

# Special Event Application Information

The City of Casa Grande is home to many special events each year. Special events are a great way to build community togetherness, create a unique atmosphere and provide activities for all ages. This document intends to assist you through the special event planning process so your special event will be fun, safe and successful. Please contact the Parks and Recreation Office if you have questions about this application. (520)421-8677, Fax (520)421-8678.

The recommended application deadline is 90 days prior to your event date, but if you expect to have a large-scale event, it is advisable to turn your application in up to one year in advance.

**Completion of this application does not automatically approve your event.** After submitting your application, a meeting with the Special Events Committee will be scheduled. The Committee meets the first and third Thursdays of the month, beginning at 8:30 AM. The Special Events Committee is composed of a representative of each division that might be impacted or may need to assist with your special event preparation. Divisions/Departments present may include Police, Fire, Finance, Risk Management, Community Services, Sanitation, Streets, and Development Center.

Special events requiring a park reservation must provide contact information for a Pinal County Resident. Please be aware of the following park rules:

- There shall be no amplified music without prior approval from the Community Services Director. There are two parks (Peart Park and Dave White Park) in which amplified sound is currently allowed with certain restrictions. **ALL AMPLIFIED SOUND MUST CEASE BY 8:00 P.M. at Dave White Park.** In all cases, noise levels within all parks must remain at an acceptable level.
- The areas reserved shall be left in an orderly condition and all papers, rubbish and other debris shall be deposited in the proper receptacles for this purpose (City Ordinance #12.04.04, #12.04.100). There shall be a \$110 clean-up deposit required for large groups or groups who have violated this guideline in the past.
- No glass allowed in any park. (City Ordinance#12.04.110).
- Structures causing damage to turf area are prohibited. Autos, trucks, vans, or other motorized vehicles may not be driven in/on or parked upon any off-the-road area. (City Ordinance #12.04.160)
- There shall be no sale of any kind of goods in the park without prior approval from the Director and any business authorization required by the City has been obtained. In addition, the Director may require additional information such as Certificate of Liability Insurance, additional deposits, etc. (City Ordinance #12.04.020)
- Use of vendor services and specialty items such as catering, event organizers, jumping castles, moonwalks, inflatables, bungee runs, dunk tanks, rock walls, water slides, petting zoos, pony rides, games booths, canopies/tents 10'x10' or larger, dog shows, or anything City staff determine as having risk potential must first be approved by the Community Services Director. Park users must use a Vendor/Company that has a City of Casa Grande business license and Certificate of Liability Insurance which meet City requirements. Park users must notify the Parks and Recreation Department of the Vendor/Company providing the services at least two weeks prior to reservation date.
- There shall be no cutting of vegetation or mutilation of trees or shrubs.
- No fires shall be made in the park except in designated fire places or fire rings as approved by the Parks and Recreation Department.
- City parks close at 11:00 P.M. (City Ordinance 12.04.020) Please plan your event accordingly.

## Vendor and Business Licensing Information

All vendors will be required to have at least a temporary business license for the City of Casa Grande and the Arizona Department of Revenue. You can access both the state's and City's forms on the City's website by clicking on the link below. If you need additional information, you can call the City's Finance Department at (520) 421-8600.

<http://www.casagrandeaz.gov/web/guest/businesslicense>

## Serving Alcoholic Beverages

If you plan to serve or sell alcoholic beverages at your event, you will need to obtain a special event license through the State of Arizona and the City of Casa Grande City Council. The state charges a fee for a special event license. You must also provide liquor liability insurance coverage (see insurance requirements). Contact the City Clerk's Office at (520) 421-8600 to get your license application on a council meeting agenda—note that it takes about 4 weeks to get an item scheduled on a City Council Meeting agenda. After the City Council approves your license, it must be taken to the Arizona Department of Liquor Licenses and Control for final approval. You can either mail your application or walk through the process in person. **The total process of City Council and Arizona State approval could take as much as 8 weeks to complete, so please plan accordingly.** Please note, City Ordinance prohibits glass containers in all City parks and requires an alcohol permit for consumption in Peart, O'Neil, Elliott, Eastland and Carr McNatt Parks.

