

## Special Event Guidelines

### 1. Defining a Special Event

Special event means an outdoor festival or parade taking place on City property, or any other outdoor event taking place on City property that may require for its successful execution City services over and above those routinely provided under ordinary circumstances, or that requires the exclusive use of said City property.

### 2. Special Event Levels

**Level A** events involve the sale of alcohol or a street closure. Level A applications must be submitted 50 days prior to the event date. Applications submitted between 49-40 days prior to the event will be assessed a late fee. Applications submitted less than 40 days prior to the event will be denied.

**Level B** events involve charging an entry fee, vendors with sales, and multiday events. Level B applications must be submitted 30 days prior to the event date. Applications submitted between 29-20 days prior to the event will be assessed a late fee. Applications submitted less than 20 days prior to the event will be denied.

**Level C** events involve minimal set up and may include carnival amusements and amplified noise. Level C applications must be submitted 14 days prior to the event date. Applications submitted between 13-10 days prior to the event will be assessed a late fee. Applications submitted less than 10 days prior to the event will be denied.

### 3. Hours of Operation and Availability

Permitted hours of use of City Property for a special event are 5:00 a.m. to 10:00 p.m., Sunday through Thursday, and 5:00 a.m. to 12:00 midnight, Friday and Saturday, unless an exception is permitted.

The west half of the Wheeler Park parking lot and the entire City Hall parking lot must remain open during City Hall business hours 8:00 a.m. to 4:30 p.m. No special events will be permitted in those areas during business hours.

The exclusive use of playground areas cannot be reserved by one group, and access to the area by the general public must always be available.

### 4. Site Plan

Applicant must submit an event site plan with the Special Event Permit Application that includes the event area or route. Applications will not be accepted without the event site plan. Electrical panels and fire hydrants must remain accessible from the street. Any changes to the event site plan after initial submittal must immediately be communicated to the Community Events staff and a new illustrated event site plan must be provided. Please adhere to the following guidelines when submitting your event site plan:

- Submit event site plan on an 8 ½" x 11" or 8 ½" x 14" format.
- Indicate the location of equipment, specific activity areas, and the location of fencing or blockage of any area.
- Indicate the location of equipment and parking, including the placement of any vehicles and/or trailers.
- Indicate the location of set up/tear down equipment and parking for those setting up the event.
- If the event involves a moving route of any kind, indicate the direction of travel and all street or lane closures.

- Indicate the location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
- If the event involves the closure of any street, indicate the provision of minimum fifteen feet (15') emergency access lanes throughout the event venue.
- Indicate the location of first aid facilities and ambulance staging area.
- Indicate the location of all stages, amplified stage equipment, generators and/or sources of electricity, platforms, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers and dumpsters, carnival/amusement rides, merchandise vendors, controlled access/admission areas, and other temporary structures or activities.
- Indicate the direction that speakers will be pointing.
- For events that are fenced and/or locations within tents and tent structures, indicate paths of ingress and egress.
- Flags may not be displayed on City flag poles unless approved under the City Council Flag Policy.
- Flags may fly on applicant owned flagpole structure if approved on site plan. Flags on applicant owned flagpole structures must not be flown higher than 10ft off the ground.

Recreation Services has the right to adjust event site plans in order to protect the wellbeing of the public, protect resources, and accommodate facility/park needs.

## **5. Insurance Requirements**

- For events and series of events occurring on City-owned property, the Applicant/Event Organizer must provide a Certificate of Insurance for commercial general liability, auto liability (if applicable), and liquor liability (if applicable) naming the City of Flagstaff as additionally insured.
- The Certificate of Insurance naming the "City of Flagstaff" as additional insured MUST be accompanied by a broad form additional insured endorsement that is acceptable to the City of Flagstaff.
- Insurance coverage must be maintained for the duration of the event including setup and take-down dates.
- The certificate must indicate the dates, times and location of the event. The person/organization listed on the certificate must be the Applicant/Event Organizer.
- For event series or organizations with multiple events throughout the year, the Event Organizer may use the following verbiage: "City of Flagstaff is listed as additional insured for any and all events held on City Property."
- Certificate of Insurance and Endorsement shall be addressed to the attention of the City of Flagstaff Recreation Services and submit with the Special Event Permit Application.
- Finalized certificates of insurance and endorsements must be submitted at minimum 30 days prior to the event date.
- Minimum limits are as follows:
  - \$ 1,000,000 per occurrence
  - \$ 1,000,000 aggregate
  - \$ 1,000,000 automobile liability (or non-owned automobile liability) (if applicable)
  - \$ 1,000,000 liquor liability insurance (if applicable)
- Workers' Compensation statutory coverage with basic employers' liability limits (if applicable)
  - \$ 100,000 per occurrence for bodily injury
  - \$ 100,000 per employee for bodily injury by disease
- \$ 500,000 aggregate for bodily injury by disease
- Additional limits may be required after review

