

City of Sierra Vista, AZ
Special Event Permit Application Instructions

Step 1	Determine if you need a Permit Complete the Special Event Permit Questionnaire. If it is determined that you need a Special Event permit Move to Step 2.
Step 2	If using a City Park or Facility for your event make reservation with applicable fees paid. Complete the Special Events Permit Application Please include the applicable support documentation required with your packet: Special Event Application Portable Sign Permit Site Layout (Special Event in a park) Route Map (Parade, Walk, Run, Race, Drive Thru) Traffic Control Plan (Parade, Walk, Run, Race, Drive Thru) Certificate of Insurance (COI)
Step 3	Submit your Application Package Application Packages are required a minimum of sixty (60) days in advance of your event/ walk/run/race/competition/parade. Turn in your completed application and support materials to the Department of Parks, Recreation, and Library. All required fees are due at time of reservation, where applicable. Reservation of City Park or facility location are on a first pay first serve basis. Reservations and permit packages may be made/submitted up to 1 year in advance. Application Packages may be submitted: In Person to: Liz Coleman or Erika Sackett Ethel H Berger Center 2950 East Tacoma St. Sierra Vista, AZ 85635 520-417-6980 Electronically to: Eventpermit@SierraVistaAZ.gov

Recommended Timeline

Minimum 60 days out

Submit Department of Liquor License and Control Temporary Liquor License and \$25 processing fee to City Clerk's Office.

Minimum 60 days out

Submit Complete Special Events Permit Application Package.

Reserve City Park or facility for Event if applicable. All applicable fees due at time of reservation.

NOTE: Submission of a Special Events Permit Application does not reserve a park.

***Submission of a special Events Permit Application does not guarantee a Special Event Permit will be approved and issued.
Reserving a park does not guarantee a Special Event Permit will be approved and issued.***

Minimum 30 days out

Provide Certificate of Insurance (COI) of event. (Permit will not be issued until COI is received.) Notify Cochise County Health Department of Event (If applicable)

Minimum 14 days out

Pay all balances due in full for park rentals and/or services associated with the event. (Note: Permit will not be issued until all balances are paid in full)

Submit Portable Sign Permit Application (If Applicable)

City of Sierra Vista, AZ
Special Event Permit Questionnaire

Are You

Yes or No

If Yes, then

Hosting an event open to the Public either for free or for a fee?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Complete Special Event Permit Application
Hosting a public event that is serving food that is not prepackaged?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Complete a Temporary Food Vendor Application through the Cochise County Health Department
Using tents or Canopies larger than 20 x 20?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Complete Special Event Permit Application
Selling Alcohol at the Event?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Complete Series 15 Special Event License application with AZ Department of Liquor. Complete Special Event Permit Application
Hosting a parade requiring a Street Closure?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Complete Special Event Permit Application Include Parade Layout/Route Map and a Traffic Control Plan
Hosting a Walk or Race?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Complete Special Event Permit Application Include Walk or Race/Route Map and a Traffic Control Plan
Expecting more than 300 people?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Complete Special Event Permit Application Provide portable toilets for your group and Solid Water disposal plan.
Is this Event open to the Public?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Complete Special Event Permit Application
Holding event/activity on City owned property, Facility/ or street	Yes <input type="checkbox"/> No <input type="checkbox"/>	Complete Special Event Permit Application. Certificate of Insurance Required

If the answer is "No" to all of the above questions then you do not need to complete any of the forms in this packet.

If you do require a Special Event Permit please complete the packet and include all required supporting documents. Submission of your application should be at minimum of Sixty (60) days prior to your event.

Date of Application: _____

Return Completed Application To:

In Person: Liz Coleman or Erika Sackett
Ethel H Berger Center
2950 East Tacoma St. - Sierra Vista AZ, 85635
520-417-6980

Electronically: EventPermit@SierraVistaAZ.gov

Section 1 - Applicant and Organization Information			
Applicant name			
E-mail Address for correspondence	Applicants Cell Phone Number		Applicants home of Work Phone number
Mailing Address	City	State	Zip
Corporation name, organization name or D.B.A			
Primary contact on day of event and Cell Phone Number		Secondary Contact on day of Event and Cell Phone Number	
Section 2 - General Event Information			

City of Sierra Vista
Event Permit Application

Name of Event			
Location and Address where event will take Place			
Type of Event (select all that apply):			
Bicycle Event <input type="checkbox"/> Block Party <input type="checkbox"/> Car Show <input type="checkbox"/> Concert <input type="checkbox"/> Festival <input type="checkbox"/> Parade <input type="checkbox"/> Competitive Run/Walk <input type="checkbox"/> Fun Run/Walk <input type="checkbox"/> Street Fair <input type="checkbox"/> Other: _____			
Brief Description of Event and how it will benefit the Community			
Event Date(s)	Set up date and Hours	Event Start /End Times each day	Take Down Date and hours
Email for Public Information		WEB address for Public Information	
Event Attendance			
Is this an Annual Event? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes how many years has this Event been held?	What has been past attendance?	
Anticipated total Event attendance	Anticipated peak event Attendance - day, time and number in attendance	Is there a cap on registration/attendance? If so, what is it?	
Section 3 - Event Details			
Will there be (select all that apply)?	Admission Charge <input type="checkbox"/>	Tickets Sold <input type="checkbox"/>	Registration/Entry Fee <input type="checkbox"/>
Is this event open to the Public or a Private event?	Public <input type="checkbox"/>	Private (invitation only) <input type="checkbox"/>	
Will there be amplified sound?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Will there be entertainment?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes please list entertainment groups, bands, etc.:	
What types of genres will be represented?			
Will the event include vendors selling merchandise/services/information?	Yes <input type="checkbox"/> No <input type="checkbox"/>	* A city business license is necessary for vendors BusinessLicense@SierraVistaAZ.gov	
Food			
Will food be (Select all that apply) Sold <input type="checkbox"/> Given Away <input type="checkbox"/> Prepared Onsite <input type="checkbox"/> Food trucks <input type="checkbox"/> Cooked and heated on site <input type="checkbox"/> Open flame preparation onsite <input type="checkbox"/>	If food is being prepared onsite, Cochise County Health Department rules will apply. Provide Cochise County Health Department with list of Vendors and contact information 30 days prior to event. https://www.cochise.az.gov/460/Environmental-Health-Services-Division All cooking and heating equipment subject to City of Sierra Vista Fire Inspection Fire Extinguishers Required.		
Describe your plan for containing and disposing of grease, oils and ashes:			
Will the event include any of the following? (Indicate on site plan/map)			

**City of Sierra Vista
Event Permit Application**

Tents/Canopies Yes <input type="checkbox"/> No <input type="checkbox"/> Number of Canopies/Pop Up Tents: Number and Size of Tents 20' x 20' or greater: Company Providing tents:	A canopy 20' x 20' or smaller may not be staked in turf areas, and may only use weights to anchor the canopy. Any canopy larger than 20' x 20' requires Blue Stake marking no less than 3 days prior to installation. City Code of Ordinances § 94.04 Section B. Blue stake can be coordinated with the Parks division by contacting 520- 515-8586.
Temporary Fencing Yes <input type="checkbox"/> No <input type="checkbox"/> Describe Type (6' Chain Link, 4' construction fence, 3 1/2 picket or lattice)	Indicate fence perimeter/layout on attached site layout
Generators Yes <input type="checkbox"/> No <input type="checkbox"/> Number of generators:	
Light Towers Yes <input type="checkbox"/> No <input type="checkbox"/> Number of towers:	Events after dark in city parks will require lighting. Light towers and other event equipment is available for rent from the Department of Parks, Recreation, and Library, 520-417-6980, or may be rented from a private company. Indicate tower locations on attached layout map.
Carnival / Amusement Rides Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes additional insurance may be required
Inflatables/Rock Walls/ Interactive equipment Yes <input type="checkbox"/> No <input type="checkbox"/>	Inflatables and structures require a blue stake prior to event. Contact Parks Division at 520-515-8586 to coordinate a time.
Signs/Banners Yes <input type="checkbox"/> No <input type="checkbox"/>	Must complete Portable Sign Permit Application and Return to Community Development located at City Hall or by email to Planning@SierraVistaAZ.gov
Portable Toilets Yes <input type="checkbox"/> No <input type="checkbox"/> At least 5% of portable toilets must be ADA compliant, but never less than 1. Company:	Number of Standard: _____ Number of ADA Compliant: _____ Delivery Date and Time: _____ *Indicate location of portable toilets on site layout
Handwashing Stations Yes <input type="checkbox"/> No <input type="checkbox"/> Describe station (single, 2 sided, 4 sided): Company:	Number of Stations: _____ Delivery Date and Time: _____ *indicate location of hand washing stations on site layout
Section 4 - Transportation, Streets and Parking	

