood Parks and Recreation Department (Special Events Coordinator). The appropriate fee must accompany the application to be processed (For Fee Schedule please see Section 11).

MAJOR EVENT applications must be submitted to the Cottonwood Parks and Recreation office no later than **(60) sixty days** prior to the event in order to be considered for scheduling on the special event calendar (January 1 through December 31). Applications will not be accepted less than (60) sixty days prior to the event without the approval of the Cottonwood Parks and Recreation Director. Incomplete applications and applications not accompanied with the appropriate fees, will not be processed. (Major Events are considered those with more than 100 people participating, including spectators and organizers.)

MINOR EVENT applications must be submitted to the Cottonwood Parks and Recreation office no later than (30) thirty days prior to the event. Applications will not be accepted less than **(30) thirty days** prior to the event without the approval of the Cottonwood Parks and Recreation Director. Incomplete applications and applications not accompanied with the appropriate fees, will not be processed. (Minor Events are considered those with less than 100 people participating, including spectators and organizers.)

Location Requested for Event (location is subject to availability):

Please attach an area site plan of the event showing your proposed locations of all that are applicable: stages; street closure requests; liquor locations; security positions; port-a-johns; tents; etc. The application **must be submitted a minimum of 30 days prior to the event.**

TYPE OF EVENT

(Mark all that apply)

- | | | | |
|--------------------------|---------------------|-----------------------|--------------------|
| Arts & Crafts Fair _____ | Festival _____ | Large Picnic _____ | Rodeo _____ |
| Carnival _____ | Food Fair _____ | Parade _____ | School Event _____ |
| Circus _____ | Fundraiser _____ | Political Rally _____ | Tournament _____ |
| Concert _____ | Holiday Event _____ | Religious _____ | |
| Other _____ | | | |

Details: _____

Purpose: _____

SECTION 1: APPLICANT INFORMATION (please print or type)

Name of Applicant: _____

Home Street Address: _____

Corporation's Tax ID#: _____

Business Street Address: _____

Mailing Address (if different from above): _____

E-Mail Address: _____

SECTION 2: SPECIAL INFORMATION

Name of Event: _____

Location of Event: _____

Date and Time Event Coordinator will begin set up for the event: _____

Event Start Time: _____ **Event End Time (include tear down):** _____

Admission Fee \$ _____ **Est. Adult Attendance:** _____ **Est. Child Attendance:** _____

On Site Event Manager/ Coordinator: _____

Address of Event Manager/ Coordinator: _____

Phone Number: _____ **Fax #:** _____ **Cell #:** _____

E-Mail Address: _____

SECTION 3: EVENT FEATURES

Will the event include any of the following (if yes, be advised that event features may require an inspection and/ or special event permit from the building, engineering, fire, and/ or health department):

AMPLIFIED ENTERTAINMENT: Y or N

LIVE ENTERTAINMENT: Y or N

CONCESSIONS/NOVELTY ITEMS SOLD: Y or N

TENTS OR CANOPIES: Y or N If yes, please provide the following information:

Note: If more than 1 tent or canopy is being used, a site plan must be provided. Tents larger than 200sf will require inspection.

No. of Tents/ Canopies: _____ **Size:** _____ (square feet under roof)

Company Name: _____

Address: _____

Contact: _____ **Phone:** _____

E-Mail Address: _____

CARNIVAL/ AMUSEMENT RIDES: Y or N If yes, please provide the following (inspection required):

No. of Rides: _____

Company Name: _____

Address: _____

Contact: _____ **Phone:** _____

INFLATABLES: Y or N If yes, please provide the following (inspection required):

ANIMALS: Y or N If yes, please provide the types involved:

TEMPORARY FENCING/ STRUCTURES: Y or N If yes, please provide the following:

Company Name: _____

Address: _____

Contact: _____ **Phone:** _____

PORT-A-JOHN/ WASTE CONTROL: Y or N If yes, please provide the following:

The site of the event must be adequately served by utilities and sanitary facilities

Company Name: _____

Address: _____

Contact: _____ **Phone:** _____

ELECTRICAL SERVICES/ GENERATORS: Y or N If yes, please provide the following:

All electrical set up work and wiring shall be completed prior to 3 PM Monday-Friday. Any and all hook ups and inspections that are required after 3 PM deadline will require an additional \$30 per hour charge for maintenance personnel and inspectors.

Company Name: _____

Address: _____

Contact: _____ **Phone:** _____

LIGHTING/ SPOTLIGHTING: Y or N If yes, please provide the following:

Company Name: _____

Address: _____

Contact: _____ **Phone:** _____

SIGNAGE: Y or N If yes, please provide the following:

Company Name: _____

Address: _____

Contact: _____ **Phone:** _____

TABLES/ CHAIRS: Y or N If yes, please provide the following:

Company Name: _____

Address: _____

Contact: _____ **Phone:** _____

Please list special needs and please refer to the facility' drawing.

SECTION 5: VENDORS

All vendors must be registered with the State of Arizona. Prior to business operations, the City of Cottonwood requires that all vendors shall have on display in their vending area a valid business license. Certificates of insurance must be obtained from all food and beverages vendors. Promoter is responsible for the collection of insurance from all food and beverage vendors. The City of Cottonwood must be listed as ADDITIONALLY INSURED on the certificates and copies must be given to the Parks & Recreation Event Coordinator prior to the event. If you will have vendors, you must complete the attachment vendor list.

- 1. **Have certificates of insurance been obtained from all vendors? Y or N**
- 2. **Has the municipality been added as an ADDITIONAL INSURED on the certificates: Y or N**
- 3. **Does the certificate provide for a minimum limit of at least \$1,000,000? Y or N**

Notification will be given to the Yavapai County Health Department on all special events conducted on property owned by the City of Cottonwood when food products will be sold. For more information, rules and regulations concerning the vending of food, you may contact the Yavapai County Health Department at (928) 639-8138.

SECTION 6: STREETS (A site plan must be submitted showing all egress and ingress routes along with proposed closed roads.)

Will the event require closure or any use of city streets, sidewalks or right of ways? Y or N If yes:

City Streets: Y or N If yes, provide the following:

| Street | From/ To | Street | Date(s) | Time(s) |
|--------|----------|--------|---------|---------|
|--------|----------|--------|---------|---------|

Sidewalks: Y or N If yes, provide the following:

| Sidewalk | From/ To | Sidewalk | Date(s) | Time(s) |
|----------|----------|----------|---------|---------|
|----------|----------|----------|---------|---------|

Public Parking Lots: Y or N If yes, please provide the following:

| Sidewalk | From/To | Parking Lot | Date(s) | Time(s) |
|----------|---------|-------------|---------|---------|
|----------|---------|-------------|---------|---------|

SECTION 7: UTILITY NEEDS

Will any electric or waste hookups be needed? Y or N If yes, please provide the locations:

| | |
|-------------------|--------------------------|
| Electric Location | Service Needed (in amps) |
|-------------------|--------------------------|

| | |
|----------------|----------------|
| Water Location | Service Needed |
|----------------|----------------|

SERVICE 8: EVENT SECURITY

Will the event be using private security? Y or N

If yes, please provide the following:

Security Name: _____

Address: _____

Contact: _____ Phone: _____

Number of Personnel Contracted For: _____

Scheduled Hours Personnel will be at the event: _____

SECTION 9: GENERAL LIABILITY INSURANCE

The promoter of the event is responsible for the provision of a General Liability Insurance Policy. These policies vary in the amount of coverage due to the broad range nature of special events. The City of Cottonwood Risk Management Team will work with the Parks and Recreation Department and the individual promoters to determine the amount of insurance coverage deemed necessary for each event.

