

# 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 Sonny Culbreth, Community Services Director. He will help guide you through the permit process. He 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 Sonny Culbreth, Community Services Director, 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.**

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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.





