

Special Event Permit Application and Information Packet

Please print clearly in pen or type your answers.

Date application submitted: _____

Name of event: _____

Date of event: _____

Name of person completing application (APPLICANT): _____

Contact information of applicant (email, phone number): _____

Name of sponsoring organization: _____

Telephone # and address of sponsoring organization: _____

Do they have a Business License in the City of Litchfield Park? YES NO

If yes, Business License Number: _____

Number of people expected to attend the event: _____

Is this the first time this event has ever been held in Litchfield Park? YES NO

Is there alcohol involved? YES NO

Are there tents, stages, or other structures involved? YES NO

WELCOME

We are happy you have chosen to plan a special event with the City of Litchfield Park. From community based festivals to parades and street fairs, the City of Litchfield Park is proud to host a number of exciting special events each year.

The Litchfield Park City Code requires a permit for all Special Events within the City. In general, any organized activity impacting city services or involving the use of, or having impact on, public property, public facilities, sidewalks, medians, or street areas requires a permit.

The following pages include the City of Litchfield Park's Special Events Permit Application and accompanying instructions developed to guide you through the process.

Timing

A completed application may be filed as early as six months before the event, but must be received no later than 30 days before the actual event date. The earlier you can submit your application the easier your application process will be.

After you complete the application, sign the form and return it to the Litchfield Park City Hall, 214 West Wigwam Boulevard, Litchfield Park, Arizona 85340.

Permit Process

The permit application process begins when you submit a completed Special Event Permit Application. Keep in mind that acceptance of your application should in no way be construed as final approval or confirmation of your request.

Upon receipt of your application it will be given to Tricia Kramer, Special Events Coordinator. She will help guide you through the permit process. She will also distribute copies of your application to all City departments affected by your application for review. During the review process you will be notified if your event requires additional information, permits, or licenses. You will be allowed time to provide us with all pending documents. Delays in providing these items may delay our ability to finish our review and issue a Special Event Permit for your event.

You may be contacted individually by these departments if they have specific questions or concerns about your event.

Events in Parks

For further information regarding events in parks, please contact Pat McCoy in the Recreation Department at (623) 935-9040.

Fees

The City strives to keep fees as low as possible by charging only for the cost of processing the application and city services. In addition to the cost of inspections, other fees such as a building permit fee will apply for tents, stages, etc. Depending on the type of event, respective fees may vary.

Effective January 1, 2004, the fee for a Special Event will be \$15.00, plus \$15.00 per vendor up to a maximum of \$1,000.00.

On behalf of the City of Litchfield Park, we thank you for contributing to the spirit and vitality of our City through the staging of your event. **Best wishes for a successful event.**

SITE PLAN INFORMATION

Use of Public Property or Public Right of Way

4. Will any part of this event take place in a City of Litchfield Park park? YES NO
If yes, name of park where event will take place: _____

5. Will any part of this event take place on a sidewalk, street, median, or other Public Right-of-Way? YES NO
If yes, sidewalk, street, median, or other Public Right-of-Way involved: _____

6. Will any part of this event/activity take place in a City parking lot, City-owned land, or other City public property? YES NO
If yes, City parking lot, City-owned land, or other City public property involved: _____

7. Will this event take place on public property in Litchfield Park that is not owned by the City of Litchfield Park? YES NO

If yes to #7, name of organization and contact person owning the public property: _____

Telephone number of contact person: _____

DOCUMENTATION NEEDED: SITE PLAN Attachment "A"
Please submit a Site Plan according to the specification in Attachment "A"

Traffic & Parade Information

8. Do you wish to close any streets or sidewalks for this event? YES NO
If yes, please list all streets and sidewalks that you would like closed: _____

For what period of time would these streets be closed?

From _____ am/pm To _____ am/pm

9. Will any traffic routing or control device be used for this event/activity? YES NO
If yes, you must use ADOT approved devices.
For what period will the traffic routing/control devices be up?

From Set Up: Date _____ Time _____ **To Dismantle:** Date _____ Time _____

10. What kind of traffic routing/control device will be used? _____

11. Who will be setting up the traffic routing/control device? _____

12. Who will be directing traffic? _____

13. Will animals be a part of the event? YES NO

If yes, what type(s) of animals will be used in the event? _____

What is the purpose of the animals (petting zoo, part of parade, etc)? _____

DOCUMENTATION NEEDED: TRAFFIC DETOUR PLAN Attachment "B"

If parade involved, please include the parade route. Please identify all streets impacted by event.

