



# Special Event Application

Economic Initiatives Office  
520-837-8011

[www.tucsonaz.gov/business/special-events](http://www.tucsonaz.gov/business/special-events)

The application and supporting documentation can be submitted via email to [Specialevents@tucsonaz.gov](mailto:Specialevents@tucsonaz.gov).

This application is intended to help event producers and the city ensure proper coordination of services for a successful and safe event. Please provide as much information on the application as possible and if applicable. The information will be reviewed by city staff to help approve the application as quickly as possible. The application should be submitted at least 60 days, but not more than a year before the event date. Applications submitted within 30 days of an event may not be accepted.

## Special Event Guidelines

The city's special event guidelines are intended to help event producers plan a successful event and ensure compliance with appropriate regulations. The safety of people and property is important. For your convenience, [blue links](#) within the application will take you to additional information specific to the item.

Event producers are strongly encouraged to review the city's special event guidelines prior to completing the application. Additional information can be found on the [city's special event website](#).

## Site Plans

A detailed site plan must be provided no less than 30 days before the event. Hand sketched site plans are acceptable. The city recognizes that site plans may change, and a final site plan can be submitted no less than 14 days before the event. Event producers should be prepared to discuss any changes to the site plan at the special event review committee meeting.

## Compliance with Laws

Applicants must comply with all federal, state and local laws, ordinances, rules and procedures. In addition, event producers cannot prevent event attendees from exercising their U.S. Constitutional First Amendment rights on city property.

## Street Closures

Major street lane closures require a traffic control plan from a barricade company. [A list of local barricade companies is available on the special event website](#). The traffic control plan must meet [MUTCD](#) standards and should be submitted no less than 30 days before the event.

**Applications for parades, races and walks on public streets must include a route map with the application.**

## Insurance

All events on city property will require insurance. Please review the [special event guidelines](#) for details; however final insurance requirements will be determined after reviewing the application materials.

## Note

The certificate of insurance and traffic control plan are necessary for issuing the special event permit. Event producers are encouraged to finalize these details as early as possible.

**Download and perform a "save as" before completing the application.**

Date of Application:	Permit Application # (For office use only)
----------------------	--

**Section 1 – Applicant and Organization Information**

Applicant name			
E-mail address for correspondence	Applicant's cell phone number	Applicant's home or work phone number	
Mailing address	City	State	Zip
Corporation name, organization name or D.B.A.			
<b>Primary contact on day of event and cell phone number</b>		<b>Secondary contact on day of event and cell phone number</b>	

**Section 2 – General Event Information**

Name of event			
Location and address where the event will take place			
Type of event (select all that apply)			
Bicycle event	Block party	Car show	Concert
Parade	Protest/Rally	Run/Walk	Sporting event
Cultural event	Street fair		Festival
Other: _____			
Brief description of event			
Event date(s)	Set-up date and hours	Event start and end times each day	Take down date and hours
E-mail address for public information:		WEB address for public information:	
Are you coordinating with (select all that apply)			
Visit Tucson	Downtown Tucson Partnership	Fourth Ave Merchants Assoc.	Main Gate Square
Mercado District	Neighborhood association (list specific association):		Ward office
Is this a first time event?    Yes    No			

**Event attendance**

Anticipated total event attendance	Anticipated peak event attendance – day, time and number in attendance:	Is there a cap on attendance/registration? If so, what is it?
------------------------------------	---	---

**Please indicate the type of advertising/promotion that will be done prior to the event:**

Newspaper ads	Yes	No	What publications?
Radio	Yes	No	What stations?
TV	Yes	No	What stations?
Will there be a live remote? (Live remote is a <u>scheduled</u> TV and/or radio station broadcasting from the event, not a news station showing up to do a story)	Yes	No	If yes, what stations?

<b>Section 3 – Event Details</b>			
Will there be (select all that apply)?	Admission charge	Tickets sold	Registration/entry fee
Is this event open to the public or a private event?	Public	Private (invitation only)	
Will there be amplified sound?	Yes	No	<a href="#">Tucson City Code, Chapter 16, Section 31</a>
Will there be entertainment?	Yes	No	If yes, please list entertainment groups, bands, etc:
What type of genres will be represented?			
Will the event include vendors selling merchandise/services?	Yes	No	**A business license may be necessary.
If yes, the City requests a list of vendors with contact information 14 days before the event.			
What is your plan for coordinating vendors for setting up and breaking down-loading, unloading, parking, etc?			
<b>Food</b>			
Will food be (select all that apply): Sold Given away Prepared onsite Food trucks Cooked or heated onsite	If food is being prepared onsite, <a href="#">Pima County Health Department rules</a> will apply.  Provide Pima County Health Department and the City of Tucson a list of vendors with contact information 14 days before the event.  All cooking and heating equipment will be required to follow Tucson Fire Prevention policy. This policy can be obtained at <a href="http://fire.tucsonaz.gov/files/fire/Cooking_Booth_Information_11-08-13.pdf">http://fire.tucsonaz.gov/files/fire/Cooking_Booth_Information_11-08-13.pdf</a> . The extinguisher requirements outlined in this policy must be followed.		
Describe your plan for containing and disposing of grease, oils and ashes:			
<b>Will the event include any of the following? (Indicate on site plan)</b>			
<b>Will any part of the event take place in a building?</b> Yes No			
<b>Tents</b> Yes No Number of pop up tents:  Number of tents 20' x 20' or greater: Company providing tents:	Tents with side walls 400 square feet or more and tents open on all sides that are 900 square feet or more require permits from the <a href="#">Planning and Development Services Department</a> . All tents and pop-ups must be anchored appropriately. Review Tucson Fire Department's Prevention Division's policy for tent use at: <a href="http://fire.tucsonaz.gov/files/fire/TFD_Tent_Information_11-8-13.pdf">http://fire.tucsonaz.gov/files/fire/TFD_Tent_Information_11-8-13.pdf</a> .		
<b>Fireworks/Pyrotechnic/Flame Performance</b> Yes No Company:	All fireworks, pyrotechnics and flame performance activities require a permit from the <a href="#">City of Tucson Fire Department Prevention Division</a> .		
<b>Temporary fencing</b> Yes No Company:	Provide accurate dimensions of fenced area on site plan. Include on the site plan the maximum number of persons expected in the fenced area as well as exits (with width dimensions labeled) and exit sign locations.		
<b>Electrical drops/generators</b> Yes No Company:	Generators should be separated from tents by 20' or an approved distance by the Tucson Fire Department and shall be isolated from contact with fencing or other approved means ( <a href="#">2012 IFC 3104.19</a> ).		
<b>Carnival/Amusement rides</b> Yes No Company:	A separate permit from the Fire Department may be required. Provide a list of rides.		
<b>Inflatables/Rock Walls/Interactive equipment</b> Yes No Company:	Provide a list of equipment.		
<b>Signs/Banners</b> Yes No Company:	A separate sign permit from <a href="#">Planning and Development Services Department</a> may be required.		
<b>Will waste water/gray water be generated?</b> Yes No If yes, how will it be disposed?	The City's <a href="#">Stormwater Management website</a> includes a link to the <a href="#">Stormwater Quality ordinance</a> .		
<b>Live animal exhibits</b> Yes No Company:	Provide a list of animals that will be at the event.		
<b>Portable toilets</b> Yes No At least 5% of portable toilets must be handicap accessible, but never less than 1. Company:	Number of standard _____	Number of handicap accessible _____	
<b>Parks and Recreation equipment</b> Yes No	To reserve equipment, go to <a href="https://www.tucsonaz.gov/parks/special-events">https://www.tucsonaz.gov/parks/special-events</a> , complete and submit the <a href="#">equipment reservation form</a> .		
<b>*If you are staking amusement rides, inflatable equipment or tents call <a href="#">Arizona 811 Blue Stake, Inc.</a> for free marking of underground utilities. Call 811 or 800-782-5348 AT LEAST 14 days in advance of the event set up date.</b>			

## Section 4 – Transportation, Streets and Parking

**\*\*Any street lane closure will require a traffic control plan. The traffic control plan must be submitted at least 30 days before the event.**

Does the event require street(s) to be closed?      Yes      No If no, skip to Parking Plan section  <b>Parades and races must provide a map showing the route with the application and can disregard the section to the right.</b>  All other events please indicate the streets that will be closed with the corresponding intersections in the section to the right. <span style="color: blue;">—————&gt;</span>	For all events that close streets EXCEPT parades and races: (ex. <u>Church St</u> closed between <u>Main Street</u> and <u>Maple Street</u> ) _____ closed between _____ and _____ _____ closed between _____ and _____ _____ closed between _____ and _____ _____ closed between _____ and _____
--	--

