



## Do I need to complete a special event application?

The following questions will clarify if you need to complete a special event application.

### Events on private property

1. Are you applying for a special event liquor license?
2. Are you requesting to control traffic in a public right of way?
3. Are you requesting an exemption to the City's noise ordinance?
4. Does the event include a circus?
5. Does the event include carnival rides?

If the answer to any of these questions is yes, you need to complete the special event application.

If the answer is no, then you are not required to complete the application.

### Events on city property - streets, plazas, parks

1. Will your event have tents that need a permit? [Click here for a link to the guidelines.](#)
2. Will there be alcohol at the event?
3. Will the event require closing a street, hooding meters or cross the streetcar tracks?
4. Will the event have vendors marketing, selling or giving away food, merchandise or services?
5. Will you be requesting a temporary extension of premises?
6. Will there be temporary facilities such as fencing, portable bathrooms or stages?
7. Are you requesting off duty police officers or private security?
8. Will your event be promoted on the radio, television, print media or on social networks?
9. Will the event attract more than 200 people?
10. Will the event have amplified sound?

If you answered yes to any of these questions and believe your event should not have to complete the special event application, please contact the special event office at [specialevents@tucsonaz.gov](mailto:specialevents@tucsonaz.gov) or call 837-8011 to discuss your event in detail.