



SPECIAL EVENT & TEMPORARY USE

PERMIT APPLICATION

Application must be received 30-90 days prior to the proposed event, depending on classification, but not more than 6 months prior to the event date.

Applicant Name: _____ Sponsoring Organization: _____ Business Reg. # _____ Mailing address: _____ Contact Name: _____ E-Mail: _____ Telephone #: _____ Fax: _____ Describe Type of Event: _____ _____ Physical Location: _____ Date(s) and Time(s) of Event: _____ Street Closure: _____ Estimated peak attendance: _____ Number of Vendors/booths: _____ City Facility: _____ Private Property: _____ Public Right-of Way: _____ <p>STATEMENTS MADE IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.</p> _____ Signature of Applicant _____ Date	<p>PERMIT NUMBER:</p> <p>APPLICATION DATE:</p> <p>DATE APPROVED:</p> <p>FEES:</p> <p>RECEIPT #:</p> <p>DATE:</p> <p>RECEIVED BY:</p>
--	---

✓	DEPT.	APPV	DENY	DATE	INITIALS	REMARKS
<input type="checkbox"/>	Planning:	_____	_____	_____	_____	_____
<input type="checkbox"/>	Building:	_____	_____	_____	_____	_____
<input type="checkbox"/>	Police:	_____	_____	_____	_____	_____
<input type="checkbox"/>	Fire:	_____	_____	_____	_____	_____
<input type="checkbox"/>	Public Wks:	_____	_____	_____	_____	_____
<input type="checkbox"/>	Pks & Rec:	_____	_____	_____	_____	_____
<input type="checkbox"/>	Risk Mgt:	_____	_____	_____	_____	_____
<input type="checkbox"/>	Econ. Dev.:	_____	_____	_____	_____	_____
<input type="checkbox"/>	YC Health:	_____	_____	_____	_____	_____

Applicant must obtain a City Business Registration, schedule and complete all required inspections prior to the event

ATTACHMENT B: INSURANCE REQUIREMENTS AND INDEMNITY FORM

_____ (Applicant / Property Owner) verifies that they will procure and maintain for the duration of the event insurance against claims for injuries to persons or damages to property which may arise from or in connection with the event by the Sponsor or Vendor(s), its directors, officers, agents, employees, volunteers, or contractors in the amounts specified herein. The minimum insurance requirements for all event vendors will be:

Commercial General Liability – Certificate of Insurance (Form ACORD 25 – revised 5/2010 or any replacement thereof). Per Occurrence: \$1,000,000; Personal & Advertising Injury: \$1,000,000; Products/Completed Ops.: \$1,000,000; Damage to Rented Premises: \$300,000; Medical Expense: \$5,000 any one person.

General Aggregate Limits Vary Depending on Size, Location and Type of Event: Minimum Limits for this coverage will be \$2,000,000. In addition to these minimum requirements, the City of Cottonwood may require additional coverage to be provided by the event sponsor and/or vendor(s), based upon the type of event, with the following minimum limits:

- **Automobile Liability – Including Owned, Hired and Non-owned Vehicles.** Combined Single Limit Per Accident \$1,000,000 (Bodily Injury and Property Damage).
- **Workers Compensation-Statutory Employer Liability.** Each Accident \$100,000; Disease – Each Employee \$100,000; Disease – Policy Limit \$100,000
- **Liquor Liability:** Limits vary depending on size, location and type of event minimum limits for this coverage will be \$1,000,000 additional amounts may be required, depending on event.

INDEMNIFICATION OF CITY AGAINST LIABILITY

_____ (Applicant / Property Owner) agrees to indemnify, defend, save and hold harmless the City of Cottonwood, and any jurisdiction or agency issuing permits for any work included in the event, and their respective departments, directors, officers, officials, agents, employees, volunteers and contractor (hereinafter referred to as Indemnitee) from and against any and all claims, demands, actions, liabilities, damages, losses or expenses, including court costs, attorney's fees, and costs of claim processing, investigation and litigation (hereinafter collectively referred to as "Claims") for personal and bodily injury (including death) or property damage caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Sponsor and/or Vendor or any of Sponsor's and or Vendor's directors, officers, agents, volunteers, employees or contractors. This indemnity includes any claim or amount arising or recovered under Workers' Compensation Law or arising out of the failure of the Sponsor and/or Vendor(s) to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances, except for claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by Sponsor and/or Vendor(s) from and against any and all Claims to the fullest extent of the law. It is agreed that Sponsor and/or Vendor(s) will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable.

