



City of Prescott
Recreation Services: Special Events
824 E. Gurley St
Prescott, AZ 86301
(928) 777-1552

November 19, 2018

Dear Event Organizer:

Enclosed you will find the 2019 Special Event Criteria form and a copy of the Special Event Policy and Procedure manual and fee schedule. The manual outlines key considerations for the event application and permit approval process.

- No difference between non-profit and for-profit sponsored events
- **Business License:** All sponsors, promoters and vendors are required to have a business license (including non-profits)
- All sponsors/promoters will be required to submit a list of vendors with business license and TPT license numbers of each within 10 days of the close of the event
- Changes to Yavapai County Health Department requirements

To secure your preferred event date for the 2019 Calendar, please fill out and return the Special Event Criteria form along with the applicable fee on or before January 11, 2019. The City Special Event Committee will review the requested dates for any potential conflicts and inform all Organizers of conditional approval or any concerns related to the dates requested by January 18, 2019. Forms received after January 11, 2019, will be taken on a first come-first served basis, and requested dates and times cannot be guaranteed.

NOTE: If you are requesting your event to be held at Prescott Mile High Middle School, **ALL** requests must be received by March 8, 2019 for approval.

Once the form is reviewed, the 2019 Special Event application and all associated forms needed for your event will be mailed to you. The completed application and forms must be turned in to the City of Prescott Recreation Services office in advance of the start date of your event and deadlines set forth in the policy, to assure time is available for review, consultation, and approval. Once your completed packet has been received and reviewed, a meeting with the Special Events Committee will be scheduled to discuss your request.

If you have any questions regarding the policies and procedures or the criteria form, please contact me at (928)777-1552 or at michelle.stacy-schroeder@prescott-az.gov

Michelle Stacy-Schroeder
Recreation Coordinator

SPECIAL EVENT CLASSIFICATIONS:

Level A: Courthouse Square Streets or Events with Alcohol- If your event is proposed on/around the Courthouse Square, please contact the Prescott Downtown Partnership at (928)443-5220 or [mail to: info@prescottdowntown.com](mailto:info@prescottdowntown.com) prior to submitting your application. ****For-Profit events will not be allowed on the Courthouse Square ** per Yavapai County policy.- Due no later than 90 days from event start date**

- Event may occur during a single day or multiple days.
- Event will involve street closures and detouring, impacting, or stopping of traffic.
- Admission may be charged.
- Food may be sold and/or distributed to the general public.
- Merchandise may be sold.
- There may be live entertainment.
- Extensive use of equipment (i.e. stage, sound system, booths, tents, E-Z Ups, fencing, barricades, etc).
- Event may require electricity and other utilities.
- Alcohol may be sold and/or distributed to the general public.
- Use of carnival amusements, including but not limited to bounce houses

Level B: City Facilities (to include the Rodeo Grounds)- Due no later than 60 days from event start date. If event has an alcohol component, then it will be considered a Level A event. See above for details.

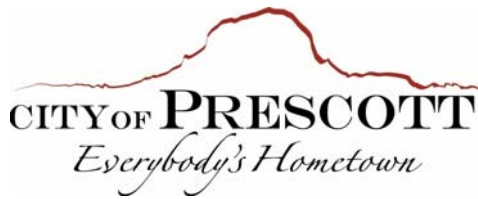
- Event may occur during a single day or multiple days.
- Event may involve use of sidewalks or roads, but does not involve detouring or stopping traffic. Traffic laws are obeyed during course of event.
- Admission may be charged.
- Food may be sold and/or distributed to the general public.
- Merchandise may be sold.
- There may be live entertainment.
- Moderate use of event equipment, i.e. stage, PA system, chairs, tables.
- May or may not require electricity.
- Use of carnival amusements, including but not limited to bounce houses

Level C: Low Impact Events- Due no later than 60 days from event start date

- Event will occur during a single day.
- Event will not extend beyond the municipal park/facility area.
- Event is free to the public.
- Food may be sold and/or distributed to the general public.
- Merchandise may be sold.
- There may be live entertainment.
- Minimal use of event equipment, i.e. PA system.
- May or may not require electricity.
- Use of carnival amusements, including but not limited to bounce houses.

