



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 coordinators and the City ensure proper coordination of services for a successful and safe event. Please provide as much information in 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.

A non-refundable \$100 application fee must be paid before the application will be processed. The fee will be credited toward City fees associated with the event. Applications submitted less than 60 days before the event must include an additional \$50 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 coordinators plan a successful event and ensure compliance with appropriate regulations. The safety of people and property is important. For your convenience, links to various sections of the City's special event policies and procedures are included within the application. The links will take you to additional information specific to the questions on the application.

Event coordinators 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 accompany this application. Hand sketched site plans are acceptable. The City understands that site plans may change, and a final plan will be submitted prior to a special event permit being issued.

Compliance with Laws

Applicants must review and sign under section 9.

Street Closures

Any major street lane closure **will** require a traffic control plan. 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.

Date of Application:	Permit Application # (For office use only)
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Section 1 – Applicant and Organization Information

Applicant name (must be on site during the event)			
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
Parade	Protest/Rally	Run/Walk	Sporting event
			Cultural event
			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	
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	
Do you have any outstanding balances due to the City of Tucson from previous events? 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?
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Please indicate the type of advertising/promotion that will be done prior to the event.

Are you using social media to promote the event? Yes No	Newspaper ads Yes No
What types?	What publications?
Press releases Yes No	Fliers/Posters Yes No
How many?	How many?
Radio Yes No	TV Yes No
What stations?	What stations?
Will there be a live remote? Yes No	(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)
If yes, what stations?	

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)	**Please review section 9.		
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 (select all that apply)?						
Banda	Classical	Country	Hip Hop	Jazz	Mariachi	Norteño
Pop	Rap	Reggae	Rock	Tejano	Other: _____	
Will the event include vendors selling merchandise/services? If yes, please attach a complete list of vendors with contact information	Yes		No	**A business license may be necessary.		
Will food items be sold or given away? If yes, please provide a complete list of vendors with contact information	Yes	No	**If food is being prepared onsite, Pima County Health Department rules will apply.			
What is your plan for vendor load in and load out?						
Will there be any equipment exceeding 10,000 pounds?	Yes	No	If yes, what type of equipment?			
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 Estimated number of tents: _____ Company	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 Fire 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 .			
Fireworks Company, contact name and phone number	Yes	No	All fireworks, pyrotechnics and flame performance activities require a permit from the City of Tucson Fire Department Prevention Division.			
Open flames, heating or cooking Describe your plans for containing and disposing of grease, oils and ashes:	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.			
Temporary fencing Company	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.			
Electrical drops/generators Company	Yes	No	Generators should be separated from tents by 20' or an approved distance by the authority having jurisdiction and shall be isolated from contact with fencing or other approved means.			
Carnival/Amusement rides Company, contact name and phone number	Yes	No	A separate permit from the Fire Department may be required. Provide a list of rides.			
Inflatables/Rock Walls/Interactive equipment Company, contact name and phone number	Yes	No	Provide a list of equipment			
Signs/Banners	Yes	No	A separate sign permit from Planning and Development Services Department may be required.			
Live animal exhibits Company, contact name and phone number	Yes	No	Provide a list of animals that will be at the event.			
Portable toilets Number of standard _____ Company	Yes	No	A minimum of 5%, but never less than 1, of portable toilets shall be accessible. 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 (Greeways, The Loop, etc)	Yes	No
City bus stops	Yes	No	Public parking lots	Yes	No
City sidewalks	Yes	No	Public bicycle parking	Yes	No
On street parking	Yes	No	City right-of-ways	Yes	No
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?	Yes	No	If yes, please indicate the dates and hours barricades will be in place:		
Company					

Parking Plan

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

ADA parking
Existing lots: When lots are used for activities other than parking, accessible spaces must be kept open and usable. If not possible, 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.

Accessible routes
 Accessible routes must connect event site features, including parking, exhibits, activities and public amenities.

Section 5 – Events on City Property

Will any city electric hookups be used?	Yes	No	If yes, the event coordinator will need to provide a list of equipment and amperages 30 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?	Yes	No	If yes, how will it be disposed?
Who will you be using for trash removal and clean-up?	Volunteers City Private refuse company		
Company			
Who will you be using for recycling?	City Private refuse company		
Company			

To schedule trash/recycle service with the City of Tucson, call Environmental Services at 791-3171 or 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	If no, skip to section 7.	
Will alcohol be given away?	Yes	No	Will the alcohol be sold?	Yes No
Will the alcohol be donated?	Yes	No	Who is the alcohol being donated by or purchased through:	
Is alcohol included in the admission price of the event?	Yes	No		
If you answered yes 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: _____	
Has the applicant/organization ever had a liquor license or event permit denied, revoked or suspended?	Yes	No		
If yes, please explain:				

