

**TOWN COUNCIL OF DEWEY-HUMBOLDT
STUDY SESSION MEETING NOTICE AND AGENDA**

Tuesday, June 9, 2020, 6:30 P.M.

**DEWEY-HUMBOLDT TOWN HALL
COUNCIL CHAMBERS
2735 S. HWY 69, SUITE 10
HUMBOLDT, ARIZONA 86329**

NOTICE OF MEETING OF THE DEWEY-HUMBOLDT TOWN COUNCIL

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Dewey-Humboldt Town Council and to the general public that the Town Council will hold a public meeting (see notes about public participation below) on **Tuesday, June 9, 2020, at 6:30 p.m.**, at the **Dewey-Humboldt Town Hall Council Chambers, 2735 S. Highway 69, Suite 10, Humboldt, Arizona 86329**. Members of the Town Council will attend by audio/video conference call.

THIS MEETING WILL BE HELD BY REMOTE PARTICIPATION ONLY

Due to the federal government's declaration of a COVID-19 pandemic and the resulting Executive Orders from Arizona Governor Ducey to limit events of people in personal contact and Mayor Nolan's declaration of an emergency based on the COVID-19 pandemic, the following accommodations are provided for public participation at the Council Meeting:

- Viewing live streaming audio only on the Town's website, at <http://az-deweyhumboldt.civicplus.com/2164/Town-Meeting-Documents-and-Videos>
- Viewing and potentially participating in the meeting via Join Zoom Meeting
 - Computer: <https://zoom.us/j/81329773419>
 - Telephone: (301) 715-8592; Meeting ID: 813 2977 3419
- Submitting comments via email to the Town Clerk at TimMattix@dhaz.gov. Comments should be submitted no later than 3:30 p.m. on the day of the meeting. Please identify the agenda item and your first and last name.

DEWEY-HUMBOLDT TOWN COUNCIL STUDY SESSION AGENDA

The issues that come before the Town Council are often challenging and potentially divisive. To make sure we benefit from the diverse views to be presented, the Council believes public meetings to be a safe place for people to speak, and asks that everyone refrain from clapping, heckling and any other expressions of approval or disapproval. Council may vote to go into Executive Session for legal advice regarding any matter on the open agenda pursuant to A.R.S. § 38-431.03(A)(3), which will be held immediately after the vote and will not be open to the public. Upon completion of the Executive Session, the Council may resume the meeting, open to the public, to address the remaining items on the agenda. Agenda items may be taken out of order. Please turn off all cell phones. Council Meetings are broadcast via live streaming video on the internet in both audio and visual formats. One or more members of the Council may attend either in person or by telephone, video or internet conferencing. **NOTICE TO PARENTS:** Parents and legal guardians have the right to consent before the Town of Dewey-Humboldt makes a video or voice recording of a minor child. A.R.S. § 1-602.A.9. Dewey-Humboldt Council Meetings are recorded and may be viewed on the Dewey-Humboldt website. If you permit your child to participate in the Council Meeting, a recording will be made. You may exercise your right not to consent by not permitting your child to participate or by submitting your request to the Town Clerk that your child not be recorded.

1. Call To Order.

- 2. Roll Call.** Town Council Members Karen Brooks; Lynn Collins, John Hughes, Mark McBrady, Victoria Wendt, Vice Mayor Amy Lance and Mayor Terry Nolan.

3. Public Comment on Non-agendized Items

The Council wishes to hear from Citizens at each meeting. Those wishing to address the Council need not request permission or give notice in advance. For the official record, individuals are asked to state their name. Public comments may appear on any video or audio record of this meeting. Please direct your comments to the Council. Individuals may address the Council on any issue within its jurisdiction. According to the Arizona Open Meeting Law, Councilmembers may respond to criticism made by those who have addressed the public body, may ask Town staff to review a matter, or may ask that a matter be put on a future agenda; however, Councilmembers are forbidden from discussing or taking legal action on matters raised during Public Comment unless the matters are properly noticed for discussion and legal action. A 3 minute per speaker limit shall be imposed. Everyone is asked to please be courteous and silent while others are speaking.

4. Study Session. Study Sessions are held for the purpose of detailed review and Council discussion. As such, Council may discuss and provide feedback on any matter listed on the agenda. No final decisions or voting occurs at Study Sessions. Agenda language may vary from that in CAARFs for Open Meeting Law purposes.

Page **A. Presentation and discussion: Arizona Public Service Company (APS) Fire Mitigation Efforts, presented by Robbie Houle, Prescott Operations and Maintenance Supervisor**

3 **B. Review, discussion and Council input on the Facility Use Policy and Application** (Staff CC)

11 **C. Review, discussion and Council input on a process for Special Event Liquor License applications. Topics that may be included in the discussion include establishing a Code or policy and fee, and delegation of authority** (Staff CC)

5. Consideration of additional Special Session(s) Whether to hold and, if so, set the date

6. Adjourn.

For Your Information:

Next Town Council Meeting: Tuesday, June 16, 2020 at 6:30 p.m.
Next Planning & Zoning Meeting: Thursday, July 9, 2020 at 6:00 p.m.
Next Town Council Work Session: Tuesday, July 14, 2020 at 6:30 p.m.