- Providing the above-listed insurance does not in any way reduce or eliminate any responsibility assumed under the indemnify agreement, described in the Special Event Permit Application as Affidavit of Applicant/Event Organizer.
- The following applies to Amusement Rides:
  - The State of Arizona through statute – ARS 44-1799.61 – 1799.64 requires an amusement ride operator have \$2million CSL liability limits (or split limits \$1mil BI & \$500,000 PD).
  - This statute requires the operator to provide documentation of insurance, inspection and permit to each sponsor, lessor or property owner of the property where the amusement ride is operated.
- Contact City of Flagstaff Risk Management at (928) 213-2082 for more information.

## **6. Accessibility**

- All temporary venues, related structures, and outdoor sites for special events shall be accessible to persons with disabilities.
- If a portion of the area cannot be made accessible, an alternate area shall be provided with the same activities that are in the inaccessible area. It cannot, however, be offered only to patrons with disabilities.
- Disability access may include parking, restrooms, clear paths of travel, transportation, signage, accessible vendors and booths.

## **7. Trash and Recycling**

- Additional trash and recycling services are required for any event estimating attendance of 100 or more people.
- Event producer is responsible for removal of all trash generated by the event. If City staff finds the receptacles full or overflowing (additional waste found within the park) after the take-down time stated on the permit, event producer may be billed an additional service charge to be determined according to time spent cleaning the waste.
- Please contact Solid Waste at (928) 213-2110 for assistance in determining trash and recycling needs.

## **8. Portable Restrooms**

- Portable restrooms are required for any event estimating an attendance of 100 or more people. If no permanent restrooms are on-site and the event expects less than 100 attendees, portable restroom requirements may still be required on a case-by-case basis.
- For multiple day events, restrooms must be cleaned at the end of each day or prior to the next event day in order to maintain health and sanitation standards.
- The American with Disability Act requires that 5% of all portable toilet units ordered be wheelchair accessible, or a minimum of one per order, whichever is greater.
- The City will charge the event producer for associated costs when City of Flagstaff provided restrooms are not cleaned and restocked following use.
- If a City site includes permanent restrooms, it is the responsibility of the event producer to clean and restock the restrooms during the event. Additional portable restrooms may be required.
- Portable restrooms may not be placed on sidewalks or grass areas.

## **9. Transaction Privilege Tax License Requirements**

Event producer must submit a list of all participating vendors to City of Flagstaff Customer Service Department prior to the event. List must include vendor's business name(s), owner(s)

names, physical location of business, contact telephone number(s), and vendor's Transaction Sales Tax License number. Services to register, file, and pay are available online at AZTaxes.gov

#### **10. Alcohol**

- Special Event Liquor License applications are available at the City Clerk's Office located in City Hall 211 W. Aspen Ave or contact (928) 213-2076 for additional information. After completing the application, the event producer must deliver or send the application the Police Department for review no later than seventy-five (75) days prior to the event.
- A street closure will not be approved if the sole purpose of the closure is to allow or provide an expanded area for the sale of alcohol.

#### **11. Street Closures, Parades, Walks, and Races**

- Detailed illustration of event routes must be included in event site plan. Proposed street closures must include a traffic control plan from a licensed barricade company.
- Throwing any items from parade floats is strictly prohibited.
- When an event route extends beyond City limits/jurisdiction, written approval for property use is required from the associated agency (AZ State highways, railroad, National Forest Service, etc.)
- The event producer is responsible for cleaning the parade, motorcade, walk, or race route. Scheduling street sweepers may be required. Removing trash from spectator areas (i.e. sidewalks) is also the responsibility of the event producer.

#### **12. Traffic Control**

If applicable, the event producer must submit, with the Special Event Permit Application, a Traffic Control Plan indicating vehicle/pedestrian traffic control, detour routes, directional signs, barricades, and street closures.

- The Traffic Control Plan must be developed by a licensed and bonded barricade company. Once approved, the Traffic Control Plan must be executed by a certified technician from the barricade company.
- Include/indicate the proposed parade/race route, if applicable.
- Traffic Control Plans must be dated and approved for the current year.
- Traffic Control Plans must comply with the current Manual on Uniform Traffic Control Devices.
- The event producer is responsible for providing all required barricades and traffic control signs.
- Traffic Control Plans must be finalized and approved by a City of Flagstaff Traffic Engineer.

