

CITY OF FLAGSTAFF SPECIAL EVENT APPLICATION

INTRODUCTION

Any organized activity involving the use of, or having impact upon, City property, City facilities, parks, sidewalks, street areas or the temporary use of City property in a manner that varies from its current land use, requires a special event permit. (Ordinance 2010-27, Chapter 8-12, Special Events)

It is our goal to assist Event Organizers in permitting safe and successful events that create a minimal impact on the communities surrounding the events. The following pages include the Special Event Permit application and accompanying instructions to guide you through the permit process.

CONTACT INFORMATION

Phone: 928-213-2312

Email:

haley.willstead@flagstaffaz.gov

Mail:

City of Flagstaff Recreation Services
Office of Community Events
211 W Aspen Ave
Flagstaff, AZ 86001

Drop off:

The Flagstaff Aquaplex
1702 N Fourth St
Flagstaff, AZ

CHECKLIST:

The following information is required for initial submittal of the special event application.

Applications will not be accepted without this information.

Please see guidelines for specific event requirements.

Yes	No	
		Completed and signed application (no electronic signatures)
		Application fee (check or money order)
		Certificate of Insurance and Endorsement
		Complete and detailed site plan
		IRS letter of nonprofit status (if applicable)



Section 1 — Applicant Information

Applicant Name

E-Mail

Primary Phone Number

Secondary Phone Number

Mailing Address

City

State

Zip

Corporation/Organization Name

State of Incorporation

Tax ID #

501(c)3

City Sales Tax ID #

Section 2 — Event Information

Name of Event

Anticipated Daily Attendance

Event Date (s)

Hours of event each day (begin/end times)

Set - Up Date and Hours

Take Down Date and Hours

Location of Event (including all ramada names)

Brief Description of Event

Section 3 — Event Features

Will there be an admission charge? Yes No

Will there be amplified sound? Yes No If yes, please include a list of times.

Will merchandise or food be sold? Yes No If yes, please attach a complete list of vendors.

Will the event include any of the following? (indicate on site plan and/or vendor list)

Tents or Canopies Yes No Number of Tents: _____ Size: _____

Vendor	Contact Name and phone
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Open Flames or Cooking Yes No

Vendor	Contact Name and phone
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Temporary Fencing Yes No

Vendor	Contact Name and phone
--------	------------------------

Portable Restrooms Yes No

Vendor	Contact Name and phone
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Electricity or Generators Yes No

Vendor	Contact Name and phone
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Carnival/Amusement Rides Yes No

Vendor	Contact Name and phone
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Inflatables Yes No

Vendor	Contact Name and phone
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Fireworks, rockets, lasers, or other pyrotechnics Yes No

Vendor	Contact Name and phone
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Section 4 — Alcohol

Will there be alcohol at the event? Yes No

Will alcohol be given away? Yes No

Will alcohol be sold? Yes No

Will alcohol be brought in by attendees? Yes No

Will alcohol be included in the ticket/admission price? Yes No

Will 50% or more of the gross revenues from the event be derived from alcohol sales? Yes No

Please describe your security plan to ensure the safe sale or distribution of alcohol at your event. Include how event attendees of legal drinking age (21 years or older) will be identified.

Section 5 — Medical Plan

Please describe your medical plan including the number of first aid staff and first aid stations within the perimeter of the event, your communication plan, certification levels and types of resources that will be at your event and the manner in which they will be managed.

Section 6 — Trash/Recycling

Please describe how you will handle trash and recycling, including number or receptacles, company name and contact information.

Section 7 — Additional Information

I have read and understand the Special Event Guidelines attached to this application. Yes No

Event will adhere to accessibility guidelines outlined in the Special Event Guidelines. Yes No

Section 8 — Affidavit

The Applicant agrees to defend, indemnify, and hold harmless the City of Flagstaff, its agents, representatives, officials, and employees, from and against any and all claims, damages, losses, and expenses (including but not limited to attorney fees, court costs, and the cost of appellate proceedings), relating to, arising out of, or alleged to have resulted from the acts, errors, mistakes, or omissions of the Applicant, its agents, employees, contractors, subcontractors, customers, invitees, guests or other persons doing business with the Applicant, in connection with the Special Event described in this Application.

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.

Print Name of Applicant/Event Organizer:

Title:

Signature:

Date: