



## Special Event on City Property PROCESS GUIDE & APPLICATION

**Please note:** A \$30 application fee is required for the Special Event Application. *This fee is non-refundable.*

Upon submittal of a complete application, staff will review the proposed use for conformance with Peoria codes and policies, site availability, and appropriate use of city facilities. Staff will also determine if additional permits are required and inform the applicant of additional procedures to follow. The applicant will be contacted by the Neighborhood and Human Services Department with the city's decision regarding the proposed use within 10 business days of the final submission. Additional permits may take longer and require a physical inspection prior to final approval.

**Permit Renewal:** Special Event Applications are not renewable and new submission is required each time an event is held.

The city has the right, but not the obligation, to cancel or suspend, in whole or in part, the special event either based upon state or city orders, proclamations, or directives that are put in place, or based upon information received by the city of the impact or spread of COVID-19 in the region or within a specific location. Such suspension or cancellation may occur up to and on the day of the event with minimal or no advanced notice.

Should applicant be allowed be permitted to conduct the event activity, the applicant acknowledges and agrees that:

1. Participants may be exposed to an illness from infectious diseases including but not limited to MRSA, influenza, and COVID-19. While particular rules and personal discipline may reduce this risk, the risk of serious illness and death does exist.
2. It is applicant's sole and exclusive responsibility for determining what protocols or parameters that it should have in place for the event, including but not limited to what social distancing protocols should be in place.
3. APPLICANT KNOWINGLY AND FREELY ASSUMES ALL SUCH RISKS, both known and unknown, and assume full responsibility for conducting the event.
4. Applicant willingly agrees to comply with the stated and customary terms and conditions for participation as regards protection against infectious diseases. For purposes of this application as it pertains to the city, it is the Applicant's and participants' sole discretion as whether the will remove themselves from participation and bring such to the attention of the appropriate Applicant member or agent.
5. Applicant, HEREBY RELEASES AND HOLD HARMLESS the city, its officers, officials, agents, and/or employees, and if applicable, owners and lessors of premises used to conduct the event ("RELEASEES"), WITH RESPECT TO ANY AND ALL ILLNESS, DISABILITY, DEATH, or loss or damage to person or property, WHETHER ARISING FROM THE NEGLIGENCE OF RELEASEES OR OTHERWISE, to the fullest extent permitted by law.

I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IF FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT. WITH MY SIGNATURE, I AM AUTHORIZED TO BIND THE APPLICANT TO THIS APPLICATION AS WELL AS THIS ASSUMPTION OF RISK AND WAIVER.

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Signature

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Date

# Special Event on City Property SUBMITTAL CHECKLIST

See next page to determine applicable fees and additional submittal materials for your event.

**Note:** Please submit all plans on 8 1/2" x 11" paper and attach to application.

## 1. Special Event Application

## 2. Certificate of Insurance naming the city of Peoria Additional Insured AND Certificate Holder:

For events occurring on city-owned property, the applicant must provide a certificate of insurance for commercial general liability, auto liability, and liquor liability (if applicable) naming the city of Peoria as additional insured. The certificate must indicate the dates, times, and location of event. The person/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. 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

## 3. Fire Permit Fees (if applicable) - Contact the Peoria Fire-Medical Department at 623-773-7246 for more information.

- Tents/Canopies, \$80
- Open Flames/Cooking, \$75
- Fireworks Sales, \$(varies)
- Carnival/Fair/Market, \$200
- Fireworks Display, \$500

## 4. Generator Permit, \$75 (if applicable)

## 5. Business License Number \_\_\_\_\_

## 6. Special Event Liquor License Number (if applicable) \_\_\_\_\_

## 7. Site Plan of the event area indicating the location of the following:

- Buildings/structures
- Access/admission points
- Tents/canopies
- Parking
- Temporary fencing
- Merchandise/food vendors
- Open flames/cooking areas
- Carnival/amusement rides
- Generators/light towers
- Signs
- If race, also requires: course map, location of restrooms and water stations and emergency action plan.

## 8. Sign Diagrams

## 9. Traffic Control Plan (if applicable)

## 10. Run/Trail Rental

## 11. Payment of Facility and Staffing Fees

# Special Event on City Property PERMITS/REVIEWS/FEES REQUIRED

Events with certain characteristics may require additional permits/fees.

<p><b>Sales</b> <b>Will there be an admission charge and/or items/services sold at the event?</b> If so, a city of Peoria business license is required unless the organization is a registered non-profit. The business license number must be provided on this application. <b>Note:</b> Every vendor must also have a business license.</p>	<p style="text-align: center;"><b>YES</b>   <b>NO</b> <input type="checkbox"/>   <input type="checkbox"/></p>	<p>If org. is a registered nonprofit, provide Tax Exempt ID or other proof of status. _____</p>
<p><b>Signs</b> <b>Will there be any signs for the event?</b> If yes, diagrams or images of the proposed signs with dimensions are required. Signs must comply with the Temporary Event Sign requirements in Article 14-34 of the Zoning Ordinance. Additional signage may be approved by a separate Special Event Sign Application.</p>	<p style="text-align: center;"><b>YES</b>   <b>NO</b> <input type="checkbox"/>   <input type="checkbox"/></p>	<p>Size(s): _____ _____ Quantity: _____ _____</p>
<p><b>Tents/Canopies</b> <b>Will the event include tents and/or canopies?</b> All tents must be shown on the site plan. If canopies will exceed 400 square feet (single or aggregate total) or tents will exceed 200 square feet (single or aggregate total) a fire department fee and inspection are required.</p>	<p style="text-align: center;"><b>YES</b>   <b>NO</b> <input type="checkbox"/>   <input type="checkbox"/></p>	<p>Size(s): _____ _____ Quantity: _____ _____</p>
<p><b>Open Flames/Cooking</b> <b>Will the event include open flames/cooking?</b> If yes, a fire department fee and inspection are required.</p>	<p style="text-align: center;"><b>YES</b>   <b>NO</b> <input type="checkbox"/>   <input type="checkbox"/></p>	<p>Explain: _____ _____ _____</p>
<p><b>Fireworks Display</b> <b>Will the event include a fireworks display?</b> If yes, a fire department fee and inspection are required.</p>	<p style="text-align: center;"><b>YES</b>   <b>NO</b> <input type="checkbox"/>   <input type="checkbox"/></p>	
<p><b>Fireworks Sales</b> <b>Will fireworks be sold at the event?</b> If yes, a fire department fee and inspection are required.</p>	<p style="text-align: center;"><b>YES</b>   <b>NO</b> <input type="checkbox"/>   <input type="checkbox"/></p>	
<p><b>Carnival/Fair/Market</b> <b>Will the event include a carnival, fair (including farmer's markets)?</b> If yes, a fire department fee and inspection are required.</p>	<p style="text-align: center;"><b>YES</b>   <b>NO</b> <input type="checkbox"/>   <input type="checkbox"/></p>	
<p><b>Alcohol</b> <b>Will the event include the sale or serving of alcohol?</b> If yes, a State of Arizona Special Event or Extension of Premises Liquor License must be submitted. That application number must be provided on this application.</p>	<p style="text-align: center;"><b>YES</b>   <b>NO</b> <input type="checkbox"/>   <input type="checkbox"/></p>	<p>Type of license requested: _____</p>
<p><b>Electrical Generators/Light Towers</b> <b>Will the event include generators rated at 20 KW or greater or light towers?</b> If yes, a Building Permit Fee and Inspection are required. Call 623-773-7220 to schedule an inspection.</p>	<p style="text-align: center;"><b>YES</b>   <b>NO</b> <input type="checkbox"/>   <input type="checkbox"/></p>	<p>Size(s): _____ _____ Quantity: _____ _____</p>
<p><b>Right of Way Usage</b> <b>Will the event require any closures or restriction of streets, sidewalks, or alleys?</b> If so, a separate Traffic Control Plan indicating vehicle/pedestrian traffic control, detour routes, directional signs, and street closures must be submitted. Police department approval is required.</p>	<p style="text-align: center;"><b>YES</b>   <b>NO</b> <input type="checkbox"/>   <input type="checkbox"/></p>	
<p><b>Trail Use</b> <b>Will your event take place on city of Peoria trails?</b></p>	<p style="text-align: center;"><b>YES</b>   <b>NO</b> <input type="checkbox"/>   <input type="checkbox"/></p>	
<p><b>Pool Use</b> <b>Will your event take place at a city of Peoria pool?</b></p>	<p style="text-align: center;"><b>YES</b>   <b>NO</b> <input type="checkbox"/>   <input type="checkbox"/></p>	
<p><b>Sports Fields Use</b> <b>Will your event take place on city of Peoria sports fields?</b></p>	<p style="text-align: center;"><b>YES</b>   <b>NO</b> <input type="checkbox"/>   <input type="checkbox"/></p>	<p>List all dates requesting: _____</p>

# City of Peoria

## SPECIAL EVENT APPLICATION

9875 N. 85th Ave., Peoria, AZ 85345 • 623-773-7137

OFFICE USE ONLY			
DATE	TOTAL FEES	PERMIT NUMBERS	
		FIRE	GENERATOR

APPLICATION INFORMATION	
<p>Date Submitted: _____</p> <p>Organization Name: _____ _____</p> <p>Contact Name: _____</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip: _____</p>	<p>Phone: _____</p> <p>Fax: _____</p> <p>E-Mail: _____</p> <p>Peoria Business License/Tax I.D.: _____</p> <p>Business Phone: _____</p>

APPLICATION INFORMATION	
<p>Name of Event: _____</p> <p>Address/Location of Event: _____ _____</p> <p>Parcel #: _____</p> <p>Existing Land Use: _____</p> <p>Existing Zoning: _____</p> <p>Gross Acreage/Square Footage: _____</p> <p>Estimated Attendance: _____</p>	<p>Name of Property Owner: _____ <i>(A letter authorizing use by the owner must be attached)</i></p> <p>Owner Phone #: _____</p> <p>Owner E-mail: _____</p> <p>Date(s) of Events: _____</p> <p>Hours of Event: _____</p> <p>Set Up Date/Hours: _____</p> <p>Clean Up Date/Hours: _____</p> <p>Onsite Coordinator: Name: _____ Cell: _____</p>

<p>Event Description: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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