**** Any street lane closure will require a traffic control plan. The traffic control plan to be submitted a minimum of 60 days before the event, sooner is appreciated. A permit will not be issued without a plan.**

Does this event require street(s) to be closed? Yes <input type="checkbox"/> No <input type="checkbox"/> Parades and run/walks must provide a map showing the route with the application and can disregard the section to the right. *Police manned intersections are subject to fees paid directly to Sierra Vista Police Department (SVPD). The Contact person is SGT Brian Sebastian 520-452-7500. All other events please indicate the streets that will be closed with the corresponding intersections in the section to the right.	For all events that close street EXCEPT parades and run/walks: ex. <u>Avenida Escuela</u> closed between <u>Fry Blvd</u> and <u>MLK Blvd</u> _____ closed between _____ and _____ _____ closed between _____ and _____ _____ closed between _____ and _____ _____ closed between _____ and _____
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Parking Plan	
What is your plan for Vendor Parking? Onsite <input type="checkbox"/> Offsite <input type="checkbox"/>	If offsite, where:

City of Sierra Vista
Event Permit Application

What is your plan for guest parking? Onsite <input type="checkbox"/> Offsite <input type="checkbox"/>	If offsite, where:
Are you using a shuttle service? Yes <input type="checkbox"/> No <input type="checkbox"/>	**If using private property for parking or overflow parking is expected to impact a private property, a Temporary Use Application from Community Development will be required.
Company:	

Section 5 - Events on City Property

Paid and Confirmed Reservation Date:	
Name of Park Facility Reserved:	
Deposit and Reservation Made: Yes <input type="checkbox"/> No <input type="checkbox"/>	Permit will not begin processing until reservation has been made and applicable fees have been paid. No permits will be issued until reservation fee has been paid in full.

What company/organization are you using to remove trash from the property (Required)?

Trash removal from cans at event is required by reservation/event holder.

Private refuse company Name _____

Individuals/Organization Name _____

Section 6- Alcohol

**** Arizona Department of Liquor License and Control Application for Special Event License along with applicable fees MUST be submitted to the City Clerk's office a minimum of 60 days before the event date.**

Will there be alcohol at the event? Yes <input type="checkbox"/> No <input type="checkbox"/>	If no skip to section 7. If Yes please note additional Insurance may be required.
Have you arranged for security as required by the AZ Liquor Board? Yes <input type="checkbox"/> No <input type="checkbox"/>	

If yes who will be providing security?

What type of barrier/enclosure will be used to establish the contained alcohol consumption area?

Describe Type (6' chain link, 4' construction fence, 3 1/2' picket or lattice, other)

Date and Time of Containment Barrier Set up:	Date and Time of Containment Barrier Removal:
Company name:	

Section 7- Event Security and Traffic Control

Will you be using off-duty police officers (select all that apply): Event Security Traffic Control (required at intersections for competitive events)
**fees apply subject to availability 3rd party company may be required

If yes, from what agency: _____ Number of Personnel: _____

After reviewing the event application, you may be required to use off-duty police officers for the event at the overtime event duty rate. Scheduling should be done directly with the Sierra Vista Police Department (SVPD). The Contact person is SGT Wachtel 520-452-7500. Fees will apply and billing will be handled directly with the SVPD