Parking Plan

14. Please provide a description of your parking plans (i.e., where event attendees will park): _____

15. Please describe your plans for disabled parking: _____

16. Please describe your plan for emergency vehicle access: _____

17. Please describe your plans to notify residents, businesses and churches impacted by this event: _____

DOCUMENTATION NEEDED: PARKING PLAN Attachment "C"

Tents, Structures, or Entertainment Devices

18. Are you installing or constructing any structures, including buildings, climbing structures, etc.? YES NO

If yes, please show structures on the site plan (Attachment "A").

Also, please describe type, size and number of structures. Plans may be required for review.

19. Are you installing any tents or canopies? YES NO

If yes, please show all tents and/or canopies including dimensions on the site plan (Attachment "A"). If any tents are greater than 200 square feet or if any canopies are greater than 400 square feet, a building permit will be required.

20. Are you installing any stages? YES NO

If yes, please show locations and dimensions on the site plan (Attachment "A").

Any stages larger than 120 square feet and/or greater than 30" above grade are required to meet structural, guardrail, stairway and accessibility requirements. A building permit will be required and construction plans must be provided for review.

21. Are you installing any grandstands, bleachers, or folding or telescoping seating? YES NO

If yes, please show locations and dimensions on the site plan (Attachment "A").
Any grandstands, bleachers and/or folding or telescoping seating greater than 30" above grade is required to meet structural, accessibility, guardrail and handrail requirements and also submit the following for review:

- Construction Plans
- Structural calculations may be required

22. Do you plan to have any sound amplification? YES NO

Music
 Other, please describe _____
If yes, please note the dates and times: _____

23. Is electrical power required (for sound amplification, lighting, etc)? YES NO

If yes, please show items on the site plan (Attachment "A") and describe how power is to be provided.
Additional review may be required:

- Portable generator
- PGE temporary power service
- Other, please describe

24. If you answered yes to any of the questions for #26-31, please provide the following information of the person or company responsible for installing the tent, structure or entertainment device(s):

Name: _____
Office Phone Number: _____
Cellular Phone Number: _____
Mailing Address: _____

ALCOHOL, FOOD AND MERCHANDISE INFORMATION

25. Will alcohol be served? YES NO

What kind of alcohol will be served? _____

Hours during which alcohol will be served:

From _____ am/pm To _____ am/pm

DOCUMENTATION NEEDED: TEMPORARY ALCOHOL PERMIT

For information please call the Litchfield Park City Clerk at (623) 935-5033

26. Will food be prepared, served or sold at this event? YES NO

DOCUMENTATION NEEDED: HEALTH PERMIT and FOOD HANDLERS PERMIT

For information, please contact the Maricopa County Department of Health at (602) 506-6980

27. Will items or services be sold at your event? YES NO

If yes, please describe and attach a complete list of vendors at the event.

28. What is the anticipated number of Vendors? _____

DOCUMENTATION NEEDED: VENDOR LIST Attachment "D"

Event organizers must provide a list of all vendors, their transaction privilege tax license number, and indicate if the vendor is a non-profit, for-profit Litchfield Park business, or for-profit business not based in Litchfield Park.

EVENT COORDINATION AND ON-SITE INFORMATION

Advertising and Decoration Information

29. Do you plan to distribute advertising or flyers before or during this event? YES NO

30. Person responsible for installation and removal of all items. _____

DOCUMENTATION NEEDED: SIGN PERMIT

For information contact the Building Safety Department at (623) 935-1060.

Security

31. Do you plan to hire a Private Security Company as security or crowd control for this event? YES NO

If yes: Name/address/telephone number of Security Company: _____

Name of Company

Address

Telephone #

City of Litchfield Park Business License Number: _____

Professional Event Organizer

32. Do you plan to hire a professional event organizer to be part of this event? YES NO

If yes: Name/address/telephone number of Company: _____

Name of Company

Address

Telephone #

Name of Contact Person: _____

City of Litchfield Park Business License Number: _____

INSURANCE INFORMATION

33. Do you have \$1,000,000 in general liability insurance naming the City of Litchfield Park as an additional insured? YES NO

Name of Insurance Agency and Agent

Address of Insurance Agency

Telephone # of Insurance Agency

Policy Number: _____

DOCUMENTATION NEEDED

Please attach a copy of the insurance certificate and additional insured endorsement at the end of the application.