Persons with a disability may request reasonable accommodations by contacting the Town Hall at (928) 632-7362 at least 24 hours in advance of the meeting.

Certification of Posting

The undersigned hereby certifies that a copy of the attached notice was duly posted at the following locations: Dewey-Humboldt Town Hall, 2735 South Highway 69, Humboldt, Arizona, Chevron Station, 2735 South Highway 69, Humboldt, Arizona, Blue Ridge Market, Highway 69 and Kachina Drive, Dewey, Arizona, on the _____ of _____, 2020, at _____ a.m./p.m. in accordance with the statement filed by the Town of Dewey-Humboldt with the Town Clerk, Town of Dewey-Humboldt.

By: _____, Town Clerk's Office.

If you would like to receive Town Council agendas via email, please sign up at AgendaList@dhaz.gov and type Subscribe in the subject line, or call (928) 632-7362 and speak with Tim Mattix, Town Clerk.



COUNCIL COMMUNICATION

Study Session Meeting Date: **June 9, 2020**

Agenda Item: **4.B.**

Submitted by: Edward L. Hanks, Jr., Town Manager

Subject:

Review, discussion and Council input on the Facility Use Policy and Application.

Purpose:

Staff is seeking Council input on the existing Facility Use Policy and Application. Following tonight's discussion, staff will compile Council's feedback and draft an updated policy to bring back for formal Council approval.

Background:

On July 15, 2008, Council approved a Facility Use Policy and Application.

Staff has identified the following specific policy-level areas for Council input, in addition to any other areas that Council may identify:

- Allows the use of Town facilities by legally-organized civic organizations, non-profit organizations, fraternal organizations and community service organizations;
- Use of a staff member during non-Town events (currently, the policy does not allow for Town staff at events at Town Hall; however, for security reasons, practice is that a staff member stays and the Town absorbs the cost of the staff member's time);
- Amount of deposits, rental fees and reimbursement to the Town for personnel-related costs.

In addition, there are a number of administrative-level areas that staff has identified that will be revised, such as hours of usage. Additionally, staff will be working with the Town Attorney on various areas such as insurance and indemnification requirements.

Financial Impact:

The financial impact is undetermined at this time and will be based on the fees set by Council and the number of facility reservations.

Attachments:

Town of Dewey-Humboldt Meeting Facilities Usage Policy

Town of Dewey-Humboldt
P.O. Box 69
Humboldt, AZ 86329
Phone: 928-632-7362 | Fax: 928-632-7365
www.dhaz.gov



Town of Dewey-Humboldt Meeting Facilities Usage Policy

This usage policy is intended to provide guidelines and set procedures for use and reservation of available Town meeting facilities at the Town of Dewey-Humboldt Town Hall Complex, 2735 South Highway 69 (“Town Hall”) and the Dewey-Humboldt Public Library, 2735 N Corral Street (the “Library”). The Town Hall and Library meeting facilities addressed in this policy are collectively referred to as the “Facilities.”

General Usage Policy and Rules

1. Allowed Groups/Users. Because Town Hall and the Library are primarily designed for municipal office purposes, the Facilities are not available to private businesses. However, the Facilities are available for meetings sponsored or hosted by:
 - 1.1. The Town of Dewey-Humboldt.
 - 1.2. Federal, state, county, or tribal government agencies.
 - 1.3. School districts.
 - 1.4. Town of Dewey-Humboldt legally-organized civic organizations, non-profit organizations, fraternal organizations and community service organizations. Examples include the VFW, Girl and Boy Scouts, Lions Club, Greater Dewey-Humboldt Arts Council, and homeowners’ associations.
 - 1.5. Any other uses or groups not mentioned subject to approval by the Town Manager, or designee.
 2. Priority for Use of Facilities (in the following order).
 - 2.1. Town Council meetings*
 - 2.2. Town Board and Commission meetings*
 - 2.3. Town Committee meetings*
 - 2.4. Town staff and Town sponsored or hosted meetings*
 - 2.5. Town co-sponsored meetings*
 - 2.6. Federal, state, county, tribal government agency, and school district meetings
 - 2.7. Meetings of Town of Dewey-Humboldt legally-organized civic organizations, non-profit organizations, fraternal organizations and community service organizations
- *These categories are collectively referred to in this Policy as “Town-Managed Meetings.”
3. Facility Availability. The Facilities are generally available for use during “Regular Business Hours” (defined for purposes of this Policy as 8:00 a.m. to 5 p.m. Monday through Friday, excluding Town-recognized holidays) and “Evenings and Weekends” (defined for purposes of this Policy as 5 p.m. to 10 p.m. Monday through Friday and weekends 8:00 a.m. to 10 p.m.). Meetings shall conclude by 10 p.m., and the Town-recognized holidays are New Years Day (January 1), Martin Luther King, Jr./Civil Rights Day (third Monday in January), Washington’s/Presidents’ Day (third Monday in February), Memorial Day (last Monday in May), Independence Day (July 4), Labor Day (first Monday in September), Veteran’s Day (November 11), Thanksgiving Day (fourth Thursday in November), Day after Thanksgiving (fourth Friday in November), and Christmas Day (December 25)
 - 3.1. Facility shall be vacated no later than 10:30 p.m. Town-Managed Meetings are exempt from the requirements of this paragraph.