For more information/forms you can visit the Arizona Department of Liquor License and Control website at: <http://www.azliquor.gov/series15.cfm>

## Food Vendor Inspections

Should you have food vendors involved or serve food with your event, their booth will need to be inspected by the Pinal County Health Department. **Forms must be submitted to Pinal County at least two weeks prior to your event date.** For further details, please contact the Pinal County Health Department at (520) 866-6864 or <http://www.pinalcountyz.gov/Departments/EnvironmentalHealth/Pages/ContactUs.aspx>

## Security Plan

The City of Casa Grande wants your event to be safe and successful! As an event producer, you need to appropriately plan for an emergency. Depending on event type, size, and location, police and/or fire departments can require submission of a security plan with your application outlining and describing such things as your plans for evacuation routes, crowd control measures, medical and first aid services, overnight security, beer garden security and proper age identification procedures, and any security guards or police officers you plan on having at the event. The Police and Fire Department will evaluate your security plan and may require additional measures.

## Police and Security Requirements

Because each special event has unique needs, the Police Department will evaluate your event application and security plan and determine an appropriate level of police or security procedures for your event. Expenses for on-duty police personnel will be assessed and the City requires reimbursement for such costs prior to issuing a special event permit. Off-duty officers can be scheduled for security at a rate of \$40 per hour with a four hour minimum charge. For more details about off-duty officers, please contact the department's off-duty coordinator at (520) 421-8700.

## Fire and Medical Service Requirements

Depending on the number of anticipated attendees and your event activities, Fire and Emergency Medical Service (EMS) personnel may need to be present at your event. As the Special Events Committee reviews your application, the Fire Department will make specific requirements based on the details of your event. If you are required to utilize City of Casa Grande Fire Department personnel, you will be required to reimburse the City for those services. Payments must be paid in full prior to approval of the event. Additionally, your event may require inspections by the Fire Marshall. For example, if your event has a tent or canopy that is 500 square feet or more, carnival rides, or pyrotechnic displays—they will need to be inspected and permitted.

## Site Plan

The City of Casa Grande requires all special events to submit a site plan for their event. For copies of park maps contact the Parks and Recreation Office at 520-421-8677. See page 6 of this document for a list of what should be included in the site plan and a sample.



# Special Event Application

FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

Completion of this application does not automatically approve your event.

## Section I: Applicant Information

\*(Required fields)

\*Organization/Company Name: \_\_\_\_\_ Web Address: \_\_\_\_\_

\*Contact Person(s): \_\_\_\_\_ \* Date of Birth: \_\_\_\_\_

\*Contact Numbers: \_\_\_\_\_

\*Alternate Contact Person: \_\_\_\_\_ \*Relation: \_\_\_\_\_ \*Phone: \_\_\_\_\_

\*Physical Address of Company: \_\_\_\_\_

\*Mailing Address: \_\_\_\_\_

Email address(es): \_\_\_\_\_

Is your organization a nonprofit with a 501(c)(3) designation?  No  Yes (Please provide copy of letter)

Do you have event insurance for this event?  Yes (please provide copy)  
 No (see page 6 for insurance requirements)

## Section II: Event Information

Event Title: \_\_\_\_\_

Annual Event?  No  Yes # of years held: \_\_\_\_\_

Reason for Event: \_\_\_\_\_

- Bicycle/Foot Race       Festival/Celebration       Rally       Concert/Performance/Drama
- Dance       Inflatables/Jumpers       Haunted House       Car Show
- Art/Craft Show/Sale       Farmer's Market       Children's Activities       Other: \_\_\_\_\_
- Animal Acts/Dog Show

Parade (See page 3 for Street Closure Requests)

Event Location: (Fees may apply)

Dave White Park       Peart Park       Ed Hooper Park       Villago Park       Carr McNatt       Other

Setup Date/Time: \_\_\_\_\_ Dismantle Date/Time: \_\_\_\_\_

Event Start Date: \_\_\_\_\_ Event End Date: \_\_\_\_\_

Event Hours of Operation: \_\_\_\_\_

Do you intend to charge any fees for this event?  No  Yes - Price Categories \$ \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_ per day      Past Attendance: \_\_\_\_\_ per day

How will this event be marketed, promoted, or advertised?  Local Newspaper  Mail/Flyers  Other: \_\_\_\_\_

### Section III: Street or Right-of-Way Closure or Usage Information

Does your event involve any street, sidewalk, alley or public right-of-way closures or sign posting?

