



TOWN OF DEWEY-HUMBOLDT
P.O. BOX 69, 2735 S. Highway 69
HUMBOLDT, AZ 86329
Phone 928-632-7362 • Fax 928-632-7365

APPLICATION FOR SPECIAL EVENT PERMITS

For temporary events on private and public properties

SUBMITTAL REQUIREMENTS

In the Town of Dewey-Humboldt's effort to maintain the health, safety and welfare of Town residents and visitors, the Common Council of the Town of Dewey-Humboldt has, by resolution, set forth provisions for the use of property for various short term uses.

1. Application – The attached submittal application must be completed and submitted to the Community Development Department at least forty-five (45) days in advance of the event/use, enabling review by Town departments in an effort to facilitate orderly conduct of your planned activities.
2. Site Plan – Please provide an 8 ½" x 11" site plan, which includes restroom facilities, parking, access, location of each concession, etc.

PLEASE COMPLETE THE FOLLOWING CHECKLIST

The following required information and this completed checklist must be submitted with the application before the application can be accepted by Permitting Staff.

- Applicant's full name, address, telephone number, and proof of identity, and person to contact during the event.
- A full and complete description of the event or activity to take place.
- A plan detailing the general layout of the event.
- The duration of the event, with the date and time.
- Specific address and location at which the event will be conducted.
- An estimate of the anticipated attendance of the event.
- Proposed arrangements to provide for parking and staging areas.
- Description of proposed use of temporary structures, arrangements and duration of the structures.
- Proposed plan for sanitation, including disposal of waste and refuse and placement of portable toilet facilities.
- Proposed plan for street usage and map of event route if applicable.
- Applicant grants permission to inspect the subject property before, during and after the event.
- Temporary banners for event requires a separate sign permit application.
- If the State Highway is involved or affected in any way, ADOT will review application and a permit may be required by them, also.

3. Special Event Permit Application

In order to expedite the application process, please hand-deliver the application or mail it to above address. Please allow at least 45 days to process.

This form must be completed for all special events on any property which are open to the public. Private parties on private property do not need to complete this special event application form.

Name of Event: _____

List of Activities: _____

Address of Event: _____

Date of Event: From _____ To _____

Time of Event: From _____ am/pm To _____ am/pm

APPLICANT/ORGANIZER INFORMATION:

Applicant/Agent: _____ Phone: (____) _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Name of Event _____

Email Address and Website: _____ Parcel #: _____

NOTE: Agent must provide written proof of authority to act on property owner's behalf, if applicable.

Phone Number(s) of Applicant, Agent, or Owner (where they can be reached during the event)

Name: _____ Phone: (____) _____

Name: _____ Phone: (____) _____

Name: _____ Phone: (____) _____

Has a Conditional Use Permit been issued for the subject property? Yes _____ No _____

If **Yes**, does the Conditional Use Permit authorize the event requested? Yes _____ No _____

If **No**, has the event been authorized by other agencies? Yes _____ No _____

If Yes, by which agencies? _____

Has the event ever been held previously? Yes _____ No _____

If Yes, when and where? _____

Event Description:

Describe type and size of event (location, how much area to be used, stages, entertainment, etc.) Please submit a site plan showing streets used, placement of tents, restrooms, parking, trash cans, signs, lighting, staging areas, etc.

Anticipated Attendance: _____ Number of Parking Spaces _____ (locate on site plan)

Event Set-up:

Set-up will begin: _____ Clean-up/Take-down will end: _____

Will tents, stages, booths, etc. be used for the event? Yes _____ No _____

If so, please describe the size and type and how many: _____

Will any signs or banners be erected? Yes No

If **Yes**, a Sign Permit Application must be completed to include a site plan showing size and location. Fee applies.

Describe any power needs such as special outdoor lighting (locate on site plan): _____

Will generators be used? Yes ____ No ____ List number and size: (locate on site plan) _____

Describe any revenue to be generated from admission fees, solicitations from spectators, concessions or any other source: _____

Will the proceeds benefit any organization? Yes _____ No _____

If so, Name of organization: _____

Food and Beverage Provisions:

Describe food and beverages that will be distributed or sold at the event: _____

Will there be any alcoholic beverages served? Yes _____ No _____

If so, have licensing requirements been met? _____

(State Law requires that you obtain a Special Event Liquor License. Forms and instructions are available on our website)

Will there be any cooking? Yes _____ No _____

Additional Event Information:

Anticipated number of food and beverage booths/concessions: _____
Permit may be required from the Health Department (Health Department Requirements)
Prescott Office: (928) 771-3149 ▪ Cottonwood Office: (928) 639-8138

Restroom and Refuse Provisions:

The required number of restroom facilities (or portable toilets) and refuse containers are 1 per 100 people who are estimated to be at the event. Restroom facilities should be located within 200 feet of the event. For every 240 persons expected, one unit each for men, women, and ADA compliant are required. At least 1 hand wash station per 10 port-a-johns is recommended.

Have the above requirements for restroom facilities been met? Yes _____ No _____ (locate on site plan) Public restrooms - Quantity _____ Chemical toilets - Quantity _____

Restroom requirement may be exempt if event is under four hours. Contact the Health Department for Health Department requirements. Prescott Office (928) 771-3149 ▪ Cottonwood Office (928-639-8138

Vendor Provisions:

Will an approved water source be available for food vendors? Yes No

What method of wastewater disposal will be provided for food vendors? _____

Will electricity be provided to food vendors? Yes No

Will back-up refrigerated storage be provided to food vendors? Yes No

If **Yes**, how?: _____

Describe Sanitation Provisions (trash cans, event clean-up): _____

Who is providing the above provisions? _____

Other Provisions:

Will there be any fencing erected (locate on site plan)? Yes No

Will there be any type of music? Yes No

If **Yes**, where? _____ Hours: _____

Non-Amplified Live _____ Amplified: _____

Do you plan to hire private security for the event? Yes No

Name: _____ Phone (____) _____

Rain Policy for the event: _____

Is this event using any public property or right-of-way? Yes No

If **Yes**, please submit evidence of liability insurance with minimum policy limits of one million dollars (\$1,000,000) per occurrence, with the Town of Dewey-Humboldt to be named as additional insured.

PERMIT CONDITIONS

SPECIAL EVENT PERMIT CONDITIONS may apply to this activity based upon the requirements of appropriate Town departments.

Please note that this application is not a permit until all affected Town departments and coordinating agencies approve it. Please read and initial the following:

- _____ 1. The proposed activity shall take place only on the date(s) and at such time(s) as is specified on the application.
- _____ 2. The use of said property is to be restricted to those purpose(s) stated on the application.
- _____ 3. Said property shall be kept in a clean and orderly manner free from debris.
- _____ 4. The proposed activity shall be restricted to the route(s), location(s), and checkpoint(s) as submitted with the application.
- _____ 5. Participant(s) in this activity agree to comply with restrictions applied to said activity by any agency with applicable jurisdiction.
- _____ 6. The movement of emergency vehicles shall have priority.
- _____ 7. Any sound device or music at this activity will be operated at a sound level not to exceed applicable standards. Applicant(s) also understand that any complaints of sound disturbance may result in cancellation of this permit.
- _____ 8. Equipment and lighting used for said activity is not to obstruct vehicular traffic.
- _____ 9. The number of participants in proposed activity shall be restricted to that stated on the application.
- _____ 10. The applicant(s) shall agree to obey all traffic laws applied to proposed activity.

I understand and agree that the Town of Dewey-Humboldt will be held harmless from any and all damages or injuries which might result from this activity and the applicant(s) will assume all responsibility and liability.

Any violation of the above conditions may result in immediate revocation of permit and may be grounds for closure of event.

I declare that I am authorized to make this application and that to the best of my knowledge and belief, all information given herein is true, accurate and complete.

The terms and conditions of this permit are herewith acknowledged and I agree to fully comply with the same.

Authorized Representative of Organization

Date



**Town of Dewey-Humboldt, P.O. Box 69, Humboldt, AZ 86329
Phone 928-632-7362**

SPECIAL EVENT APPLICATION GUIDELINES

In order to apply for a Special Event permit, a completed application form should be submitted to the Town of Dewey Humboldt Attn: Development Services Department at 2735 South Highway 69, Humboldt, AZ 86329. The Town's mailing address is P.O. Box 69, Humboldt, AZ 86329. Depending on the type of event that you are planning, additional permits may be required.

If the event is designed, intended, or reasonably calculated to attract a large number of people at the same time and at the same place, whether such places be indoors or outdoors, a copy of your application will be sent to the Yavapai County Sheriff's Department, Yavapai County Community Health Department, and Town of Dewey-Humboldt Public Works Department as may be appropriate. Any of these departments may require additional information. Please allow yourself plenty of time to comply in case any additional requirements are needed. Please be sure you have all the proper paperwork as indicated below before submitting your request. Incomplete information will hinder our ability to process your application in a timely manner. Please allow at least forty-five (45) days before the event for processing the application and longer if you are planning for a large event. If you have need for further assistance regarding Festivals, Parades and Races, please call the Town of Dewey-Humboldt at 928-632-7362.