PORTABLE TOILETS AND HANDWASHING SINKS

34. Do you plan to provide portable toilets and/or handwashing sinks at your event?

YES – Please complete the following information:

Number of regular toilets _____ Number of ADA approved toilets _____

Number of handwashing sinks _____

Name of Portable Toilet Company _____

Address _____ City, State, Zip _____

Phone Number _____ Fax Number _____

City of Litchfield Park Business License Number: _____

Equipment Set-Up Date _____ Equipment Pick-Up Date _____

NO – Please provide information as to the availability of restroom facilities in the immediate area of the event site that will be available to the public during the event (include ADA accessible and non-ADA accessible facilities).

DOCUMENTATION NEEDED: SITE PLAN Attachment “A”

Please identify placement on your Site Plan according to the specification in Attachment “A”

GARBAGE & RECYCLING SERVICES

35. Please provide your plan for the clean-up and removal of garbage and recyclables during and after your event.

Number of Recycling Containers _____

Number of Garbage Receptacles _____

Number of Dumpsters with Lids _____ Size(s) _____

Number of Roll-off Bins _____ Size(s) _____

DOCUMENTATION NEEDED: SITE PLAN Attachment "A"

Please identify placement on your Site Plan according to the specification in Attachment "A"

HOLD HARMLESS AGREEMENT

Special Events and Parades Permit Application

Date of Event: _____

Name of Applicant: _____

Address and Phone Number: _____

Name of Event Sponsor: _____

Address and Phone Number: _____

HOLD HARMLESS AGREEMENT

The special event/parade applicant or president or designee of the sponsoring organization(s) (hereafter called "permittee") agrees to reimburse the City of Litchfield Park (hereafter called "City") for all loss incurred by it in repairing or replacing damage to City property proximately caused by the permittee, its officers, employees, agents, monitors, or any other persons attending or forming the special event or parade who were, or should have been, under the permittee's control. Persons who merely attend or join in a special event or parade are not considered by that reason alone to be "under the control" of the permittee.

The permittee further agrees to defend without costs, indemnify, and hold harmless the City, its officers, agents, and employees from any liability to any persons, damages, losses, or injuries arising out of or alleged to arise out of the permitted event, which was proximately caused by the actions of the permittee, its officers, employees, agents, including monitors, or any other persons attending or joining in the event who were, or reasonably should have been under the control of the permittee. Persons who merely attend or join in an event are not considered by that reason alone to be "under the control" of the permittee.

I understand and agree to comply with all the terms of the above Hold Harmless Agreement if my application has been approved and all special conditions and required advance payments have been met.

Signature of Permittee(s): _____

Date: _____

Date: _____

Signature of Officer of Sponsoring Organization: _____

Title: _____

Date: _____

I declare under penalty of perjury that the information provided in this application is true and correct.

Signature of Applicant: _____

Date: _____

AFFIDAVIT OF APPLICANT

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief, that I have read, understand and agree to abide by the rule and regulations governing the proposed Special Event under the City of Litchfield Park Municipal Code and I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Manager or the City Manager's designee. Applicant agrees to comply with all other requirements of the City, County, State, Federal Government, and any other applicable entity which may pertain to the use of the Event venue and the conduct of the Event. I agree to abide by these rules and further certify that I on behalf of the Host Organization am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the City of Litchfield Park.

Print Name of Applicant/Host Organization _____

Title: _____

Signature: _____

Date: _____

ATTACHMENT "A": SITE PLAN

ATTACHMENT "B" TRAFFIC DETOUR PLAN

Please include the following information on your traffic detour plan:

- All streets (including cross streets) which will be closed or otherwise impacted
- Directional arrows showing the detour route around the event
- Location of signs directing detoured traffic
- North arrow at bottom

If a Parade is involved, please also include:

- Staging area
- Judging area
- Ending area
- Location of bleachers, grandstands, or related structures
- Directional arrows showing the exact route of the parade

ATTACHMENT "C": PARKING PLAN

Please provide the following information:

- Proof that adjacent property owners were notified of event.
- Proof that adjacent property owners granted permission for event attendees to park on the adjacent property proposed for event parking.
- Adequate disabled parking.
- Adequate publicity and signage to direct event attendees to available parking.
- Other efforts to provide shuttle services to and from the event site, and/or to provide information on alternative transportation such as car pooling.