3.2. Town-Managed Meetings shall be given preference at all times in scheduling use of the Facilities. Other meetings will be scheduled on a first-come, first-served basis. Because of high demand for the Facilities for Town-Managed Meetings, availability of the Facilities during Regular Business Hours is extremely limited and subject to change.

3.3. If an unforeseen circumstance requires the use of any Facilities to be needed for Town-Managed Meetings, a group or agency may be required to reschedule or relocate their meeting.

3.4. Damage and Deposits. Damage to the Facilities is the responsibility of the user. Except as otherwise provided in a formal written meeting facility use agreement entered into between the Town and a user, a signed and notarized "Release, Hold Harmless, and Indemnity Agreement" form provided by the Town is required to use the facilities. In some instances, a certificate of insurance may be required naming the Town as an additional insured. Such determinations shall be at the discretion of the Town Clerk, or designee. A security deposit may be required if the Town believes it is warranted based on past experience with the applicant or the proposed activity. If there is no damage to the Facilities, the deposit will be returned within fourteen working days after the completion of the meeting or event. If there is damage to the Facilities, the deposit will be returned within fourteen working days, minus the cost to repair the damage.

4. Rules of Conduct. The following rules apply to all meetings in the Facilities (rules marked with an asterisk [*] do not apply to Town-Managed Meetings):

4.1. Any group using the Facilities shall not discriminate on the basis of race, color, national origin, sex, religion, age or disability.

4.2. Any group using the Facilities shall conduct their meetings and themselves in a professional and courteous manner.

4.3. All activities must be under adult supervision, eighteen years of age or older.

4.4. The responsible party must restore the Facilities to their original condition. No custodial services are provided with the use of the Facilities. The user will be responsible for cleaning up the room and removing any trash.

4.5. The Town will not be responsible for any furniture or equipment brought by the user, and such equipment must be removed at the conclusion of the event.

4.6. Town furniture shall not be moved between rooms.*

4.7. The Town will not store equipment, supplies, materials, etc., for organizations using the rooms.*

4.8. Signs or notices shall not be posted upon the premises. Nothing that may injure, mar, or in any way deface the premises shall be used. Nails, hooks, adhesive fasteners, scotch tape, tacks or screws are prohibited on any part of the building or premises.*

4.9. Open flames are prohibited in the Facilities.

4.10. No animals shall be allowed upon the premises except dogs assisting disabled individuals.

4.11. Pursuant to A.R.S. § 36-601.01, smoking is prohibited in all Town Facilities. Persons desiring to smoke during their use of Town Facilities may do so provided they are at least 20 feet from any building entrance.

4.12. Parking is available in designated areas only. Any person parking illegally or in a manner that blocks emergency entrances/exits may have their vehicle ticketed and/or towed.

4.13. The total number of people shall not exceed the posted capacity of any of the meeting rooms.

4.14. The event shall be confined to the reserved area and shall not interfere with the general public or any other ongoing activities within the Facilities.*

4.15. At the discretion of the Chief of Police, users may be required to hire off-duty police officers depending on the type of event or anticipated occupancy load. The cost of the off-duty police officers shall be the sole responsibility of the user.

4.16. The use of the Town of Dewey-Humboldt name is strictly prohibited by any organization or person for any purpose in connection with the use of the meeting rooms for publicity or otherwise except to identify the location of the event. Unapproved use of the Town of Dewey-Humboldt name or logo shall be grounds for termination of the use agreement and may be subject to other legal action.*

4.17. The permitted use of the Facilities by a group does not, in any way, constitute an endorsement by the Town of Dewey-Humboldt of the user's policies or beliefs.

4.18. Food and beverages are permitted in the Facilities upon prior notice to the Town. The meeting organizer is responsible for providing all food and beverages and any necessary equipment and supplies. No coffee service equipment or supplies are available. Red punch is prohibited. Any damage due to food or beverages will be assessed and billed to the sponsoring department or organization.

4.19. Alcoholic beverages are prohibited.

4.20. Groups utilizing any of the Facilities must comply with the provisions in Title IIA of the Americans with Disabilities Act.

4.21. Violation of any of the rules contained in this policy may result in the loss of future privileges to use Town Facilities.

