



# SPECIAL EVENT GUIDEBOOK & RULES

City of Scottsdale  
Tourism & Events Department  
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## *Thank you for choosing Scottsdale!*

Scottsdale is an ideal environment to hold a special event due to inviting weather, abundance of shops and activities, and year-round attractiveness to our many visitors and residents. Scottsdale is a dynamic destination with exemplary art, entertainment, and culinary offerings.

Many requests are received from individuals and groups to hold special events within the City. These events vary in scope, purpose, size, cost, and complexity. The City recognizes special events as an important part of Scottsdale's quality of life and the contribution they make to a sustainable tourism industry. Special events provide economic benefits to local businesses and residents, while providing a love of place. Special events also provide unique civic, cultural, educational, recreational, and entertainment experiences.

Most special events represent a major investment of time and money. When well planned and executed, they can bring rewarding dividends to the organizers as well as the City of Scottsdale. Successful events require responsible leadership, careful planning, sensitivity to potential impacts, good organization and follow through, plus the ability to anticipate the unexpected. City staff is available from multiple departments to assist with questions and potential solutions to your specific event planning needs.

This guidebook is a planning resource for special event organizers to assist in executing a safe, successful event. It outlines important procedural items, policies, and contact information to ensure event requirements are met. Please be aware that additional requirements, conditions, or permits may be required, and all local, state, and federal codes, laws, policies, and regulations must be followed.

## SECTION 1: SPECIAL EVENT - GENERAL INFORMATION & DEFINITION

### ***What is a special event?***

A [special event](#) is considered any temporary activity or series of temporary activities held outdoors, on public property or private property that is inconsistent with the legal use of the property under the City's Zoning Ordinance and open to the public by advertisement or invitation, with or without charge. (S.R.C. Sec. 22-3)

A special event provides a unique organized, civic, cultural, educational, recreational, or entertainment activity or experience. The description of your event is required as part of your application request and shall identify the type of activity the event attendee will experience.

[Neighborhood block parties](#) and private parties or celebrations at private residences such as birthdays, weddings, holiday parties, etc. are not considered a special event.

### ***Where may they occur?***

Events may occur anywhere within the City of Scottsdale. Events may be held on private or public property or in combination.

Special events that are organized by the City or occur entirely at the Scottsdale Airport or WestWorld are exempt from these special event permit requirements. Special events that are held at city parks, Scottsdale Stadium, Scottsdale Civic Center, and Scottsdale Sports Complex do not require a special event permit unless the event extends beyond the premises. Each location has its own approval and permit requirements. Please contact those facilities directly for further information listed in Section 9.

Art-related special events occurring in Old Town (Downtown Scottsdale) are restricted on Thursday evenings. As a result, art-related events proposed during this time are required to demonstrate that they do not conflict with the Thursday night ArtWalk. The boundary for Old Town is identified in the Old Town Map located in Section 10.

### ***How often may they occur?***

A special event shall not occur more than 10 consecutive or 24 total days during the calendar year (January -December) and, of the 24 calendar days per year, no more than 10 total days in any calendar quarter (January -March; April-June; July-September; October-December).

### ***Are there any exceptions to how often special events can occur?***

Yes.

- Seasonal Sales – limited to a maximum of 31 consecutive days unless a shorter time is set by law. Seasonal sales are limited to fireworks, pumpkins, and Christmas trees.
- Sidewalk Sales – limited to two sales per calendar year and no more than 10 consecutive days per sale per year.

- Special Vehicle Sales – limited to two sales within a three-month period, lasting no more than 30 consecutive or 48 total days per calendar year.
- Farmers markets – may be held once per week on the same property and no more than 52 times a year. A farmers market held in Scottsdale is defined as a recurring special event at which multiple vendors primarily sell locally made, prepared or grown fresh produce, flowers or plants, food products or food to the general public at a fixed location on a consistent basis with standard hours of operation (S.R.C. Sec. 22-3).

### ***Who may apply?***

Any person or organization may apply for a special event permit. If a business is seeking use of private property owned by another entity, authorization by the landlord or their designee is required. The applicant shall demonstrate the ability to successfully carry out the proposed special event by including past event experience. If the applicant has no previous event experience, a narrative stating method for proper planning, reliability, and event deliverables should be submitted with the application.

## SECTION 2: SPECIAL EVENT SUBMITTAL PROCESS & TIMELINES

### ***When must I submit a permit application?***

Applicants shall submit completed applications to the City no later than:

- 60 calendar days before the special event for standard permits
- 30 calendar days before the special event for simple permits
- 15 calendar days before the special event for administrative approvals

Applications that are not submitted by these deadlines may be denied unless the applicant demonstrates to the Special Events Administrator that compliance within the deadline was impractical or impossible, or the Special Events Administrator determines that the delayed application will not impair the City's ability to conduct a complete review. (S.R.C. Sec. 22-8).

### ***How far in advance may I apply?***

Applications are accepted no more than one year in advance of the event date.

### ***May I apply for multiple event dates on one application?***

Yes, provided the event layout and general timeframe and duration is the same for each event.

### ***If my event is approved, when am I required to pick up the special event permit?***

City staff needs assurance that an event is going to occur, to dedicate resources, services, and provide proper planning. This assurance is provided with the issuance of a special event permit that indicates the applicant intends to hold the event as requested.

- Permits for events held on private property must be picked up at least three days prior to the event.



- Permits for events held on any portion of public property must be picked up and all fees paid at least one week prior to the event. If permits have not been picked up, the Special Events Administrator may revoke the permit approval and the event shall not be held.

### SECTION 3: SPECIAL EVENT PERMIT APPLICATION REQUIREMENTS

There are three separate application processes available to correspond with your event request.

Administrative Application	Simple Application	Standard Application
<ol style="list-style-type: none"> <li>1. Grand Openings</li> <li>2. Seasonal Retail Sales</li> <li>3. Sidewalk Sales</li> <li>4. Special Vehicle Sales</li> </ol>	<ol style="list-style-type: none"> <li>1. Events held on private property</li> </ol>	<ol style="list-style-type: none"> <li>1. Events held on public property.</li> <li>2. Events held on both public &amp; private property.</li> <li>3. Events held on private property with impacts to City facilities and services</li> </ol>

Both simple and standard applications will require the applicant to describe the event, addressing specific criteria, including:

- Character of the event. Describe the activities or experiences that are components of the planned event in any of the following five categories:
  - **Civic** - relates to the city, the people who live there, or citizenship.
  - **Cultural** - the beliefs, customs, arts, etc., of a particular society, group, place, or time that are included in the event.
  - **Educational** - the knowledge, skill, and/or understanding that someone may receive or provide from attending the event.
  - **Entertainment** - enjoyment or pleasure that comes from watching a performer, playing a game, etc.
  - **Recreational** - promotion and/or encouragement of an active and healthy lifestyle through attendance or participation.
- Specific details relating to size, attendance, traffic, parking, safety, restrooms, trash, noise, economic impacts, and location suitability.

Standard applications which propose an event on public property will require the applicant to describe additional criteria:

- State any cross promotions or collaborations with local businesses to encourage sales or visibility.
- State anticipated regional, national, or international attendance and any features or entertainment that brings interest on a regional, national, or international scale.
- State if Scottsdale is promoted in the special event marketing.
- State how the community benefits from the event from a civic or cultural perspective

#### ***Administrative Special Event Application Information & Timeframes***

An applicant requesting to hold a grand opening, seasonal sale, sidewalk sale, or special vehicle sale is not required to obtain a special event permit or pay a fee but is required to apply for administrative approval from the Special Events Administrator. The administrative special event application can be

found by visiting the City's website at [Scottsdaleaz.gov](http://Scottsdaleaz.gov) and search *special events*. All administrative applications will be reviewed within 5 working days following submission date.

- Grand opening means the introduction, promotion or announcement of a new business, store, shopping center or office, or the announcement, introduction or promotion of an established business changing ownership or location. If an outside activity is not occurring but you desire a grand opening banner to be displayed, a banner permit must be obtained. Banner permit applications can be found online by visiting the City's website at [Scottsdaleaz.gov](http://Scottsdaleaz.gov) and search *banner permit*.
- Seasonal sales are an outdoor sale of seasonal materials, including fireworks, pumpkins, and Christmas trees. Seasonal sales are limited to a maximum of 31 consecutive days unless a shorter time is set by law.
- Sidewalk sales are an outdoor sale conducted by the owner of a retail establishment of products normally sold within the retail establishment. Sidewalk sales may only be conducted in front of or adjacent to the retail establishment and are limited to no more than two sales per calendar year and no more than ten consecutive days per sale in a calendar year.
- Special vehicle sales are a short term or seasonal sale of vehicles and are limited to two special vehicle sales within a three-month period, lasting no more than 30 consecutive or 48 total days per calendar year.

