



Special Event Application

Economic Initiatives Office

520-837-8011

[Special Event Website](#)

This application and supporting documentation can be submitted via email to Specialevents@tucsonaz.gov.

This application is intended to help event organizers 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 must be submitted at least 60 days, but not more than a year before the event date.

There is no application fee if submitted 60 or more days before the event. Applications submitted less than 60 days before the event must include a \$100 processing fee. The processing fee will not be credited toward event fees. Applications submitted within 30 days of an event may not be accepted. The payment of fees does not guarantee event approval.

Special Event Policies and Procedures

The City's special event policies and procedures are intended to help event organizers 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 question.

Event organizers are strongly encouraged to review the City's special event policies and procedures 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 60 days before the event. Hand sketched site plans are acceptable. The City recognizes that site plans may change, and a final site plan will be submitted no less than 14 days before the event. Event organizers should be prepared to discuss any changes to the site plan at the special event review meeting.

Compliance with Laws

Applicants must comply with all Federal, State and local laws, ordinances, rules and procedures. In addition, event organizers cannot prevent event attendees from exercising their U.S. Constitutional First Amendment rights on City property.

Street Closures

Any major street lane closure will require a traffic control plan provided by a barricade company. [Click here for a list of local barricade companies.](#) The traffic control plan must be submitted no less than 60 days before the event.

Insurance

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

Note

The Certificate of Insurance and barricade plan are necessary for issuing the special event permit. Event organizers are encouraged to finalize these details as early as possible.

Download and perform a "save as" before completing this document.

Date of Application:	Permit Application # (For office use only)
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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
Street address (if above is a PO box)		City	State	Zip
Corporation name, organization name or D.B.A.				
Primary contact on day of event and cell phone number			Secondary contact on day of event and cell phone number	

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	Cultural event	Festival
Parade	Protest/Rally	Run/Walk	Sporting event	Street fair	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 on Visit Tucson website			WEB address for public information on Visit Tucson website		
Are you coordinating with Visit Tucson? Yes No		Is this a first time event? Yes No			
Has this event been held in another location outside the City of Tucson? Yes No If yes, please provide the following:					
Previous location(s)	Previous event dates	Contact name and phone			

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?	Yes	No	If yes, what stations?
(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)			

Section 3 – Event Details			
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	Tucson City Code, Chapter 16, Section 31
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? If yes, the City requests a list of vendors with contact information 14 days before the event.	Yes	No	**A business license may be necessary.
Will food items be sold or given away? If yes, provide Pima County Health Department a list of vendors with contact information 14 days before the event.	Yes	No	**If food is being prepared onsite, Pima County Health Department rules will apply.
What is your plan for coordinating vendors for setting up and breaking down-loading, unloading, parking, etc?			
Will the event include any of the following? (Indicate on site plan and/or vendor list)			
Will any part of the event take place in a building?		Are you applying for an extension of premises permit for this event?	
Yes	No	Yes	No
Tents	Yes	No	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 Planning and Development Services Department . All tents and pop-ups must be anchored appropriately. Review Tucson Fire Department's Prevention Division's policy for tent use at: http://fire.tucsonaz.gov/files/fire/TFD_Tent_Information_11-8-13.pdf .
Estimated number of tents: _____ Company			
Fireworks	Yes	No	All fireworks, pyrotechnics and flame performance activities require a permit from the City of Tucson Fire Department Prevention Division .
Company, contact name and phone number			
Open flames, heating or cooking	Yes	No	All cooking and heating equipment will be required to follow Tucson Fire Prevention policy. This policy can be obtained at http://fire.tucsonaz.gov/files/fire/Cooking_Booth_Information_11-08-13.pdf . The extinguisher requirements must be followed as outlined in this policy.
Describe your plans for containing and disposing of grease, oils and ashes:			
Temporary fencing	Yes	No	Provide accurate dimensions of fenced area on site plan. Include on site plan the maximum number of persons expected in the fenced area as well as exits (with width dimensions labeled) and exit sign locations.
Company			
Electrical drops/generators	Yes	No	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 (2012 IFC 3104.19).
Company			
Carnival/Amusement rides	Yes	No	A separate permit from the Fire Department may be required. Provide a list of rides.
Company, contact name and phone number			
Inflatables/Rock Walls/Interactive equipment	Yes	No	Provide a list of equipment
Company, contact name and phone number			
Signs/Banners	Yes	No	A separate sign permit from Planning and Development Services Department may be required.
Live animal exhibits	Yes	No	Provide a list of animals that will be at the event.
Company, contact name and phone number			
Portable toilets	Yes	No	A minimum of 5% of portable toilets, but never less than 1, shall be accessible.
Number of standard _____ Company	Number of handicap accessible _____		
*Any staking of amusement rides, inflatable equipment or tents requires a call to Arizona 811 Blue Stake, Inc. for free marking of underground utilities. Call 811 or 800-782-5348 AT LEAST 14 days in advance of event set up.			

Section 4 – Transportation, Streets, Right of Ways and Parking

****Any major street lane closure will require a traffic control plan. The traffic control plan must be submitted at least 60 days before the event.**

Does the event propose **closing, interrupting** or **blocking** any of the following:

City streets	Yes	No	Multi-use paths (The Loop, bicycle and walking trails, etc.)	Yes	No	
City bus stops	Yes	No	Public parking lots	Yes	No	Don't know
City sidewalks	Yes	No	Public bicycle parking	Yes	No	Don't know
On street parking	Yes	No	City right-of-ways	Yes	No	Don't know
City streetcar	Yes	No	If yes, event coordinators must review the guidelines for events along the street car corridor. **The street car route will not be closed nor will operations stop.			
Have you requested a traffic control plan? Company	Yes	No	If yes, please indicate the dates and hours barricades will be in place:			

Parking Plan - A parking plan is not required for events within a half mile of the streetcar.

What is your plan for vendor parking?

What is your plan for guest parking?

If using a shuttle service, provide shuttle route and company

If using private property for parking, a letter of approval from the property owner is required.

****On the event site plan, please indicate road signage for parking**

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.	
Will waste water/gray water be generated? If yes, how will it be disposed?	Yes	No	The City's Stormwater Management website includes a link to the Stormwater Quality ordinance .	
Who are you using to remove trash from the property? Company	City of Tucson		Private refuse company	
Who are you using for recycling? Company	City of Tucson		Private refuse company	

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