Rules and Use Policies for Specific Facilities

1. Town Hall Facilities. The Council Chamber (49 person capacity) is available for reservation and use.

1.1. The Town Clerk's Office at (928) 632-7362 is responsible for scheduling and availability of the Facilities at Town Hall. Town staff will not be available to provide technical assistance. A given group or organization may reserve Town Hall Facilities for no more than two (2) consecutive months per twelve (12) month period.

1.2. Organizations or groups wanting to schedule use of the Town Hall Facilities must schedule at least seven working days prior to the event or meeting unless waived by the Town Manager's Office, but may reserve Town Hall Facilities up to three months in advance. A use agreement must be completed and include the necessary information and a certificate of insurance. The person scheduling and signing the use agreement must be at least 18 years of age.

1.3. Tentative reservations can be taken over the telephone. Use agreements, deposits, and indemnity agreements or certificates of insurance must be submitted to the Town Clerk's Office no later than five days after the tentative reservation has been made. If the agreement, deposit, and indemnity agreement or certificate of insurance are not received, the tentative reservation will be cancelled.

1.4. Unless provided for in a separate agreement between the user and the Town, the rental fees for use of Town Hall Facilities are \$20 per event. All fees shall be paid in full at the time the room is reserved, along with a completed use agreement including a check or money order. Fees must be paid to cover use in hourly increments. Rental fees shall be refunded, minus a \$5 processing fee, upon five (5) days notice of cancellation. There shall be no rental fee refund for less than five (5) days notice of cancellation.

2. Library Facilities. The Lower Level Library Room (35 person capacity) is available for reservation and use.

2.1. Library facilities are available during normal library business hours (Tuesday, Wednesday, Friday: 10 a.m. to 5 p.m., closed 12 to 12:30 p.m. for lunch, Thursday: 12:30 to 7 p.m., and Saturday: 10 a.m. to 2 p.m.). Rooms may be available outside of normal business hours within the discretion of the Library Administrator.

2.2. The Library Administrator at (928) 632-5049 is responsible for scheduling and availability of Library Facilities. Limited kitchen facilities are available with reservation of Lower Level Library Room; however the user is responsible for providing all food and beverage and any necessary cooking utensils and/or equipment.

2.3. Organizations or groups wanting to schedule use of the Library Facilities must schedule at least seven working days prior to the event or meeting unless waived by the Town Manager or designee, but may reserve Library Facilities up to three months in advance. A use agreement must be completed and include the necessary information and an

indemnification agreement or certificate of insurance. The person scheduling and signing the use agreement must be at least 18 years of age.

2.4. Yearly use agreements may be requested for meetings or events that occur on a monthly basis. Approval of such agreements is at the Discretion of the Library Administrator.

2.5. Unless provided for in a separate agreement between the user and the Town, the rental fees for use of Library Facilities are \$20 per event. All fees shall be paid in full at the time the room is reserved, along with a completed use agreement including a check or money order. Fees must be paid to cover use in hourly increments. Rental fees shall be refunded, minus a \$5 processing fee, upon five (5) days notice of cancellation. There shall be no rental fee refund for less than five (5) days notice of cancellation.



Town of Dewey-Humboldt Meeting Room Application

Name of Organization: _____

Mailing Address: _____

Person Responsible: _____

Telephone: _____ Email: _____ Fax: _____

Town Facility Requested:

Council Chambers (49 person capacity)

Lower Level Library Room (15 person capacity)

Date(s) requested: _____ Time requested: _____

Type of Event: _____ Estimated number of participants: _____

Have you used Town facilities within the past 12 months? _____ When? _____

Food/beverage service? Yes No If yes, please specify: _____

Signature below acknowledges that the authorized representative has read and agrees to abide by the rules and regulations outlined in the Town's Meeting Room Policy. Payment of deposit and rental fees should be attached and submitted at the time of application. Make checks payable to Town of Dewey-Humboldt.

Applicant's Signature

Date

Staff Use Only

Organization Name: _____

Application received Hold Harmless Agreement received Meeting Room policy delivered

Key issued to/date: _____ Key Returned date: _____

Insurance required? Yes No If yes, please specify: _____

Copy of policy received Insurance Policy # _____ Agent: _____

Rental fee received Amount? _____

Approved by/date: _____

Notes: _____



Town of Dewey-Humboldt Release, Hold Harmless and Indemnity Agreement for Use of Facilities

The organization or individual indicated below agrees to release, hold harmless and indemnify the Town of Dewey-Humboldt, its officers, employees and agents, from any and all losses, liability, claims, actions, suits or damages including, but not limited to, personal injury damages (including death) or property damages which arise, result, or otherwise might be attributable to any use of the facilities provided to me by the Town of Dewey-Humboldt.

This Release, Hold Harmless, and Indemnity Agreement includes any cause whatsoever, including negligence of any and all of those persons specified as being released above.

THE UNDERSIGNED CERTIFIES THAT HE/SHE IS THE AGENT OF IS ACTING ON THEIR/ITS BEHALF AND IS DULY AUTHORIZED TO SIGN THIS RELEASE, HOLD HARMLESS AND INDEMNITY AGREEMENT ON THEIR/ITS BEHALF. THE UNDERSIGNED HAS READ THIS AGREEMENT FULLY, UNDERSTANDS ITS CONTENTS AND HAS VOLUNTARILY EXECUTED IT.

DATED this day of _____, 20__.

Organization Name: _____

Signature/date: _____

Name/Title: _____

State of _____)

) ss.

County of _____)

SUBSCRIBED AND SWORN to before me by _____, the _____ of _____, on this _____ day of _____, 20__.

Seal/my commission expires: _____

Notary Public

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COUNCIL COMMUNICATION

Study Session Meeting Date: **June 9, 2020**

Agenda Item: **4.C.**

Submitted by: Edward L. Hanks, Jr., Town Manager

Subject:

Review, discussion and Council input on a process for Special Event Liquor License applications.

Purpose:

Staff is seeking Council input on establishing a process for Special Event Liquor License applications. For tonight's discussion, staff is seeking input on establishing a Code or policy for the processing of Special Event Liquor License applications that includes:

- Timeframe in which a Special Event Liquor License application must be applied for;
- Establishment of a fee for the processing of Special Event Liquor License applications; and,
- Potential delegation of authority for approval of Special Event Liquor License applications.

Background:

The Town does not currently have a Code or Council-approved policy in place for Special Event Liquor License applications ("applications"). As a result, when applications are approved, there is not a standard process for staff to follow.

Town staff is proposing that an ordinance be drafted to amend the Town Code to add provisions addressing the timeframe in which an application must be received prior to an event and a fee to recover staff costs (full or partial) in processing an application.

Timeline and Delegation of Authority

The timeframe is dependent on whether Council wishes to review and approve applications or to delegate the authority to Town staff. If Council wishes to have the final decision-making authority, a longer timeframe may be needed to ensure enough time to place it on a Council Meeting agenda. If staff is authorized to approve applications, the timeframe could be shortened.

A.R.S. § 4-203.02(B) authorizes the Town Council to designate an individual who is authorized to approve a temporary special event license, a special event that is to occur at an otherwise unlicensed location or by a licensee at a location that is not fully within the licensee's existing licensed premises.

On September 11, 2018, Council discussed the delegation of the authority to approve Special Event Liquor License applications. At the time, staff was to return with a recommendation to Council; however, it appears that this was never done.

Fees

The Town does incur a fee in the form of staff time for processing applications as Building Safety, CAFMA, Planning and the Yavapai County Sheriff's Office will review the application. As seen in the attachments, Prescott and Prescott Valley do charge a fee for their processing.

Should Council wish to establish a fee, the requirements in A.R.S. § 9-499.15 relating to posting the fee on the Town's website for 60 days will apply.

Financial Impact:

The financial impact is undetermined at this time and would be based on any fees set by Council.

Attachments:

Department of Liquor Licenses and Control information; Prescott City Code excerpt and process; Prescott Valley Town Code excerpt.

Town of Dewey-Humboldt
P.O. Box 69
Humboldt, AZ 86329
Phone: 928-632-7362 | Fax: 928-632-7365
www.dhaz.gov



DLLC

Arizona Department of Liquor



Home > Charity and Special Events

Charity and Special Events

[Do I Need a Liquor License?](#) | [Application Process & Kit](#) | [Privileges & Allowable Locations](#) | [Liquor For Event](#)

Do I Need a Liquor License?

A license is required to deal in liquor in the state of Arizona. If your organization will purchase, store, serve, or provide liquor, you will be dealing in liquor and will need to be licensed.

Statute/Rule #	Description	View
4-244	Unlawful acts	View
R19-1-101	Definitions	View

Application Process & Kit

NOTICE:
Special Event applications must be received by the Department of Liquor 10 days prior to the event.

You may apply for a special event (series 15) liquor license if your organization is one of the following: [\(A.R.S. §4-203.02\(E\)\)](#)

1. a political party or campaign committee supporting a candidate for public office or a ballot measure,
2. A nonprofit entity that is organized as a nonprofit entity in this state or pursuant to the laws of another state AND that is a nonprofit entity under section 501(c) of the internal revenue code of the United States.
3. Government Entity

Application is required only to the State of Arizona (not the local government of the city, town or municipality where the event will take place) if the following apply: [\(A.R.S. §4-203.02\(B\) and \(C\)\)](#)

1. the event will be held at a location with an active Arizona liquor license, AND
2. the event will operate only on the approved premises diagramed on the application on file at the Department of Liquor, AND
3. attached to the application is a document provided by the location licensee that suspends the license or runs concurrent to the license. The document must include the following:
 - a. the license number be suspended, and
 - b. dates and times that coincide exactly with the event dates/times, and
 - c. the licensees printed name, signed name, and current daytime contact phone number, and
 - d. is on letterhead or the licensees business card securely attached.

