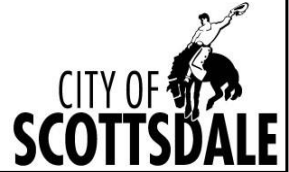


# Grand Opening Application

**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](mailto: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 Services" at [www.ScottsdaleAz.Gov](http://www.ScottsdaleAz.Gov). Applications must be received by the Fire Department at least 10 days prior to your sale.

## 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](mailto:TourismandEvents@ScottsdaleAZ.Gov)

**Tourism and Events**

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