



# Special Event Application

Rev: June 2019

Please complete all information. Do not leave any spaces blank. Write N/A in spaces that do not pertain to your event. Incomplete applications will not be processed. [Applications for a one-time event involving no more than 50 people with no sale of goods or services and conducted completely on private property may skip pages 2 and 3 but require a site plan.] Full review typically requires **30 days**. Applications submitted less than 30 days prior to an event may not be accepted.

## 1. Event Information

Name of Event: \_\_\_\_\_

Describe Event: \_\_\_\_\_

Date(s) of Set-up: \_\_\_\_\_ Hour(s) of Set-up: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Hour(s) of Event: \_\_\_\_\_

Location of Event/Street Address: \_\_\_\_\_

Name of property owner where event is to be held (if private property, a letter authorizing use by the owner must be attached): \_\_\_\_\_

Will there be:

Live entertainment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Any items or services sold?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Tents or Canopies	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Size(s)   Quantity:
Open flames or cooking?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Explain:
Fireworks?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Temporary Fencing?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Height:
Electric Generators?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Quantity:
Carnival/Amusements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Quantity:
Spotlights?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Quantity:
Description of any other activities at the event:			
Do you plan to have alcohol at the event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Will you need electrical connections?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

## 2. Applicant Information

Contact Person and Origination Sponsoring the Event: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_



## Special Event Application

### **3. Parades, Motorcades, Running/Walking/Cycling/Skating Events**

Assembly Area: \_\_\_\_\_ Assembly Time: \_\_\_\_\_

Disassembly Area: \_\_\_\_\_ Disassembly Time: \_\_\_\_\_

Number of Units: \_\_\_\_\_

Description of Units (vehicles, marching bands, pedestrians, animals, inflatables, floats, sound amplification, special effects)

**Closure of Public Access** – A **separate** plan indicating vehicle/pedestrian traffic control, detour routes, directional signs, and street closures must be submitted for the proposed closure of any streets, sidewalks, alleys, rights-of-way, parking lots or any other public access area. Please note: Street closures are primarily intended for parades, races, and events which must take place within the street. Signatures of affected residents may be required in residential areas.

**Parade or Race Routes** – A **separate** plan indicating the proposed parade or race route, including assembly and disassembly areas, must be submitted with this application.

**Business License** - Any person, partnership, syndicate, firm, association, or corporation, before engaging in any of the businesses, callings, or professions, hereinafter collectively called “business” or “businesses”, within the corporate limits of the city or who conducts a business outside the corporate limits of the city and who solicits, canvasses, advertises, or delivers products or performs services within the city limits shall procure from the Finance Department a license for the carrying on of the business, upon payment of the license tax, as provided by the fee schedule adopted in the City Code.

If any of your activities meets the criteria identified above please contact the Finance Department or visit their website at <http://az-elmirage2.civicplus.com/index.aspx?NID=342> to obtain the proper business license(s) for your business(es).

### **4. Insurance**

For events occurring on City-owned property or other major commercial events on private property, the applicant must provide a certificate of insurance for commercial general liability, auto liability, and liquor liability (if applicable) naming the City of El Mirage as additional insured. The certificate must indicate the dates, times, and location of event. The person or organization listed on the certificate must be the applicant. Please have your insurance provider address the certificate to the attention of Parks and Recreation, at least 15 days prior to the event date. The minimum limits are as follows:

- \$ 1,000,000 per occurrence
- \$ 2,000,000 aggregate
- \$ 1,000,000 automobile liability (or non-owned automobile liability)
- \$ 1,000,000 Liquor liability insurance

Additional limits may be required after review. Providing the above-listed insurance does not in any way reduce or eliminate any responsibility assumed under the indemnity agreement statement.



## Special Event Application

### **5. Site Plan**

A bird's eye view of the area indicating the location(s) of equipment and activities must be submitted with this application.

Please draw the plan below or attach plans on 8-1/2" x 11" or larger paper. The site plan should include all items that apply:

- Dimensions of the site (in feet)
- Controlled access or admission areas
- Merchandise/Food/Service vendors
- Open flames/Cooking/Eating areas
- Tents/canopies or other structures
- Permanent and/or portable restrooms
- First aid/Emergency/Security stations
- Carnival or amusement rides
- Parking spaces for participants
- Activity & amusement areas
- Transportation transfer areas
- Electrical service or generators
- Electrical cord layout and protection
- Stage & amplified sound equipment
- Existing or temporary water service
- Trash &/or recycling receptacles
- Existing and/or temporary fencing
- Emergency access and fire lanes
- Liquor distribution & control areas
- In and out access to the property
- Handicap parking & access areas





## Special Event Application

### **6. Certification**

*Applicant agrees to hold the City of El Mirage harmless and will indemnify the City of El Mirage for damages sustained as a result of an injury or property damage for which the City of El Mirage may be held responsible, resulting from the event identified in this agreement for the use of City property. I have read and understand all of the attached policies and will abide by all policies, rules, regulations, and conditions of use as written. I understand that the special event permit is not transferable to any other individual or group.*

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **7. Department Approval**

Approval of the application does not constitute final approval for the event. Final approval will depend upon an inspection of the event set up prior to opening to the public. It is the applicant's responsibility to comply with the requirements for each City division: Building, Fire, Police, Public Works, and Zoning.

\_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ Date: \_\_\_\_\_  
 Building Official (or designee)

\_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ Date: \_\_\_\_\_  
 Fire Chief (or designee)

\_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ Date: \_\_\_\_\_  
 Police Chief (or designee)

\_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ Date: \_\_\_\_\_  
 Public Works Director (or designee)

\_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ Date: \_\_\_\_\_  
 Zoning Administrator (or designee)

### **8. Applicable Fees:**

- \_\_\_ Special Event Permit Processing Fee
  - \_\_\_ Minor \$25 \_\_\_ Major \$50
- \_\_\_ Temporary Use Permit: \$100
- \_\_\_ Special Event Business License: \$65
- \_\_\_ Temporary Power: \$100/generator
- \_\_\_ Tent Permit: \$340 <800 sq.ft./ \$600 >800 sq.ft.
- \_\_\_ Carnival/Fair: \$320
- \_\_\_ Exhibit/Trade Show: \$250 1-5k sq.ft./\$325>5k sq.ft.
- \_\_\_ Amusement Building: \$300
- \_\_\_ Fire Inspections (After Hours): \$195
- \_\_\_ Pyrotechnics/Special Effects: \$600
- \_\_\_ Firework Sales (Temporary Use Permit): \$195
- \_\_\_ Fire Department Standby: \$150+ cost of staff/hr.
- \_\_\_ Emergency Medical Standby: \$150+ cost of staff/hr.

### **For OFFICIAL USE only:**

#### **9. Follow-Up Instructions:**

---

---

---

---

---

---

---

---

---

---