For applications requiring local government approval, allow 60-days to process the license. For applications requiring only state approval, the application must be received no less than ten (10) days prior to the event. [\(A.R.S. §4-203.02\(D\)\)](#). The state will take approximately 7 - 10 business days to issue the license. The \$25 per day fee must be submitted to the state with your application.

After you have submitted the application to the state, you may check the status on the Department of Liquor website "[License Search](#)" tab.

A licensed location may hold a Special Event no more than thirty (30) days per calendar year unless the following apply: [\(A.R.S. §4-203.02\(D\)\)](#)

1. the location has an approved, active and permanent liquor license and
2. the location is owned, operated, leased, managed or controlled by:
 - a. the United States, or
 - b. this state, or
 - c. a city, town or county of this state.

Qualifying organizations may be granted a Special Event license for no more than 10 days in a calendar

- License Search ▶
- Renewals ▶
- Liquor Board Hearings ▶
- Restaurant Audits ▶
- Liquor License Lottery ▶
- Contact Us ▶
- Prevention Unit ▶
- Required Documents
- Annual Production Report
- Direct Shipment ▶
- Special Event Contractors List
- Request Sampling Event
- Liquor Violations ▶
- Report Liquor Violations
- Pay Fines Online



Governor's Website [↗](#)



Employee Services [↗](#)

The Ombudsman-Citizens' Aide helps citizens to resolve ongoing issues with 19 state agencies. [↗](#)

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year per organization. Events shall be held on consecutive days and at the same location or additional licenses will be required. [\(A.A.C. R19-1-205\(C\)\)](#). A Special Event License authorizes the sale of all types of spirituous liquor for the period authorized and is automatically terminated upon closing of the last day of the event or the expiration of the license, whichever occurs first.

On-sale special event licensees where liquor will be consumed only at the event and no liquor will leave the premises must receive at least twenty-five percent of the gross revenues from the special event's liquor sales. All expenses shall be supported by written contracts, invoices or receipts, which shall be supported by a contract between the parties to be supplied at the time of application. [\(A.R.S. §4-203.02\(I\)\)](#)

Links to the application kit, licensee training, and employee training information:

[Special Event Application Kit \(series 15\)](#)

 [Special Event Licensee Training](#)

 [Special Event Employee Training Information](#)

The Special Event (Series 15) License application kit may also be accessed on the [Department of Liquor website](#) on the top navigation bar under the tab titled "application kits and forms." Find the dropdown tab titled "Application Kits" and scroll down to Special Event Permit (series 15). Included are FAQs, the application, and more information about this temporary license.

Responsibilities of Special Event Licensees

Rule	Description	View
R19-1-318	Responsibilities of a Special Event Licensee	View

Privileges & Allowable Locations

A Special Event (Series 15) Liquor License is a temporary license which allows the qualified organization to serve wine, beer, and/or spirits for consumption at the event and, in some cases, liquor in the original sealed container may be offered in an auction or wine/spirit pull.

Locations

If a special event is to be held at a location with an active liquor license, a Letter of Agreement must be submitted by the organization holding the event as part of the Special Event Application. On letterhead and/or signed by the licensee or agent, the Letter of Agreement will:

1. include the name and license number of the licensed location where the event will be held;
2. agree to suspend all or a portion of the liquor license for the special event;
3. attach a diagram of the licensed location as submitted with the application and illustrate the specific area where the event will be held and what areas of the licensed location will be suspended;
4. clearly state the date and hours of the event which will correspond with suspension or in concurrence with the license.

Auctions

An organization selling spirituous liquor under a special event license pursuant to ARS 4-203.02(A.2) can hold an auction and allow spirituous liquor to be consume off the licensed premise. Licensee can purchase such spirituous liquor from the holder of a license authorized to sell off sale, the wholesaler, or the nonprofit organization may receive the spirituous liquor from a wholesaler as a donation, or from a donor who receives no remuneration or payment of any kind, directly or indirectly, other than any tax benefits that might result. [\(A.R.S. §4-203.02\(H\)\)](#)

Wine or Distilled Spirits Pull

An organization holding a special event license is authorized to conduct a wine or distilled spirit pull at the event for consumption off the licensed premise. This is when for a set price, attendees pay to select an undisclosed bottle(s) of wine or distilled spirits can be purchased to take off premise. This is limited to only ten 12 bottle cases of distilled spirits or twenty 12 bottle cases of wine bottles during the event. [\(A.R.S. §4-203.02 \(J\)\)](#)

Raffles

To ensure that your organization meets the requirements to hold a raffle, please review [A.R.S. §13-](#)

[3302\(B\), \(C\) and \(D\)](#).