Will you be using private Security? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Number of Personnel: _____	
Will the Private Security be: Armed <input type="checkbox"/> Unarmed <input type="checkbox"/>	
Security Company/Organization and Contact Information:	

Section 9-Solid Waste Plan

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<p>Do you meet the requirement which require dumpsters</p> <p>(Event with 300 or more participants or Food Vendors <u>require</u> dumpsters)</p>	<p>Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/></p>	<p>One (1) eight-yard dumpster per each 600 estimated in attendance is required. One (1) eight yard dumpster per each 1 to 4 food vendors is required. Dumpster dump fees are applicable and are to be paid at time of park reservation. Dumpsters will be placed in a location designated by the Department of Parks, Recreation, and Library Dumpsters. Questions, call 520-417-6980.</p>
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Section 10-Applicant Acknowledgment of Special Event Permit Regulations

I understand that this is only an application and not a guarantee that a permit will be issued. If a permit is issued, I agree that (1) if any information contained in this application is found to be false; or (2) should the conduct, or the conduct of any participants of guests, not be as described in the application; or (3) should any applicable City, County, State, or Federal rules, regulations, codes or laws be violated any permit or city reservation associated with this application shall become null and void.

Initial _____

I agree that I am responsible to see that all debris and trash is picked up from the rental site and placed in appropriate refuse containers immediately after the rental. Failure to do so may require the city to remove. Any trash removal services required following my event will be at my expense and I will be responsible for any fees. Any trash removal expense for debris left at rental site not placed in appropriate refuse containers incurred by the City because of this rental/event are my responsibility. I agree to pay any costs incurred within 10 business days after receiving invoice from city.

Initial _____

I understand that I am responsible to obtain the necessary permits/approvals granted by agencies other than the Department of Parks, Recreation, and Library required to hold the activity. Permission granted by the City of Sierra Vista Department of Parks, Recreation and Library to hold activity/event does not imply approval of items under other agencies jurisdictions.

Initial _____

I understand that any public event held on City property to include City Streets will require the submission of a Certificate of Insurance (COI) listing the City of Sierra Vista as additional insured for no less than 1 million dollars. Events with Alcohol or other attractions may require additional insurance. No permit will be granted until the City has received my COI.

Initial _____

Section 11-Covid Waiver and other Communicable Disease Waiver

I, _____, hereby attest, by submitting this form, that as the applicant listed below I acknowledge that I understand that as a condition of the Special Event Permit issued to me, I shall ensure compliance with the applicable requirements issued by Arizona Health and Safety (ADHS and Center for Disease Control (CDC) and other applicable guidelines incorporated therein related to mitigating the transmission of COVID-19 or any other communicable disease during my event.