Applications will not be processed without a current Traffic Control Plan as described above.

#### **13. Community Outreach**

It is recommended that Level A and B events conduct community outreach in the neighborhood surrounding the event location prior to the event.

#### **14. Cancellation and Refund Policy**

- Written cancellation notice must be submitted to the Office of Community Events five (5) business days in advance of event for a full credit of deposits and fees.
- Application fees are non-refundable.
- Event producer may decide up to twenty-four (24) hours prior to use to request a postponement of the event due to weather and reschedule for another available date during

the same season at no additional charge. Recreation Services is not obligated to provide an acceptable date to the event producer postponing their event.

**15. Failure to Comply**

Failure to comply with guidelines and conditions may result in termination or cancelation of event, eviction from premises, and loss of future rental privileges.

**16. City Contacts for Special Events**

Building Safety Electrical Permits/Generators	(928) 213-2628
City Clerk (Liquor License)	(928) 213-2076
Community Development (Private Property)	(928) 213-2618
Convention & Visitors Bureau	(928) 213-2919
Environmental Services (Trash/Recycling)	(928) 213-2110
Fire Department	(928) 213-2500
Recreation Administration	(928) 213-2300
Community Events Coordinator	(928) 213-2311 or (928) 213-2312
Parks Maintenance	(928) 213-2161
Police Department	(928) 779-3646
Risk Management (Insurance)	(928) 213-2082
Tax & Licensing (Sales Tax Permit/License)	(928) 213-2250
Traffic Engineering (Street Closures)	(928) 213-2606
Utilities/Water Needs (Customer Service)	(928) 213-2230
Utilities After-Hours Emergencies	(928) 774-0262

**17. Community Contacts for Special Events**

Coconino County Parks and Recreation/Fort Tuthill	(928) 679-8000
Coconino County Environmental Health Department	(928) 679-8750
Mountain Line Transit	(928) 779-6624
Blue Stake	(800) 782-5348
Arizona Department of Transportation	(928) 774-1491

**18. Recreation Services Approved User Fees**

<b>Special Events/Reserved Areas in Parks</b>	
<b>Special Event Application Fee</b>	
"A" Events	41.75
"B" Events	31.25
"C" Events	21.00
<b>Late Fee</b>	
"A" Events	100.00
"B" Events	75.00
"C" Events	52.00
<b>Refundable deposits</b>	
A & B Events	350.00
C Events	100.00
<b>Most Sites (excludes Wheeler, Heritage Square, Parking, Street Closure, Ramada Rental)</b>	
<i><u>Half Day (7 Hours or Less)</u></i>	
Individuals/Private Gatherings on City Property	21.00

Non-Profit Community Organizations/Public Gatherings on City Property	41.75
Commercial, For-Profit, or Out of Community Organizations on City Property	83.25
<b><u>Full Day (More than 7 Hours)</u></b>	
Individuals/Private Gatherings on City Property	33.50
Non-Profit Community Organizations/Public Gatherings on City Property	66.75
Commercial, For-Profit, or Out of Community Organizations on City Property	135.25
<b>Heritage Square &amp; Wheeler Park</b>	
<b><u>Half Day (7 Hours or Less)</u></b>	
Individuals/Private Gatherings on City Property	47.00
Non-Profit Community Organizations/Public Gatherings on City Property	47.00
Commercial, For-Profit, or Out of Community Organizations on City Property	93.75
<b><u>Full Day (More than 7 hours)</u></b>	
Individuals/Private Gatherings on City Property	73.00
Non-Profit Community Organizations/Public Gatherings on City Property	73.00
Commercial, For-Profit, or Out of Community Organizations on City Property	145.75
<b>Event Series - each</b>	
<b><u>Half Day Non-Profit (7 Hours or Less)</u></b>	
3-6 events	18.75
7-12 events	15.75
13-24	12.50
25+	9.50
<b><u>Full Day Non-Profit (More than 7 Hours)</u></b>	
3-6 events	25.25
7-12 events	21.00
13-24	17.00
25+	12.75
<b><u>Half Day Commercial(7 Hours or Less)</u></b>	
3-6 events	28.50
7-12 events	23.75
13-24	19.00
25+	14.25
<b><u>Full Day Commercial (More than 7 Hours)</u></b>	
3-6 events	39.75
7-12 events	33.25
13-24	26.50
25+	20.00
<b>Parking Lot Closure for Events (excludes Wheeler and City Hall lots)</b>	
<b><u>Half Day (7 Hours or Less)</u></b>	
Individuals/Private Gatherings on City Property	23.00
Non-Profit Community Organizations/Public Gatherings on City Property	23.00