Liquor For Event

There are two different types of special events and each event type must obtain the liquor that will be offered in a different manner. The two types of special events are:

1. **on-sale** (where liquor is sold and consumed on the licensed premises diagrammed in the special event application)([A.R.S. §4-203.02\(I\)](#)); and
2. **off-sale** (where liquor is auctioned or wine/spirit pull in the original container for later consumption, not at the event)([A.R.S. §4-203.02\(H\) and \(J\)](#)).

Before you go to the next step, determine which type of event you'll be holding,

For an **off-sale special event** you have the following options to obtain alcohol:

1. receive liquor from a donor who receives no remuneration other than tax benefits.
2. purchase or receive liquor from a wholesaler or producer
3. purchase or receive liquor from any licensed retailer that has off-sale privileges.

For an **on-sale special event** you have the following options to obtain alcohol:

1. to purchase liquor from an Arizona licensed liquor retail store, or;
2. to purchase or receive liquor donated by an Arizona licensed liquor wholesaler or;
3. to receive liquor donated by an Arizona licensed liquor producer or;
4. purchase or receive product from a Craft Distiller, Farm Winery or Microbrewery.

4-7-3 SPECIAL EVENT LIQUOR LICENSES:

In accordance with A.R.S. Title 4, Chapter 2, special event liquor licenses and wine festival licenses may be allowed subject to the following:

(A) The filing of an application as required by the Arizona Department of Liquor Licenses and Control with the City Clerk's office.

(B) Filing fees in the amount of:

1. Prepayment of the required daily fee, payable to the Arizona Department of Liquor Licenses and Control.
2. Sixty-two dollars (\$62.00) per special event or wine fair/festival event per day, payable by the special event organizer or wine fair/festival organizer to the City. (*Changes annually based on CPI*)

(C) Recommendation of approval by the City.

(D) Approval by the Arizona Department of Liquor Licenses and Control. (Ord. 745, 12-23-1965; Ord. 3409, eff. 10-26-1995; Ord. 4320, 7-8-2003; Ord. 5050-1590, 12-12-2017; Ord. 5061-1601, 1-9-2018; Ord. 2019-1639, 01-08-2019. Formerly 4-7-6)



CITY MANAGEMENT

RECREATION & EVENTS

SERVICES & SAFETY

HOW DO I

BUSINESS & DEVELOPMENT

WATER & SEWER

ECONOMIC DEVELOPMENT

ARIZONA DEPARTMENT OF REVENUE

OPEN BID REQUESTS

Licenses and Sales Tax

Business & Development >> Licenses and Sales Tax >> Liquor Licenses >> Special Event Licenses

- Business Licenses
- Liquor Licenses**
- Privilege (Sales) Tax
- Structured Sober Living Homes
- Vacation Rentals
- Extension of Premises
- Regular Liquor Licenses
- Special Event Licenses**

Special Event Licenses

The Regular Liquor License application process begins with the Arizona Department of Liquor Licenses.



Arizona Department of Liquor Licenses & Control

800 West Washington, Fifth Floor
Phoenix, AZ 85007
602-542-5141

Important: Special Event applications must be received by the AZ Department of Liquor Licenses and Control ten (10) days prior to the event.

The application form is available at the AZ Department of Liquor Licenses and Control.



Special Event Application

Application Process

The City of Prescott fee per day for a Special Event Liquor license is \$65.00. This amount is adjusted every July to the CPI (Consumer Price Index).

The Arizona Department of Liquor Licenses and Control fee is \$25.00 per day.

Please allow 60-90 days to process your application.

Complete the application.

Please include a diagram of the area where the Special Event Liquor License will be used.

Turn the completed form in to the City Clerk's Office in City Hall at 201 S. Cortez St. along with a check made out to the City of Prescott for the appropriate fee and a check made out to the AZ Department of Liquor License and Control for the appropriate fee.

The application will be reviewed by city staff and then added to a future Council agenda for consideration. If the application is approved, the City Clerk's Office will notify you of the application approval and will send it will be forwarded through regular mail to the AZ Department of Liquor Licenses and Control of Liquor Licenses and Control with the appropriate fee.

Note: If the Special Event is being held at an establishment that has an existing liquor license, a letter must accompany the application stating the business will suspend their liquor sales during the time of the Special Event.

Additional Note: If the Special Event is being held on City property, such as at Watson Lake Park or in the Grace Sparkes Memorial Activity Center, or it requires city personnel assistance, such as barricades or Police Officers, please contact the Parks and Recreation Department at 928-777-1552 first.

If you have any questions, please contact the City Clerk at 928-777-1272.