The promoter must provide a certificate of insurance naming the **City of Cottonwood as Additional Insured** in the amount of \$2 Million - \$5 Million, depending on the type of event, at least 14 days prior to the actual event. If liquor is served at the event, an additional \$2 Million liquor liability policy is required naming the City as additional insured. Copies of all certificates of insurance required must be attached and must show the name of the event and dates of coverage prior to the issuance of the event permit. For more information on insurance requirements, please contact the Parks & Recreation Special Events Coordinator at 928-639-3200 ext. 17. All companies must be licensed or authorized to do business in Arizona.

SECTION 10: REFERENCES

Please list contacts from your last three events:

| <u>Contact Name</u> | <u>Location</u> | <u>Phone</u> | <u>Date of Event</u> |
|---------------------|-----------------|--------------|----------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

SECTION 11: FEES

A refundable cleaning/ security/ damage deposit of (\$250) two hundred fifty hundred dollars shall be submitted with each special event application. Application received without the deposit will not be accepted. A commercial event sharing sponsorship with a charitable nonprofit organization shall not be exempt from the \$250 deposit. Once a major event application is approved by the City, the applicant shall submit to the parks & Recreation office in amount of money equal to the estimate of all non-permit fees for that which is over and above the \$250 deposit (see Exhibit A). Special event application submitted by a chartable nonprofit organization is not exempt from the \$250 deposit. Local chartable organizations are exempt from non-permit fees except cleaning/damage deposits and rental fees where applicable. The City reserves the right to require chartable nonprofit organizations to obtain services such as law enforcement, security, emergency medical, traffic engineering, etc. to insure that public safety standards are met. This exemption does not apply to commercial events sharing sponsorship with a charitable non-profit organization. Deposits must be in the form of a cashier's check, money order, or cash.

FEE SCHEDULE CATEGORIES:

Category I: City Sponsored or Affiliated Events

- Activities and programs sponsored by the City of Cottonwood.
- Co-sponsored events conducted in cooperation with outside individuals, organizations, or agencies and approved by the City
- Meetings conducted by the City Council or any appointed City Board or Commission

FEE SCHEDULE – CATEGORY I

NO CHARGE

Category II: Residents/ Non-Profit

- Any individual, group, club, agency, or privately owned business where no profit will be realized, i.e., weddings, receptions, organizational meetings, company picnics, etc.
- All government agencies not specified under Category 1, including county, state, and federal agencies.
- Religious or political use.
- See “Rental Fees” for charges.

Category III: Non-Resident/ Commercial

- A request by an individual or an organization whose primary intent is to conduct business or an activity for economic profit, whether or not income is realized directly or immediately.
- An event managed by or administered by a promoter (i.e., concert, competition activity, etc.)
- See “Rental Fees” for charges.

DEFINITION OF TERMS:

Non-Profit: Refers to any person, group, or organization, recognized as non-profit in character under laws of the State of Arizona, or who is eligible for non-profit status as defined by the Internal Revenue Service Code, or both, or whose purpose is clearly of a non-profit nature. Proof of non-profit status or intent document must be forwarded to Cottonwood Parks & Recreation along with this application.

Proof of Residency: Proof of residency may be asked for to determine program eligibility and/ or application fee. (See also ‘resident’ below). Residency for a facility request is established when all of the following conditions are satisfied:

1. A Cottonwood resident initiates the reservation request.
2. The check for payment has the address of the person responsible for initiating the request.
3. Driver’s license verification if payment is in cash.

Resident: Resident status for Cottonwood is met by maintaining a residence, or owning property or a business with in the corporate boundaries of the City of Cottonwood.