Have you requested a traffic control plan?      Yes      No Company:	If yes, please indicate the dates and hours barricades will be in place:
---	--

Does the event impact (select all that apply) Sun Link street car Street parking Parking garage access	If the event impacts the Sun Link Streetcar, event coordinators must review the <b>guidelines for events along the street car corridor</b> . <b>**The street car route will not be closed nor will operations stop.</b> If street parking and garage access are impacted, please contact Park Tucson at 520-791-5071. <a href="http://www.tucsonaz.gov/park-tucson">www.tucsonaz.gov/park-tucson</a>
---	---

### Parking plan

What is your plan for vendor parking?      Onsite      Offsite	If offsite, where:
What is your plan for guest parking?      Onsite      Offsite	If offsite, where:
Are you using a shuttle service?      Yes      No Company:	If using private property for parking, a letter of approval from the property owner is required.

**ADA parking**  
*Existing lots:* When parking lots are used for activities other than parking, accessible spaces must be kept open and usable. If not feasible, the same number of spots must be provided as close as possible to original spaces and/or main event site.

*Temporary lots:* Accessible spaces must be created and held in reserve for people with disabilities, laid out in accordance with standards, marked with the accessibility symbol, and connected to the closest accessible route.

## Section 5 – Events on City Property

Will any city electric hookups be used?      Yes      No	If yes, the event organizer should provide a list of equipment and amperages 14 days before the event.
Will any city water hookups be used?      Yes      No	If yes, access to water and/or water keys must be coordinated with the appropriate city department.
What company/organization are you using to remove trash from the property? City of Tucson      Private refuse company      If private, company name:	
Who are you using for recycling? City of Tucson      Private refuse company Company:	

**To schedule trash/recycle service with the City of Tucson, call Environmental Services at 520-791-3171 or 520-837-3798.**

## Section 6 – Alcohol

**\*\* The [City of Tucson Special Event Liquor License Application](#) and Arizona Department of Liquor Licenses and Control Application for Special Event License MUST be completed and submitted to the City Clerk's office a minimum of 45 days before the event date.**

Will there be alcohol at the event?      Yes      No <b>If no, skip to section 7.</b>	
Will alcohol be (select all that apply)?      Sold      Given away      Included in admission price	
Is the alcohol to be dispensed being donated?      Yes      No	Who is the alcohol being donated by or purchased through:

If you answered <b>yes</b> to any of the above questions in section 6, then a State Special Event Liquor License is required. What type of liquor license will be used for this event (select all that apply)?		
Special Event Liquor License	Extension of Premise (existing liquor license holders only)	Other:

### Section 7 – Event Security and Traffic Control

Will you be using off-duty police officers for (select all that apply):		Event security	Traffic control
If yes, from what agency:		Number of personnel:	
<p><i>After reviewing the event application, you may be required to use off-duty police officers for the event at the special duty or overtime rate. For scheduling purposes, officers must be requested no less than 30 days before the event. The following link can be use to request TPD Special Duty:</i>  <a href="http://police.tucsonaz.gov/police/news/how-hire-duty-police-officers">http://police.tucsonaz.gov/police/news/how-hire-duty-police-officers</a></p>			
Will you be using private security?	Yes	No	<p>Only security companies that are licensed and bonded in the State of Arizona may be used.</p> <p>The Tucson Police Department will not work events with armed private security companies.</p>
Number of personnel:	_____		
Will the private security be (circle all that apply):	Armed	Unarmed	
Security company and contact info.	_____		
Will there be any dignitaries attending the event?	Yes	No	<p>The Tucson Police Department needs to be notified if an invited dignitary confirms after this application has been submitted.</p>
Please list dignitaries invited:	_____		
Please list confirmed dignitaries:	_____		

### Section 8 – Emergency Medical Services

Will you be providing EMT's or equivalent?	Yes	No	Number of personnel requested: _____
Organization providing EMT or equivalent service:	_____		
<p><i>After reviewing the event application, you may be required to provide EMTs for the event.</i></p>			

### Section 9 – Acknowledgement and Signature

I hereby certify that the statements made in this application are true and complete to the best of my knowledge. I understand that intentional omissions or falsification of information is sufficient grounds for denial of the application and subsequent revocation of the permit.

I understand that the City reserves the right, in its sole discretion, to determine if any City facilities are unusable as a result of inclement weather.

  

_____	_____
Signature of Applicant's Authorized Agent or Applicant	Date