



Special Event on City Property PROCESS GUIDE & APPLICATION

Special Event 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 Community 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.

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
- 3. Fire Permit Fees (*if applicable*). **Contact** the Fire 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

PERMITS/REVIEWS/FEEES REQUIRED

Events with certain characteristics may require additional permits/fees.

<p>Sales <i>Will there be an admission charge and/or items/services sold at the event?</i> 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. Note: Every vendor must also have a Business License.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If org. is a registered nonprofit, provide Tax Exempt ID or other proof of status _____ _____
<p>Signs <i>Will there be any signs for the event?</i> 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>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Size(s) _____ _____ Quantity: _____ _____
<p>Tents/Canopies <i>Will the event include tents and/or canopies?</i> 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>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Size(s) _____ _____ Quantity: _____ _____
<p>Open Flames/Cooking <i>Will the event include open flames/cooking?</i> If yes, a Fire Department Fee and Inspection are required.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Explain: _____ _____
<p>Fireworks Display <i>Will the event include a fireworks display?</i> If yes, A Fire Department Fee and Inspection are required.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<p>Fireworks Sales <i>Will fireworks be sold at the event?</i> If yes, a Fire Department Fee and Inspection are required.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<p>Carnival/Fair/Market <i>Will the event include a carnival, fair (including farmer's markets)?</i> If yes, a Fire Department Fee and Inspection are required.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<p>Alcohol <i>Will the event include the sale or serving of alcohol?</i> 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>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Type of License requested: _____ _____
<p>Electrical Generators/Light Towers <i>Will the event include generators rated at 20 KW or greater or light towers?</i> If yes, a Building Permit Fee and Inspection are required. Call 623-773-7220 to schedule an inspection.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Size(s) _____ _____ Quantity: _____ _____
<p>Right of Way Usage <i>Will the event require any closures or restriction of streets, sidewalks, or alleys?</i> 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>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<p>Trail Use <i>Will your event take place on City of Peoria trails?</i></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<p>Pool Use <i>Will your event take place at a City of Peoria pool?</i></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<p>Sports Fields Use <i>Will your event take place on City of Peoria sports fields?</i></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	List all dates requesting: _____ _____



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:

APPLICANT INFORMATION

Date Submitted: _____	Phone: _____
Organization Name: _____	Fax: _____
_____	E-Mail: _____
Contact Name: _____	Peoria Business License/Tax ID: _____
Address: _____	Business Phone: _____
City: _____ State: _____ Zip: _____	

EVENT INFORMATION

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

Event Description: _____
