



City Clerk's Department
11465 W Civic Center Drive
Avondale, AZ 85323
623-333-1200
623-333-0120 (fax)

SPECIAL EVENT APPLICATION

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:

This application **MUST** be submitted a minimum of 60 days prior to the event. The review process includes 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. Please submit completed application to the City Clerk's Department.

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 license, 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 AND EVENT NARRATIVE:

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, entrances to areas for alcohol consumption, alcohol service areas, security check areas, street or alley closures, location of emergency medical and Fire services, parade routes, and all other special features that may apply, must accompany this application. A Traffic Control Plan including traffic flow and controls may also be required.

An EVENT NARRATIVE should be attached to the application. Event Narrative should include a description of the event including a detailed explanation of any special features of the event.

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 cleared and areas reopened the following day.

SECTION 1: APPLICANT INFORMATION		
Name of applicant / Must be on site during the event	Corporation/Organization Name	
Business Address	City, State, Zip	
Phone Number	Fax Number	
Cellular Phone Number	Email Address	
SECTION 2: EVENT INFORMATION		
Name of Event	Purpose	
Nature (Carnival, dance, concert, etc.)	Event Sponsor (if applicable)	
Location of Event	Will event be open to the public? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Event Date(s) / Time(s)	Anticipated daily attendance	Peak attendance
What is attendance estimate based on? <small>(Past event, advance ticket sales, etc)</small>	Set up (Date/Time)	Take Down (Date/Time)
Has this event ever been held at another location? If yes, please provide information about previous event in event narrative		<input type="checkbox"/> Yes <input type="checkbox"/> No
Will alcohol be served at the event? A liquor permit must be obtained through the City Clerk's Department – 623-333-1200		<input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be a charge for admission? If yes, Admission cost _____		<input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be entertainment? Narrative must include details (type of entertainment, staging, sound amplification equipment, etc.)		<input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be any vendors (food or novelty items)? All vendors must be licensed. Please request applicable forms 623-333-2000		<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION 3: EVENT LOGISTICS, SPECIAL FEATURES AND NARRATIVE - Check all that apply:	
Will any public officials, dignitaries or celebrities attend event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Compliance with zoning regulations	<input type="checkbox"/> Yes <input type="checkbox"/> No
Tents or canopies Tents over 200 sq ft and canopies over 700 sq ft require permits. Fire Marshal at 623-333-6000	<input type="checkbox"/> Yes <input type="checkbox"/> No
Open flames or cooking Inspection will be required prior to the event. Contact Fire Marshal at 623-333-6000	<input type="checkbox"/> Yes <input type="checkbox"/> No
Special effects Narrative should include detail on special effects such as shooting scenes, etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fireworks Contact Fire Marshal at 623-333-6000 for special permits and notification requirements to FAA	<input type="checkbox"/> Yes <input type="checkbox"/> No
Portable Restrooms Guideline: 1 unit/80 people if alcohol is served; 1 unit/100 people if no alcohol	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sanitation Number and location of trash cans must be shown on site plan	<input type="checkbox"/> Yes <input type="checkbox"/> No
Generators Number and location of generators must be shown on site plan. Include size and type.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Carnival/Amusement Rides Special permit required. Contact Fire Marshal at 623-333-6000	<input type="checkbox"/> Yes <input type="checkbox"/> No
Signs/Banners Temporary Sign Permit required. Contact Development Services at 623-333-4024	<input type="checkbox"/> Yes <input type="checkbox"/> No
Inflatables Additional insurance required. Number and location must be shown on site plan. Describe type, size and how they will be secured in Event Narrative	<input type="checkbox"/> Yes <input type="checkbox"/> No
SECTION 4: STREETS / TRAFFIC	
A Traffic Control Plan is required showing any closure of streets, sidewalks or alleys as well as egress and ingress of vehicles, traffic control measures, parking areas for attendees. If a Barricade Company is being used for traffic control, please include information in Event Narrative	
Closure of city streets, sidewalks or alleys Contact City Clerk's Department for appropriate forms at 623-333-1200	<input type="checkbox"/> Yes <input type="checkbox"/> No
Traffic Control Plan attached	<input type="checkbox"/> Yes <input type="checkbox"/> No
SECTION 5: USE OF CITY FACILITIES	
Will City facilities be used? Contact City Clerk's Department at 623-333-1200 or Parks, Recreation and Libraries at 623-333-2400	<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION 6: EVENT SECURITY	
<p>Will private security be used at 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</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
SECTION 7: EMERGENCY SERVICES	
<p>Will EMTs or Paramedics/Firefighters be needed? Depending on size/type of the event, Avondale Fire Rescue may require the event organizer to contract for EMT or Paramedic/Firefighter services. Contact Avondale Fire Department at 623-333-6000</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
SECTION 8: PARADE INFORMATION	
<p>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</p>	
SECTION 9: INSURANCE REQUIREMENTS	
<p>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) 333-1101. Event permits will not be issued until all insurance requirements are satisfactorily met</p>	
SECTION 10: CERTIFICATION	
<p>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 also understand that the City reserves the right to determine that park facilities are unusable as a result of inclement weather.</p> <p>By signing the below, the applicant is authorized to commit the organization and therefore be financially responsible for any costs and fees incurred by or on behalf of the event.</p>	
<p>_____</p> <p>Applicant’s Signature</p>	<p>_____</p> <p>Date</p>

EVENT NARRATIVE

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

DEPARTMENTAL REVIEW

	Approve	Disapprove	Date	Name and title	Signature
City Clerk Dept.					
Comments:					
Community Relations					
Comments:					
Development Services/Engineering					
Comments:					
Public Works					
Comments:					
Fire Community Services					
Comments:					
Fire Marshal					
Comments:					
Finance – Business Licensing					
Comments:					
Parks Recreation and Libraries					
Comments:					
Police Dept.					
Comments:					
Risk Management					
Comments:					