



Special Event Application

155 N. Tegner St., Suite A, Wickenburg, Az 85390
928-668-0565; tfischer@wickenburgaz.org

EVENT INFORMATION

Name of Event: _____

Date(s) of Event: _____ Hour(s) of Event: _____

Date(s) of Set up: _____ Hour(s) of Set up: _____

Date(s) of Clean up: _____ Hour(s) of Clean up: _____

Requesting Town setup/break down tables/chairs for event: YES NO

Location of Event/Address: _____

*Events taking place on Private Property must provide written permission from the property owner. This letter must accompany the application.

Estimated Attendance: _____

Event Description: _____

APPLICANT INFORMATION

Name of Individual, Company, or Organization: _____

Contact Person: _____

Address: _____

Phone #: _____ Alternate Phone #: _____

Fax #: _____ Email: _____

Please Check One: Nonprofit Business/Promoter Other

Date Submitted: _____

SITE MAP/ROUTE

A detailed site plan is required as part of the application. While site plans are not required to be professionally drawn, they must be legible and provide sufficient detail to demonstrate what an event will look like. The site plan should clearly show the entire event footprint, including the names of all streets or areas that are part of the venue and the surrounding area.

A detailed route or racecourse is required for distance events such as walks, runs, rides, and parades. Indicate the direction of travel and all street or lane closures. Any event items being placed along the course, must be included as part of the event request. This includes any temporary toilets, water stations, aid stations, tables, canopies, signs, etc.

PERMITS/REVIEWS/FEEES REQUIRED

Events with certain characteristics may require additional permits/fees.

<p>Sales</p> <p><i>Will there be an admission charge and/or items/services sold at the event?</i></p> <p>If so, a business license is required for all vendors participating in the special event.</p> <p><u>Temporary Special Event Business License</u></p> <ul style="list-style-type: none"> o 1 day event: \$10 per vendor o 4 consecutive days: \$25 per vendor <p>License fee shall be collected by the event sponsor, made payable to the Town of Wickenburg, and delivered by the event sponsor, to the Town within 5-days after the event.</p> <p>If a vendor already has an annual Town business license, they DO NOT have to pay the temporary special event business license fee.</p> <p>*Special Event Sponsors: Required to complete Exhibit A.</p>	Yes No <input type="checkbox"/> <input type="checkbox"/>	License Requested: <input type="checkbox"/> 1 Day: \$10 <input type="checkbox"/> 4 Consecutive Days: \$25 <input type="checkbox"/> I already have a Town of Wickenburg Business License
<p>Tents/Canopies</p> <p><i>Will the event include tents and/or canopies?</i></p> <p>If yes, tents over 10' x 10' require a Tent Permit at a cost of \$50. Apply for a tent permit at: https://talktomycity.com/search/Wic01 or contact 928-668-0512.</p> <p>10' x 10' canopies/tents are required to have 40 lbs of weight attached to each leg. All tents must be shown on site plan. If you are using a private tent company for setup, please specify.</p>	Yes No <input type="checkbox"/> <input type="checkbox"/>	Size(s): _____ _____ Quantity: _____ _____ If applicable, tent company name/contact: _____ _____ _____
<p>Alcohol</p> <p><i>Will the event include the sale or serving of alcohol?</i></p> <p>If alcohol is being served at a public event, sold at a public event, or sold at a private event, you will need to obtain a Special Event or Extension of Premises Liquor License through the State of Arizona after approval by the Town of Wickenburg.</p>	Yes No <input type="checkbox"/> <input type="checkbox"/>	Type of license requested: _____ _____
<p>Food</p> <p><i>If this is a public event, will the event be serving, selling, or providing food?</i></p> <p>If you are selling, providing "free" or catering food and/or beverages, unless packaged and for resale, please contact Maricopa County Health Department at 602-506-6978, TTY 602-506-6704 AND provide the Town a copy of your permit/certificate.</p>	Yes No <input type="checkbox"/> <input type="checkbox"/>	Sold Free Catered <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Entertainment/Amplified Sound</p> <p><i>Will the event include amplification, DJ's, music, or live entertainment?</i></p>	Yes No <input type="checkbox"/> <input type="checkbox"/>	
<p>Portable Restrooms</p> <p><i>Will the event include portable restrooms?</i></p> <p>All portable restrooms must be shown on site plan.</p>	Yes No <input type="checkbox"/> <input type="checkbox"/>	Quantity: _____