No (Skip to Next Section)

Yes If yes, please ATTACH a map indicating all streets or sidewalks will you are requesting to use, close or post signage on.

Street name(s): \_\_\_\_\_

Date(s) of closure/use: \_\_\_\_\_

Time of closure: \_\_\_\_\_

Contracted Barricade Company: \_\_\_\_\_ Telephone: \_\_\_\_\_

Parade - Please describe desired route- beginning and ending and area you are going to stage the floats/entries in.  
\_\_\_\_\_

I using Pinal Avenue will need to file a special event permit with ADOT's Tucson District Office. **You should allow approximately 10 weeks for ADOT to process your application.** For additional information please call ADOT at (520) 388-4237 or visit the web site: <http://www.azdot.gov/business/Permits/special-events-permits>

For Parades along any other street you will need to contact the City of Casa Grande Parks and Recreation office, (520)421-8677.

Have you made initial contact with residents, businesses, places of worship, schools, etc., that may be directly impacted by your event?  No  Yes

### Section IV: Event Vendor Information (Please see additional information Page 5)

Will food, concessions, goods or services be SOLD at your event?

No  Yes (See Pinal County Health Permit requirements.)

**If yes, a vendor list, with sales tax license numbers, to be provided no later than 2 weeks prior to event. For all food vendors, you must submit proof of food handler's card for each vendor**

Will you be utilizing a portable stage or dance floor?  No  Yes If yes, # of stages/dance floors \_\_\_\_\_  
Size(s): \_\_\_\_\_ Name of Vendor providing stage: \_\_\_\_\_

Amplified Sound?:  No  Yes (Limited to 8 PM within most parks, 11 PM at Peart Park)

Please note that music volume and/or lyrics must be appropriate for a public gathering. This includes amplified sound for announcements. Amplified sound must be approved by Community Services Director.

Will your event host any of the following? (Separate documentation to be submitted)

Carnival  Circus  Live Music/Band  Disc Jockey (DJ)  Jumpers/Inflatables

### Section V: Alcoholic Beverage Information

Does your event involve the sale of alcoholic beverages?  No (Skip to Section VI)  Yes (See liability insurance requirements- Page 5)

Have CITY and STATE permits for handling/selling alcohol been applied for and/or obtained, including city council approval?

No  Yes If yes, please provide a copy of the permit and/or application.

If NO, please contact the City Clerk's Office at 520-421-8600 for an application or For more information/forms you can visit the Arizona Department of Liquor License and Control website at: <http://www.azliquor.gov/series15.cfm>

**Section VI: Logistical Information**

Do you intend to cook food in the event area?

No  Yes (See Pinal County Health Permit requirements - [www.pinalcountyaz.gov/specialevents/foodvendors](http://www.pinalcountyaz.gov/specialevents/foodvendors))

If yes, please specify method:

Gas  Electric  Charcoal  Open Flame  Other \_\_\_\_\_

Are you using any tents?  No  Yes If yes, # of tents: \_\_\_\_\_ Sizes: \_\_\_\_\_

**Fire Marshall will inspect any tents larger than 500 sq. ft.**

Location of Food Preparation area at event: \_\_\_\_\_

Does your event include the use of fireworks, rockets, lasers, or other pyrotechnics?  No  Yes

If yes, please describe: \_\_\_\_\_

Will you need additional trash containers?

