

Special Event Permit Application Guidelines and Instructions

The City of Peoria is a city that celebrates special events. From parades to fireworks and concerts, Peoria is proud to host numerous events each year. The following pages are instructions to guide you through the special event permit process. Once you have completed the Permit Application, send the original to:

City of Peoria
Office of Special Events
8401 W. Monroe Street
Peoria, AZ 85345

A representative from the City will contact you upon receipt of the application and thereafter will serve as your primary point of contact for processing of your permit. Your City of Peoria representative will distribute copies of your application to all city departments and public agencies affected by your event. You will be contacted individually by these departments or agencies only if they have specific questions or concerns about your event. While many public agencies joined together to make this process as simple and complete, please be aware that in some cases you may have to contact Federal, State, or County agencies in addition to the City of Peoria.

On behalf of the City of Peoria, we thank you for contributing to the spirit and vitality of our community through the staging of your event. Best wishes for a successful event!

Special Event Permit Application Instructions

Permit applications must be received by the City of Peoria no later than sixty (60) days, ninety (90) days if liquor is to be served, prior to the actual date of your event and may be submitted as early as two years before your event. Exceptions may be made on an individual event bases. City of Peoria Codes and Ordinances provide the framework and guidance for the issuance of Special Event Permits within the City of Peoria. In general, any organized activity involving the use of, or having an impact upon, public property, public facilities, parks, sidewalks, street areas, or temporary use of private property in a manner that varies from the current land use, requires a permit.

Permit Process

The permit application process begins with you when you submit to the City of Peoria a completed Special Event Permit Application. Keep in mind that the acceptance of your application should in no way be construed as final approval or confirmation of your request. Upon receipt of your application the City assigns a liaison to help guide you through the permit process. Copies of the application are forwarded and reviewed by all affected City departments and/or public agencies. Throughout the review process you will be notified if your event requires any additional information, permits, licenses or certificates. During the initial application screening process you will be allowed time to provide us with all pending documents (e.g. certificate of insurance, secondary permits, etc.) We must receive these items before issuing a Special Event Permit. Delays in

providing these items often delay our ability to finish our review process and approve your application in a timely manner. Due to many change components of an event, in some cases Special Event Permits are issued only a few days in advance of the event date.

Internet/Special Events Calendar

The City of Peoria provides a calendar of upcoming special events in printed form on the internet. Information from your permit application is considered public information and may be used in developing the calendar of community events. The City of Peoria Calendar of Events can be accessed on the internet at www.peoriaaz.gov.

Park Events

If you hold your event at a City park, it is your responsibility to contact Community Services at (623) 773 – 7137 in order to coordinate the scheduling of your event. Special rules, regulation and restrictions unique to each site or facility may apply. Most park areas cannot be saved for exclusive use of one group, and access to the area by the general public must be available at all times.

Site Plan

To ensure appropriate review of your event, it is preferred that you submit blueprints or computer assisted drawings (CAD) of your event site plan. This is applicable for moving routes and fixed venues. If blueprint or CAD plans are not submitted, your site plan should be produced in a clear and legible manner. Site plans should be submitted in 8 ½” x 11” or 8 ½” x 14” standard format. If blueprints are necessary, a minimum of four (4) copies should be included with you permit application.

Based on your event site plan and components, Peoria Fire Department may require an inspection of your venue at your cost before and/or during the event. For more information or assistance please contact the City’s Fire Prevention Division at (623) 773 – 7279 **prior to submission of your site plan.**

Identify all structures proposed for the event on the site plan, including portable structures, prefabricated structures or on-site building structures such as bleachers, elevated platforms, temporary pedestrian bridges, tents and membrane structures as well as other similar structures.

In addition, please identify all fire lanes, emergency fire access, all cooking locations, location of fire hydrants, location of LPG/propane tanks and generator locations.

Narrative Requirement

To supplement your site plan or route map, please provide a detailed narrative and/or timeline of your event including a description of activities within the event such as the use of pyrotechnics, inflatables, vehicles, animals, rides, or other pertinent information that will better assist us in reviewing the components of your event.

Any event involving street closures altering traffic flow or parade routes must be reviewed by the City traffic safety committee.

If your event is being held on private property, you must submit a letter from the property owner authorizing the use of the site for the special event.

Security Plan

Once a security plan is submitted, the Peoria Police Department will determine the minimum number of sworn police officers and/or licensed private security personnel required to adequately staff your event. The Peoria Police Department has the final authority to determine your security requirements. If the prescribed numbers of sworn police officers or licensed private security personnel are not provided or prove inadequate, the Peoria Police Department maintains the right to close down any or all components of the event and/or provide additional police services that will be billed directly to the host organization.

Medical Plan

The City of Peoria Fire Department has the final authority to determine your events medical services requirements. Emergency medical services mean provision of Peoria Fire EMT/Paramedics on scene to render emergency medical care.

Fire Safety Plan

The City of Peoria Fire Department has the final authority to determine your events fire safety requirements. Firefighting standby services means City of Peoria firefighters on-scene to render fire suppression services if needed. Requirements are based upon the International Fire Code and nationally recognized standards. Medical and Fire Safety plans must be finalized no later than 14 days prior to the event.

Accessibility Plan

As an event organizer, you are required to comply with all City, County, State and Federal disability access requirements applicable to your event.

