



Office of the City Clerk  
255 W. Alameda  
P.O. Box 27210  
Tucson, AZ 85726-7210

# **SPECIAL EVENT LIQUOR LICENSE APPLICATIONS**

**Applications for Special Event Licenses must be received by the Tucson City Clerk a minimum of forty-five (45) days before the date of the event in order to be considered by the Mayor and Council.**

## **Special Event Applications**

All applications for special event liquor licenses must include a site plan for review by the City of Tucson Police Department. In addition, the City of Tucson Development Services Department will review each application to determine whether the zoning is proper for the proposed activity, and if not, has a Use Permit been obtained. It is strongly recommended that you obtain a zoning clearance before initiating these applications.

For additional information on zoning issues, please contact the Planning & Development Services Department at 791-5550.

**THE GRANTING OF THIS APPLICATION DOES NOT EXEMPT THE  
APPLICANT FROM THE CITY OF TUCSON'S ORDINANCE FOR  
EXCESSIVE NOISE AND UNRULY GATHERINGS.**

*(Tucson City Code Chapter 16, Article IV, Sections 16-30 through 16-34)*



SPECIAL EVENT LIQUOR LICENSE QUESTIONNAIRE

Purpose of Event: \_\_\_\_\_

Legal Property Owner: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Promoter: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Applicant: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

On Scene Supervisor: \_\_\_\_\_ Phone at Event: \_\_\_\_\_

Number of expected Attendees: \_\_\_\_\_ Ages: \_\_\_\_\_

Will security be provided by a private company? (Please check one) [ ] Yes [ ] No

Name and address of private company: \_\_\_\_\_

Number of security personnel: \_\_\_\_\_ ; and/or

Will security be provided by a police department? (Please check one) [ ] Yes [ ] No

If YES, which department: [ ] Tucson Police [ ] Pima County Sheriff's Dept. [ ] State Dept of Public Safety
[ ] Marana [ ] Other \_\_\_\_\_

Number of officers: \_\_\_\_\_

Have security personnel had Server Training? [ ] Yes [ ] No Familiar with Best Practice Compliance? [ ] Yes [ ] No

How will access points be controlled? \_\_\_\_\_

Type of fencing: (Please check one) [ ] Chain Link [ ] Snow Fencing (orange plastic fencing)

If tents or canopies will be used, have permits been obtained? (Please check one) [ ] Yes [ ] No

(To obtain permits, please contact Planning & Development Services Department at 791-5550.)

In an effort to control underage drinking, please indicate the following:

Training: Have you completed beverage server training by a City of Tucson recognized provider? [ ] Yes [ ] No

How many of your beverage servers have had such approved training? \_\_\_\_\_

Violations: Have there been any police reports filed in the past relating to your event? [ ] Yes [ ] No [ ] Do Not Know

Attendance: Number of attendees in your last event: \_\_\_\_\_

Consumption: If possible, indicate (by \$ sales, quantity, or other) the amount of alcohol sold at your last event: \_\_\_\_\_

Building Occupant Load: \_\_\_\_\_ (This section to be completed for indoor events only. Please attach a copy of occupant load certificate to application.)

- Occupant load for the building shall be maintained at all times.
• Premise extension security shall be provided for occupant load control into building to prevent overcrowding.
• One way in and one out of the building is the only way to keep an accurate count of the legal occupant load. Mechanical or hand counters shall be used.

An indoor or outdoor gathering of persons may have an adverse impact on public safety through diminished access to building, structures, fire hydrants and fire apparatus' access roads. Where such gatherings adversely affect public safety services of any kind, a plan for the provision of an approved level of public safety shall be provided. Any alterations to submitted plans may result in citations.

A SITE PLAN TO SCALE SHALL BE SUBMITTED WITH QUESTIONNAIRE TO INCLUDE:

EXTERIOR

- Parking Areas
• Public Streets and Avenues
• 20' width Fire Department access lanes (a maximum distance of 150' from fire access lanes to the farthest exterior portion of all buildings shall be provided)
• Fire Department sprinkler and standpipe connections (shall be clear of obstructions)
• Fire hydrants (shall be clear of obstructions)
• Fences / Premise Extension (knowledgeable personnel in the operation of exiting shall be permanently stationed throughout the event at all gates)

INTERIOR

- Exit discharges (legal egress) to public way – a clear width and height of 10' appropriated to public
• All entrances and exits
• Security points
• Serving areas
• Tables and chairs
• Stage area
• Sanitation facilities

By my signature below, I affirm that the information provided on this questionnaire is true, correct and complete to the best of my knowledge and information, and that I have read the attached brochure.

Applicant's Signature

Applicant's Printed Name

Date

## GUIDELINES FOR SPECIAL EVENT LIQUOR LICENSE

- A. Any person applying for a Special Event Liquor License must make application with the City at least forty-five (45) days prior to the Mayor and Council meeting that precedes the date of the special event.
- B. The Mayor and Council may consider the following criteria in determining whether to approve or disapprove a Special Event Liquor License application:
1. Whether the event is open to the general public.
  2. The type and nature of the event, activities involved, time of day, day of the week, the location of the event and the potential to disrupt normal activities.
  3. The criminal history, if any, of the applicant.
  4. The geographical area where the event is to be held.
  5. The type of security measures and the size of the security staff to be provided by the applicant to ensure full compliance with liquor laws, other State laws and City ordinances.
  6. The type(s) of alcohol to be sold or dispensed.
  7. How the alcohol will be served (glasses, plastic cups, bottles, cans).
  8. Has the promoter of the event obtained Special Event Liquor License(s) in the City of Tucson within the past three years that created neighborhood disturbances, problems or complaints.
  9. The potential for problems in the neighborhood of the proposed event in terms of noise, hours of operation and time of day.
  10. The length of the event (number of consecutive days of the proposed event).
  11. The number of sanitary facilities available to the participants.
  12. Whether the zoning is proper for the proposed activity and if not has a Use Permit been obtained.
  13. The anticipated number of people expected to attend the event.
  14. The potential for the event to cause problems with loud music, noise, amplified sound systems, crowds and litter.