No  Yes # of 90 gallon containers requested: \_\_\_\_\_  
# of 300 gallon containers requested: \_\_\_\_\_  
# of 6 cubic yard garbage containers requested: \_\_\_\_\_

Will the event require extra pick-up service for containers?  No  Yes

Total number of: **portable restroom units:** \_\_\_\_\_ **ADA portable restroom units:** \_\_\_\_\_

Total number of **Hand Washing units:** \_\_\_\_\_

**Portable Restroom Unit Provider:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Please note that portable toilets must be removed in a timely manner after the event.**

**Section VII: Security Plan** (Please see additional information Page 10)

*Please note that the Casa Grande Police Department and the Casa Grande Fire Department must approve your security plan*

**Emergency Contact information DURING event:**

**Name** \_\_\_\_\_ **Number** \_\_\_\_\_

Description of your security plan, including crowd control measures, first aid and venue safety measures (lost children, etc.):

Will your event require POST-certified off-duty law enforcement personnel?  No  Yes (fees may apply)

Will your event require medical personnel (MD, RN, Paramedic, EMT)?  No  Yes (fees may apply)

**Number of Law enforcement:** \_\_\_\_\_ **Number of hours:** \_\_\_\_\_

**Number of medical:** \_\_\_\_\_ **Number of hours:** \_\_\_\_\_

**Section VIII: Other**

Please list any other requirement or special requests you event may have:

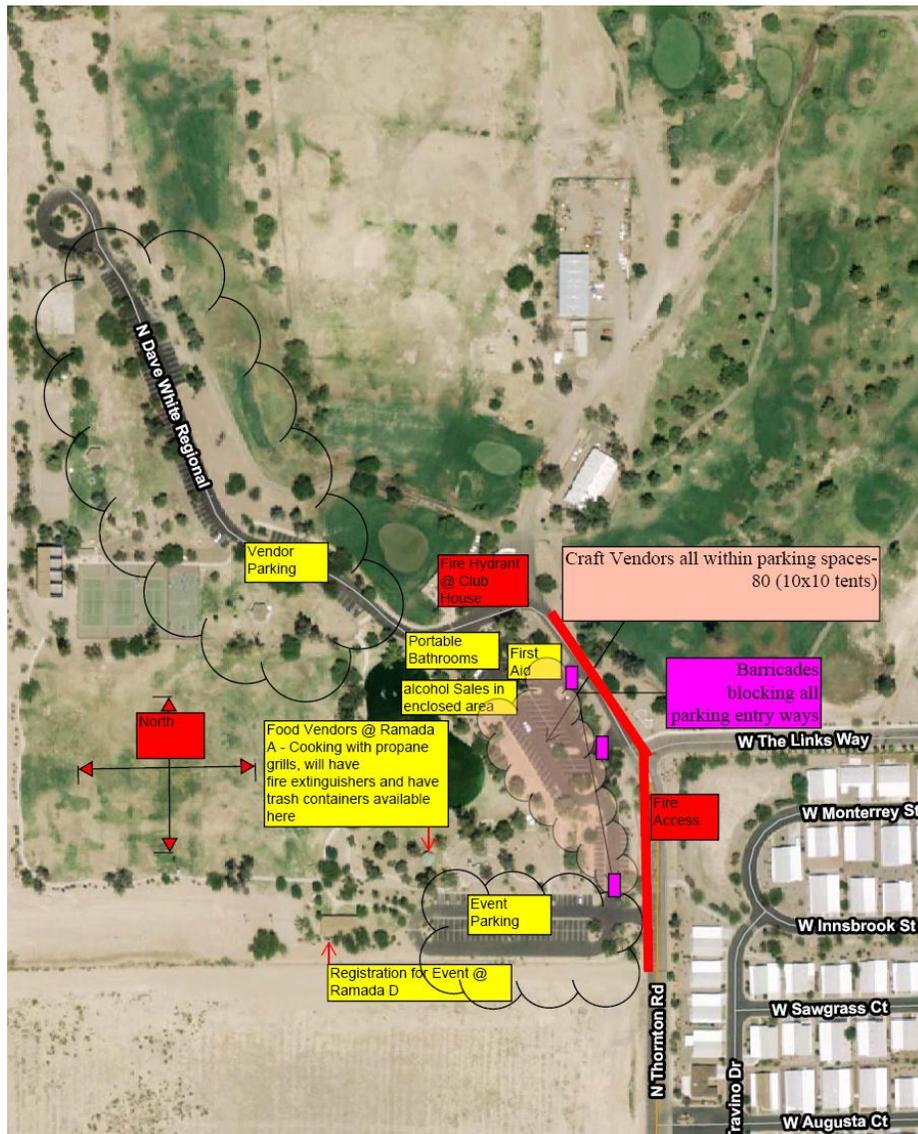
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section IX: Site Plan – (If using a city park, contact the P & R office – (520) 421-8677 for copy of the park map)**