All temporary venues, related structures, and outdoor sites for special events shall be accessible to persons of disabilities. If a portion of the area cannot be made accessible to persons with disabilities, an alternative area shall be provided with the same activities that are in the inaccessible areas. It cannot, however, be offered only to patrons with disabilities. Disability access may include parking, restrooms, telephones, clear paths of travel, transportation, signage, accessible vendors and booths. If all areas are not accessible, a map of the program must be provided to attendees indicating the location of accessible restrooms, parking telephones, drinking fountains, etc.

Parking and Shuttle Plan

As an event organizer you should develop a parking and/or shuttle plan that is suitable for the environment in which your event will take place and remember parking, traffic congestion, and environmental pollution are all factors of concern with events. You should include the use of carpools, public transportation, and alternative modes of nonpolluting transportation whenever possible. You must always include accessible parking and/or access in your event plans.

The Peoria Police Department is the final reviewing authority on any plans that may require traffic control.

Safety Equipment

If your event involves street closures, you will be required to obtain traffic safety equipment for the safe closure of your venue and to ensure proper detour and parking information is posted. Depending upon the type of event, you may need barricades, traffic cones, directional signage, etc. It is your responsibility to obtain and properly place the equipment prior to the beginning of your event. A traffic planner from the Police Department will send you a list of required safety equipment before your event.

Entertainment and Related Activities

As an event organizer, you must be certain that all event- related activities comply with local laws applicable to noise abatement. Please be aware that loud and unreasonable noise (including music) is a violation of State law. A police officer who determines that noise is offensive to others may require you to lower or discontinue the noise. Also, the police may order musical entertainment to end if it incites a crowd or has the potential for unruly and risky behavior.

Banners, pennants, flags, signs, streamers, inflatable displays and similar devices are also regulated by local ordinance. The number and location for these items must be included in your site map and must receive approval from the City of Peoria. In certain areas and under certain conditions these items are prohibited.

Body piercing and tattooing are not permitted at special events on public property.

Massages provided as part of a special event (e.g. at the finish area of a running event) may be performed, without restriction, by a licensed holistic health practitioner. Massage provided by any other person, such as a chiropractor, sports trainer, licensed massage technician, or by a student from a massage school, must be done free of charge. Donations or tips may be accepted but not mandatory. Students must be supervised by a licensed instructor. Inclusion of this type of activity at your event may have additional insurance and State and City business licensing requirements.

Sanitation and Recycling

All waste and garbage must be properly disposed of throughout the term of your event and immediately upon conclusion of the event the area must be returned to a clean condition. Should you fail to perform adequate cleanup or damage occurs to the City property and facilities due to your event, you will be billed at full cost recovery rates plus overhead for cleanup and repair. In addition, such failure may result in denial of future approval for a Special Event permit or the requirement of a cash deposit or surety bond for future events. The City does not provide street sweeping services for special events.

Mitigation of Impact

As an event organizer you are required to develop measures to accommodate the negative impact your event may have on entities that may be affected by your activities. You may also need to meet with the residents, businesses, places of worship and schools that may be impacted by the street closures related to your event.

The City of Peoria may require that notices be mailed or hand delivered two (2) weeks prior to your event to all entities impacted by event activities. Information in this notice should include, but not limited to, the date(s), day(s), time(s), location(s), and types of activities taking place during your event. The notice must give detour or alternative route information if regular access is affected or if transportation systems are impacted. The notice must also include a telephone number where members of the public can contact your organization if they have concerns or issues that need to be addressed.

The City of Peoria may also require you to provide advisory signs placed at a minimum of two weeks prior to the event if the event impacts a major use roadway. Advisory signs are intended to provide notice to the regular users of the roadway of the scheduled closure.

Marketing and Public Relations

Please ensure that you have conditional approval of your event before you begin to promote market or advertise the event. Conditional approval may be made after your Special Event Application has been submitted to the City of Peoria and initially screened by your City Liaison and you have met with the entities that may be impacted by your event. Acceptance of your Special Event Permit Application by the City is not a guarantee of the date and location. The event organizer must complete the application requirements entirely before the City of Peoria issues a Special Event Permit.

If you plan to include radio, television, or other product promotions within the event venue, it is important that you limit the placement and/or distribution of signs, stickers and other promotional items. Items of particular concern are those that may damage public or private property, violate City sign code ordinances, or which may be difficult to clean or remove from the venue.

Insurance Requirements

Please note that insurance requirements depend upon the risk level of the event. If your event will include alcohol, liquor liability coverage must be included on the certificate of insurance.

Before final permit approval, you will need commercial general liability insurance that names as additionally insured the “City of Peoria, its officers, employees, and agents” and any other public entities as deemed appropriate that may be impacted by your event. Insurance coverage must be maintained for the duration of the event including setup and dismantle dates.

An original Certificate of Insurance needs to be received by materials Management before the event occurs and prior to issuance of your Special Event Permit. Mail to: City of Peoria, Risk Management Liability Section, 8401 W. Monroe Street, Peoria, AZ, 85345, or provide the certificate with your Special Event Permit Application.

This permit is subject to provisions of ARS 38-511; the City may cancel this permit without penalty or further obligations by the City or any of its departments or agencies if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the City or any of its departments or agencies, is at any time, while the contract is in effect, an employee of any other party to the contract in any capacity or consultant to any other party of the contract with respect to the subject matter of the contract.