Applicant Signature

Section 12-Indemnity Statement

City of Sierra Vista
Event Permit Application

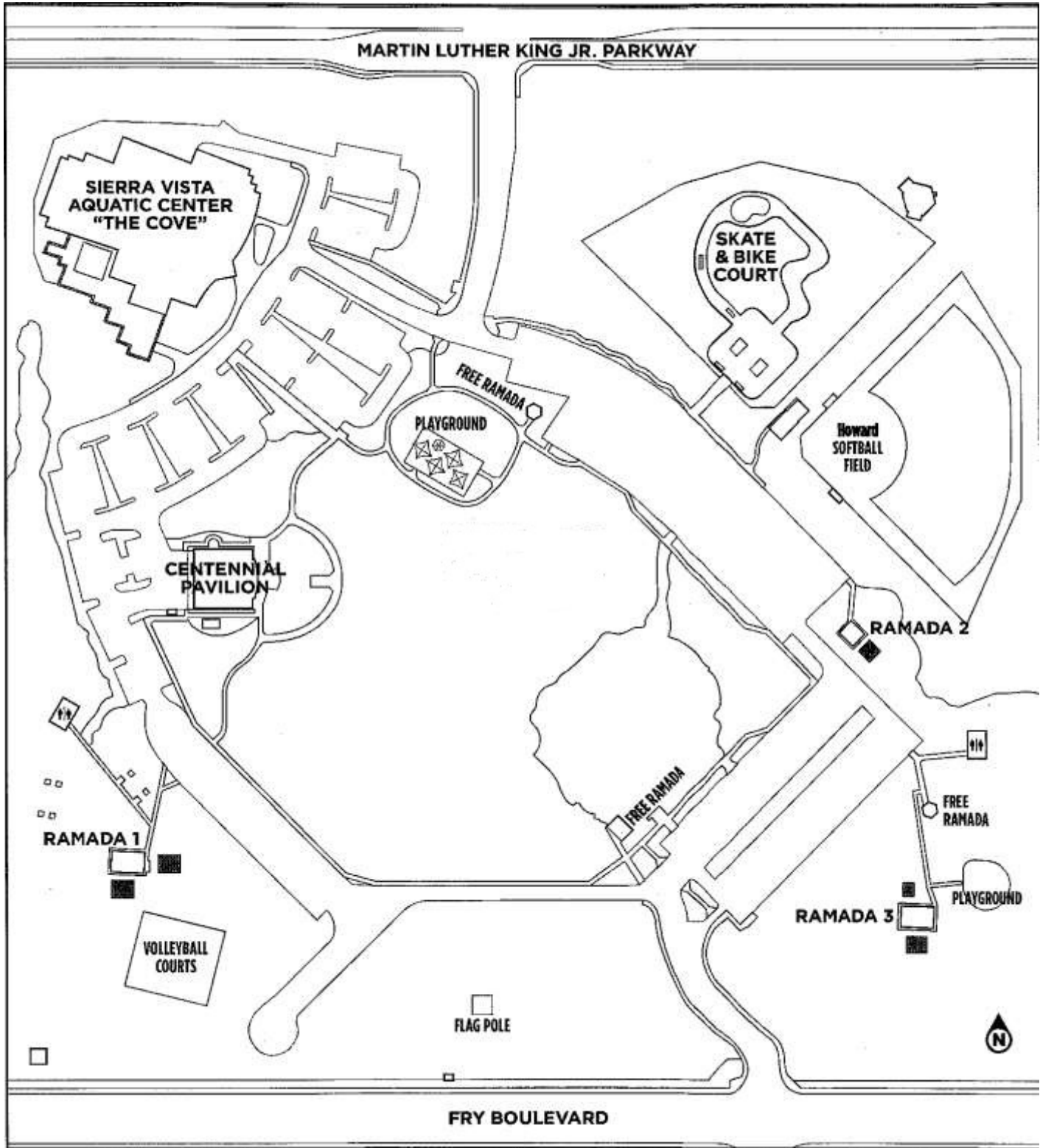
I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understood, and agreed to abide by the rules and regulations governing the proposed special event under the City of Sierra Vista Municipal Code. I understand 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. I agree to comply with all other requirements of the city, county, state and federal government, and any other applicable entity which may pertain to the use of the event venue and the conduct of the event. In the event of a possessory interest subject to taxation is created by virtue of this use permit, I agree to pay all possessory interest taxes and the City shall not be liable for the payment of such taxes. I further agree to that the payment of any such tax shall not reduce any consideration paid to the City pursuant to this use permit. I agree to abide by these rules and further certify that I, on behalf of the 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/activity to the City of Sierra Vista.

As a condition to the issuance of a temporary Special Event Permit, the licensee shall indemnify and hold harmless from claims, demand or cause of action which may arise from activities associated with the special event, and from all costs, attorney's fees, expenses, liabilities incurred with respect to any such claim or action. The Applicant hereby assumes all risk of damage to property or injury to persons which may arise in connection with the special event, from any cause other than the City of Sierra Vista's gross negligence, and the applicant hereby waives all claims in respect thereof against the City of Sierra Vista.

