



Special Event Permit Application

**PLEASE READ THIS INFORMATION COMPLETELY PRIOR TO FILLING OUT THE APPLICATION.
DO NOT SKIP ANY QUESTIONS IN THE APPLICATION.**

INTRODUCTION: Scottsdale, Arizona enjoys many special events and festivals that help create the image of an exciting city. It is the City's goal to permit events that are safe and do not adversely impact the quality of life of Scottsdale residents. In order to help organizers of special events coordinate their plans with City requirements, we have compiled this application which contains information related to the City's review process. Even if you have planned events before, because with passage of the special events ordinance there may be several changes that will affect your next event such as fees, neighborhood notification, impact mitigation, signage, etc. Please keep in mind that acceptance of your special events application should not be construed as approval of your request.

PERMIT PROCESS: The permit application process begins when you contact Nicole Curtis in Development Services regarding your proposed event. Development Services is located at 7447 East Indian School Road, Suite 100 (SEC of Indian School & Drinkwater). Please remember you need to apply for your permit a minimum of 30 days before the event. It is strongly recommended that you contact the City a minimum of 60 days in advance of your event to avoid any unwanted delays. The fee for a special event permit is \$100. Please keep a copy of your special event permit on-site during your event; a Code Enforcement Inspector or other City Staff may ask to see it.

APPLICATION SUBMITTAL: After you have completed your application, you will submit it to Nicole Curtis; the weekly submittal deadline is Wednesday by 5pm. You also need to schedule your attendance at the next available Special Events Committee Meeting. Nicole can be reached at 480-312-7673 or ncurtis@scottsdaleaz.gov; Fax:480-312-9073. The Special Events Committee will review your application; meetings are held every Wednesday at 8:30 am. at 7447 E. Indian School Rd. suite 100. Special event permits are issued in 10 working days based on a complete application. Delays in providing required items to the Committee may delay the review process.

PLANNING YOUR EVENT: Special events may be held on public or private property. Special events may also be considered for public rights-of-way such as streets and sidewalks in commercial, residential, or industrial zoned areas. There may be special requirements for events on public or private property, and limitations on the use of certain streets or other public rights-of-way. Events that impact the street system will require additional planning and impact analysis.

EVENTS IN THE DOWNTOWN AREA: If your event is proposed in the Downtown, contact Rachel Busch, CecD, Economic Specialist at 480-312-7321 or rbusch@scottsdaleaz.gov.

EVENTS ON PUBLIC PROPERTY: With the proper authorization, special events may be held in public places such as parks and other City owned property. Events held in public places owned by the City need authorization from the Community Services (Parks) Department, (480) 312-2304 or other City departments or entities. For example, events at the Civic Center Mall require the authorization of the Community Services Department. Events at the Tournaments Player Club and Westworld, (480) 312-6810 require a separate license and contract obtained from that site. See pages 18 and 19 for insurance requirements for Special Events on City owned property where liquor is being served.

EVENTS ON PRIVATE PROPERTY: Special events are allowed on private property although some zoning restrictions may apply. Please refer to the special events ordinance for specific requirements (see Section 7.900 of the Scottsdale Zoning Ordinance).

Planning, Neighborhood & Transportation Division

7447 E. Indian School Road, Suite 105, Scottsdale, AZ 85251 ♦ Phone: 480-312-2500 ♦ Fax: 480-312-7088



Special Event Permit Application

EVENTS WITHIN THE PUBLIC RIGHTS-OF-WAY: Events on streets and sidewalks in commercial, residential, or industrial zoned areas are considered events within the public rights-of-way. There may be special requirements and limitations on the use of certain streets to ensure safe and adequate traffic flow to areas near the special event. Any special event that impacts traffic or circulation in the area through lane closures, or other means, is subject to the Transportation and Police Departments' review and approval. Proposed lane closures and/or use of sidewalks should be discussed at your pre-application meeting with the Special Events Committee. There are also insurance requirements as discussed below.

EVENTS IN A SHOPPING CENTER: If you are located in a shopping center, submit written approval of your event from the property manager.

OTHER PERMITS/LICENSES: In addition to the special event permit, other permits may be required for your event. Although the Special Event Committee will help you to identify all the permits required for your event the following briefly presents information about other permits and licenses that may be needed:

EVENT NARRATIVE: A detailed written description of your event is required. Please describe all activities and where they will be i.e. street, parking lot, patio, etc. Provide a timeline of your event if you are a moving venue (i.e. run, parade, etc.) and a description of parade/run/march including street and lane closures. Attach the proposed route and barricade plan and indicate the start and finish areas to your application.

SITE PLAN / ROUTE MAP: A site plan must be submitted with your application and include the location of all on-site buildings and parking areas, the location of the existing fire lanes; the proposed locations and dimensions of all tents, fences, stages, and bleachers as well as the location and type of all speakers, signs, generators and inflatables. Show nearest cross streets, serving areas, & security positions. If your event includes an extension of premises of your liquor license, also show any tables and chairs, stage(s), bars, port a potties etc. within the extension.

NEIGHBORHOOD NOTIFICATION: Neighborhood notification will be required if you propose to have off-site parking, outdoor amplified sound, fireworks, street closures, etc. Your notice must include:

- A complete and detailed description of your event.
 - Contact person and a phone number, i.e. cell phone #, that people can call prior to, during, and after the event.
 - Set up and tear down times, the shut off time for the music and the anticipated attendance for the entire night.
- Submit a sample notice with your application; staff must approve your event notice before it is sent out. After the notification is approved by staff, include Nicole Curtis ncurtis@scottsdaleaz.gov, Special Events Liaison in your distribution. Notification must be sent out two weeks prior to your event. Staff will provide you with the boundaries which you will need to notify. A complete list of names and addresses of who was notified must be submitted to Nicole Curtis.

SIGNS/ BANNERS: All signage and banners are subject to Zoning Ordinance provisions. They must be located within the event footprint, may not be used in the public right-of-way, and may not exceed 24 square feet in size.

SEARCHLIGHTS: The operation of searchlights shall be allowed subject to the following conditions –

- May-October searchlights are permitted between the hours of 6am and 11pm
- November-April searchlights are permitted between the hours of 7am and 10pm
- Searchlights shall not be operated on residentially zoned properties except for grand openings of new developments.

Planning, Neighborhood & Transportation Division

7447 E. Indian School Road, Suite 105, Scottsdale, AZ 85251 ♦ Phone: 480-312-2500 ♦ Fax: 480-312-7088



Special Event Permit Application

INFLATABLES: Rooftop inflatables are not permitted. Ground mounted inflatables must be within the event footprint and approved as part of the special event. The location and dimensions of the inflatable(s) must be shown on the site plan so that the Fire Department can accurately determine maximum occupant load.

OUTDOOR MUSIC: The Committee considers times for duration of music on a case by case basis and takes into account things like proximity to residential areas and if there have been prior complaints or issues with amplified sound/music. Outdoor music will be monitored for volume on a complaint driven basis. A Scottsdale Police Officer or a Scottsdale Code Enforcement Inspector may require the music volume to be reduced or ceased based upon noise complaints or reasonable noise concerns as a result of this special event. Also, no swearing, yelling, or abusive/inappropriate language or behavior shall be used by the DJ or band.

EVENT CLEAN-UP: Unless approved differently by a stipulation(s) thru the Special Events Committee, event cleanup and equipment removal must be completely finished by 8 am the day following your event, including removing stages, barricades and fences, temporary toilets and other event production equipment, picking up trash, street sweeping, power washing and other clean up/grounds maintenance stipulations. If city crews are required to perform any type of cleanup service due to your event, you will be billed and required to pay for the man-hours spent cleaning.

INSURANCE: All special events taking place on City property require the event holder to carry liability insurance for their own protection as well as insurance protection for the City. Required coverage and limits will be at the discretion of the Risk Management Division depending on the size and scope of the event. Prior to the issuance of your Special Event Permit, the event producer shall submit a Certificate of Insurance showing the following insurance limits and coverages are in full force and effect and shall name City of Scottsdale as an Additional Insured:

Commercial General Liability	\$1,000,000	Each Occurrence
This insurance is required from all Event Producers.	\$2,000,000	Products – Completed Operations
	\$2,000,000	General Aggregate
Business Automobile - This insurance is required for all Event Producers and Vendors who will be driving vehicles on City property	\$1,000,000	Each Accident
Workers' Compensation When required by Arizona statute		
Coverage A	Statutory	
Coverage B	\$100,000	Each Accident
\$500,000	\$100,000	Each Employee by Disease
		Policy Limit by Disease
Liquor Liability	\$1,000,000	Each Common Cause and Aggregate
OR (Depending on Event):	\$5,000,000	Each Common Cause and Aggregate

Planning, Neighborhood & Transportation Division

7447 E. Indian School Road, Suite 105, Scottsdale, AZ 85251 ♦ Phone: 480-312-2500 ♦ Fax: 480-312-7088



Special Event Permit Application

TEMPORARY EXTENSION OF PREMISES PERMIT - A permit is required by the Arizona Department of Liquor Licenses & Control in order to temporarily expand or enlarge the area which is covered by your current liquor license. This permit application must be submitted to the City at least 21 days prior to the event. Once approved, take the signed form to the Department of Liquor Licenses and Control located at 800 W. Washington 5th Floor in Phoenix. Provide a copy of your completed, notarized application with this Special Event Permit Application. The temporary extension of premises application may be obtained at Development Services, 7447 E. Indian School Road, Suite 100, or at the Arizona Department of Liquor Licenses and Control, 800 W. Washington 5th Floor, Phoenix or on line at <http://www.azll.com/a-forms/EXTENSIONOFPREMISESPATIOPERMIT.pdf> **Please note that the State will not issue liquor licenses less than 2 weeks out from the event date. For questions call 602-542-5141.**

SPECIAL EVENT LIQUOR LICENSE - If you plan to sell or furnish liquor, a special event liquor license application must be submitted to the City 21 days prior to the event. Once approved, take the signed form to the Department of Liquor Licenses and Control located at 800 W. Washington 5th Floor in Phoenix. Special Event liquor licenses are only available to qualified charitable, civic, fraternal, political party/campaign committees, or religious organizations. Special Event Liquor Applications can be obtained on line at <http://www.scottsdaleaz.gov/licenseguide/LicenseCatalogDetail.asp?T=SEL> or by calling 480-312-2400. Completed applications must be submitted to Tax & License located at 7447 E. Indian School Rd., Suite 110. (See additional information under alcohol).

Please note that the State will not issue liquor licenses less than 2 weeks out from the event date. For questions call 602-542-5141.

GENERATOR – If you are planning to use a generator, please indicate on your site plan where it will be located. If your generator is 20kw or greater, you will be required to obtain a minimum electric generator permit; the fee is \$74. The name of the licensed contractor must be known at the time of permit issuance.

CITY PARKS – If you want to hold your event at one of the city parks, please contact Facility Booking at (480) 312-7707 prior to submitting your Special Event Permit Application.

Planning, Neighborhood & Transportation Division

7447 E. Indian School Road, Suite 105, Scottsdale, AZ 85251 ♦ Phone: 480-312-2500 ♦ Fax: 480-312-7088



Special Event Permit Application

Summary of Event:

This section of the permit application is intended to provide the Special Events Permit Committee with an overview of your event. Information you provide in this section is public information and may be used in developing the City of Scottsdale's Calendar of Special Events including but not limited to electronic and internet formats.

SUMMARY OF EVENT

Event Name: _____

Name of business and complete address of where the event will take place: _____

Is this an annual event? ___ Yes ___ No ___ If yes, this is the _____ annual event in Scottsdale.

Please provide the website address advertising the event: _____

EVENT NARRATIVE

WRITE A DETAILED DESCRIPTION OF THE EVENT

	Date	Day of Week	From (AM / PM)	To (AM / PM)	Outdoor music start & finish time	Sound checks start & finish time
Setup						
Day 1						
Day 2						
Day 3						
Day 4						
Day 5						
Day 6						
Day 7						
Dismantle						

Anticipated Attendance: Per Day: _____ At one Time: _____ Total: _____

Planning, Neighborhood & Transportation Division

7447 E. Indian School Road, Suite 105, Scottsdale, AZ 85251 ♦ Phone: 480-312-2500 ♦ Fax: 480-312-7088



Special Event Permit Application

APPLICANT / SPONSOR INFORMATION

The applicant for the Special Event Permit must be the authorized representative of the organization/business conducting the special event. This person must be available to work with the City's Special Event Permit Committee throughout the permitting process. A professional event organizer, or other representative, may apply for the Special Event permit on behalf of the organization/business provided that a letter of authorization is obtained from the authorized representative. The letter of authorization must be attached to the application.

Applicant Name: _____

Applicant's mailing address _____

Office: _____ Mobile: _____ Email: _____

Office: _____ Mobile: _____ Email: _____

Event Sponsor(s): _____

APPLICANT'S AUTHORIZATION

To the extent allowed by law, Applicant agrees to defend, indemnify, and hold harmless the City of Scottsdale, its agents, officials, and employees from and against all claims, damages, losses, injuries, illness, accidents relating to, arising out of or resulting from the use of this Special Event application and the information contained therein, and its resulting permits. Applicant also understands that it is illegal to discharge anything other than stormwater into the city's right-of-way, storm drain system, or natural washes.

Applicant acknowledges that the information provided in this application is true and accurate to the best of Applicant's knowledge and belief.

Applicant understands that failure to comply with the conditions or stipulations of this permit including but not limited to liquor control, traffic control, insurance requirements, clean up conditions, noise volumes and event start and end times, will be considered as a critical element of the review of any subsequent applications. Gross failure may disqualify you from being issued a special event permit in the future.

Signature and title of Applicant

Date

Print Name and title of applicant

Planning, Neighborhood & Transportation Division

7447 E. Indian School Road, Suite 105, Scottsdale, AZ 85251 ♦ Phone: 480-312-2500 ♦ Fax: 480-312-7088



Special Event Permit Application

SECTION 1 ENTERTAINMENT AND RELATED ACTIVITIES

YES NO

1. Are there any outdoor musical entertainment features related to your event?
2. Will outdoor sound checks be conducted prior to the event?
3. Do you plan to have an MC using a microphone outdoors during your event?
4. Will you be occupying ground/air space with the use of
 inflatables, hot air balloons or other Please check the one(s) that applies.
5. Does your event include fireworks, rockets, lasers or other pyrotechnics?
Please check the one(s) that applies.
6. Will your event include signs, banners, decorations or special lighting?
Please check the one(s) that applies.
7. Does your proposed event include sexually oriented activity (including any
nudity) etc.?
8. Are patron admission, entry or participant fees required?
9. Are vendor or entry fees charged?
10. Will your event involve any vendors/participants doing retail sales?
11. If there is a band playing at your event, will they be selling CDs, shirts etc.?
12. Are you renting booths or charging extra fees?
13. Does your event include food concession and/or preparation areas?
14. Will you have any temporary fencing on your site?
15. Will the fencing have fire exits that are ADA accessible?
16. Will there be a portable generator used for the event? If yes, please show the location(s) on the
event site plan.
17. Is the generator 20kw or larger?

Planning, Neighborhood & Transportation Division

7447 E. Indian School Road, Suite 105, Scottsdale, AZ 85251 ♦ Phone: 480-312-2500 ♦ Fax: 480-312-7088



Special Event Permit Application

ENTERTAINMENT AND EVENT NOTIFICATION

Will there be a stage in your event footprint? yes; Number of Stages: _____ or no

Live band DJ Pre-recorded music (Circle the one(s) that apply)

Performer name and music type i.e. Rock N Roll, Jazz etc.: _____

Describe the sound equipment used for the event: _____

If your event includes fireworks, rockets, lasers or other pyrotechnics, please describe:

If your event includes sexually oriented activity (including any type of nudity) etc., please describe.

Specifically, what type and how many inflatables, hot air balloons or similar devices will be used at your event? i.e. fly guy(s) _____

If your event includes signs, banners, decorations or special lighting, please describe below and attach an example(s). Show placement of signs and banners on your site plan.

Dimension of banner(s) _____x_____ How many banners? _____ **May not exceed 24 square feet.**

Where will the banner(s) be located? i.e. fencing, building, etc. Please be specific.