Please **ATTACH** your event site plan and/or route map. Your site plan should include the following (if applicable):

- Event venues including the names of all streets and areas that are part of the venue and a north point indicator.
- The location of tents, fencing, barriers and/or barricades and exit locations. Please indicate any removable fencing for emergency access.
- If the event involves a moving route of any kind (parade, foot race, etc.), indicate the direction of travel.
- The location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, first aid stations, ambulances, portable toilets, booths, cooking areas, fire extinguishers, trash containers, Propane/LPG tank locations, dumpsters, public water sources, and other temporary structures.
- Fire Department access and location of water source.
- Alcohol sale and consumption areas and/or detail of food booths and cooking area configurations, including booth identification of all vendors cooking with flammable gases or barbecue grills.
- Generator locations and/or source of electricity.
- Parking locations for patrons and/or vendors.
- Entrances and exits

**EXAMPLE OF A SITE MAP**



**Section X: Insurance Information**

Upon review of your Special Event Application, the City of Casa Grande Risk Manager will assess insurance requirements based on the scope of your event.

**If your event takes place on City property, you will be required to provide insurance for your event. Complete and accurate insurance certificates must be received by the City a minimum of ten (10) working days prior to the event. Event permits will not be issued until all insurance requirements are met and a certificate of insurance has been submitted to the City.**

**Minimum requirements and certificate holder information are as follows:**

- Commercial General Liability – Limits per occurrence or aggregate amount to be determined after completed Special Event Application packet is received by the City. Unless special or unusual risks are involved, \$1 million/\$2 million aggregate limits are generally acceptable. **(Increased limits or additional coverage may apply depending upon the nature of the event.)**
- Bodily Injury, Property Damage, Personal Injury, Contractual, and Products
- Workers Compensation (if applicable), including Employers Liability- Arizona Statutory Limits
- Commercial Auto Liability (if applicable)- \$1,000,000 combined single limit (each accident)
- **City of Casa Grande shall be named as additional insured and a copy of the additional insured endorsement along with the certificate of insurance shall be provided 10 days prior to the event.**

All certificates shall name the Certificate Holder as:

**City of Casa Grande  
510 E. Florence Blvd.  
Casa Grande, Arizona 85122**

Risks that may require Increased Limit Coverage additional Insured and/or Waiver of Subrogation verbiage are: (this list is not inclusive):

- Beer Garden
- Carnival/Amusement Rides
- Rodeos
- Park and Lake Events
- Airshows
- Exhibit/Tradeshows
- Fireworks Production
- Liquor Liability (with indemnification requirements)
- Street Festival

**No Insurance? Ask the City about the availability of TULIP (Tenant User Liability Insurance Program) for your event.**

**Section XI: Signature**

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief. As the applicant, I agree to defend, indemnify, and hold harmless the City of Casa Grande, its agents, representatives, officials, and employees from and against any and all claims, damages, losses, and expenses (including but not limited to attorney fees, court costs, and the cost of appellate proceedings), relating to, arising out of, or alleged to have resulted from the acts, errors, mistakes, or omissions of the applicant, its agents, employees, contractors, subcontractors, customers, invitees, guests or other persons doing business with the applicant, in connection with the Special Event described in this Application, provided, such claims, damages, losses and expenses are attributable to bodily injury or to injury to or destruction of property.

Applicant has read and understands all of the special event policies and will abide by all policies, rules, regulations, and conditions of use as written. Application is subject to approval by the Special Events Committee. Applicant understands that the special event permit is not transferable to any other individual or group. Applicant certifies that all information on this application form is complete and accurate. Applicant understands that any omissions or misstatements of facts are cause for rejection of the application.

**Applicant Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

