



SPECIAL EVENT

USER GUIDE & RULES

The City of Scottsdale plays a strong role in helping event planners bring people together safely and successfully in city-wide events. Special events help build a sense of belonging and community pride as well as creating opportunities to interact, celebrate, enrich people's lives, promote inclusiveness, and stretch imaginations. This User Guide & Rules (User Guide) includes guidelines and requirements, event venues, permit process, communication resources, and contact information to assist with event planning.

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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 also provide economic benefits to local businesses and residents, while providing a love of place as identified in Scottsdale's Tourism Strategic Plan. Special events 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 guide is a resource to assist special event organizers with planning to ensure a safe, successful event. The *Special Event User Guide* 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.

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 activities at private residences i.e. 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.

Art-related special events occurring in the Downtown Scottsdale area are restricted on Thursday evenings. As a result, art-related events proposed for this time period are required to demonstrate that they do not conflict with the Thursday night ArtWalk. The boundary for Downtown is shown in the [Downtown Map](#).

How often can 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). As a result, event applications must be submitted on a quarter-by-quarter basis.

The number of event days that occurred in the first half of the year (January-June) will not count towards the maximum total of 24 calendar days for applications submitted in calendar year 2016. However, there cannot be more than 48 total event days for the 2016 calendar year.

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 methods for proper planning, reliability, and event deliverables should be submitted with the application.

SECTION 2: SPECIAL EVENT SUBMITTAL PROCESS & TIMELINES***When must I submit?***

Applicants shall submit completed applications to the City:

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

Applications that are not submitted by these deadlines will 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.

How far in advance may I submit an application?

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

May I apply for multiple event dates on one application?

Applications requesting multiple dates with the identical event layout, timing, and details may be submitted for any one calendar quarter.

Event requests with multiple dates that overlap calendar quarters must submit separate permit applications. Permits will be issued by calendar quarter.

Annual events (occurring only once a year) that are less than 10 consecutive days may apply under one permit application, even if they occur across a calendar quarter (for example, they start in March but end in April).

If my event is approved, when am I required to obtain a special event permit?

City staff needs assurance that an event is going to occur, in order 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 obtained at least one day prior to the event.
- Permits for events held on any portion of public property must be obtained and all fees paid at least one week prior to the event. If permits have not been picked up, the Special Events Administrator may void the permit 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"> 1. Grand Openings 2. Seasonal Retail Sales 3. Sidewalk Sales 4. Special Vehicle Sales 	<ol style="list-style-type: none"> 1. Events held on private property 	<ol style="list-style-type: none"> 1. Events held on public property 2. Events held on both public & private property 3. Events held on private property with impacts to City facilities and services

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

- 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**.- something people will attend or participate in to relax, exercise, or find pleasure in through competition or leisure

- 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 www.ScottsdaleAZ.gov and search special events. All administrative applications will be reviewed within 5 working days of submission.

- 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 activity is not occurring but you would desire a [Grand opening banner](#) to be displayed (limit of 30 days), approval must be obtained from the Planning Department and a permit issued by the Development Services Department.
- Seasonal sales are an outdoor sale of seasonal materials, and limited to fireworks, pumpkins and Christmas trees. Seasonal sales are limited to a maximum of 31 consecutive days unless a shorter time period 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 www.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. 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 5 working days of submission. Completed applications will be reviewed by applicable city staff. Within 10 working days of the City deeming the application complete, the application will be approved, denied, or the City will make a request for corrections or additional information. If no further documents are needed, a written decision will be provided by the Special Events Administrator. 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 www.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 in order 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 5 working days of submission. Within 10 working days of the City deeming the application complete, the application will be approved, denied, or the City will make a request for corrections or additional documents. If no further documents or corrections are needed, a written decision will be provided by the Special Events Administrator. 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, barricade 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: Sensitivity and sound mitigation to nearby businesses and residents should be part of an amplification/sound plan. This includes designating a person to 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 should 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; containment of sound within the event footprint; 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

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
- Large structures such as bleachers, stages, etc.
- Propane or flammable equipment such as grills or other cooking devices
- 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. A minimum twenty foot (20') emergency access lane is required throughout the event venue. Applications and further information can be found on the Fire Department website by visiting www.ScottsdaleAZ.gov and search Fire Department permit applications or by clicking [Fire Department Permits and Applications](#).