Exact verbiage of banner(s) and or sign(s): _____

Verbiage on fencing must face interior to the event site.

Dimension of signs _____x_____ How many signs? _____

What form of notification delivery will you be using? Letter(s) Door Hangers Flyers

e-mail Other If other, what kind? _____

Name & phone # of contact person listed in your event notification _____

Provide the following information regarding temporary fencing (if any):

Fencing Company Name: _____ Contact: _____ Phone: _____

How many generators will you have _____. How many kilowatts is the generator(s). _____.

*** If your generator is 20kw or greater, you will be required to obtain a minimum electric generator permit; the fee is \$74. The name of the licensed contractor must be known at the time of permit issuance.**

If the generator is greater than 20kw, please indicate the name of the licensed contractor providing

Planning, Neighborhood & Transportation Division

7447 E. Indian School Road, Suite 105, Scottsdale, AZ 85251 ♦ Phone: 480-312-2500 ♦ Fax: 480-312-7088



Special Event Permit Application

SECTION 2 PUBLIC SAFETY/POLICE

1. Will you need to hire off-duty police officers for security or to direct traffic?
2. Is there a need for standby emergency medical staff (paramedic(s)/emergency medical technician(s))?
3. Will your event include tents or canopies?
4. Will you require temporary fencing?

As an event organizer, you are required to provide a safe and secure environment for your event through sound preparation and by anticipating potential concerns. The Scottsdale Police Department has the final authority to determine your event security requirements.

Please describe how you will ensure a safe and secure event. The description should include specific information such as security personnel stationed at the entry/exit points, liquor control, crowd control, money or merchandise protection, etc. Attach separate sheet(s) if necessary.

Indicate below the type of personnel providing security at your event. You may check more than one box. If you are hiring security personnel, Arizona law requires the security company and its security personnel to be licensed through the Arizona Department of Public Safety. This does not apply to in-house security or volunteers provided by the business or organization hosting the event. For additional information, contact the DPS Licensing Unit at 602-223-2361.

I plan to use:

- In-house staff or volunteers. Estimated number _____.
- Hired security personnel. Estimated number _____.
 Company name: _____ Contact person: _____
 Phone number: _____
- Scottsdale PD off-duty officers. Estimated number _____.
 Call 480-312-4385 for rate information or to make arrangements to hire SPD off-duty officers.
- Off-duty officers from another agency. Estimated number _____.
 Department/Company name: _____ Contact person: _____
 Phone number: _____

Planning, Neighborhood & Transportation Division

7447 E. Indian School Road, Suite 105, Scottsdale, AZ 85251 ♦ Phone: 480-312-2500 ♦ Fax: 480-312-7088



Special Event Permit Application

SECTION 3 PUBLIC SAFETY/FIRE

If there will be tents or canopies please complete the following:

Number of tents: _____ dimensions _____x_____ (If larger than 10x20 – a tent permit is needed)

Number of canopies: _____ dimensions _____x_____ (If larger than 20x20 – a tent permit is needed)

Note: Tents over 200 square feet and canopies (three open sides) over 400 square feet will require a permit. Your tent supplier will need to contact the Fire Department at 480-312-1853.

Tent Supplier: _____ Contact: _____ Phone: _____

The tent company which you hire must apply for the tent permit. Tent permit applications must be received by the Fire Department at least 10 days prior to your event. Please ensure that the tent company faxes the permit application to 480-312-1850 attn: Mark Zimmerman.

Medical Standby

The Fire Department requests that you have an emergency medical standby when the daily attendance of the event is anticipated to exceed 5000 people.