### ***Simple Special Event Application Information & Timeframes***

If your event is held entirely on private property, a simple application must be completed. If your event has impacts to City facilities and services, it may require a standard application submittal (large event footprint, anticipated high attendance and traffic count, high parking demands, etc.). Your application will be reviewed after it is submitted, and the category may be changed based on staff review and assessment of compliance with these guidelines. The [simple special event permit application](#) can be found by visiting the City's website at [Scottsdaleaz.gov](http://Scottsdaleaz.gov) and search *special events*.

The application will require identifying the type of event and the activity or experience being provided to the attendee. A site plan is required as part of the application to consider the event request complete. A parking plan for the anticipated attendance must be provided in a detailed, narrative form and may be illustrated by providing a map. Event details such as setup times, teardown times, and estimated attendance are also required.

All simple permit applications will be reviewed and deemed complete or incomplete within 3 working days after receipt of submission. Completed applications will be reviewed by applicable city staff. The application will be approved, conditionally approved, denied, or the City will make a request for corrections or additional information within 10 working days beginning the day after the application is deemed complete. Conditionally approved means that the event is approved, conditioned upon submitting information or documents in order to issue permits.

If no further documents are needed, a written decision will be provided by the Special Events Administrator. It is the responsibility of the Special Events Administrator to evaluate the suitability and feasibility of the efforts to mitigate impacts of an event, consider the totality of impacts (both positive and negative), and consider any public input related to the event. If additional documents are required prior to permit decision, the documents will be identified to the applicant for immediate submission to city staff.



If city staff makes a request for corrections or additional information, the applicant must submit the required documents or make the corrections within 10 working days. If a longer timeframe is requested, it requires approval by the Special Events Administrator. If the documents are not timely submitted, the application may be denied.

### ***Standard Special Event Application Information & Timeframes***

If your event is partially or entirely on public property, a standard application must be completed. It is imperative to provide all required information on the application and submit all subsequent documentation in a timely and complete manner throughout the permit review process. The [standard special event permit application](#) can be found by visiting the City's website at [Scottsdaleaz.gov](http://Scottsdaleaz.gov) and search *special events*.

The application will require identifying the type of event and the activity or experience being provided to the event attendee. A site plan is required as part of the application to consider the event request complete. If the event is a race or moving event, a course map must be submitted along with a site plan. A parking plan for the anticipated attendance will need to be provided in a detailed, narrative form and may be illustrated by providing a map. Event details such as setup times, teardown times, estimated attendance, etc. will also need to be known. Completed applications will be reviewed by applicable city staff.

All standard permit applications will be reviewed and deemed complete or incomplete within 3 working days after receipt of submission. The application will be approved, conditionally approved, denied, or the City will make a request for corrections or additional documents within 20 working days beginning the day after the application is deemed complete. Conditionally approved means that the event is approved, conditioned upon submitting information or documents necessary to issue permits.

If no further documents or corrections are needed, a written decision will be provided by the Special Events Administrator. It is the responsibility of the Special Events Administrator to evaluate the suitability and feasibility of the efforts to mitigate impacts of an event, consider the totality of impacts (both positive and negative), and consider any public input related to the event. If additional documents or corrections are required prior to permit decision, the documents or corrections will be identified to the applicant for immediate submission to city staff. Documents may include insurance, traffic control plan, notification input for street closures, security plan, copy of participant waiver form or other items.

If city staff makes a request for corrections or additional documents, the applicant must submit the required documents or make the corrections within 10 working days. If a longer timeframe is requested, it requires approval by the Special Events Administrator. If the documents or corrections are not timely submitted, the application may be denied.

## **SECTION 4: SPECIAL EVENT REVIEW REQUIREMENTS**

### ***Amplification & Sound***

**Sound:** Sound mitigation to nearby businesses and residents should be part of an amplification/sound plan. Speakers should be directed towards the event footprint and positioned to help mitigate sound travel to residences or other nearby businesses. A designated person shall be on site throughout the





event to monitor sound and volume levels both on and off site. In some instances, event applicants may be required to conduct decibel readings at pre-determined locations during the event to prevent disturbing others. Noise complaints can result in calls for service from the Scottsdale Police Department. A police officer or Code Enforcement inspector may require the volume to be reduced or turned off based on complaints or unreasonable sound levels.

**Stage:** Placement of stage should take into consideration surrounding businesses and residents for proximity to sound and/or performances. If stage placement is in the middle of the event footprint, allow for space to accommodate the crowd while creating space for safe, unrestricted passage to avoid crowd clustering and bottlenecks. Dimensions of the stage should be noted in the application and must meet nationally recognized standards, construction, and listings.

**Equipment & Speakers:** Details for any proposed sound systems must be included in the event application and speaker locations shown on the site plan with arrows indicating direction of sound. Potential sound impacts will be evaluated, and the following considered as part of the evaluation: sound mitigating design features; hours of operation; assigned individual to monitor sound levels throughout the duration of the event; direction of sound travel; and history of noise complaints and violations at the site.

**Times and Duration:** Outside music times will be evaluated based on sound levels between 9am to 9pm weekdays (Sunday-Thursday) and 9am to midnight weekends (Friday-Saturday). Hours exceeding those timeframes will be expected to have lower decibel levels and will take into consideration distance to other open businesses and residents.

**Performances:** The application shall address the type of performance and name of performers if known at time of submittal. For type of performance, please indicate if it's a disc jockey, a live band and number of musicians, a live artist, pre-recorded music, dance troupe, performers, speakers, presenters, auctioneer, etc.

### ***Event Production Schedule, Event Hours including Setup & Teardown Details***

As part of your event planning process, you must evaluate the potential impact of your event on the surrounding neighborhood. As an event organizer it is your responsibility to assess the venue, environment, anticipated attendees, and components of your proposed event and mitigate impacts to the community and demonstrate what solutions are in place for any anticipated negative impacts on businesses and residences. The Special Events Administrator is responsible for evaluating the proposals, requesting additional documentation, and conducting outreach, as needed, to businesses and residences to confirm whether impacts can be adequately addressed.

All events will need to include the event schedule and beginning and ending times, noting the various activities with associated times. Times for setup and removal of event items shall be listed for review. For events with multi-day setup and teardown, note the beginning and ending times each day for consideration of impacts to neighboring properties. Please include the schedule for loading, unloading, deliveries, staging of equipment, and the onsite event staff with oversight responsibility.

### ***Fire Services, Emergency Medical Services & Tents***

**Fire Services:** The Fire Department reviews several components of the event request. These include:

- Event entry and emergency exiting for patrons.
- Emergency vehicle access
- Tents and canopies
- Propane or flammable equipment such as grills or other cooking devices (see criteria below)
- Fireworks, bonfires, and performers using fire.
- Establishing an occupant load for the event area
- Fencing height, type, and locations
- First aid facilities
- Vehicle displays.

The above items need to be clearly identified on the site plan and may require a separate permit. Some events may require a minimum twenty-foot (20') wide emergency access lane as determined by the Fire Department. Established event occupancy loads must adhere to that which is set by the Fire Department. Applications and further information can be found on the Fire Department website by visiting [Scottsdaleaz.gov](http://Scottsdaleaz.gov) and search *Fire permit applications* or by clicking [Fire Permit Applications](#).

### **Cooking Operations**

The following will apply if you intend to have cooking operations included as part of the event (including grills):

- Cooking appliances must be located a minimum of 10' from public access.
- A minimum 18" separation must be provided between an open flame cooking appliance and grease fryers.
- Provide one 5lb ABC fire extinguisher on site near cooking operations.
- Provide one Kitchen Class or "K" fire extinguisher on site near cooking operations if using a grease fryer.

### **Use of Propane/LPG**

The following will apply if you intend to use portable propane tanks, 60 lb./23 gallons or larger, for cooking:

- Propane tanks must be located a minimum 10' from the cooking appliance.
- Tanks must be staked or secured in a manner to prevent falling.

Portable propane tanks less than 60 lb./23 gallon can be attached directly to the cooking appliance per manufacturer's guidelines.

**Emergency Medical Services:** The Scottsdale Fire Department may require a Scottsdale Fire Department-staffed [emergency medical standby](#) in instances for special events when daily attendance exceeds 5,000 people. When daily attendance is between 1,000 and 5,000 attendees, the Scottsdale Fire Department will determine whether there is a need for a medical standby after considering the relevant factors such as, but not limited to, time of year including expected temperatures – if the event is outdoors, activities being conducted, sale of alcohol, type of event, past history of the event when applicable, event hazards, types of equipment being used and any other factor impacting the safety



and/or wellbeing of event participants and staff. The Scottsdale Fire Department reserves the right to require medical standbys for events less than 1,000 participants when necessary to help protect the safety and wellbeing of event participants and staff.

The position classification and number of personnel of any needed medical standby will be determined solely by the Scottsdale Fire Department based on all applicable factors including those listed above.