WRITTEN AGREEMENT

As a condition of receiving the permit that I am applying for hereunder, and prior to obtaining that permit and exercising any of the rights and privileges conferred thereunder, I understand and agree that I must obtain and furnish to the City written evidence of the types and amounts of insurance coverage required by the City, including endorsements naming the City as an additional insured, and waiving subrogation against the City.

Signature of Authorized Special Event Sponsor and/or Vendor

Date Signed

ATTACHMENT A: SPECIAL EVENT VENDOR LIST

This List must be provided with your Special Event Permit Application. Attach additional lists if necessary.

Name of Sponsoring Organization: _____

Date(s) of Event: _____ Total Fees:* _____

1) _____
VENDOR'S NAME BUSINESS NAME (IF APPLICABLE)

VENDOR / BUSINESS ADDRESS PHONE # AZ TAX # \$ FEE

2) _____
VENDOR'S NAME BUSINESS NAME (IF APPLICABLE)

VENDOR / BUSINESS ADDRESS PHONE # AZ TAX # \$ FEE

3) _____
VENDOR'S NAME BUSINESS NAME (IF APPLICABLE)

VENDOR / BUSINESS ADDRESS PHONE # AZ TAX # \$ FEE

4) _____
VENDOR'S NAME BUSINESS NAME (IF APPLICABLE)

VENDOR / BUSINESS ADDRESS PHONE # AZ TAX # \$ FEE

5) _____
VENDOR'S NAME BUSINESS NAME (IF APPLICABLE)

VENDOR / BUSINESS ADDRESS PHONE # AZ TAX # \$ FEE

* Vendors with a current City business registration are exempt from the fee mentioned in Section E (5.04.100 Special Event Permit).

NOTE: Applicant is responsible for any additional coordination required for the following (the event permit application process will not accomplish these objectives). Attach approvals for the following:

- PROPERTY OWNER'S PERMISSION:** Note from property owner authorizing activity.
- PERMISSION FOR USE OF PUBLIC PROPERTIES/FACILITIES:** Obtain facility applications and rental agreements from applicable City Department. _____.
- PERMISSION FOR USE OF PUBLIC PROPERTY OWNED BY OTHER JURISDICTIONS:** (i.e., State Parks, Forest Service, ADOT, schools, churches, etc.). _____.
- LIQUOR LICENSE:** License application must be ratified by the City Council. Contact the City Clerk at 634-5526 to schedule review. Allow 3 weeks to get onto the Council agenda before processing the SEP. The Liquor License application must first be obtained from the Arizona Department of Liquor Licenses and Control at 602-542-5141
- HEALTH DEPARTMENT APPROVAL:** Mobile kitchens and food handlers must be certified. Contact Yavapai County Environmental Health Services at 639-8138. Approval may take 6 weeks. Attach approval to this form.
- POLICE INVOLVEMENT** for security/traffic control. Fees will be charged. Contact Police Department at 634-4246.
- FIRE DEPARTMENT PERMITS:** The Fire Department may require additional permits for amusement structures, open flame cooking, gas/fuel, tents, combustibles or inflatable objects. Contact Fire Department at 634-2741.

Is this a City sponsored event?

Yes, City staff will prepare and provide all Traffic control.

No, Applicant shall provide and fund a traffic control plan (TCP) prepared by a professional barricade company.

The applicant shall provide a list of signatures from impacted property owners and business owners approving the event. A minimum of 75% approval must be submitted 14 days prior to the event to continue with the event.

Acknowledgment:

Signature

Date

ALL COI's, ENDORSEMENTS, TCP's, PROPERTY OWNER PERMISSION AND APPROVALS, HEALTH AND FIRE DEPT. PERMITS AND PUBLIC NOTICES SHALL BE COMPLETED AND SUBMITTED BY THIS DATE OR THE EVENT SHALL BE CANCELLED: ____/____/____

APPLICANT SIGNATURE ACKNOWLEDGING THE ABOVE DATE

Signature

Date

REQUIRED ATTACHMENTS:

EVENT NARRATIVE: Describe the following in writing:

1. **Type of event:** Proposed activities, live entertainment, parade (include assembly/disassembly time).
2. **Participants:** Introduce the sponsoring agency, participants, special groups; number of staff, etc.
3. **Properties Involved:** Use of any public properties, facilities or public right-of-way, boundaries.
4. **Possible Nuisances:** Possible noise impacts, amplification. Smoke, odors, etc.
5. **Use of Alcohol:** Will alcohol be provided? If so, how will it be controlled / confined?
6. **Fire Issues:** Any open flame cooking? Tents? Combustibles?
7. **Animals:** Use of horses, horse drawn carriages. Other potentially dangerous animals?
8. **Inflatable/Temporary Structures:** Use of jolly jumpers, tents, etc. Method for anchoring.
9. **Emergency access and services:** How will access be preserved? Emergency services?
10. **Traffic Control:** Estimated traffic impact and method of traffic control. Peak issues.
11. **Street Closure:** Provide details regarding any intended street closure, detours signs, etc.
12. **Security:** Will City PD be involved (must be coordinated separately). Will private security be used? Both?
13. **Trash and Clean Up:** Trash removal during event, recycling facilities and clean up following event.
14. **Liability:** Insurance coverage. All vendors and entertainers must provide own coverage.
15. **Misc:** Other information as requested: _____.

EVENT SITE PLAN: Indicate the following on the site plan:

1. **Structures:** Existing structures, tents, etc.
2. **Set-Ups:** Exhibits, vendors, displays, admin area, first aid.
3. **Facilities:** Restrooms/porta-potties, trash, re-cycling.
4. **Alcohol service areas:** Include type/height of fencing, and security check areas.
5. **Signs:** Use and placement of signs.
6. **Staging:** Seating, stage, outdoor storage. Rear access to stage.
7. **Access and Parking:** Driveways, street access (including any additional emergency access).
8. **Utilities:** Electrical service location, and other utilities on site

PARADE PLAN: If a parade is planned in association with this event. Include map of parade route, number of units, floats, participants; description of units (motorized, animals, children, sound amplification).

VENDORS LIST (ATTACHMENT A): List vendor names (Attachment “C”), corporation names, addresses, phone number and sales tax license number.

INDEMNIFICATION FORM (ATTACHMENT B): Submit signed indemnification clause (Attachment “A”).

ADDITIONAL INSURANCE COVERAGE(S): For events on City property, you will also be required to provide proof of insurance naming the City as “additional insured,” by anyone selling beer/wine/liquor; by vendors; and by entertainers.

FEE: As determined by the City Council’s adopted fee structure for events.

Cottonwood Human Resources

Event sponsor is responsible for keeping a listing of all vendors who are doing any type of business at your event (example: selling products, performing services, etc.) and making sure they have a business registration with the City of Cottonwood. If the vendor does not already have an annual business registration for the current calendar year, the event sponsor is responsible for submitting a complete listing of those vendors' names and submitting \$5 per vendor to the City of Cottonwood's Finance Department for the vendors' temporary special event business registration for the event.

Vendor: The City of Cottonwood defines a vendor as anyone involved in the event that supplies equipment, materials, products, services or any other aspect of the event. Most vendors are required to comply with the City of Cottonwood's Certificate of Insurance (COI) Requirements.

Vendors required to submit COIs include, but are not limited to:

Suppliers of:

Generators

Lights

Rented equipment such as tables, chairs, tents, stages, etc.

Sound systems

Bouncy play equipment

Services such as:

Trash

Security

Traffic Control

Masseuses

Bands, entertainment (possibly)

General:

Any vendor selling products that are not pre-packaged

Vendors that generally DO NOT, but may, need COIs are as follows:

Vendors giving out information only

Vendors giving out/selling pre-packaged, unopened food/beverages

Yavapai County Community Health Services

To aid you in complying with state and county laws regarding food and beverages and general event sanitation, you should read the following carefully to see what your responsibilities may be regarding your planned special event. Please transmit this information to all food/beverage vendors.

1. Regardless of whether food and/or beverages will be served you will need to complete a "Special Event Coordinator Information Sheet" (enclosed), and file it with Yavapai County Community Health Services at least six weeks prior to your scheduled event. There is no fee for this process. Changes must be filed not later than 7 days prior to event.
2. All vendors of food and/or beverages of any kind will need to complete a vendor's permit application regardless of their non-profit status or whether food and/or beverage is being sold or given away. Special Event Permit "Applications for Vendors" can be mailed or e-mailed to you or the vendor, or found on the Yavapai County web site. For most, there will be a fee. Non-profit organizations wishing to receive a fee reduction will need to come to the department and complete a "Fee Reduction Application". All applications **must** be completed and on file at least three weeks prior to the event. Failure to submit application in a timely manner may be grounds for disapproving an application.