Emergency Medical Services: The Scottsdale Fire Department may require an [emergency medical standby](#) when daily attendance exceeds 5,000 people or the nature of the event deems it appropriate. Occupancy loads must adhere to that which is set by the Fire Department. Applicant must ensure adequate personnel are present to provide general safety, provide medical assistance, and fire protection.

Fire suppression apparatus and off-duty Firefighters (Emergency Medical Technician's (EMT's) & Paramedics) may be required depending on the size and nature of the event. If deemed necessary, City of Scottsdale personnel will be required to provide fire and EMS services unless the applicant can demonstrate parity of services for a privately hired provider (i.e. communications, interoperability, medical direction standards, service delivery capabilities and is an authorized participant in the regional response system). Private provider is subject to approval by the Fire Chief or designee. To hire Scottsdale Firefighters, EMT's and Paramedics, please call 480-312-1871 or [email](#).

Tents: A tent, having one or more sides, and is more than 400 square feet, requires a [tent permit](#) from the Fire Department. A canopy with no sides over 700 square feet or multiple tents or canopies grouped together with no sides requires specific distances between groupings and requires a [tent permit](#). If your event includes temporary structures, pre-fabricated 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 sell, serve, give away, or sample food or consumable products, including water or other beverages, at a public event, you must adhere to all County Health Codes. The Maricopa County Environmental Services Department is the regulatory authority that issues 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. Applications and further information can be found by visiting www.maricopa.gov and search health permit or by clicking [Maricopa County Health Department](#).

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 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 provide 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 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: If any vehicle is used in the performance of the scope of the special event, the contractor must maintain Commercial Automobile Liability insurance. The standard requirement is a limit of \$1,000,000 per occurrence 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 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. The certificate holder address is City of Scottsdale, 7447 E. Indian School Rd. Suite 100, Scottsdale, AZ 85251. 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, i.e. entrances and exits, should be illustrated (show the liquor service areas, security staffing locations, identification checking areas) and describe the

security process. Remember that the perimeter for an event needs to be done in a manner to help prevent liquor violations. Use of security or volunteer personnel can assist in controlling liquor violations.

Liquor Management: For security, describe the actual 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 www.ScottsdaleAZ.gov and search security training.

Liquor Law Training: Anyone serving liquor must be familiar with Arizona liquor laws. Someone from event staff who will be present and responsible must complete a Basic Liquor Law and Management Liquor Law [training course](#) and provide evidence that the course was completed.

Licensing: A liquor license is required if the event is open to the public, or if there is a fee for admission, food or drink. 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](#). 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 City of Scottsdale as part of your special event application for review. Once approved, it will need to be submitted to the ADLLC Liquor Board for issuance of a liquor permit. For questions on the submittal process, please call the Tourism & Events Department at 480-312-7177.
2. [Special Event Liquor Licenses](#) – These 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 applications must be submitted to the City of Scottsdale’s Tax & License Department located at 7447 E. Indian School Road, Suite 110 for review a minimum of 20 days prior to the event. Once approved, it will need to be submitted to the ADLLC Liquor Board for issuance of a liquor permit. For questions on the submittal process, please call the Tax & License 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 Wine Fair/Festival and Craft Distillery Fair/Festival applications 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 need 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](#).

Neighborhood Notice & Notification

Neighborhood Notice:

- Notice of all submitted special event applications is available on the City's website at: <http://eservices.scottsdaleaz.gov/eServices/Services/NewSpecialEventSyndication.svc/>.
- Notice of all approved special events will be listed on the City's website at: <http://eservices.scottsdaleaz.gov/eServices/Services/ApprovedSpecialEventSyndication.svc/>.

Neighborhood Notification & Input Requirement:

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 must be obtained from those whose vehicular access to their property is affected by the street closure. The Tourism & Events Department has business and resident contacts for certain areas in Downtown that can be used to assist with obtaining input. For moving events which involve distances over a half mile, or large events with more than 25,000 in 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. Businesses or residents having vehicular access to their property affected by the street closure must be informed and offered to provide input. Comments and concerns related to the street closure are considered with the event decision.

Street Public Parking Spaces and Surface Lot Closures: Notification and input is required to be submitted for applications involving use of on street public parking and closure of any public parking lot. Any business adjacent to an on street public parking space should be notified and provide input related to the temporary use and closure of the parking space. Any business within 100 feet of a public parking lot shall be notified and provide input related to the temporary use and closure of the lot. Comments and concerns related to the closure of parking lots and individual on street parking spaces are considered as part of the event decision and must be obtained from those adjacent businesses or residents that are immediately impacted.

The applicant shall use a standard form when soliciting advanced input which is found by visiting www.ScottsdaleAZ.gov and search special events. The form will require the following details:

- Name and description of the event

- Date (s) and time (including setup and teardown)
- Location
- 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 included to assist with understanding the event layout by those providing input. Comments or concerns from neighbors and businesses shall be submitted as part of the application. A key map must also be submitted, indicating the printed name of the person, title, address, and date of who was contacted and the provided input. This information 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 parking plan, either written or 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.

Offsite Parking: Applicant must obtain written authorized approval for any privately owned parking areas and a copy of the approval(s) must be included with the application.

Ride Provider (paid or hired): If ride providers are being planned as part of the event (taxis, Uber, Lyft, pedicabs, 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 on site and is private property, please indicate the valet stand, loading and unloading area 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 Tax & License Department located at 7447 E. Indian School Road Suite 110, Scottsdale, AZ 85251.

Mobility Impaired Parking: Events shall provide accessible parking for people with mobility impairments as noted in 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 draw a large number of 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 call Valley Metro RPTA Representative at 602-523-6063.

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 minimum number of licensed private security guards, volunteer and staff positions as well as 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 the link [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 situation. It is the responsibility of the host organization to contract with a licensed private security company and to ensure that the company has the ability to 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.

Security personnel should be staffed at a ratio that is consistent with the industry standard, which is 1 security person for every 100 patrons. For an event focusing on food where alcohol is present but not the focus of the event, 1 security person for every 75 patrons shall be provided. For an event where alcohol service and entertainment are the primary focus, 1 security person for every 50 patrons shall be provided. Once a security plan has been submitted, the Scottsdale Police Department will review it to ensure sufficient staffing to properly manage the event.

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 www.ScottsdaleAZ.gov and search special event towing or click on the link [Special Event Towing Procedures](#).

Restroom Facilities

Temporary portable 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. Portable 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 and times for portable restrooms shall be provided as part of the event application.

Signs & Course Markings

Signs: Signage used to identify the event can only be displayed on-site during the event and within event boundaries. Installation of any signage during setup prior to the day of the event must receive approval. All signage must be removed immediately after the event ends. The Zoning Ordinance identifies sign criteria for special events as banners, pennants, flags, signs, streamers, inflatable displays, and similar devices. The number 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 located within a one mile radius of the event will be considered at intersections requiring a vehicle movement. Any proposed locations shall be submitted for review and decision as part of the application request.

Fence Wrap/Signage: Any signage located on perimeter event fencing shall face in towards attendees with the exception of any welcome or exit signage and those identifying the event at entrances and exits.

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 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 maximum 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, beer gardens, 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
- Generator locations and/or source of electricity
- Placement of display vehicles, food trucks, trailers
- Fencing height and type along with entrance and exit locations
- Vehicle loading and unloading areas for valet, transport vehicles or shuttles
- Signs, banners, elaborate decorations such as inflatables, balloon arches, etc.
- Vendor and merchandise areas or booths

Course Map/ Route Plan: A detailed route plan or race course is required for distance events such as walks, runs, rides, and parades. Indicate the direction of travel and all street or lane closures. For any event items being placed along the course, this 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

Barricade Plan: A barricade 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. 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/company must provide a person with sole responsibility for supervising the barricade setup and ensuring it is setup correctly before the event start. This person should be an employee of the event production company and is responsible for working directly with 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 setup 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 Input of Street Closure: For applications involving street closures, the applicant shall use a form prescribed by the City to solicit comments or concerns from neighbors and businesses. The City will specify properties whose vehicular access is affected by the street closure. The forms containing comments and concerns will be provided to the City as part of the application process.

Trash, Recycling & Cleanup Plan

Trash: Plans must be developed that ensure the proper disposal of waste generated by the event and its attendees. This includes trash generated during setup and tear down of the event. 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 www.ScottsdaleAZ.gov and search solid waste container rental or click on the link [Solid Waste Department](#).

Recycling: There is no requirement for recycling; however, the City encourages it whenever possible, especially on multi-day events with large attendance. 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 and 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, right-of-ways, 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 if necessary.