If the Scottsdale Fire Department deems a medical standby a necessity or the applicant requests a medical standby when a medical standby is not required, Fire Department personnel will provide fire and/or EMS services at the City Council approved rates and fee schedule unless the applicant can demonstrate that a privately hired provider is an authorized participant in the regional response system and can provide parity of services including communications, interoperability, medical direction standards, and service delivery capabilities. The Scottsdale Fire Department is the primary provider of emergency medical, fire prevention, and life safety services for all events in the City of Scottsdale. The use of any private provider for any of these services is subject to the approval of the fire chief or their designee. For applicants required to or requesting to have an ambulance standby, the City's contracted ambulance provider shall be utilized to provide that service. To hire Scottsdale Firefighters, EMT's and Paramedics, email [SFDSpecialEvents@Scottsdaleaz.gov](mailto:SFDSpecialEvents@Scottsdaleaz.gov).

**Fire and Life Safety Inspections:** The Scottsdale Fire Department reserves the right to require a fire and life safety inspector standby for any event after considering the relevant factors such as, but not limited to, anticipated attendance, type of event, event venue, time of year and potential weather occurrences, activities being conducted, sale of alcohol, past history of the event when applicable, event hazards, types of equipment being used or performances included, and any other factor impacting the safety and/or well-being of event participants and staff.

The position classification and number of personnel of any needed fire and life safety standby will be determined solely by the Scottsdale Fire Department based on the applicable factors including those listed above. Scottsdale Fire Department personnel will provide fire and life safety services at the City Council approved rates and fee schedule. To schedule fire and life safety standby personnel, email [SFDSpecialEvents@Scottsdaleaz.gov](mailto:SFDSpecialEvents@Scottsdaleaz.gov).

**Tents:** A tent having one or more sides and exceeding 400 square feet, or a canopy with no sides and exceeding 700 square feet will require a tent permit from the Fire Department. Multiple 10'x10' pop up canopies, placed together side by side, shall not exceed a total of 7 before a 10' separation break is required. If your event includes temporary structures, prefabricated structures, or site-built structures such as bleachers, elevated platforms, temporary pedestrian bridges, tent structures, etc. you may be required to provide structural certification from a licensed structural engineer.

### **Health Permits ([Maricopa County](#))**

If you intend to prepare, sell, serve, give away, or sample food or consumable products, including beverages, at a public event, you must adhere to all County Health Codes. The Maricopa County Environmental Services Department is the regulatory authority that issue permits for food and beverage



concessions at special events. It is the Department's responsibility to regulate the food sold at these events. If food or drink is not prepared and handled in a sanitary manner, the public's health may be at risk. Any vendor that is preparing or selling food, must have a permit from the County. Applications and further information can be found by visiting [Maricopa.gov](http://Maricopa.gov) and search *temporary food permit or mobile food establishments*. Additionally, event producers must register a planned event online (no fee) if food is a component of the event. Visit [Maricopa.gov](http://Maricopa.gov) and search *special event registration*.

### **Insurance & Liability Waivers**

**Insurance:** Event activities on City/public property must be covered by insurance that protects the event sponsor/applicant and the City of Scottsdale. Various types and levels of liability insurance are required depending on the event. This guide provides what is generally required. However, the required coverage and limits will be at the discretion of the Safety & Risk Management Division depending on the size and scope of the event. It is recommended that you submit your application and receive a determination on coverage and amounts before purchasing insurance coverage. Applicants and entities that are approved and permitted to hold a special event on public property must agree to an indemnity agreement, insurance with the proper endorsements, and participant waivers for athletic events.

**Indemnity and Hold Harmless:** The indemnity agreement in the special event application must be signed by an entity principal or person authorized to contract on behalf of the entity requesting the special event permit. The application becomes part of the contract that is the special event permit. The indemnification provision contained in the application is an agreement that the applicant will take full financial responsibility for any and all liability arising from or related to the special event regardless of insurance coverage.

**Commercial General Liability:** Commercial general liability which includes contractual liability in the amount of \$1,000,000 per occurrence; \$1,000,000 Products-Completed Operations Aggregate; and \$2,000,000 General Aggregate is the standard minimum requirement. For high-risk events: \$2,000,000, \$5,000,000 or \$10,000,000 per occurrence limits may be required. Some examples of high-risk events are events involving amusement rides, events involving automobile or bicycle racing, events involving exposure to dangerous animals, events that may expose spectators to injuries, pyrotechnic displays, and events that erect temporary structures. For events providing amusement rides, the State of Arizona through statute – ARS 44-1799.61 - 1799.64 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.

**Commercial Automobile Liability:** The standard requirement is \$1,000,000 combined single limit on owned, non-owned, and hired autos. If the only vehicle used for the special event is that of a barricade company or vendor, the vendor's automobile liability may be used to fulfill this need under the following circumstances:

1. A written contract exists between the special event applicant/permit holder and the vendor that indicates the vendor will assume the vehicle liability for the event. And, that contract between the special event applicant/permit holder and the vendor specifically requires that the vendor make the City of Scottsdale an additional insured.
2. The vendor provides a certificate of insurance showing the automobile liability insurance and listing the City of Scottsdale as additional insured.

3. The 'Description' section of the certificate notes the event name and the dates including the set up and take down.
4. Providing the above-listed insurance and contract does not in any way reduce or eliminate any responsibility the Applicant assumed under the indemnity agreement, described in the Special Event Application or Permit.

**Liquor Liability Insurance:** Special events held on City Property that involve serving of any type of liquor require liquor liability insurance. The amount of liquor liability coverage required depends on several factors including but not limited to the focus of the event, expected demographics of attendees, hours of the event, and number of liquor service areas. The standard requirement is for \$2,000,000 or \$5,000,000 per occurrence coverage depending upon the event.

**Workers Compensation:** 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

**Required Endorsements:** City of Scottsdale shall be endorsed and listed as an Additional Insured under Commercial General Liability, Liquor Liability and Automobile Liability insurance. Applicant/permit holder is required to submit a Certificate of Insurance or other evidence of insurance acceptable to the City of Scottsdale reflecting the above insurance coverage before a permit will be issued. The certificate must have the name of the event and dates of the event that include set up and removal/tear down noted in the description section of the certificate along with the following statement: A waiver of subrogation applies in favor of the City of Scottsdale for all listed policies and coverages. The certificate holder address is City of Scottsdale, 7447 E. Indian School Rd., Scottsdale, AZ 85251, Attn: Special Events. Providing the insurance certificate does not in any way reduce or eliminate any responsibility the applicant assumed under the indemnity agreement, described in the Special Event Application or Permit.

**Participant Waivers:** For athletic events such as walking, running, swimming, biking, or racing the applicant must secure signed individual liability waiver forms from each participant. The waiver must include provision(s) releasing the City of Scottsdale from all liability and waiving rights to make claims against the City of Scottsdale. A copy of the participant waiver must be submitted with the special event application for review and required compliance.

### ***Liquor Control, Management & Licenses***

**Liquor Control:** If liquor is present at your event, state law requires liquor to be contained within the event footprint. Adequate fencing and security personnel must be used to prevent alcohol from being removed from your liquor licensed premises. For any event involving liquor, access to alcohol must be controlled. A perimeter with access points, both entrances and exits, should be illustrated (show the liquor service areas, security staffing locations, identification checking areas) and describe the security process. The perimeter for an event needs to be done in a manner to help prevent liquor violations. Use of security personnel (can be volunteers) must be used to ensure compliance with Arizona Liquor Laws and the safety of patrons. Applicant must submit a security plan noting or depicting on the site plan the number and location of security staff to ensure compliance with Arizona Liquor Laws.



**Liquor Management:** For security, state the company being used, their responsibilities, identification checking procedures (Identification Logs, if used, and retention period), security or volunteer uniforms if used, and perimeter fencing (height and material). All security personnel must be properly licensed, and volunteers properly trained. For further information, please visit the Police website at [Scottsdaleaz.gov](http://Scottsdaleaz.gov) and search *security training*.

**Liquor Law Training:** Anyone serving liquor must be familiar with Arizona liquor laws. For events where the applicant discloses that there will be 500 or more patrons, the applicant or if the applicant will not be present at the event, a designee who will be at the event, must attend and provide to the City documentation of completing the **Basic and Management Liquor Law Course** certified by the Arizona Department of Liquor Licenses and Control and provide evidence that the course was completed.

**Liquor Licensing/Permit Requirements:** For special events held at locations where there is an existing liquor license, an additional special event liquor license is not required, provided the event is completely contained within the existing liquor license footprint.