CONTACT

City Clerk

Sarah Siep
City Clerk

✉ [Email](#)

City Hall

201 S Cortez St

☎ 928-777-1272

NEWS

ARIZONA

ECO DEVELOPMENT

City Council Study Session and Voting Meeting Regarding Letter of Intent with Arizona Eco Development

Posted on June 1, 2020

Tuesday, June 9 at 1 p.m. and 3 p.m. The City of Prescott will hold a Study Session to discuss the Letter of Intent (LOI) with Arizona Eco Development (AED) on Tuesday, June 9 at 1p.m. There will be a... [Read more »](#)

Statement from Mayor Greg Mengarelli Regarding the Governors Declaration of Emergency

OFFENSES

- R. Smoking and eating within the off-leash facility are strictly prohibited.
- S. Glass containers of any kind are not permitted in the off-leash area.
- T. No more than three (3) dogs per person shall be permitted at any time.
- U. Dog owners and/or handlers shall be responsible for providing water to their dogs before and after exercise.
- V. Incessant barking is prohibited. Dog owners and/or handlers shall immediately remove from the off-leash area any dog in their custody that ignores commands to stop barking.
- W. Dog agility equipment is for dog use only. Users of the off-leash area, including children, are prohibited from sitting on or playing with dog agility equipment.
- X. The off-leash area park(s) shall be open from 7:00 a.m. to dusk, seven (7) days per week. Use of the off-leash areas after the posted times is prohibited.
- Y. No one may enter the off-leash area park(s) during the time that it is closed for maintenance and repairs.
- Z. Any dog attack, dog/owner behavior issue and park maintenance concerns shall be reported to the Town of Prescott Valley Parks and Recreation Department immediately.
- AA. Any person violating or failing to comply with any of the provisions of this Section shall be guilty of a class 1 misdemeanor subject to fines and/or imprisonment as set forth in Section 1-08-010 of this Code.

(Ord. No. 632, Enacted, 07/14/05; Ord. No. 759, Amended, 05/12/11; Ord. No. 759, Amended, 05/12/11; Ord. No. 824, Amended, 02/23/17)

10-02-060 Permit to Possess or Consume Spirituous Liquor.

- A. Upon application to the Town Clerk, the Town Council may, at its sole discretion, authorize the applicants and their invitees to possess and/or consume "spirituous liquor" as defined in ARS §4-101 (as amended) in, on or within Town parks, playgrounds, outdoor recreational areas, or other property owned or operated by the Town.
- B. Such permits shall, among other things, specify the names of the applicants, the persons in charge of the authorized group or function (if different from the applicants), the nature of the authorized group or function and the types of invitees expected to be part of the group or function, the specific locations where possession and/or consumption of spirituous liquor is authorized by the permit, and the times and dates when such possession and/or consumption is authorized.
- C. Applicants for such permits shall remit to the Town Clerk at the time of application a

fee of seventy-five dollars (\$75.00) for a single-event permit, or a fee of one hundred dollars (\$100.00) for a multiple-event permit [good for a period of thirty (30) days after approval by the Council]. Said fee shall be refunded in the event the permit is not issued by the Council. In the event the permit is issued but it is not used for any function, refunds may be issued in accordance with policies established by the Parks & Recreation Department.

- D. Nothing herein shall excuse compliance by any applicants with the requirements of Title 4 of the Arizona Revised Statutes (as amended) with regard to the sale of spirituous liquor.

(Ord. No. 175, Enacted, 04/28/88; Ord. No. 216, Amended, 11/09/89; Ord. No. 344, Rep&ReEn, 11/17/94, Ord. No. 533, Amended, 11/07/02; Ord. No. 614, Amended, 02/10/05; Ord. No. 759, Amended, 05/12/11; Ord. No. 759, Amended, 05/12/11; Ord. No. 839, Amended, 02/22/18)

10-02-070 Penalty.

Any violation of this Article shall be a misdemeanor, pursuant to Subsection 1-08-010(A).

(Ord. No. 271, Enacted, 01/09/92; Ord. No. 344, Renumbered, 11/17/94, 10-02-050)

10-02-080 Town Facilities Use and Regulations.

- A. There shall be adopted Town Facilities Usage Policies and Procedures to provide sufficient guidance to Town staff for the lawful, timely, effective, equitable, and consistent administration of the various types of real and personal property in which the Town has an interest. The policies and procedures shall apply to all of the various types of real and personal property in which the Town has an interest as a municipal corporation (including, but not limited to, lands and appurtenances inside and outside the Town limits) and to any and all persons, firms, associations, organizations, partnerships, companies or corporations that desire to occupy or use any of said real and personal property.
- B. The Council shall adopt the Town Facilities Usage Policies and Procedures by resolution and may modify or change the same by resolution from time to time. Any term or condition of usage of Town Facilities set out in said policies and procedures affected by such modification shall be changed or abolished upon the effectiveness of the resolution. The Town Manager, or his/her designee, shall be responsible for administering the Town Facilities Usage Policies and Procedures, and is authorized to promulgate such rules and regulations as may be appropriate to carry out the provisions of same.

(Ord. No. 533, Enacted, 11/07/02)

10-02-090 Maintenance of Trees.

- A. Authority. The Town Manager (or his/her designee) shall have the authority to