



SPECIAL EVENT APPLICATION

City Clerk's Office
11465 W Civic Center Dr
Avondale, AZ 85323
CityClerk@avondaleaz.gov
623-333-1000

WHAT IS A SPECIAL EVENT?

The City of Avondale considers a "Special Event" to be an event held in private or public property which would alter normal conditions at the location where the event is to be held. A special event is a group activity that may include, but may not be limited to, a performance, filming event, meeting, sales event, grand opening, circuses, carnivals, contest, exhibit, ceremony, parade, athletic competition, etc. Regardless of the size of the event, duration, or number of people in attendance, if an event triggers street closures, changes in traffic patterns, increased noise, need for additional security, changes to zoned uses, etc. the organizer must submit this application so that city staff may determine the impact of the event in the community and city services.

APPLICATION AND REVIEW PROCESS:

If you plan to organize a special event in the City of Avondale, please complete the application, site plan and appropriate attachments. Answer each question with as much detail as possible. Return application and related information to:

City of Avondale
11465 W Civic Center Dr
Avondale, AZ 85323

This application MUST be submitted a minimum of 60 days prior to the event. The review process may include a meeting with representatives from several city departments to determine impact on city services and inform the organizer of any requirements that may be imposed in order for the event to be approved.

FEES:

There is no fee to process this application. However, fees may be assessed for some city services including facility rental and maintenance, police, fire/EMS, field services, sanitation, engineering, site supervisors, special event liquor, tents, generators, parades, fireworks, barricades, carnival, exhibition/tradeshow, street festivals, and haunted houses.

Individual City departments will estimate the cost of accommodating the event. Actual costs may be presented prior to the event or billed by each department and paid by the sponsoring organization upon receipt of billing.

SITE PLAN:

A comprehensive site plan including entrances to the event, location of fences (including type and height), stage, sound amplification systems, tents, signage, cooking areas, portable restrooms or permanent restroom facilities, generators, carnival or amusement rides, fireworks, parking areas, street or alley closures, location of emergency medical services, parade routes, and all other special features that may apply, must accompany this application. If the event includes the sale and consumption of alcohol, the site plan should also include information specific to the liquor area. A Traffic Control Plan including traffic flow and controls may also be required.

PARADE INFORMATION:

An additional site plan and traffic control plan showing parade route must be attached. The traffic control plan must include a barricade plan, staging area, de-staging area, detours, advance notification, check-in station locations, volunteer and off-duty police officer locations, description of access, schedule and road closure plan.



SPECIAL EVENT APPLICATION

MITIGATION OF IMPACT:

As an event organizer, you are required to notify residents, businesses, places of worship and schools that may be impacted by the noise and street closures related to the event. The notices should be mailed, or hand delivered at least two weeks prior to the event. Information on this information should include, but not be limited to; the date(s), day(s), time(s), location(s) and types of activities taking place during your event. The notice must also include a telephone number of where members of the public can contact your organization if they have concerns or issues that need to be addressed. It is expected that all applicants have their events removed and areas reopened the following day.

Before submitting your application, make sure:

- ✓ You have completed all sections of the application
- ✓ Your application is signed and dated
- ✓ You have included payment (if applicable) with the application
- ✓ You have all required County and State permits (if applicable)
- ✓ All of the following required documents are submitted with your application:

YES	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	IRS 501C tax exempt letter (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Insurance (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<u>Attachment A</u> – Liquor Licensing
<input type="checkbox"/>	<input type="checkbox"/>	<u>Attachment B</u> – Entertainment/Vendors
<input type="checkbox"/>	<input type="checkbox"/>	Property Manager/Owner Approval (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan drawn/printed to scale – must provide all required information

PUBLIC SAFETY INFORMATION:

Depending on the size of the event, the Avondale Police Department may require a security plan to be submitted and may set the number of officers/security personnel to be required. Private Security companies must be licensed and bonded in the State of Arizona. For events including liquor, organizer will be required to use off-duty Avondale police officers. Depending on the size of the event, the Avondale Fire Department may require the event organizer to contract for EMT or Paramedic services.

IDEMNIFY AND HOLD HARMLESS:

I voluntarily waive, release, discharge, indemnify and hold harmless the City of Avondale, its employees, supervisors, appointed officials, agents, representatives and volunteers from all claims for all injuries to event attendee(s) no matter how severe.