If the event footprint includes areas for which there is not an existing liquor license, then a liquor license is required if: the event is open to the public, if there is a fee for admission or a fee for food or drink, or if any products are being sold. A liquor license must be obtained through the Arizona Department of Liquor License and Control (ADLLC). Applications can be found on the ADLLC website by clicking [Arizona Department of Liquor Licenses and Control](http://Arizona Department of Liquor Licenses and Control). There are two options for obtaining a liquor license to sell or serve alcohol at a special event, which include:

1. [Application for Extension of Premises](#) - This application is required to temporarily expand or enlarge the area that is covered by a current state-issued liquor license. Completed applications must be submitted to the Tourism & Events Department as part of the special event permit application, either electronically or in person. Once the event is approved, the form will be signed by city staff and sent electronically to the applicant. It is the responsibility of the applicant or licensee to bring the signed form to the ADLLC Liquor Board for issuance of a temporary liquor permit. For questions on the submittal process, please call the Tourism & Events Department at 480-312-7177.
2. [Special Event Liquor Licenses](#) – These temporary licenses are only available to qualified charitable, civic, fraternal, political party/campaign committees, or religious organizations and requires 25% of gross event proceeds be donated to the event charity. A charity can submit for this license a maximum of 10 (ten) days per year. The charity company members or officers must be in good standing with no criminal record(s). completed ADLLC and City applications must be submitted to the City of Scottsdale’s Business Services Department located at 7447 E. Indian School Road, Suite 110 for review a minimum of 20 days prior to the event. In addition, all charitable organizations must be registered with the city. For [registration applications](#), please visit [ScottsdaleAZ.gov](http://ScottsdaleAZ.gov) and search *business license* then click on charitable solicitations (non-profit). Once the request is approved, it will be signed by the Business Services Director and returned to the applicant to be submitted to the ADLLC Liquor Board for issuance of a liquor license. For questions on the submittal process, call the Business Services Department at 480-312-2400.

In addition to the two temporary liquor licenses, there are festival licenses that are required when a winery or distillery sells wine or distilled spirits to patrons to drink on site and “to-go” in sealed, original containers. Completed ADLLC [Fair/Festival](#) applications for both farm winery and craft distillery must be submitted to the City of Scottsdale Tourism & Events Department for review and signature. City staff will



confirm that the event has been approved prior to final signature. Once approved, it will be returned to the applicant to be submitted to the ADLLC Liquor Board for issuance of a permit.

The ADLLC is located at 800 W. Washington 5th Floor, Phoenix, AZ 85007. Applications and further information can be found on the ADLLC website by clicking [Arizona Department of Liquor Licenses and Control](#).

## **Notice & Notification**

### **Notice by the Tourism & Events Department**

- All applications received by the Tourism & Events Department are posted on the city's website. [Notice of submitted special event applications](#) is available by visiting the City's website at [Scottsdaleaz.gov](#) and search *special events* then click on the link View Requested Special Events.
- [Notice of approved special events](#) is available to view by visiting the City's website at [Scottsdaleaz.gov](#) and search *special events* then click on the link View Approved Special Event Applications.

### **Neighborhood Notification & Input - Tourism and Events Department**

If an applicant requests use of public property along the Canal Banks, the Special Events Administrator will email a notification to businesses and residential associations that are adjacent to or located near the potential impact area of the proposed special event to the email addresses on file with the Tourism & Events Department. Camelback Road, Scottsdale Road, 5<sup>th</sup> Avenue, and Goldwater Boulevard are the street boundaries that define the notification area for a special event proposing to be held on the Canal Banks

The notification email is an opportunity for those potentially impacted to provide input on proposed events, and all feedback will be considered prior to a decision to approve or deny a special event application. The evaluation will consider the total number of potentially impacted businesses or residents, the response rate, the proximity or distance of the business or resident to the actual event location, both the favorable and unfavorable input, along with any mitigation that can be achieved for negative impacts.

The City reserves the right to include additional sensitive areas for Neighborhood Notification & Input based upon involvement and/or prior event related input from surrounding businesses and residents.

### **Neighborhood Notification & Input - Applicant**

**Street Closures:** Notification and public input is required for application submittals involving full street closures. Comments and concerns related to the street closure are part of the event decision and property owners whose vehicular access to their property is affected by the street closure must be informed and offered the opportunity to provide input. For moving events which involve distances over a half mile, or large events with more than 8,000 daily attendance, the applicant may be required to provide flyers, emails, use of social media, and advanced street signage as communication methods in lieu of written input. Comments and concerns related to the street closure are considered with the event decision.

**Street Public Parking Spaces:** Notification and input is required for application submittals involving use of on-street public parking spaces from any business or residential property located immediately adjacent to the on-street public parking space unless the street is closed due to a moving event or is a large event with more than 8,000 people as noted above in Street Closures. Business and residential property owners must be informed and offered the opportunity to provide input related to the temporary use and closure of the parking space. Comments and concerns related to the closure of individual on-street parking spaces are considered as part of the event decision.

The applicant shall use a standard form when soliciting input which is found by visiting [Scottsdaleaz.gov](http://Scottsdaleaz.gov) and searching “special events.” The [neighborhood input form](#) will require the contact information from the business owner or residential association along with the ability to provide written concerns or comments. The following details should be discussed with the individuals from whom you are seeking input:

- Name and description of the event
- Date(s) and time (including setup and teardown)
- Site plan showing location and event layout
- Plans for outside music or performances and times.
- Estimated attendance & parking if planned off site.
- Time for street closure and reopening
- Alternate routes, if helpful, due to the complexity of the event
- Event organizer’s name and mobile phone number for contact before, during and after the event

A copy of the site plan should be provided to assist those with understanding the event layout. Comments or concerns from neighbors and businesses shall be submitted as part of the application. For closures involving more than four businesses, a map of the street and adjacent businesses must also be submitted which identifies all the businesses and residential properties on the street to cross reference the input received. The input form should also include attempted contact dates, times, and methods for any business or resident that could not be reached.

### ***Parking Plan & ADA Requirements***

**Parking Plan:** A written parking plan, (may be illustrated by a map), must be provided to indicate where event parking will occur. Applicant is responsible for ensuring that adequate parking for attendees, event volunteers, employees, and vendors is available. The parking plan serves to demonstrate that parking or traffic impacts to adjacent areas are minimized. The approved parking locations shall be identified on the planned event webpages and social media.

**Offsite Parking:** Applicant must obtain written approval from an authorized individual for any privately-owned parking areas and a copy of the approval(s) must be included with the application. Off-site directional signage is reviewed as part of the permit application. A map depicting locations, sign types, and sizes is required for review and approval to assist directing event traffic to approved offsite parking locations.

**Ride Services (paid or hired):** If ride providers are being planned as part of the event (taxis, Uber, Lyft, pedicabs, golf carts, etc.) please indicate the location of passenger loading and unloading areas along with the estimated number of vehicles to be incorporated into the parking plan for event attendance.





**Shuttles, Trolleys, Buses, and Mass Transit:** A transit plan along with planned routes shall be submitted for review as part of the event request.

**Valet Parking:** If the event proposes valet parking, with the loading and unloading area on private property, please indicate the locations on the site plan. If the valet parking stand and/or loading area are proposed to be on public property, the valet company must submit a [Temporary Valet Parking License Application](#) to the Business Services Department located at 7447 E. Indian School Road Suite 110, Scottsdale, AZ 85251. (Applications must be submitted a minimum of 10 days prior to the event). Visit the City's website at [Scottsdaleaz.gov](http://Scottsdaleaz.gov) and search *valet ordinance* to view the license application and ordinance regulations.

**Mobility Impaired Parking:** Events shall provide accessible parking for people with mobility impairments as required by the Americans with Disabilities Act (ADA). Any handicap parking displaced due to the event must be provided at a different location with temporary ADA parking signage if needed.

**Mobility Impaired Accessibility Requirements:** Event plans must comply with all city, county, state and federal disability access laws and regulations applicable to proposed activities. All temporary venues, related structures, and outdoor sites associated with the event must be accessible to all disabled persons.

**Bicycles:** If your event expects to attract numerous bicycle riders, space needs to be reserved for bicycle parking or valet and needs to be shown on the site or parking plan. An average of 10 bicycles will fit in one car parking spot. Valley Metro Commute Solutions offers portable bike racks at no charge to organizations holding events in Maricopa County through their Portable Bike Rack Loan Program. For more information visit <https://www.valleymetro.org/bike>.

### ***Police Services, Security Plan & Towing***

**Police Services:** Event organizers are required to provide a safe and secure environment at the event through comprehensive planning and by anticipating potential problems. Applicants must ensure adequate personnel are present to provide general security in the event venue, event parking areas, and adjacent areas affected by the event. The Scottsdale Police Department has the final authority to determine your event security requirements including protective measures; minimum number of licensed private security guards; volunteer and staff positions; and police officers and traffic controllers necessary to staff the event. Scottsdale Police maintains the right to shut down any or all components of the event if security requirements are not met or provide additional police services that will be billed directly to the host organization. Depending on the nature of the event, private security personnel and/or off-duty police officers may be required. Application, fees, and information for hiring officers can be found by clicking [hire Scottsdale PD off-duty officers](#) or by calling 480-312-4385. Hired sworn officers are at the event to enforce laws and not to provide the services that are assigned to private security staff.