Utilities

Electrical: Events must supply their own electrical resources and the planned power source, including any generators, and must be identified on the site plan. If connecting to a building electrical source, any exposed cables shall have a cable ramp which helps with safety and tripping prevention. Generators that are 20kw or greater require an electrical permit and staff inspection.

Water: Access to water hydrants is available, based on needs. Applicants must provide a plan for the proper disposal of water in accordance with City stormwater regulations.

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 City. Applications and information can be found by visiting the City's website www.ScottsdaleAZ.gov and search vendor special event. Applications can be submitted to the Tax & License Office, located at 7447 E. Indian School Road Suite 110, Scottsdale, AZ 85251.

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:
 - 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 \$75 non-refundable review fee for event applications. Acceptance of an application or the initiation of the review process should not be construed as final approval of the request. With the exception of a certificate of insurance and barricade plan, all attachments and supporting documentation should be submitted with the original application. Insurance and/or barricade plan may be submitted with the initial application or submitted when City staff inform the applicant that the event has been reviewed and is required for final decision.

Special Event Permit Fee:

- \$175 for a standard special event application permit
- \$25 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 www.ScottsdaleAZ.gov and search special events or click on the following link [Special Event Fees](#)

Additional Fees and Permits: There are a number of different special event related permits 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 include, but are not limited to, the following:

- Generator permit- Required for generators 20kw or greater.
- [Fire 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 a City decision for approval or denial. The City may consider an application withdrawn if the applicant fails to provide requested information or explanation of why the information cannot be provided within 10 calendar

days of the request.

Special Event Cancellation: An 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 EQUIPMENT RENTAL INFORMATION

Refuse and Recycling: For refuse and recycling needs or to order roll off containers contact Solid Waste at 480-312-5600 or visit www.ScottsdaleAZ.gov and search solid waste container rental.

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 an as needed 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 in an informal roundtable format. To meet with the [Special Events Team](#), please contact the events specialist in the Tourism and Events Office at 480-312-7673.

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 each venue/department directly for additional information and facility reservations:

- Civic Center Mall [email](#) or call the Scottsdale Cultural Council at 480-874-4604. For more information visit www.scottsdaleperformingarts.org and search rentals or click on the link www.scottsdaleperformingarts.org/about/rental-opportunities.
- Conference rooms at City Community Centers and Senior Centers email [Facility Booking](#) or call 480 312-7707. For more information visit www.ScottsdaleAZ.gov and search Reservations.
- Conference rooms at City Libraries email [Reservation](#) or call 480-312-7946. For more information visit www.ScottsdaleAZ.gov and search Scottsdale Public Library.

- McCormick Stillman Railroad Park [email](#) or call 480- 312-2731. For more information visit www.ScottsdaleAZ.gov and search McCormick Stillman Railroad Park or click on the link www.therailroadpark.com.
- Museum of the West [email](#) visitor services or call 480-686-9539. For more information visit www.scottsdalemuseumwest.org.
- Parks [email](#) or call 480-312-7707. For more information visit www.ScottsdaleAZ.gov and search Reservations.
- Scottsdale Airport [email](#) or call 480-312-8482. For more information visit www.ScottsdaleAZ.gov and search Scottsdale Airport.
- Scottsdale Sports Complex [email](#) or call 480-312-7521. For more information visit www.ScottsdaleAZ.gov and search Scottsdale Sports Complex.
- Scottsdale Stadium [email](#) or call 480-312-7120. For more information visit www.ScottsdaleAZ.gov and search Scottsdale Stadium.
- WestWorld [email](#) or call 480-312-6825. For more information visit www.westworldaz.com or www.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 Soleri Plaza. In addition to a City application review and approval process:
 1. SRP requires a review and approval for any event proposed along the canal banks on property located within 65' on either side of the canal. SRP manages this property on behalf of the Bureau of Reclamation. For further information, please visit www.srpnet.com/about/land/secure/LandDepartment/SpecialEventLicensing.aspx. For questions contact SRP's Land Department at 602-236-3105 or by email at landinformation@srpnet.com.
 2. Beyond the 65' 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 hold an event on private property.
- **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 Marshall Way near the Museum of the West, this plaza provides a unique venue tucked within the heart of one of our gallery districts.

SECTION 10: CITY MAPS

- Downtown Boundary Map
- Canal Bank Area (Goldwater to Scottsdale Road)
- Horseshoe Falls
- Main Street Plaza