If there is a need for standby emergency medical staff (paramedic(s)/emergency medical technician(s)), provide the name of the agency or company providing the service with a contact name and phone number:

Agency/Company Name: _____ Phone No. _____

Please show any temporary fencing on your site (or run/parade/march) plan and provide the following information regarding temporary fencing (if any):

Fencing Company Name: _____ Contact: _____ Phone: _____

Planning, Neighborhood & Transportation Division

7447 E. Indian School Road, Suite 105, Scottsdale, AZ 85251 ♦ Phone: 480-312-2500 ♦ Fax: 480-312-7088



Special Event Permit Application

SECTION 4 PARKING AND TRAFFIC PLAN

YES NO

1. Will your event utilize a valet parking service?
2. Will valet parking take place on public property?
3. Do you have enough on-site parking to accommodate added traffic or parking spaces removed due to your event?
4. Will any part of your event take place on a dirt lot?
5. Will any off site parking take place on a dirt lot?
6. Will any parking for this event occur off the premises of the event?
7. Will your event involve the use of a shuttle and/or alternate parking sites?
8. Will any part of your event (people, booths, vehicles, equipment) take place in the public street?
9. Will any part of your event (people, booths, vehicles, equipment) take place in a City of Scottsdale owned parking lot?
10. Are you proposing to close down a street(s)? If yes, please note that you will need to try and obtain 100 % approval from all businesses/residents within the street closure.
11. Will you be barricading the street? If yes, you must include a copy of the barricade plan from the barricade company, with this application.
12. Is there a need for City off-duty police officers to control traffic?

Planning, Neighborhood & Transportation Division

7447 E. Indian School Road, Suite 105, Scottsdale, AZ 85251 ♦ Phone: 480-312-2500 ♦ Fax: 480-312-7088



Special Event Permit Application

SECTION 4 PARKING AND TRAFFIC PLAN

Valet - If your event will utilize a valet parking service, please indicate name and contact number for valet company: The Downtown area requires the valet company to have a Scottsdale Valet License (available through Scottsdale Tax & License Division. **A valet parking plan must be included with this application.**

Company Name: _____ Company Contact: _____

Downtown area requires the valet company to have a Scottsdale Valet License (available through Scottsdale Tax & License Division. License# _____

If your event will involve the use of an alternate parking site(s), please state the location and submit a written agreement of the affected property owner(s). Please use the form provided in this application and ensure that the person signing it is an authorized representative of the business.

If any part of your event (people, booths, vehicles, equipment) take place in the public street, please describe below any sidewalk, lane and/or street closures proposed with your special event.

Please write out the specific street segments that are proposed to be closed.

If there is a need for City off-duty police officers to control traffic, please describe all the required and the estimated number of officers for each location (Scottsdale Police Department will determine the final number. Only sworn police officers can direct traffic on public streets):

If NO, please describe why the event will not have a significant impact on the surrounding public streets.

Planning, Neighborhood & Transportation Division

7447 E. Indian School Road, Suite 105, Scottsdale, AZ 85251 ♦ Phone: 480-312-2500 ♦ Fax: 480-312-7088



Special Event Permit Application

PARKING AGREEMENT FOR SPECIAL EVENT PARKING

Event Name: _____

Event Date & Time: _____

By signing my name below, I hereby declare I have legal authority over the parking area/lot for my stated business. By circling "Approve", I hereby authorize the use of said parking area/lot by the special event applicant for the purpose of special event parking by event attendees. By circling "Disapprove", I hereby deny use of said parking area/lot by the special event applicant. *PLEASE PRINT CLEARLY

Business Name: _____ Address: _____

Authorized Person (PRINT NAME) _____ Title _____

Signature _____ Approve / Disapprove (circle one)

Date: _____ e-mail address: _____

Business Name: _____ Address: _____

Authorized Person (PRINT NAME) _____ Title _____

Signature _____ Approve / Disapprove (circle one)

Date: _____ e-mail address: _____

Business Name: _____ Address: _____

Authorized Person (PRINT NAME) _____ Title _____

Signature _____ Approve / Disapprove (circle one)

Date: _____ e-mail address: _____

Planning, Neighborhood & Transportation Division

7447 E. Indian School Road, Suite 105, Scottsdale, AZ 85251 ♦ Phone: 480-312-2500 ♦ Fax: 480-312-7088



Special Event Permit Application

SECTION 5 NOTIFICATION OF IMPACTED AREA

NEIGHBORHOOD APPROVAL OF SPECIAL EVENT

Event Name: _____

Event Date & Time: _____

By signing my name below, I hereby declare I am an authorized representative of the listed business (owner, manager, supervisor or other person with authority) and I have been informed by the special event applicant or his/her designee about the details of the special event, including, but not limited to, street closures, the date, time and nature of the special event. By circling "Approve", I hereby declare I have few or no concerns about said special event taking place as described. By circling "Disapprove", I hereby declare I have significant concerns about said special event taking place as described. *PLEASE PRINT CLEARLY