Section 7 – Event Security

Will you be using off-duty police officers?	Yes	No	If yes, from what agency: _____	
Number of personnel: _____				
<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 is for the TPD Special Duty form: http://police.tucsonaz.gov/police/news/how-hire-duty-police-officers</i>				
Will you be using private security?	Yes	No	Only security companies that are licensed and bonded in the State of Arizona may be used. The Tucson Police Department will not work events with armed private security companies.	
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	The Tucson Police Department needs to be notified if an invited dignitary confirms after this application has been submitted.	
Please list invited dignitaries:				
Please list confirmed dignitaries:				

Section 8 – Emergency Medical Services

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

Section 9 – Compliance with Laws

All applicants are advised that events, whether gated or non-gated, whether charging admission or not, and which are held on City parks, streets and/or sidewalks next to streets, are held on traditional public forums (fora) within which the exercise of U.S. Constitutional First Amendment rights have been and are traditionally conducted. The City cannot and will not tolerate any restriction of such rights by applicants and/or their promoters, employees, agents, subcontractors, assigns, volunteers, security personnel or others associated with applicants (collectively “Event Personnel”) in the holding of events. Event Personnel shall comply with all other laws, common laws, statutes, ordinances and rules and regulations. By signing this Permit Application, all applicants acknowledge and agree that the provisions contained in Section 12 of this Permit Application apply to alleged violations by Event Personnel of any of the laws, common laws, statutes, ordinances and rules, and that the insurance and/or self-insurance of Event Personnel will cover the City, its respective officers, agents, employees and volunteers should the City, and/or its respective officers, agents, employees and volunteers be subjected to claims, demands, lawsuits and/or other actions alleging such violations. Applicants are encouraged to consult with their own attorneys for independent legal advice about applicants’ duties and obligations under this application. Applicant shall not refuse to hire or employ or bar or discharge from employment any person, or to discriminate against such person in compensation, conditions, or privileges of employment, because of race, color, gender, gender identity, sexual orientation, religion, national origin, familial status, age, disability, or United States military veteran status.

Applicant acknowledges that applicant has read and understood this Section, agrees to fully comply with and abide by its terms, and has signed in the space below to verify such acknowledgement and understanding.

Signature of Applicant’s Authorized Agent or Applicant

Date

Section 10 – Acknowledgement and Signature

HOLD HARMLESS AND INDEMNIFICATION:

I hereby certify that the statements made in this application are true and complete to the best of my knowledge. Intentional omissions or falsification of information is sufficient grounds for denial of the application and subsequent revocation of the permit. I agree to indemnify, defend and save harmless the City and its officers, agents, employees and volunteers from any and all losses, claims, liabilities, damages, costs and expenses, including attorney’s fees and court costs, resulting from the use of the City’s property and/or personnel, including all, suppliers, vendors or agents, or any of their guests, invitees or licensees with regard to the event. In addition, I agree to indemnify, defend and save harmless the City and its respective officers, agents, employees, and volunteers from any and all losses, claims, liabilities, damages, costs and expenses, including reasonable attorney’s fees and court costs, resulting from any facility, park or lake closure due to inclement weather. In such an instance, I understand that all event participants must follow the City’s guidelines and procedures for lake/facility evacuation and that this event is being held inside the City limits and all City rules and regulations apply. I also understand that the City reserves the right to determine if any park, lake, or other City facilities are unusable as a result of inclement weather, in its sole discretion.

RESPONSIBLE FOR COSTS:

By way of my signature below, I hereby acknowledge and agree that I am solely responsible for any and all costs associated with the response of City of Tucson resources and/or personnel that is required by the event or associated activities, and hereby agree to pay for all such costs within thirty (30) days of being invoiced for the event, without offset or contest. Such costs may include but are not limited to: emergency medical services; police assistance; facility/park rental; and traffic control, as determined to be required by the City in its sole discretion.

I have read and understand all of the terms and conditions of this application, and agree to all terms as stated. I am authorized by the applicant organization to agree to these terms, to enter into this agreement, and to sign on behalf of the organization. My signature below confirms my acceptance of all terms and conditions of this application, including the responsibilities and liabilities stated herein.

Signature of Applicant’s Authorized Agent or Applicant

Date

**City of Tucson Special Event Application
Department Approval Status**

Departments	Approved	Pending	Denied	Not applicable	Fee estimate
City Clerk's Office					
Department of Transportation					
Engineering					
Streets					
Sun Tran					
Sun Link					
Environmental Services					
Finance					
Parks and Recreation					
Pima County Health Department					
Planning & Development Services					
Risk Management					
Tucson Fire Department					
Tucson Police Department					
Special Events Division					
Liquor Division					
Special Duty					
Traffic					

Date permit issued: _____

Permit number: _____