

# SPECIAL EVENT APPLICATION



Office of Special Events  
8401 W. Monroe Street  
Peoria, AZ 85345  
Phone: (623) 773-7564  
Fax: (623) 773-7118

| OFFICE USE ONLY |          |        |
|-----------------|----------|--------|
| Date Rec'd.     | Initials | Number |

Please complete all information, do not leave any spaces blank. Write N/A in spaces that do not pertain to your event. Incomplete applications will not be processed. Please use black ink or typewriter.

## Event Information

Name of Event: \_\_\_\_\_

Date(s) of Set-up: \_\_\_\_\_ Hour(s) of Set-up: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Hour(s) of Event: \_\_\_\_\_

Location of Event/Street Address: \_\_\_\_\_

Name of property owner where event is to be held (if private property, a letter authorizing use by the owner must be attached):  
\_\_\_\_\_

Has this event ever been held at other location(s)?  Yes  No

If yes, where and when? \_\_\_\_\_

Description of Event: \_\_\_\_\_

Has the application/organization ever had a liquor license or event permit denied, revoked, or suspended?  
 Yes  No

If yes, explain: \_\_\_\_\_

Will there be an admission charge? Amount: \$ \_\_\_\_\_  Yes  No

Expected daily attendance: \_\_\_\_\_ Peak attendance: \_\_\_\_\_

Describe audience and anticipated demographics: \_\_\_\_\_

Will there be amplified entertainment?  Yes  No

Will there be live entertainment?  Yes  No

Will there be any items sold?  Yes  No

If yes, describe: \_\_\_\_\_

Will there be contracted concessionaires?  Yes  No

How close are the nearest residences? \_\_\_\_\_

Garbage containers and dumpsters are mandatory. Will you need City services? \_\_\_\_\_ Provide own? \_\_\_\_\_

Will you need water connections?  Yes  No

If yes, describe: \_\_\_\_\_

Will you need electrical connections?  Yes  No

If yes, describe (include voltage; i.e., 110v or 220v): \_\_\_\_\_

Will there be:

Tents or Canopies? Size(s): \_\_\_\_\_ Quantity: \_\_\_\_\_  Yes  No

Open flames or cooking? Explain: \_\_\_\_\_  Yes  No

Fireworks?  Yes  No

Temporary fencing? Height: \_\_\_\_\_  Yes  No

First aid stations? Quantity: \_\_\_\_\_  Yes  No

Portable toilets? Quantity: \_\_\_\_\_  Yes  No

Electrical generators? Quantity: \_\_\_\_\_  Yes  No

Carnival/Amusements? Quantity: \_\_\_\_\_  Yes  No

Spotlights? Quantity: \_\_\_\_\_  Yes  No

Description of any other activities at the event: \_\_\_\_\_

List sponsors of the event: \_\_\_\_\_

What type of advertising/promotions will you be doing prior to the event?

Radio What stations? \_\_\_\_\_ Number of spots? \_\_\_\_\_

TV What stations? \_\_\_\_\_ Number of spots? \_\_\_\_\_

Newspaper Where? \_\_\_\_\_ Number of ads? \_\_\_\_\_

Press Releases \_\_\_\_\_

Flyers/Posters

What type of advertising/promotion will be displayed during the event?

Banners Size? \_\_\_\_\_ Describe: \_\_\_\_\_

Inflatables Size? \_\_\_\_\_ Describe: \_\_\_\_\_

Other Size? \_\_\_\_\_ Describe: \_\_\_\_\_

**Alcohol Information**

Will there be alcohol?  Yes  No

Sold at the event?  Yes  No

Given away at the event?  Yes  No

Brought to the event by attendees?  Yes  No

Included in ticket/admission price? (applies to charitable, civic, religious, fraternal, or political organizations)  Yes  No

What type of liquor license will you be obtaining?:

Extension of Premises (attach copy of State of Arizona application)

Special Events (attach copy of State of Arizona application)

Is event within 300' of a church or school property line?

Yes

No

How will event attendees of legal drinking age (21) be identified? \_\_\_\_\_

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Will 50% or more of the gross revenues from the event be derived from alcohol sales?

Yes

No

What type and height of fencing will be used to define the licensed area? (include on site plan) \_\_\_\_\_

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**Security Information**

Name of Responsible Person at Event: \_\_\_\_\_

Home Address: \_\_\_\_\_

Business Address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Business Phone #: \_\_\_\_\_

Pager Number/Mobile Phone # of Person at Event: \_\_\_\_\_

Type of Private Security Personnel/Company Name: \_\_\_\_\_

Number of Security Personnel: \_\_\_\_\_ How Identified? \_\_\_\_\_

**After reviewing the permit application, the City may require the use of Peoria police officers, paid for by the applicant.**

**Parades, Motorcades, Running/Walking/Cycling/Skating Events**

Assembly Area: \_\_\_\_\_ Assembly Time: \_\_\_\_\_

Disassembly Area: \_\_\_\_\_ Disassembly Time: \_\_\_\_\_

Number of Units: \_\_\_\_\_

Description of Units (motorized, animals, floats, sound amplification)  
\_\_\_\_\_  
\_\_\_\_\_

**Illustrative Site Plans**

**Site Plan** – A **site plan** of event area indicating the location(s) of equipment and activities must be submitted with this application. Please include:

- |                                    |                                |                                   |
|------------------------------------|--------------------------------|-----------------------------------|
| Stage(s)/Amplified sound Equipment | Carnival/Amusement rides       | Temporary water service           |
| Controlled access/Admission areas  | Handicap parking/Access areas  | Recycling/Trash receptacles       |
| Merchandise/Food vendors           | Activity/Amusement areas       | Temporary fencing                 |
| Open flames/Cooking areas          | Transportation transfer areas  | Emergency access                  |
| Tents/Canopies                     | Electrical services/Generators | Liquor distribution/Control areas |
| Portable restrooms                 | Electrical cord layout         | In/Out gates                      |
| First aid/Emergency stations       |                                |                                   |

**Closure of Public Access** – A **separate** plan indicating vehicle/pedestrian traffic control, detour routes, directional signs, and street closures must be submitted for the proposed closure of any streets, sidewalks, alleys, right-of-ways, parking lots or any other public access area. Please note: Street closures are primarily intended for parades, races, and events, which must be taken place within the street.

**Parade or Race Routes** – A **separate** plan indicating the proposed parade or race route, including assembly and disassembly areas, must be submitted with this application.

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

**Applicant Information**

Name of Primary Point of Contact (first, middle, last): \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Driver's License Number/State: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Name of Corporation/Organization (include D.B.A. name if applicable): \_\_\_\_\_

State of Incorporation: \_\_\_\_\_ Tax I.D. No.: \_\_\_\_\_ Sale Tax No.: \_\_\_\_\_

Business Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Arizona Resident Agent of Applicant: \_\_\_\_\_

Registered Agent's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Insurance**

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

Additional limits may be required after review. Providing the above-listed insurance does not in any way reduce or eliminate any responsibility assumed under the indemnity agreement statement. Contact the City's Risk Department, (623) 773-7234, if you have questions regarding insurance.

**Certification**

*Applicant agrees to hold the City of Peoria harmless and will indemnify the City of Peoria for damages sustained as a result of an injury or property damage for which the City of Peoria may be held responsible, resulting from the event identified in this agreement for the use of City property. I have read and understand all of the attached policies and will abide by all policies, rules, regulations, and conditions of use as written. I understand that the special event permit is not transferable to any other individual or group.*

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