Level D: Private Property Events- Due no later than 60 days from event start date

- Event will occur during a single day.
- Event will not extend beyond the premises of property listed.
- Admission may be charged.
- Food may be sold and/or distributed to the general public.
- Merchandise may be sold.
- There may be live entertainment.
- Minimal use of event equipment, i.e. PA system.
- May or may not require electricity.
- Use of carnival amusements, including but not limited to bounce houses



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November 13, 2018

LEVEL: _____

Dear Event Organizer:

The City of Prescott Special Events Committee will soon begin confirming dates for the 2019 “Special Events Schedule.” 2018 Event Organizers that successfully complied with all Special Event Committee guidelines and procedures and Level A events will be extended “first priority” in reserving dates for 2019 events provided the events are again held on the same day of the week or weekend. **To guarantee your event date, all Organizers must complete and submit both sides of this event criteria form on or before January 11, 2019.** Forms received after January 11, 2019 will be accepted on a first come-first served basis. However, requested dates and times cannot be guaranteed. Once this form is received and reviewed, the 2018 application and all appropriate forms will be mailed to you. Please return this form and appropriate processing fee to: City of Prescott, Attn: Recreation Services: Special Events, 824 E. Gurley St, Prescott, Arizona 86301.

2019 Special Event: _____

Requested Date(s): _____

Organization Conducting Event: _____

Event Times: _____

General Location/Route: _____

Responsible Party for Providing Certificate of Insurance: _____

Event Chair: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Primary Phone: _____ Email: _____

- For all Special Events to be conducted during 2019, Organizers must submit a **completed** application packet to the City of Prescott Recreation Services Office prior to the event’s starting date in accordance with the deadlines set forth in the Special Events Policies and Procedures Manual. Adequate **“Certificate of Liability Insurance & Certificate Endorsement”** is due no later than thirty (30) days prior to the event’s starting date. **All applicable deposits must be paid at the time of the date request**
- The 2019 Special Event application will be available in fillable PDF form at www.prescott-az.gov/services/parks/programs after February 1, 2019.

For Office Use Only	Form Received: _____	Fee Rcvd: _____	Applications Mailed: _____
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City of Prescott Special Event Criteria

The following criteria will help us to ensure that your Special Event application is complete. Please ensure that each area that you answered “yes” is completely filled out inside of your application.

- ❖ Is your organization Non-Profit or For-Profit? _____
(For non-profit, please provide a copy of your IRS tax exempt 501(c)3 letter)
- ❖ Will this event or festival require street closures and/or traffic control? Yes No
(If yes, **Barricade Company will need to provide a traffic control plan**)
- ❖ Is the anticipated crowd size over 500? Yes No
(If yes, **police or private security will be required.**)
- ❖ Are special productions such as pyrotechnics, fireworks
amusements, large tents, music, aerial displays,
parades or theatrical events involved in your event? Yes No
(If yes, **Fire Department permit will be required. Fees may apply; Provider of amusement must supply Insurance**)
- ❖ Will your event have inflatables, such as bounce houses? Yes No
(If yes, **additional insurance will be required of the vendor.**)
- ❖ Will food or beverages be served or sold? Yes No
(If yes, **Health Dept. applications must be submitted and trash/recycling service will be required**)
- ❖ Will alcohol be served or sold? (Requires City Council Approval) Yes No
(If yes, **a liquor license is required and a copy will need to be submitted.**)
(If alcohol is present, **off-duty Prescott police officers will be required. Fees apply**)
- ❖ Will any other concessions be sold? Yes No
(Sales tax may apply and a City of Prescott business license is required.)
- ❖ Will there be an impact on surrounding
businesses, offices or residential areas? Yes No
(If yes, **business signatures will be required with a 75% business approval per street affected**)
- ❖ Will there be a fee charged for entry? Yes No
(Sales tax may apply.)
- ❖ Will the media be advertising the event? Yes No
- ❖ Is there a corporate sponsor for your event? Yes No
- ❖ Will your event require use of the City’s Bandshell? Yes No
(If yes, **an application must be submitted and the \$500 deposit must be paid at time of submittal.**)
- ❖ Are there special requirements for parking? Yes No
(If at a City lake, a parking fee will be collected based on tier level pricing.)
- ❖ If event is at Watson Lake, will camping be requested? Yes No
(If yes, **for any event outside of Memorial Day – Labor Day camping may be allowed and cost will be adjusted. Please keep in mind that there a total of 35 sites.**)
- ❖ Are you requesting use of the Courthouse Square? Yes No
(If yes, **please contact the Prescott Downtown Partnership at 928-443-5220. A copy of the PDP permit will need to be provided prior to approval from the Special Events Committee.**)