INSURANCE:

You will be notified within (7) seven business days from the date the city received the application if proof of insurance will be required for your Special Event. If proof of insurance is required, your event or activity will not be approved or scheduled until your Certificate(s) of Insurance has been approved by a City of Avondale designee and is on file with the City. All special events that are held on city property or that are co-sponsored by the City of Avondale are required to name the “**City of Avondale as an Additional Insured**” on the Certificate of Insurance. Complete certificates must be received a minimum of five (5) working days prior to the event. Separate certificates of insurance for \$2 million are required from all carnival and amusement companies and \$5 million from firework companies. For more information, please contact the Risk Management Division at (623) 333-2223. Event permits will not be issued until all insurance requirements are satisfactorily met.



SPECIAL EVENT APPLICATION

SECTION 1: APPLICANT INFORMATION	
Name of Applicant (must be on site during event)	Name of Organization
Applicant/Organization Address	City, State, Zip
Phone Number	Alternate Phone Number
Email Address	Has applicant ever been convicted of a felony?
	<input type="checkbox"/> Yes <input type="checkbox"/> No
SECTION 2: EVENT INFORMATION	
Name of Event	Purpose of Event
Date and Time of Event	
Setup	Date: _____ Time: _____ to _____
First Day of Event	Date: _____ Time: _____ to _____
Second Day of Event	Date: _____ Time: _____ to _____
Third Day of Event	Date: _____ Time: _____ to _____
Fourth Day of Event	Date: _____ Time: _____ to _____
Dismantle	Date: _____ Time: _____ to _____
Location of Event	Will the event be open to the public?
	<input type="checkbox"/> Yes <input type="checkbox"/> No
Type of Event (carnival, dance, concert, etc.)	Event Sponsor (if applicable)



SPECIAL EVENT APPLICATION

SECTION 3: ESTIMATED ATTENDANCE	
Estimated Daily Attendance	Peak Estimated Attendance
What is the estimated attendance based on? (past event, advance ticket sales, etc)	
SECTION 4: EVENT LOGISTICS, SPECIAL FEATURES AND NARRATIVE	
Will alcohol be served at the event? If yes, complete Attachment A.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be a charge for admission? If yes, include admission cost in the event narrative.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be entertainment? If yes, complete Attachment B.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be any food or novelty vendors? If yes, complete Attachment B.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be special effects? If yes, include special effects details in the event narrative.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be portable restrooms? (1 unit/80 people with alcohol; 1 unit/100 people without alcohol) If yes, include the number of units, location, and name of company on the site plan. The anticipated attendance/portable restrooms ratio for a 6-hour event is 80 people per unit	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will sanitation be planned? Include the number and location of trash cans on the site plan.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will generators be used at the event? If yes, include the number and location of generators on the site plan.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be inflatables at the event? If yes, additional insurance is required. Please include the number and location on the site plan and describe the type, size and how they will be secured in the Event Narrative	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be any tents over 200 square feet or canopies over 700 square feet? If yes, contact the Fire Marshal at 623-333-6140 to obtain the necessary permits.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be open flames or cooking? If yes, contact the Fire Marshal at 623-333-6140 as an inspection may be required prior to the event.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be carnival or amusement rides at the event? If yes, contact the Fire Marshal at 623-333-6140 for special permits.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be fireworks? If yes, contact the Fire Marshal at 623-333-6140 for special permits and notification requirements to FAA.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be signs and/or banners at the event? If yes, contact Development Services at 623-333-4024 for a temporary sign permit.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will private security be used at the event? If yes, provide additional details in the event narrative. Off-Duty Avondale Police Officers may be hired to provide security at the event, contact the Police Department at 623-333-7000 for more information.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will EMTs or Paramedics be needed? If yes, contact the Avondale Fire Department at 623-333-6000.	<input type="checkbox"/> Yes <input type="checkbox"/> No



SPECIAL EVENT APPLICATION

SECTION 5: STREETS/TRAFFIC

Will there be closure of city streets, bus stops, sidewalks or alleys?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the event be held in a parking lot or private property?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you hired a barricade company to provide the traffic control for the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you answered "yes" to any of the above, a Traffic Control Plan is required showing closure of streets, bus stops, sidewalks or alleys as well as egress and ingress of vehicles, traffic control measures, and parking areas for attendees. Please note, street closures are not permitted within residential neighborhoods.