Commercial, For-Profit, or Out of Community Organizations on City Property	46.00
<b><u>Full Day (More than 7 Hours)</u></b>	
Individuals/Private Gatherings on City Property	36.50
Non-Profit Community Organizations/Public Gatherings on City Property	36.50
Commercial, For-Profit, or Out of Community Organizations on City Property	73.00
<b>Wheeler Park &amp; City Hall Parking Lot Closure for Event</b>	
<b><u>Half Day (7 Hours or Less)</u></b>	
Individuals/Private Gatherings on City Property	45.00
Non-profit/Community Organization on City Property	31.25
Commercial, For-Profit, or Out of Community Organizations on City Property	62.50
<b><u>Full Day (More than 7 Hours)</u></b>	
Individuals/Private Gatherings on City Property	52.00
Non-Profit Community Organizations/Public Gatherings on City Property	52.00
Commercial, For-Profit, or Out of Community Organizations on City Property	104.00
<b>Street Closure/Parade (Per Street Block)</b>	
Staging Area	25.00
Overnight (10pm - 8am) flat fee	21.00
<b><u>Half Day (7 Hours or Less)</u></b>	
Non-Profit	10.00
Commercial, For-Profit, or Out of community Organization	20.00
<b><u>Full Day (More than 7 hours)</u></b>	
Non-Profit	15.00
Commercial, For-Profit, or Out of community Organization	30.00
<b>Wheeler Park &amp; Heritage Square Electrical Use</b>	
<b><u>Half Day(7 Hours or Less)</u></b>	
"A", "B" Events	25.00
"C" Events	13.00
<b><u>Full Day (More than 7 Hours)</u></b>	
"A", "B" Events	41.75
"C" Events	21.00
<b>Event Series - each Electrical Use</b>	
<b><u>Half Day (7 Hours or Less)</u></b>	
"A", "B" Events	9.00
<b><u>Full Day (More than 7 Hours)</u></b>	
"A", "B" Events	18.00
<b>Event Equipment Rental</b>	
Banner poles (pair), for 3 days	5.00 per pair
Mat, per weekend	5.00
<b>Downtown Banner Program – price per banner</b>	
<b><u>North Downtown</u></b>	
<b><u>C Pricing (Outlying Areas)</u></b>	
1-3 month display	21.00
4-6 month display	31.25
7-9 month display	41.75

10-12 month display	52.00
<b><u>B Pricing (Mid-Range)</u></b>	
1-3 month display	25.00
4-6 month display	38.00
7-9 month display	50.00
10-12 month display	63.00
<b><u>A Pricing (Premium)</u></b>	
1-3 month display	32.00
4-6 month display	48.00
7-9 month display	63.00
10-12 month display	79.00
<b>South Downtown</b>	
4-6 month display	32.00
7-9 month display	48.00
10-12 month display	79.00
<b>Basketball, Handball, Horseshoe, Volleyball - per court per hour</b>	
Individuals	2.75
Youth Non-Profit Community Organizations	1.50
Adult Non-Profit Community Organizations	2.75
Commercial, For-Profit, or Out of Community Organizations	5.25
Holiday Rental - Add 25% on fee	no change
<b>Tennis Courts - per hour/ per court</b>	
Individuals	5.25
Youth Non-Profit Community Organizations	2.00
Adult Non-Profit Community Organizations	5.25
Commercial, For-Profit, or Out of Community Organizations	10.50
Holiday Rental - Add 25% on fee	no change
<b>Baseball, Softball - per field per hour</b>	
Individuals	5.25
Youth Non-Profit Community Organizations	5.25
Adult Non-Profit Community Organizations	5.25
Commercial, For-Profit, or Out of Community Organizations	10.50
Holiday Rental - Add 25% on fee	
<b>Soccer - per field per hour</b>	
Individuals	5.25
Youth Non-Profit Community Organizations	5.25
Adult Non-Profit Community Organizations	5.25
Commercial, For-Profit, or Out of Community Organizations	10.50
Holiday Rental - Add 25% on fee	no change
<b>Field and Court Lights</b>	
Sport Courts - per court, per hour	10.50
Sport Fields - per field, per hour	31.25
Sport Fields - Youth Non-Profit Community Organizations - per field, per hour	10.50
<b>Ramadas - per hour charge</b>	
Level A (Bushmaster South, Foxglenn 1, Thorpe)	10.50
Level B (Bushmaster North, Foxglenn 2 & 3, Ponderosa)	8.00



<i>Level (Buffalo, Kiwanis, Mobile Haven, Old Town Springs, Ponderosa Trls)</i>	5.25
<b>Equipment Rental - each</b>	
Activity/Picnic Pack	15.75