**Security Plan:** Private hired security must be licensed in the State of Arizona and has the responsibility to maintain a peaceful, lawful event. Private security is typically used at events to enforce the operations and management of a broad array of safety measures ranging from crowd control, parking lot enforcement, identification checks, beer garden safety, money transfers, and/or any rules and regulations established by the host organization. Security staff should be assigned responsibilities to turn down music or halt entertainment and call 9-1-1 in an emergency. It is the responsibility of the host

organization to contract with a licensed private security company and to ensure that the company can respond to the security needs of the event and surrounding environment. Private security officers have no police powers except the ability to perform a citizen's arrest.

The Scottsdale Police Department will review the required security plan to ensure enough staffing to properly manage the event. In general, the ratio of security personnel to patrons (security: patrons) is determined by the proposed activity, as follows:

- Event where there will be alcohol but no food, the ratio is 1:50.
- When the applicant will have food and drink available, but a meal will not be served, the ratio is 1:75.
- Where a meal is served and food is the focus of the event, the ratio is 1:100.

**Private Security Companies:** All security companies operating in the State of Arizona are required to have a valid [Arizona guard card](#) that is issued through the [Department of Public Safety](#). A representative of the security company should work closely with event applicants to review and analyze the proposed event and make recommendations to rectify concerns and/or potential problems. The security company representative may also recommend the number of non-licensed volunteers and other staff that may be needed at the event. Should an event use private security as part of the safety plan, it is critical that areas of responsibility are coordinated with the Scottsdale Police Department prior to the event. It is the applicant's responsibility to maintain written verification that the private security company selected for the event has all required licenses and authorization to operate in the State of Arizona and the City. Applicants are also required to maintain written verification that all personnel assigned to positions designated for a licensed security guard have a valid guard card.

**Security Volunteers:** As part of an event security plan, the Scottsdale Police Department may allow applicants to use volunteers in specific predetermined locations and capacities that do not require licensed security guards.

**Special Event Towing:** For a special event using public parking spaces as part of the event venue, it is often necessary to ensure vehicles will not be parked in the planned event area. Specific procedures must be followed to lawfully remove these vehicles. Failure to follow the proper procedure will result in the vehicle(s) not being removed regardless of the impact on the special event. Any vehicle parked in a public parking space (on street parking, parking surface lot, parking garage, etc.) may only be removed by the order of a police officer whenever the vehicle owner is not present to give consent. With proper notification and properly posted signs, Scottsdale Police may authorize a towing company to remove a vehicle. For information and specific towing procedures, please visit [Scottsdaleaz.gov](http://Scottsdaleaz.gov) and search *special event towing* or click [Special Event Towing Procedures](#).

### ***Restroom Facilities***

Temporary restroom facilities must be provided at an event unless sufficient availability of public restroom facilities in the immediate area are available for public use. If portable restrooms are provided, at least one shall be ADA accessible with proper approach for access. Temporary toilets may not be placed within 25 feet of an entryway to an adjacent business or residence, unless the adjacent property owner or tenant approves. Delivery and pickup dates, times, and quantities for portable restrooms or trailers shall be provided as part of the event application. If restroom trailers are used that require water and electrical hookups, sources will need to be shown.

## **Signage**

**Signs:** Signage used to identify the event may be displayed on-site during the event and within event boundaries in compliance with the [special event signage regulations](#). All signage must be removed immediately after the event ends. Signage criteria for special events, including portable signs, post and panel signs, banners, pennants, feather blades, flags, streamers, inflatable displays, and similar devices are identified in the special event regulations found by visiting [ScottsdaleAZ.gov](#) and search *special events* then click on Sign Regulations. The quantity, size, and location for these items must be included on the site plan or a separate signage plan submitted with the application. Inflatables are not permitted on rooftops of any buildings.

**Directional Signage:** Temporary, off premise directional signage may be permitted to assist with safe traffic flow. Off premise signage may be necessary due to the anticipated event attendance (large volume of vehicles) or event location (hidden, off major streets). Directional signage placement, standards, and quantity allowances are identified in the [special event signage regulations](#). Proposed sign locations shall be submitted for review and decision as part of the application request.

**Course Markings:** For athletic events, signage for directional arrows or course identifiers such as mile markers, shall be included on the course map or can be submitted as a separate signage plan. All approved signage shall be installed the day of the event, unless otherwise approved, and removed immediately following the close of the event. If sidewalks, walkways, or asphalt are being marked, only washable chalk may be used. Tape is not permitted.

## **Site Plan & Course Map**

**Site Plan:** A detailed site plan is required as part of the application. While site plans are not required to be professionally drawn, they must be legible and provide sufficient detail to demonstrate what an event will look like when activated. The site plan should clearly show the entire event footprint, including the names of all streets or areas that are part of the venue and the surrounding area. Site plan footprints should be on an aerial view to show the relationship and location of event items with surrounding properties. Colored site plans are preferred but may be accepted in black and white if the footprint is legible and identifiable. The size of the site plan shall not exceed 11" by 17". If multiple site plans are submitted, one key map showing an overall footprint and corresponding sheet number shall be submitted. If applicable, the following must be shown on the site plan as part of the activated event footprint:

- Tables, chairs, bars, furniture, seating, activities, and games
- Barriers and/or barricades
- Stages (location and dimensions), speakers, platforms, scaffolding, bleachers, grandstands
- Canopies, tents, portable toilets, booths, beer gardens, trash containers and dumpsters, and other temporary structures
- Food booths and cooking areas, grills, and flammable gases
- Event footprint dimensions and exits.
- Generator locations and/or source of electricity
- Placement of display vehicles, food trucks, trailers
- Fencing height and type along with entrance and exit locations.

- Passenger loading and unloading areas for valet, transport vehicles, ride providers or shuttles.
- Signs, banners, elaborate decorations such as inflatables, balloon arches, etc.
- Vendor and merchandise areas or booths

**Course Map/ Route:** A detailed route or racecourse is required for distance events such as walks, runs, rides, and parades. Indicate the direction of travel and all street or lane closures. All event items being placed along the course, must be included as part of the event request. This includes any temporary toilets, water stations, aid stations, tables, canopies, signs, etc.

### ***Street Use, Closures & Restrictions***

**Traffic Control Plan:** A traffic control plan is required if the event impedes, obstructs, impairs, interferes, or disrupts normal use of City streets, facilities, public sidewalks, or right-of-way. The applicant is responsible for hiring a barricade company for any street, alley, lane, or public sidewalk closure. The City does not provide barricades. Barricades used in the public right of way must comply with the [Phoenix Barricade Manual](#), with regards to placement, type, size, and night time reflectivity. For road closures, detour routes including necessary detour signs shall be shown on the plan. Homemade devices, vehicles and/or other objects are not authorized in lieu of barricades. Any street closures and barricade setup/removal shall match the approved barricade plan on file. Oversight of barricade setup is the responsibility of the event applicant. Discrepancies or safety issues may result in the delay or cancellation of the event.

**Barricade Set/Strike:** The event applicant must assign a person with sole responsibility for coordinating the barricade and temporary sign setup and ensuring the traffic control is placed correctly before the event start. Placement of barricades can only be performed by a certified temporary traffic control technician employed by the barricade company. Following the event, all barricade devices need to be removed promptly. Post event barricade and signage removal on arterial streets or plans with extensive devices must be removed by certified employees of the barricade company. Event staff can remove barricades and signs on local streets if it is safe to do so, wearing required safety vests and using extreme caution when maneuvering in traffic. Once the devices are placed on the side of the road, arrangements must be in place to have the devices removed promptly by the barricade company.

For athletic or moving events, the Police Department will review the setup in the field prior to the start of the event. If it is not set up correctly or there is an obvious hazard created by the setup, Police will not allow the event to begin until the event is setup correctly and/or all hazards have been fixed. If the improper barricade setup delays or impacts the timing of the street or lane closure, the event may be canceled.

**Neighborhood Notification:** Business and resident input is required for proposed full street closures. Please refer to the criteria identified in “Neighborhood Notification & Input” located in this section.

### ***Trash, Recycling & Cleanup Plan***

**Trash:** Plans must be developed that ensure the proper disposal of waste generated from the event, including setup and teardown. At event conclusion, the venue and surrounding areas must be cleaned and returned to a condition equal to or better than the condition prior to the event. If any portion of the event takes place on city property and city personnel performs additional cleaning due to the event, the applicant will be billed by the City for this service. Dumpster and recycling containers are available for



rent through the City. For more information, please visit [Scottsdaleaz.gov](http://Scottsdaleaz.gov) and search *commercial services* or click [Solid Waste Department](#).

**Recycling:** The City encourages recycling whenever possible, especially on multi-day events with large attendance. Please visit [ScottsdaleAZ.gov](http://ScottsdaleAZ.gov) and search *Accepted Recyclables* then click on the link for a list of the [accepted recyclables](#) to assist with event planning. Please contact our [Solid Waste Department](#) for information on recycling containers and individual receptacles.