FESTIVAL AND PARADE PERMITS, CONDUCTED ON TOWN-OWNED PROPERTY OR IN TOWN RIGHTS-OF-WAY

- 1) Fill out the Special Event application form. Copies are available at Town Hall or on the Town's website: <http://www.dhaz.gov>.
- 2) The applicant must submit a map with a diagram of the Festival or Parade route and streets that will be affected by the event. Provide the name of sponsoring organization or who is to be responsible for your event.
- 3) The applicant shall provide evidence of liability insurance with minimum policy limits of one million dollars (\$1,000,000) per occurrence, with The Town of Dewey-Humboldt to be named as additional insured.
- 4) The Sheriff and the Public Works Departments and Fire District shall review the application and either approve it or disapprove it.
- 5) The completed application, with Sheriff, Public Works and Fire District approval or disapproval, shall be reviewed by the Town's Development Services Department. If any of the specified conditions are not met, Development Services shall deny the application and shall notify the applicant regarding the reasons for the denial.
- 6) At the discretion of Development Services, or upon request by any approving personnel the permit may approved. The Town of Dewey-Humboldt retains the right to require additional provisions or to waive any provisions of the section.

SPECIAL EVENT PERMITS FOR VARIOUS TYPES OF RACES, CONDUCTED IN TOWN RIGHTS-OF-WAY

- 1) Fill out the Special Event application form. Copies are available at Town Hall or on the Town's website: <http://www.dhaz.gov>.
- 2) Submit a letter in writing explaining the event with a map included of the race or special event route, the date and time, if this is a race, what type of race it is (i.e., bicycle, foot, car etc.).
- 3) The Sheriff and the Public Works Department and Fire District shall review the application and either approve it or disapprove it.
- 4) If the event affects any other jurisdiction, the applicant shall obtain a letter of approval from the jurisdiction and shall submit the approval letter as part of the application.
- 5) The applicant shall provide evidence of liability insurance with minimum policy limits of one million dollars (\$1,000,000) per occurrence, with The Town of Dewey-Humboldt to be named as additional insured.
- 6) The Sheriff, Public Works, Development Services and Yavapai County Community Health Services shall review the application, as may be appropriate, as determined by the Dewey-Humboldt Development Services, and either approve it or disapprove it. Community Health Services may require the applicant to provide sanitary facilities for the event.
- 7) If conditions are not met, the Development Services shall deny the application and shall notify the applicant regarding the reasons for denial.

The completed application along with approvals or disapprovals from the Sheriff, Public Works, Development Services, Community Health Services, and the Fire District, as may be appropriate, and with documentation of liability insurance with the Town of Dewey-Humboldt named as additional insured, shall be reviewed by the Town's Community Development Services Department.

At the discretion of Community Development Department, or upon request by any approving personnel, approval of a permit may be granted. The Town of Dewey-Humboldt retains the right to require additional provisions or to waive any provisions of this section.

Festivals, or Special Events on private property are required to comply with all requirements above except insurance requirements may be waived.

SHERIFF'S REVIEW OF APPLICATION

- 1) The Sheriff, upon receipt of any of the applications will determine if a law enforcement presence is required. The Sheriff will determine the necessary resources based upon the type of event, the number of people who will be in attendance, the propensity for such events to create a law enforcement action and if traffic control is required. Additionally, the Sheriff will determine the type of law enforcement resources that will be required. Those may include certified deputies, private security or volunteers.
- 2) If law enforcement or security is required, the Sheriff will inform the applicant and the Town of Dewey Humboldt of those requirements prior to his approval. His approval will be based upon the applicant meeting the specified law enforcement or security requirements, if any.

- 3) If paid Sheriff's deputies are required, they will be paid according to the approved fee schedule in the Sheriff's Office. The applicant will be responsible for any law enforcement, security or other cost associated with the special event.
- 4) The Sheriff will ensure strict adherence to policies, statutes and other resolutions which are in effect.

If you are charging admittance to your event and liquor will be provided, a special event application is required whether or not you are selling the liquor or if you are selling liquor as part of your event, you will need to apply for a Special Event Liquor License in addition to your festival application. You can obtain a state application from the Arizona Department of Liquor Licenses and Control at 800 W. Washington, Phoenix, AZ 85007, phone 1-800-241-3552, or on the internet at http://www.azliquor.gov/forms/lic_specialeventapp_access.pdf. Please fill out the application correctly and have it notarized. The application and check must be sent to the Town of Dewey-Humboldt at the above address. The Town will send the check and application to the Department of Liquor Licenses and Control after all paper work has been processed, the Department of Liquor Licenses and Control will send you the license.

If food is to be sold or provided as part of the event, the applicant shall provide a list of food vendors to Yavapai County Community Health Services located at: 1090 Commerce Drive, Prescott, 86301. To contact Community Health Services call 928-771-3122. If you are hiring vendors they may already possess a permit.

You must supply portable toilets for the event. Provide unit one for men, one unit for women for every 240 persons. If only two units are provided one shall be an ADA accessible unit with outside hand washing facilities.