

**City of Holbrook
Special Event Application**

Event and Contact Information

Event Name: _____

Description: _____

Date(s): _____

Set-up date(s)/time: _____

Hours: _____

Location: _____

Name of Contact Person: _____ Phone: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Name of Corporation: _____ State of Incorporation: _____

Tax I.D. No: _____ Sales Tax No: _____

If liquor will be sold at this event, attach a copy of your State of Arizona Liquor License.

City Services Section

If a water connection is needed, describe: _____

If electrical connections are needed, describe: _____

If trash containers and pickup are needed, list date(s): _____

If street barricades are need, describe: _____

Note: Street barricades are required for all events held on streets including block gatherings, parades, processions, etc. The City reserves the right to charge for any overtime expenses for setting up and taking down barricades during non-business hours. It is the responsibility of the applicant to pay for these services.

If a fire inspection is needed, describe: _____

Note: A fire inspection must be conducted for events that will have any of the following: vendors or exhibitors using heat, spark, or flame producing equipment; food preparation inside an enclosed structure producing grease laden vapors; heating or cooking inside of or under membrane structures (such as a tent); use of compressed gas bottles or cylinders; or fueled appliances. The City is authorized to charge a fee per fire apparatus and a per hour fee for fire personnel. If the fire inspection reveals a need for services, it is the responsibility of the applicant to pay for these services. The City may waive fees for government or non-profit events. The fire chief will make the determination as to whether services are required.

If you need police services, describe: _____

Note: Public Safety personnel must be provided for events having any of the following: the sale, service or consumption of alcohol; events that involve public safety risks such as street closures, parades, carnivals; or other factors potentially adverse to community tranquility. The City is authorized to charge a fee for police officers. If police services are needed, it is the responsibility of the applicant to pay for the services. The Chief of Police will

make the determination as to whether services are required. The City may waive fees for government and non-profit organizations. It is the responsibility of the applicant to ensure that an adequate number of public safety personnel are provided for the event.

If the event takes place on a State Highway, describe: _____

Note: For events occurring on state-owned or maintained property such as state highways - Navajo Boulevard and Hopi Drive - a state permit is required. If required, attach a copy of the approved state permit.

If your event takes place on City property such as parks, recreation areas, or the golf course, you must provide a certificate of insurance for commercial general liability, auto liability and liquor liability (if applicable), naming the City as additional insured. The certificate must indicate the dates, times, and location of the event. The person/organization listed on the certificate must be the applicant. Please provide a certificate of insurance at least 15 days prior to the event. Minimum limits are at least: \$1,000,000 per occurrence, aggregate, automobile liability (or non-owned automobile liability), liquor license liability.

Site Plan

An attached site plan is required for all events. Include an illustration of your event for all that apply: controlled access points, open flames or cooking areas, tents and canopies, portable restrooms, first aid stations, handicap parking areas, electrical cord layouts including generator locations, trash receptacles, temporary fencing, emergency access, and liquor distribution areas.

If your application is for a parade or race route, include a plan that indicates vehicle/pedestrian control, detour routes, directional signs, and closures (including sidewalks, streets, alleys, rights-of-way, parking lots or other public access areas). Also indicate assembly and disassembly areas.

Things to Remember

Before driving a vehicle on any park or grass area, or driving any stakes, check with Parks and Recreation to ensure sprinkler heads and lines, or drainage and landscaping areas are not damaged. Be sure to mark stakes and guidelines to avoid a tripping hazard. The applicant is responsible for any damage to City property or utilities.

Portable toilets may not be placed on any sidewalks or grass area. It is the responsibility of the applicant to provide an adequate number of portable toilets and to pay associated fees. If a City site includes restrooms, it is the responsibility of the permit holder to clean and restock the restrooms during the course of the event. Fees may be charged if the restrooms are damaged or are not cleaned and restocked.

Electrical cords and connections must be weatherproof. Cords extending over sidewalks or walkways must be covered to prevent tripping.

Approved fire extinguishers are required at all sites where heat, flame, cooking, sparks, fuel or bottled gas is present. Grease may not be dumped on site, in trash receptacles or in storm drains. Grease must be completely removed from the site and disposed of properly by the permit holder.

Trash and debris must be cleaned-up during the event and when the event is finished.

Nails may not be driven into trees.

Glass containers are not allowed in the City parks.

Sidewalks must remain open at all times.

Keep noise to a reasonable and acceptable level.

Remove banners and flyers from posts and bulletin boards after the event.

Certification

Applicant agrees to hold the City harmless and will indemnify the City for damages sustained as a result of an injury or property damage for which the City may be held responsible, resulting from the event identified in this agreement for the use of City property. I have read and understand 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: _____

Approved: _____ Date: _____

For Official Use Only

Fire Department Comments: _____

Police Department Comments: _____

Parks/Recreation Department Comments: _____

Sanitation Department Comments: _____

Street Department Comments: _____

General Comments: _____