**Cleanup Plan:** A written cleanup plan must be submitted as part of the Special Event application. This plan must include the types and locations of dumpsters, quantities of individual trash receptacles, the names of any hired services responsible for cleaning up during and after the event, and the location(s) where all waste, including cooking oils and gray water, will be disposed of in an approved manner.

Event applicants are responsible for prompt cleanup and removal of debris after the event, from all City streets, sidewalks, rights-of-way, affected property owners' property including parking areas, sidewalks, steps, and landscaped areas. For multi-day events, clean up should take place daily. Applicants are responsible for cleanup from when the set up begins until tear down crews have finished and removed all event items from the event site. Please be thoughtful of the community and those properties surrounding the event to ensure that the event footprint is in the same or better condition than prior to the event occurring. Clean up includes small pieces of trash removal, broom sweeping, and power washing or street sweeping if necessary.

**Canal Bank & West Paseo Cleanup Requirements:** A pre-site inspection with city staff and the event applicant is required for events that use the canal bank, plaza, bridges, or West Paseo. Tape, spray chalk or spray paint is not permitted to mark locations for event booths and equipment on sidewalks, walkways, or asphalt. Only washable chalk may be used. For culinary events or those that are focused on food and beverage, power washing will be required to remove stains and spills that result from the event. The City will use its contractor and schedule power washing to occur following the event. The bill will be forwarded to the event applicant for payment.

### ***Utilities***

**Electrical:** Events must supply their own electrical resources and the planned power source, including any generators. If connecting to a building or outside electrical source, any exposed cables shall be covered with a cable ramp for safety and tripping prevention. Generators that are 20kw or greater require an electrical permit and city inspection.

**Water:** Applicants must provide a plan for water sources and/or services along with the proper disposal of water, if needed, in accordance with City storm water regulations. Access to water hydrants is available, based on event needs, and requires approval and permit.

### ***Vendor Sales, Tax & Licensing***

**Vendors:** Vendors who sell products, food, or beverages at a special event must obtain a Transaction Privilege Sales Tax License from the Arizona Department of Revenue and have Scottsdale (SC) listed as a region code. Applications and information can be found by visiting the City's website at [Scottsdaleaz.gov](http://Scottsdaleaz.gov) and search "*vendor special event*" or by clicking the link [Scottsdaleaz.gov/taxes](http://Scottsdaleaz.gov/taxes).



**Mobile Food Vendor:** Any person (as defined by ordinance) who owns, controls, manages or leases a mobile food unit in the Scottsdale city limits will be required to license with the City of Scottsdale effective March 1, 2022. A copy of the new ordinance, application, graphic illustration of parking rules, regulations and fees can be found by visiting [ScottsdaleAZ.gov](http://ScottsdaleAZ.gov) and search *business license* then click on mobile food vendor. For additional questions please call 480-312-2400.

***Who is required to be licensed at a special event?***

- Event sponsor/promoter
- All vendors (food/beverage and product sales)
- All amusement operators (riders, games, etc.)

***What is taxable income at a special event?***

- Rental of space or equipment by vendors
- Food/beverage sales
- Product sales
- Carnival activities or amusement rides
- Advertising fees or charges (signs, banners)
- Entry fees or charges
- Out of state vendor taking order for future delivery

***What is expected of the vendors and/or sponsors of a special event?***

1. Vendors/sponsors must report and pay all back taxes before a license will be issued. Failure to do so may result in being prohibited from participating in the event.
2. Event applicant must provide the City's Tax and License Division with a list of expected participating vendors 14 days prior to the event. The list must include the following information:
  - Transaction privilege sales tax license number; and/or
  - Business name and address, email address and business phone number.
3. Event applicants should be aware that any unlicensed retail activity may result in the removal of the violators the day of the event.

## SECTION 5: FEES - APPLICATION, PERMIT & PUBLIC PROPERTY USE

**Application Submittal Fee:** There is a \$110 non-refundable review fee for event applications. This fee must be paid online once the City has deemed the application complete for the review process to begin. If not paid in advance, the permit will not be issued. Acceptance of an application or the initiation of the review process should not be construed as final approval of the request. All attachments and supporting documentation should be submitted with the original application, excluding a certificate of insurance and traffic control plan. Insurance and/or traffic control plan may be submitted with the initial application or submitted when City staff informs the applicant that the event has been reviewed and those documents are required for final decision. A site plan must be included for the application to be deemed complete and allow the review process to begin.



### Special Event Permit Fee:

- \$220 for a standard special event application permit
- \$55 for a simple special event application permit

### Administrative Approval Fee:

- No fee

### Fee for Temporary Use of Public Property:

- Please visit the City's website at [Scottsdaleaz.gov](http://Scottsdaleaz.gov) and search *special events* or click on the following link [Special Event Fees](#). Event permits will not be issued until all applicable fees for the use of public property are collected.

**Additional Fees and Permits:** There are several different special event related permits and fees that may be required in conjunction with the special event permit. The specific needs, activities, and location(s) of your event will determine what other permits may be necessary. Common additional permits and fees include, but are not limited to, the following:

- Generator permit for generators 20kw or greater.
- [Fire Department permits](#) such as tent permits, fire dancing, fireworks/pyrotechnic.
- Park and other city event venue rental fees
- Trash container(s) rental fee
- Power washing/cleaning fee
- Hiring off- duty Scottsdale Police Officers
- Hiring fire protection personnel, emergency medical technicians, or paramedics

## SECTION 6: CANCELLATION & REFUND POLICIES

**Application Withdrawal:** An application may be withdrawn prior to permit issuance or a City decision for approval or denial.

**Special Event Cancellation:** The applicant shall notify the Special Events Administrator immediately should a decision be made to cancel a permitted special event. This allows any marketing materials or calendars to be updated to avoid inaccurate information.

**Misrepresentations:** If the applicant makes a material misrepresentation on an application, such as a significant understatement of the anticipated number of participants, the applicant shall pay to the City any and all costs incurred by the City as a result of the misrepresentation.

## SECTION 7: CITY RESOURCES: RENTALS, RECYCLING, & EVENT FUNDING INFORMATION

**Container Rentals for Refuse and Recycling:** To order roll off containers contact Solid Waste at 480-312-5600 or visit [Scottsdaleaz.gov](http://Scottsdaleaz.gov) and search *commercial services*.



**Recycling:** The City of Scottsdale encourages recycling at events. For more information and a list of [accepted recyclable materials](#) can be found by visiting the City’s website at [Scottsdaleaz.gov](#) and search [recycling guidelines](#) or click [Solid Waste Department](#).

**Event Funding:** The Tourism & Events Department provides event funding for the development of tourism-related events through the following programs: community events, new event development, event venue fee, and the matching event funding program. For more information, please visit [Scottsdaleaz.gov](#) and search [event funding programs](#) or click [Tourism and Events](#).

## SECTION 8: CITY CONTACT LIST & INFORMATION

The City's special event team includes staff from Police, Fire, Transportation, Tourism & Events, and Risk Management. The team meets on a weekly basis to discuss proposed and planned special events and conduct post event reviews. Event applicants may choose to meet with the special events team to receive personal direction on process and expectations. During the scheduled meeting, the applicant can ask and answer questions from staff plus discuss event plans and concerns. To meet with the [Special Events Team](#), please contact the Tourism and Events Office at 480-312-7177.

## SECTION 9: CITY EVENT VENUE INFORMATION

Scottsdale has several event venues available. The following locations do not require a special event permit unless the event extends beyond the premises. Each of these locations has its own approval and permit requirements. Please contact the venue/department directly for additional information and facility reservations:

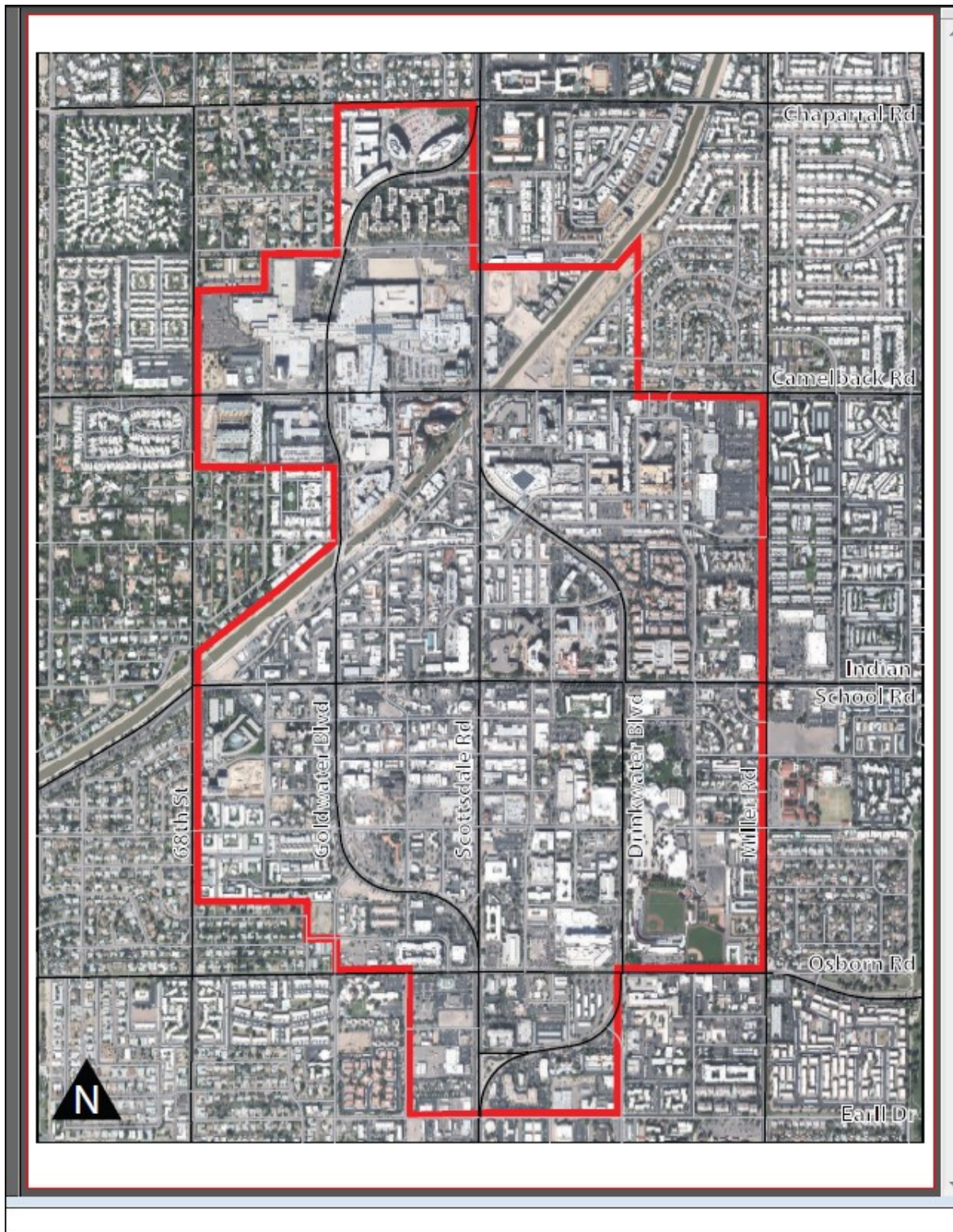
- Conference rooms at City Community Centers and Senior Centers call 480-312-7707. For more information visit [Scottsdaleaz.gov](#) and search *reservations*.
- Conference rooms at City Libraries call 480-312-7946. For more information visit [Scottsdaleaz.gov](#) and search *civic center library*.
- McCormick Stillman Railroad Park call 480- 312-2731. For more information visit [Scottsdaleaz.gov](#) and search *McCormick Stillman Railroad Park* or click [The Railroad Park](#).
- Parks call 480-312-7707. For more information visit [Scottsdaleaz.gov](#) and search *reservations*.
- Scottsdale Airport call 480-312-8482. For more information visit [Scottsdaleaz.gov](#) and search *airport*.
- Scottsdale Civic Center call Scottsdale Arts at 480-874-4604. For more information visit [Scottsdale Performing Arts](#) and search *rentals*.
- Scottsdale’s Museum of the West call 480-686-9539. For more information visit [Western Spirit: Scottsdale’s Museum of the West](#) and click on *visit* then private events.
- Scottsdale Sports Complex call 480-312-7529. For more information visit [Scottsdaleaz.gov](#) and search *sports complex*.
- Scottsdale Stadium call 480-312-2586. For more information visit [Scottsdaleaz.gov](#) and search *stadium*.
- WestWorld call 480-312-6807. For more information visit [WestWorld](#) or [Scottsdaleaz.gov](#) and search *WestWorld*.



The following City property locations require a special event permit and are subject to the application review and approval process.

- **Canal Bank Area.** Located along the Arizona Canal just south of Camelback Road from Scottsdale Road to Goldwater Boulevard, this unique area consists of the Marshall Way Bridge, Stetson Plaza, and Solstice Park. In addition to a City application review and approval process:
  1. Salt River Project (SRP) requires a review and approval for any event proposed along the canal banks located within 64' from the water's edge on either side of the canal. SRP manages this property on behalf of the Bureau of Reclamation. For further information, please visit [SRP Special Event Licensing Request](#). For questions contact SRP's Land Department at 602-236-8739.
  2. Beyond the 64' SRP managed property, the north side of the canal is privately owned. Event applicants will be required to obtain individual approvals by owners or management companies in order to activate any portion of the event held on private property.
  3. The City will send an event notification to emails on file for businesses and resident associations located on or near the canal bank that may have potential impacts from a proposed event. This potential impact area is bordered by Camelback Road on the north, 5<sup>th</sup> Avenue on the south, Scottsdale Road on the east, and Goldwater Boulevard on the west.
- **Horseshoe Falls.** Located on the southwest corner of Indian School Road and Marshall Way, it is centered on a fountain and provides a serene setting for a small group.
- **Main Street Plaza.** Located south of Main Street between Marshall Way and Goldwater Boulevard, this plaza provides a unique venue tucked within the heart of the arts district.
- **West Paseo – Scottsdale Civic Center.** Located east of the Brown Avenue and Main Street intersection, this linear segment has nearby public restrooms and features both plaza and lawn spaces for outside activation.

**Old Town Boundary Map**



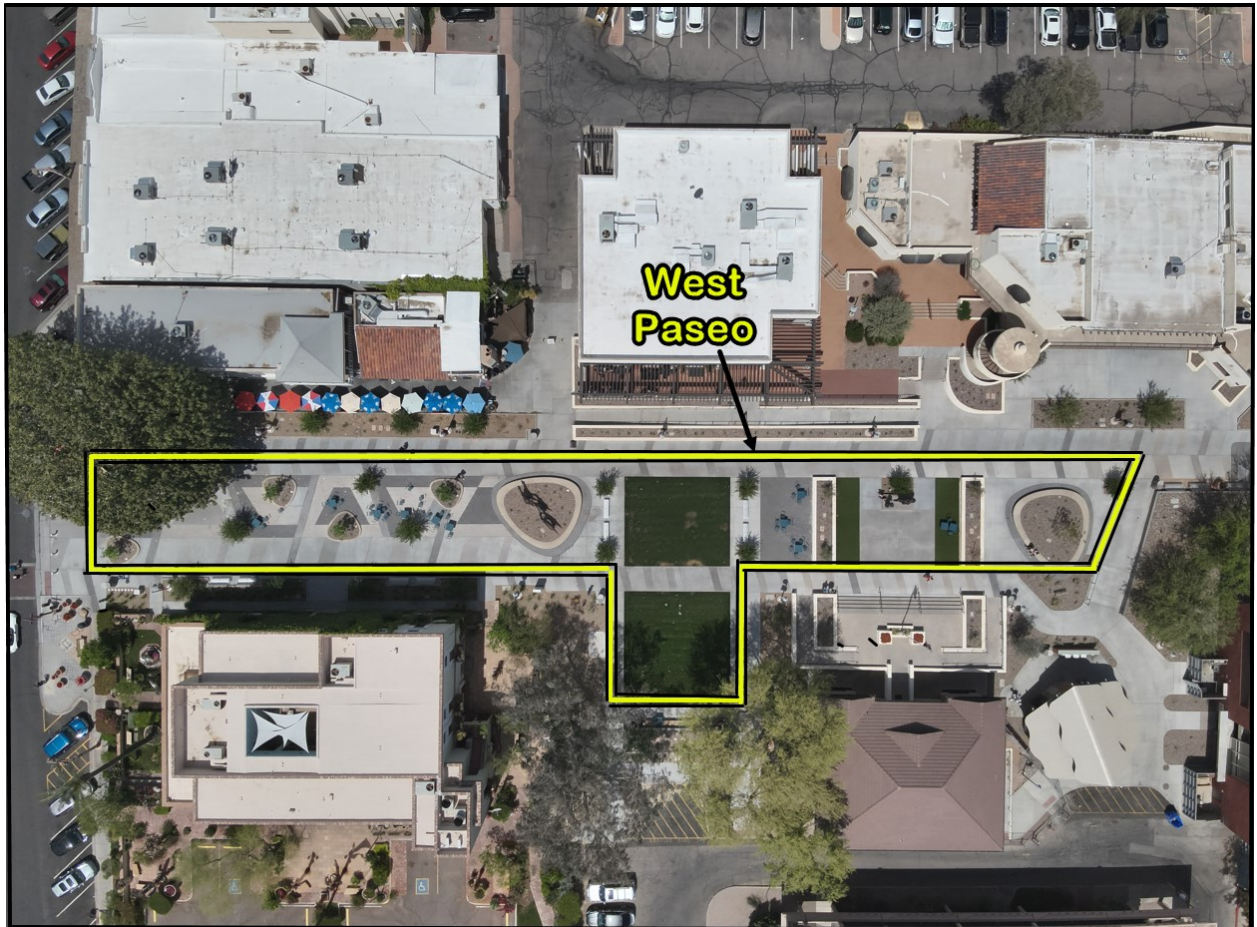
**Canal Bank Area Map - Includes Marshall Way Bridge, Stetson Plaza, Solstice Park**