Business Name: _____ Address: _____

Authorized Person (PRINT NAME) _____ Title _____

Signature _____ Approve / Disapprove (circle one)

Date: _____ e-mail address: _____

Business Name: _____ Address: _____

Authorized Person (PRINT NAME) _____ Title _____

Signature _____ Approve / Disapprove (circle one)

Date: _____ e-mail address: _____

Business Name: _____ Address: _____

Authorized Person (PRINT NAME) _____ Title _____

Signature _____ Approve / Disapprove (circle one)

Date: _____ e-mail address: _____

Planning, Neighborhood & Transportation Division

7447 E. Indian School Road, Suite 105, Scottsdale, AZ 85251 ♦ Phone: 480-312-2500 ♦ Fax: 480-312-7088



Special Event Permit Application

SECTION 6 ALCOHOL

- | Yes | No | |
|-----|----|--|
| 1. | | Does your event involve the serving or sales of alcoholic beverages?
Will alcohol be <input type="checkbox"/> SOLD or <input type="checkbox"/> FREE (Please check one) |
| 2. | | Will you need to apply for a special event liquor license? (If using a 501 C-3 organization). To obtain an application call Tax & License at (480) 312-2400 or go on line:
http://www.scottsdaleaz.gov/licenseguide/licensecatalogdetail.asp?t=sel |
| 3. | | Will you need to apply for an extension of premises? (if an existing business has a liquor license on the property – To obtain an application call Nicole Curtis at (480) 312-7673 or go on line:
http://www.azll.com/a-forms/EXTENSIONOFPREMISESPATIOPERMIT.pdf |

If your event involves the serving or sales of alcoholic beverages, please check all that apply:

- Any Free Alcohol Provided by Host
- Alcohol Sales
- Host and Sale Alcohol
- Beer and Wine
- Beer, Wine and Distilled Spirits

The Arizona Department of Liquor Licenses and Control has adopted standards for alcohol training programs for servers (See Arizona Administrative Code, Title 19). Has your organization, business and/or serving personnel completed an alcohol serving training program?

Yes No

If you are applying for a Special Event Liquor License, please provide the following information:

Name of charity : _____

Fraternal, civic, political or religious organization: _____

IRS 501c # _____

Percent of proceeds from special event liquor license given to charity, fraternal, civic, political or religious organization listed above _____% (Must be a minimum of 25%)

Percent of proceeds for event operator(s) _____%

(Proceeds to organization and event operator must equal 100%).

Describe your security plan to ensure the safe sale or distribution of alcohol at your event: (attach additional sheet(s), if necessary).

Planning, Neighborhood & Transportation Division

7447 E. Indian School Road, Suite 105, Scottsdale, AZ 85251 ♦ Phone: 480-312-2500 ♦ Fax: 480-312-7088



Special Event Permit Application

SECTION 7 SANITATION

Please describe your plan for the cleanup and removal of recyclable goods, waste and garbage during and after your event. You may be required to have additional trash receptacles such as a roll-off (s) dumpster to adequately handle all trash from the event. This is necessary so that containers already in place for existing business activities do not overflow. For multiple day events, roll offs shall be emptied every 24 hours.

Person/company responsible for cleanup: _____ Phone: _____

Please indicate the date and time cleanup will be complete Date: _____ Time: _____

You are required to provide portable restroom facilities at your event unless you can substantiate the sufficient availability of both ADA accessible and non-accessible facilities in the immediate area of the event site, which will be available to the public during your event.

If you don't need portable restrooms, please explain why:: _____

Do you plan to provide portable restroom facilities at your event?

YES NO

How many? _____

Handicap Accessible?

YES NO

How many? _____

Restroom Company: _____

Planning, Neighborhood & Transportation Division

7447 E. Indian School Road, Suite 105, Scottsdale, AZ 85251 ♦ Phone: 480-312-2500 ♦ Fax: 480-312-7088