SECTION 6: CERTIFICATION

I hereby certify that I am the applicant filing this application as listed in Section 1 and 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 agree to indemnify the City and its 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, suppliers, vendors or agents, or any of their guests, invitees or licensees with regard to the event applied for. I agree to indemnify the City and its 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 any facility, park or lake closure due to inclement weather, an issued warning or other emergency situation. In such an instance, I understand that all event participants must follow the City's guidelines and procedures for lake/facility evacuation and that this event is being held inside the City limits and all City rules and regulations apply. I understand the City reserves the right to determine that park facilities are unusable as a result of inclement weather. By signing below, I authorize to commit the organization and therefore I am financially responsible for any costs and fees incurred by or on behalf of the event and I agree to the terms and conditions set forth in this agreement.

Applicant's Signature

Date



SPECIAL EVENT APPLICATION

EVENT NARRATIVE

Please describe your event with as much detail as possible. Include details on any amenities of the event including # of vendors, security company, previous similar events held by the organizer, etc.



SPECIAL EVENT APPLICATION

ATTACHMENT A LIQUOR LICENSE APPLICATION

Note: If alcohol will be served at your special event, you will need to obtain a Special Event Liquor License or an Extension of Premises from the City of Avondale. This must be submitted at least 60 days prior to the event.

Responsible Agent:

On-Site Agent Responsible for Liquor: _____

Has the applicant/organization ever had a liquor or event license denied, revoked or suspended? Yes No

If yes, please explain: _____

Type of License:

Special Event Liquor License – The Special Event Liquor License fee is \$25 and must be approved by the City Clerk. After city approval, your application must be submitted to, and approved by, the State of Arizona. This license can only be obtained by a non-profit organization with a 501C. A State of Arizona Special Event Liquor Application must also be submitted with this application and site plan. There will be additional fees payable to the State of Arizona.

Extension of Premises License – There is no fee involved with an Extension of Premises License. An Extension of Premises License is permitted as an addition to an active liquor license. A State of Arizona Extension of Premises Application must also be submitted with this application and site plan.

For Extension of Premises, are other activities taking place in addition to the sale of liquor in the extended area? Yes No

Type of activities taking place: _____

Check all that apply:

Free/Host Alcohol Alcohol Sales

What type of alcohol will be served? (Check all that apply)

Beer Sales Wine Sales Distilled Spirits Sales

How will the alcohol be served? (Check all that apply)

Cans Bottles Disposable Cups Glasses Plastic Containers

Will more than 50% of the event's gross revenues be derived from alcohol sales? Yes No

How will attendees over the age of 21 be identified?

What controls will be used to keep attendees under the age of 21 from obtaining alcohol at the event?



SPECIAL EVENT APPLICATION

ATTACHMENT B ENTERTAINMENT AND/OR VENDOR INFORMATION

SECTION 1: MUSIC ENTERTAINMENT INFORMATION		
Number of Stages	Number of Performers and/or Bands	Type of Music
Please describe the sound equipment that will be used for your event:		
Sound Information		
Will sound checks be conducted prior to the event? If yes, start time _____ finish time _____.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Will sound amplification be used? If yes, start time _____ finish time _____.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Will there be a contracted sound company on site? If yes, list the company name and point of contact _____.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
SECTION 2: CONCESSIONAIRES/VENDORS		
If you sell items at your event, you will need to obtain a Transaction Privilege Sales Tax License with the City of Avondale Licensing Department 623-333-2024 and the Arizona Department of Revenue 602-542-4576. If your vendors are selling items, each vendor will be required to have a Transaction Privilege Sales Tax License with the City of Avondale and the Arizona Department of Revenue. Food vendors must also be in compliance with the Maricopa County Health Department 602-506-6978. The promoter and/or business is required to verify all vendors have obtained this licensing prior to the start of the event.		
Will items or services be sold?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, describe or attach a projected list of types of vendors: _____ _____		
Will items or services sold present unique liability issues? (massage, animal rides, etc)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, describe: _____ _____		
If food vendors are used, have provisions been made for grease disposal?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, explain: _____ _____		