### Horseshoe Falls & Main Street Plaza Map



### Scottsdale Civic Center - West Paseo Map





SECTION 11: APPENDIX- DOCUMENT EXAMPLES

Certificate of Insurance

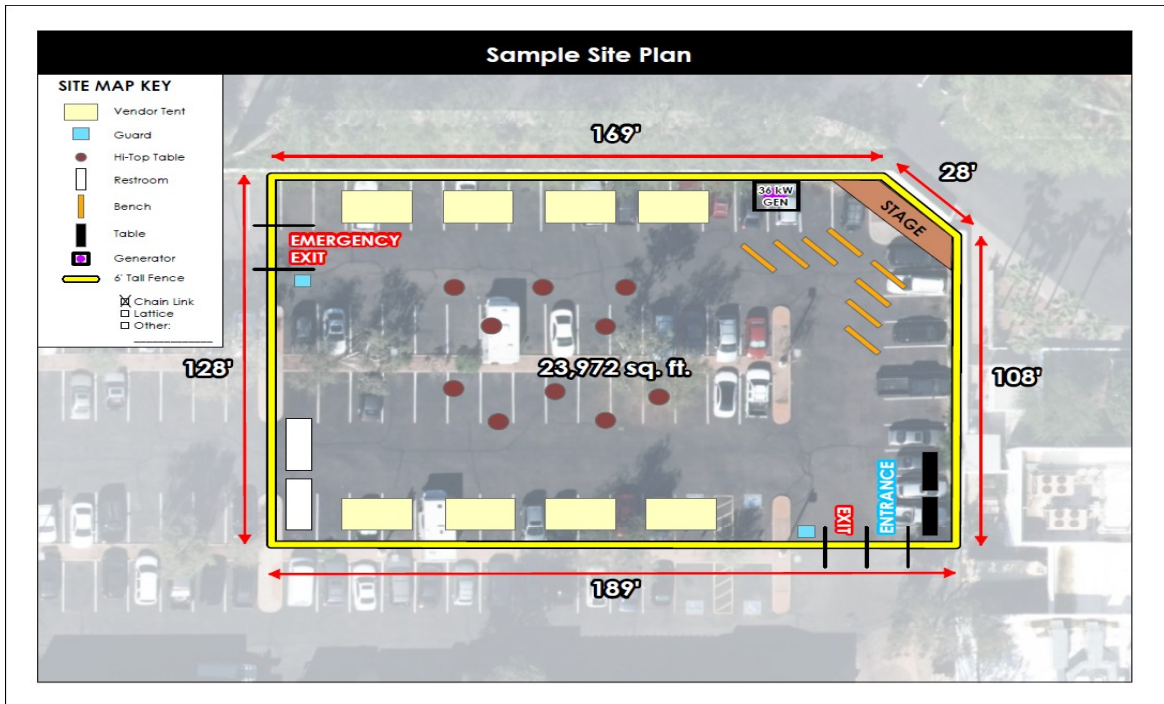
		<b>CERTIFICATE OF LIABILITY INSURANCE</b>		DATE (MM/DD/YYYY) <b>X/X/2022</b>			
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.							
<b>IMPORTANT:</b> If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).							
PRODUCER Insurance Company:		CONTACT: VAN LEER & EDWARDS INS. PHONE (A/C, No, Ext): _____ FAX _____ E-MAIL _____ ADDRESS: _____ INSURER(S) AFFORDING COVERAGE _____ NAIC # _____ INSURER A: <b>Insurance Co Name</b> INSURER B: _____ INSURER C: _____ INSURER D: _____ INSURER E: _____ INSURER F: _____					
INSURED Business Name							
<b>COVERAGES</b>		<b>CERTIFICATE NUMBER:</b>		<b>REVISION NUMBER:</b>			
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR. LINE	TYPE OF INSURANCE	ADOL. RISK	ESURR. RISK	POLICY NUMBER	POLICY EFF. DATE	POLICY EXPI. DATE	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROTECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER: _____	Y	Y	XXXXXXXXXX	02/27/2022	02/27/2023	EACH OCCURRENCE \$ <b>1,000,000</b> DAMAGE TO RENTED PREMISES (EA occurrence) \$ <b>50,000</b> MED. EXP. (Adv rate person) \$ <b>1,000</b> PERSONAL & ADV INJURY \$ <b>1,000,000</b> GENERAL AGGREGATE \$ <b>2,000,000</b> PRODUCTS - COMPROP AGG \$ <b>1,000,000</b> <b>EXCES GL</b> \$ <b>1,000,000</b>
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (EA accident) \$ _____ BODILY INJURY (Per person) \$ _____ BODILY INJURY (Per accident) \$ _____ PROPERTY DAMAGE (Per accident) \$ _____
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED. <input type="checkbox"/> RETENTION \$ _____	Y		XXXXXXXXXX	03/12/2022	02/27/2023	EACH OCCURRENCE \$ <b>1,000,000</b> AGGREGATE \$ <b>1,000,000</b>
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in AZ) <input type="checkbox"/> Y/N <input type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ _____ E.L. DISEASE - EA EMPLOYEE \$ _____ E.L. DISEASE - POLICY LIMIT \$ _____
B	<input type="checkbox"/> LIQUOR LIABILITY	Y		XXXXXXXXXX	02/27/2022	02/27/2023	EA OCC <b>1,000,000</b> AGGREGATE <b>1,000,000</b>
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) <b>CITY OF SCOTTSDALE IS ADDITIONAL INSURED AS RESPECTS TO THE CINCO DE MAYO EVENT 5/5/2022-5/8/2022. WAIVER OF SUBROGATION APPLIES TO GENERAL LIABILITY POLICY. EXCESS LIABILITY EXTENDS OVER LIQUOR LIABILITY.</b>							
<b>CERTIFICATE HOLDER</b> CITY OF SCOTTSDALE- RISK MGMT 7447 E INDIAN SCHOOL RD #200 SCOTTSDALE, AZ 85251				<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE _____			

ACORD 25 (2016/03)

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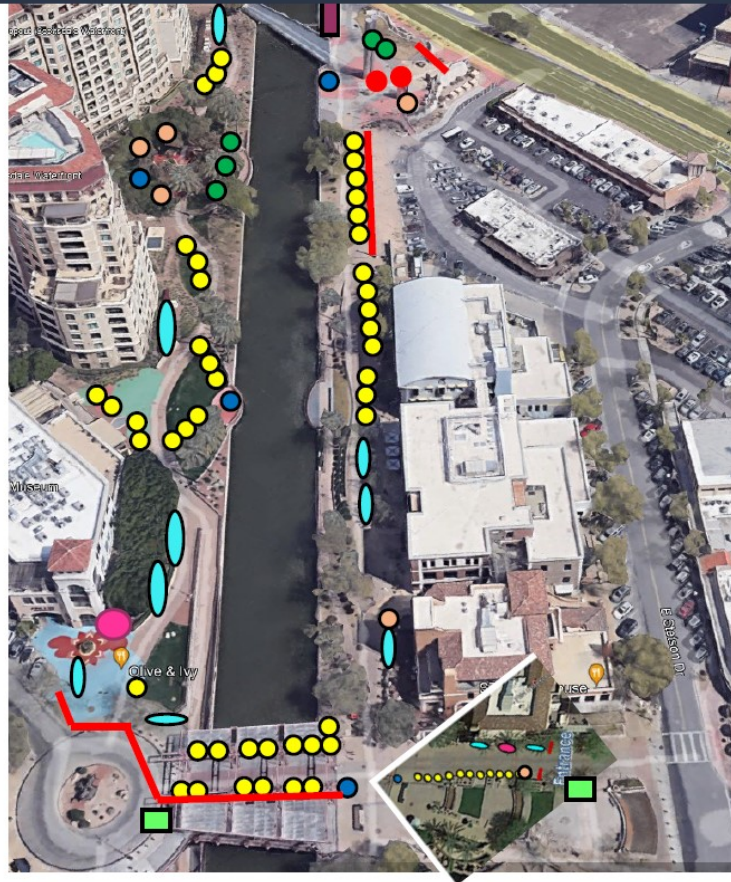
## Site Plan



### Sample Site Plan

#### Site Key Map

- Fence █
- Vendor Booths (10x10, 10x15 or 10x20) ●
- Vendor Booths (2.5x30 or 5x30) No canopy ◄
- Musicians ●
- Wine/Spirit Booths ●
- Food Vendors ●
- Round Table with Umbrellas ●
- Restroom Trailer █
- Info/Vendor Check In ●
- Pedestrian Walkway signs █





# Traffic Control Plan

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