RENTAL FEES: (Apply to Category II & III only)

Cottonwood Equestrian Center Fees:

| | |
|---------------------------------------|--|
| Security Deposit_____ | \$250.00 |
| Arena Use Fee_____ | \$160.00 per day |
| Arena Preparation_____ | \$50.00 per prep (1 prep minimum) |
| Parking Lot Use Only Fee_____ | \$100.00 per day |
| Ticketed Events_____ | \$1.00 per head |
| Arena Lights_____ | \$20.00 per hour |
| Vendor Lights_____ | \$10.00 per hour |
| Portable Restrooms_____ | \$100.00 per unit (4 unit minimum) |
| Trash Cans_____ | \$50.00 per unit (4 unit minimum) |
| Roll Off Trash Unit_____ | \$400.00 15 yd/ 60 a dump |
| Equipment Rental_____ | Timer (\$50) Barrels (\$50) Display (\$50) PA (\$50) |
| Electricity_____ | Based on need |
| On Call Staff_____ | \$30.00 per hour |
| Facility Supervision/ Assistance_____ | \$15.00 per hour/ per employee |

Additional Fee Rules

- **Additional fees may apply for public safety officers, fire department, safety inspections, street department, and department health.**
- **All rentals are subject to applicable Arizona sales taxes.**
- **Any damaged equipment must be replaced by the user.**

RULES & REGULATIONS:

- Application fees must be submitted with the application.
- Applications received without the appropriate fees will not be accepted.
- The City of Cottonwood may retain all or a portion of the deposit for failure to comply with the terms and conditions of the permit or the ordinances of the City. The event will be invoiced for all non-permit fees or issued a refund after the City expenditure review.
- The security/ cleaning/ damage deposit is required to insure that the area used by the applicant is left clean and the landscaping is left undamaged.
- If the area is cleaned satisfactorily and no damage occurs, the deposit will be returned.
- Vehicles are not permitted on the landscape of any kind, except in designated locations. Violators will be cited.
- Stakes are not permitted. If you have booths or signs, either water bags, sand bags, or the like must secure them.
- No Alcoholic beverages on the grounds during a City of Cottonwood event.

SECTION 12: CERTIFICATION

I hereby certify that the statements made in this application are true and complete to the best of my knowledge, and that I am authorized to execute the application. Intentional omissions or falsification of information is sufficient grounds for denial of the application and subsequent revocation of the permit. I understand that all transactions in the course of the event are subject to any applicable city, county, and /or state sales tax. All event participation shall comply with sales tax regulations. I agree to indemnify the City of Cottonwood, Verde Valley Fairgrounds and Yavapai County and their respective officers, agents, and employees from any and all losses, claims, liabilities, damages, costs, and expenses, including reasonable attorney’s fees and court costs, resulting from the conduct of the applicant, sponsor or promoter, their employees or agents, with regard to the event applied for.

Signature of Authorized Agent of Applicant

Print Name Here

Title

Date

THIS SECTION FOR STAFF USE ONLY

SECTION 13: FEES RECEIPT

Application Fee Received: \$15.00 (non-refundable) **Check #:** _____

Date Received: _____

Estimate of Event Costs: Facility fee: _____ Security Deposit: _____ Electricity: _____

Restrooms: _____ Staffing: _____ Trash: _____

Other: _____ **Total Estimated**

Costs: _____

Check#: _____ Date Received: _____

Staff signature: _____

SECTION 14: PERMIT ISSUED

Event Approved: Y or N

Date Approved _____

VENDOR ATTACHMENT

Please list all vendors below:

Name of Vendor State Transaction Privilege Tax I.D. #

Name of Vendor State Transaction Privilege Tax I.D. #

Name of Vendor State Transaction Privilege Tax I.D. #

Name of Vendor State Transaction Privilege Tax I.D. #

Name of Vendor State Transaction Privilege Tax I.D. #

Name of Vendor State Transaction Privilege Tax I.D. #

Name of Vendor State Transaction Privilege Tax I.D. #

Name of Vendor State Transaction Privilege Tax I.D. #

Name of Vendor State Transaction Privilege Tax I.D. #

Name of Vendor State Transaction Privilege Tax I.D. #

Name of Vendor State Transaction Privilege Tax I.D. #

Name of Vendor State Transaction Privilege Tax I.D. #

Name of Vendor State Transaction Privilege Tax I.D. #

Name of Vendor State Transaction Privilege Tax I.D. #

Name of Vendor State Transaction Privilege Tax I.D. #