Guidelines and Other Permit Requirements for Special Event Activities

Cottonwood Fire Department

Permits shall be obtained for the use of open flames, cooking or heating appliances, tents or canopies, air-supported and inflated devices or structures (jump castles, slides, etc.), combustible decorative materials, special amusement structures, compressed gas; or for the blocking of emergency access roads. The following guidelines are general requirements. Specific requirements will be stated at the time of permit application review and approval.

Street Closures: Fire department access shall be maintained by providing a minimum 20' wide unobstructed roadway width. Separate arrangements will be made for Parades, which are reviewed on a case by case basis. A street closure permit will also be required by Public Works.

Fire lanes, exits and aisles: Fire lanes must be provided to within 150 feet of any exhibit. Required fire lanes, exits and aisles may not be obstructed.

Cooking: Cooking shall be conducted in an approved appliance. Concession stands utilized for cooking shall have a minimum of 10 feet of clearance on two sides to other vendor booths or rides. A Class K fire extinguisher shall be provided for deep-fat fryers. A 2A-10BC extinguisher shall be provided for other cooking appliances. Grease laden vapors require an approved hood. Open flame cooking shall be located away from combustibles and no closer than 20' to a tent or canopy. Propane gas cylinders shall be secured from falling.

Combustible Vegetation/Decorative Materials: Combustible materials shall be treated and maintained fire resistant. Exception: Salable goods and live vegetation.

Heat Producing Appliances/Open Flame: Open flames and hot objects shall not be used unless approved. When the fire department determines that smoking constitutes a fire hazard in any area, smoking shall be prohibited and No Smoking signs shall be posted.

Air-supported and Inflated Devices or Structures: Air supported and inflated devices shall be installed in accordance with the manufacturer's guidelines and shall be adequately braced and anchored. An operator familiar with all operating and safety guidelines shall be present at the device at all times.

Tents and Canopies: Must observe Fire Department guidelines. Fire lane must be provided, 20 feet wide and 13'-6" tall. Tents in excess of 400 sq. ft. and canopies in excess of 700 sq. ft. require a fire department permit. A site plan shall be submitted to Fire Prevention showing location on property, fencing, exiting, parking, cooking/heating appliances, generators, emergency lighting, fire extinguishers, aisle and seating arrangements. Tents shall not be located within 20 feet of property lines, buildings, other tents, parked vehicles or internal combustion engines. Tents and canopies shall be flame retardant and bear a permanently affixed label. Tents and canopies shall be adequately anchored and braced. All decorations shall be flame retardant. Exiting arrangements, occupant loads, seating and aisles requirements and emergency lighting will be reviewed in accordance with the requirements of the Building and Fire Codes. Fire extinguishers shall be provided. One for 2-500 sq. ft., two for 500-1000 sq. ft., and one for each additional 2,000 sq. ft. Compressed gas cylinders must be secured to prevent falling. No Smoking signs shall be posted.

Special Amusement Buildings: Defined as a building that conveys people or provides a walkway around in any direction so that the egress path is not readily apparent due to distractions. Automatic sprinklers and smoke detection system shall be installed in buildings used in this manner. Emergency lighting and adequate exiting shall be required. All combustible decorative materials shall be fire resistive.

Special Event and Temporary Use Permits

Temporary Use and Special Event-Sample Descriptions (not a complete list)		No Permit Necessary	Special Event	Temporary Use	Submittal Deadline
1	Weekend car wash for fundraising on commercial property	X			
2	Big wedding on private property that does not block streets	X			
3	Bus tour through streets that does not block streets	X			
4	Weekend sale/promotional event limited to 800 sq.ft.	X			
5	Street closure for a day event (i.e. Block Party)		X		
6	Organized run/walk through City streets		X		
7	Dedication/Celebration of new public art or exhibit		X		
8	Use of City park for a large social gathering		X		
9	Banner crossing public right-of-way		X		
10	Organized demonstration/march through City streets		X		
11	Amplified sound associated with the above		X		
12	Weekend sale /promo event greater than 800 sq.ft.			X	
13	Holiday tree lit-for tree and vegetation sales			X	
14	Carnivals and Circuses			X	
15	Fireworks Sale			X	
16	Temporary trailer for project under construction			X	
17	Temporary real estate office for a project under construction			X	
18	Drop off station for collection of clothing and other			X	
19	Temporary wireless communication facility			X	