PERMITS/REVIEWS/FEES REQUIRED

<p>Mechanical Carnival Rides/Inflatables <i>Will the event include mechanical carnival rides and/or inflatables including bounce houses/slides?</i> All rides/inflatables must be shown on site plan.</p>	Yes No <input type="checkbox"/> <input type="checkbox"/>	Quantity: _____ Type: _____ _____ _____
<p>Animals <i>Will the event include animals onsite?</i> Location of animals must be shown on site plan. Include containment/safety plan, as well as clean-up plan.</p>	Yes No <input type="checkbox"/> <input type="checkbox"/>	Quantity: _____ Type: _____ _____ _____
<p>Fireworks/Open Flame <i>Will the event include a fireworks display or open flame?</i> If yes, a permit is required, which will be issued by the Wickenburg Fire Department.</p>	Yes No <input type="checkbox"/> <input type="checkbox"/>	Quantity: _____ Type: _____ _____ Duration: _____ _____
<p>Street Closures/Event Parking <i>Will the event require any closures or restriction of streets, sidewalks, alleys, or parking lots?</i> If yes, a separate Traffic Control Plan indicating vehicle/pedestrian traffic control, detour routes, directional signs, start and end times, and street closures must be submitted. Please note: use of U.S. 60 requires an Arizona Department of Transportation permit, which must be obtained by applicant. Submit copy of ADOT permit once obtained. Contact ADOT Prescott District Permit Office 928-777-5861. All street closures must be approved.</p>	Yes No <input type="checkbox"/> <input type="checkbox"/>	Specify if using a private company for street closure. Include name of company and contact information. OR specify if Town will do street closure: _____ _____ _____
<p>Barricades <i>Will the event need barricades or crowd control barriers/fencing?</i> \$100 base fee includes your choice of: 20 cones; 10 A-Framed barricades; 3 rail barricades; 6 sections of fence barricades. Additional barricade cost: \$4.00 per day per cone; \$5.00 per day per A-Frame; \$5.00 per day per 3 rail barricade; \$10.00 per section for crowd control barriers/fencing. Show location of barricades on site plan.</p>	Yes No <input type="checkbox"/> <input type="checkbox"/>	Type & Quantity: _____ _____ _____ _____
<p>Light Towers <i>Will the event need light towers?</i> \$100 per day per light tower; includes pickup and delivery. Show location of light towers on site plan.</p>	Yes No <input type="checkbox"/> <input type="checkbox"/>	Quantity: _____
<p>Trash Containers <i>Will the event need additional trash or recycling containers?</i> Trash or Recycle 90 gallon: \$15 each/per day. Trash 300 gallon: \$25 each/per day. Show location on site plan.</p>	Yes No <input type="checkbox"/> <input type="checkbox"/>	Quantity 90 gal Trash: _____ 90 gal Recycle: _____ 300 gal Trash: _____
<p>Public Safety/Security Responsible Person Onsite During Event: _____ Cell Phone Number: _____ <i>Will you have a large crowd or road closures and require off duty police officers?</i> Describe your plans for onsite security: _____ _____ _____ Large crowds or road closures may require off-duty police officers at an average cost of \$50 per hour for the officer and \$50 per day for the vehicle.</p>	Yes No <input type="checkbox"/> <input type="checkbox"/>	

ACCESSIBILITY

It shall be the responsibility of the event organizer to ensure the event site is accessible to the disabled. Such examples are: public sidewalks may not be blocked with tents, portable toilets, signs, or any other structures; cables or electrical cords must not create an obstacle; ADA accessible parking and portable toilets must be available. Vendors should be prepared to fully meet any accessibility requirements.

RELEASE AND INDEMNIFICATION AGREEMENT

Applicant agrees to release, indemnify, and hold harmless the Town of Wickenburg and its agencies, representatives, officials, employees, and officers from and against any and all losses, liability, claims, actions, suits or damages including, but not limited to, personal injury damages (including death) or property damages which arise, result, or otherwise might be attributable to: a) Applicant's dealings with third parties; b) the Town's issuance of this Special Event Permit; and c) the Town's approval of security provisions regarding the proposed event for which this application is being prepared. This indemnification includes the costs of litigation and legal fees. Applicant agrees to pay its own expenses, to defend all of the persons to whom this covenant extends against any such claim.

If Applicant is acting on behalf of an organization, Applicant certifies that he/she is the agent of the organization, is acting on the organization's behalf, and is duly authorized to execute this Release and Indemnification Agreement on the organization's behalf.

By signing below, Applicant acknowledges that he/she has read and agrees to abide by all the terms, conditions, rules and regulations of the Town Code, State and Federal when deemed appropriate. Applicant further acknowledges that depending on the nature and location of Applicant's special event, additional permits may be required.

Applicant further certifies that he/she has read and understands all terms of this Release and Indemnification Agreement and agrees that he/she shall be bound by its terms and conditions.

Applicant Signature: _____

Applicant Printed Name: _____ **Date:** _____

OFFICE USE ONLY - APPLICATION REVIEW

DEPARTMENT	SELECT ONE	INITIALS	DATE
Facility/Special Event	Approve / Deny	_____	_____
<i>Comments:</i> _____			
Fire	Approve / Deny	_____	_____
<i>Comments:</i> _____			
Parks	Approve / Deny	_____	_____
<i>Comments:</i> _____			
Planning/Zoning	Approve / Deny	_____	_____
<i>Comments:</i> _____			
Police	Approve / Deny	_____	_____
<i>Comments:</i> _____			
Streets	Approve / Deny	_____	_____
<i>Comments:</i> _____			