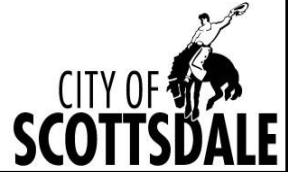


Grand Opening Application



PLEASE NOTE:

A scaled & complete site plan or aerial map must be submitted with this application. Please include the location of all on-site buildings and parking areas, show nearest cross streets, and indicate exact locations and dimensions of tents/canopies, generators, music/speakers, fencing, signs/banners, etc. If you are located in a shopping center on common area, submit written approval for event use from the property owner or management company. Please email all forms to tourismandevents@ScottsdaleAZ.gov.

Business Name: _____

Business Address: _____

Location of Grand Opening: _____

Applicant Name: _____

Office Phone: _____ Cell Phone: _____

Email Address: _____

Date of Grand Opening: _____ Hours of Event: _____

Please give a detailed description of what activities and activation will occur:

Will there be amplified sound or music? Yes No If yes, during what times? _____

How many speakers? _____ Estimated number of attendees: _____

Please describe the parking plan for event attendees. How many are needed and how are they being provided?

Will you be using any tents or canopies? Yes No

Indicate size: _____ x _____ Indicate quantity: _____

If the tent is larger than 20' x 20' a tent permit is required from the Fire Department. Fire permit applications can be found by searching "Fire Permit Applications" at www.ScottsdaleAz.Gov. Applications must be received by the Fire Department at least 10 days prior to your sale. Please ensure that the tent company faxes the permit application to (480) 312-1850 or email to PEarls@ScottsdaleAZ.gov.

Tourism and Events

7447 E Indian School Road, Suite 301, Scottsdale, AZ 85251 Phone: 480-312-7177

For any questions answered as "Yes" please show location on submitted site plan.

YES NO Will there be any vendor sales?

YES NO Will you be using a sign or banner? If yes, please show the location on site plan and describe the type and size of signage below.

Type: _____ Size: _____

YES NO Will there be any food or food trucks?

YES NO Will there be any alcohol?

YES NO Will any additional lighting be used?

YES NO Will there be any inflatables?

YES NO Will there be any fencing?

YES NO Will you be using a generator 20 kW or greater?

Applicant Signature

Applicant Title

This section to be completed by City staff only.

If approved, please keep a copy of this application, site plan, and approval form on-site during your event. City Code Enforcement staff may request it for inspection.

APPROVED

DENIED

Special Event Administrator

Date

Conditions of grand opening event approval:

1. _____
2. _____
3. _____
4. _____
5. _____

Email Application to TourismandEvents@ScottsdaleAZ.Gov

Tourism and Events

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