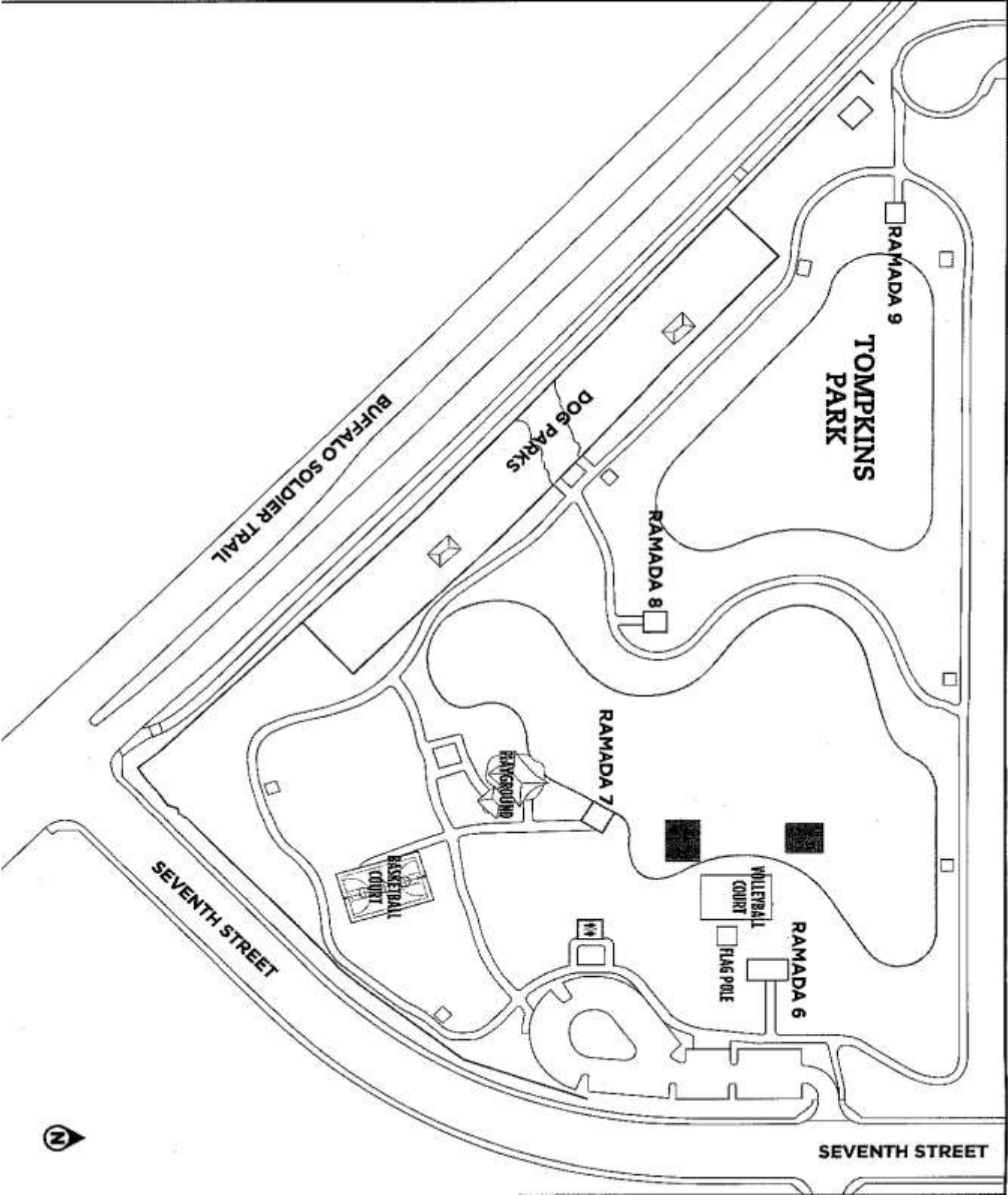
I, _____, attest that the statement and answers made by me to the foregoing questions in this application for a Special Event Permit, are true, and that I have made no false or fraudulent statements or responses in this application.

Applicant Signature

Veterans Memorial Park Site Layout Map Attachment



Tompkins Park Site Layout Map Attachment



Len Roberts Park Site Layout Map Attachment

