

SPECIAL EVENT PERMIT

APPLICATION REQUIREMENTS



A document outlining the process and procedures for Special Event Permits.



TOWN OF CAREFREE

PLANNING AND ZONING DEPARTMENT

2010

SPECIAL EVENT PERMIT

APPLICATION REQUIREMENTS

Article III., Section 3.09 of the Carefree Zoning Ordinance

Special Event Permits

- (1) The Zoning Administrator shall hear applications for and may grant Special Event Permits for a period of time not to exceed sixty (60) days for special events such as circuses, Christmas tree lots, revivals, horse shows, rodeos, charity events, and other short term events. Temporary construction offices and sales offices for new subdivisions shall be granted for a length of time specified by the Zoning Administrator.
- (2) The Special Event Permit may be issued if a finding that the use covered by the permit, or the manner of conducting the same is not detrimental to:
 - (A) Persons residing or working in the vicinity,
 - (B) Adjacent property,
 - (C) The surrounding neighborhood, or
 - (D) The public welfare in general.
- (3) Factors which may be reviewed include but are not limited to:
 - (A) Emitting odor, dust, gas, noise, smoke, heat, or glare beyond any boundary of the lot on which the use is being conducted.
 - (B) Causing a significant increase in traffic congestion.
 - (C) Constituting a threat to public health or safety.
 - (D) Causing or contributing to disturbances or breaches of the public peace and order.
- (4) A Special Event Permit may be revoked by the Zoning Administrator upon a finding that there is material noncompliance with any condition prescribed in conjunction with the issuance of the permit, or that the use covered by the permit or the manner of conducting the same:
 - (A) Is detrimental to persons residing or working in the vicinity, adjacent property, the neighborhood, or the public welfare in general.
 - (B) Is in violation of any provision of this Ordinance or any law of the Town of Carefree or, if applicable, any law of Maricopa County, the State of Arizona, or the United States.
 - (C) The revocation of a Special Event Permit shall become final immediately.

SPECIAL EVENT PERMIT

APPLICATION FORM *(must be fully completed & signed)*

Applicant (Organization conducting the event): _____

Contact Person: _____

Office Telephone Number: _____

Telephone After Office Hours: _____

Please describe the request:

Type of Organization conducting the event:

- | | |
|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Charitable | <input type="checkbox"/> Civic |
| <input type="checkbox"/> Fraternal | <input type="checkbox"/> Political |
| <input type="checkbox"/> Religious | <input type="checkbox"/> Other _____ |

If this is a charitable organization, list all people or organizations who will receive proceeds. Please account for 100% of the proceeds.

Name	Address	Proceeds
_____	_____	_____
_____	_____	_____
_____	_____	_____

Date(s) of the Event	Day(s)	Hours of the Event
_____	_____	_____
_____	_____	_____
_____	_____	_____

SPECIAL EVENT PERMIT

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Will the event be located entirely and/or partially on public property in the Town Center?

YES

NO

Will there be any vendors/transient merchants at your event?

YES

NO

PLEASE NOTE:

- If the answer is yes to the previous two questions the event organizer is required to submit with Special Event Permit (SEP) all Vendor Application Forms, the associated fees for participating vendors and sign the attached affidavit prior to the issuance of the SEP.
- The serving and/or selling of alcoholic beverages require a separate liquor license permit from the State.

Please describe how food will be prepared (i.e. cooked). Please describe how odors, smoke, grease or other nuisances will be controlled to mitigate neighboring residences and/or businesses. Also, please provide copies of all applicable County Health Department approvals:

Please detail all audio equipment that will be used (include public address system and amplified music):

Please explain how event will mitigate interference with vehicular or pedestrian traffic will be mitigated:

Will event require additional Town services? If yes, please explain:

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Please explain any security/control measures including but not limited to the the type and number of security or police personnel the type of control barriers and indicate their locations:

Will any public improvements such as streets and sidewalks be staked, marked, or altered in any way? If yes, explain and describe how these alterations will be removed after the event:

Please describe provisions to ensure that neighboring residences, businesses and/or other special events are *not* adversely impacted:

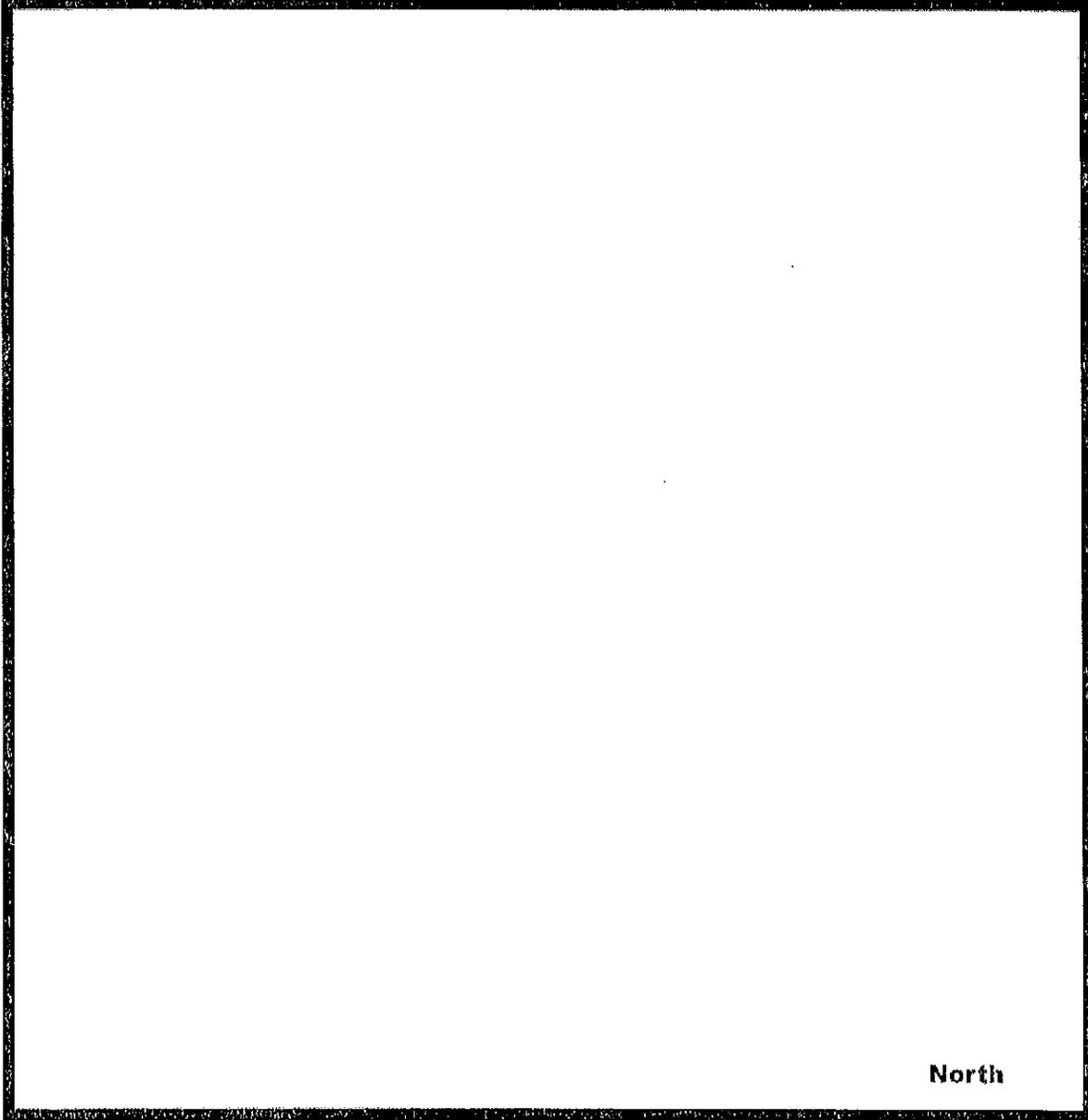
Please provide clean-up plan for after the event has concluded:

SPECIAL EVENT PERMIT

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SPECIAL EVENT PERMIT PREMISES DIAGRAM

Please indicate the streets, on-site building, event buildings and/or areas, parking, fencing, security positions, and any event signage.



North

SPECIAL EVENT PERMIT

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By executing this application, I (the "applicant/organization and/or private property owner") certify that I (we) understand that if this request is granted I will remove all temporary structures at the end of the approved time period. I further understand that any special event approval shall expire should the use for which it has been approved not be held as described in this application. In addition, I understand that the Zoning Administrator may deny or revoke my Special Event Permit if one or more of the factors listed in the Zoning Ordinance in Article III., Section 3.09 (3) are not satisfactorily addressed either within the application or during the special event.

As a condition to, and in consideration of the issuance of the above-requested permit, the applicant hereby agrees to exonerate, indemnify and hold harmless, and to protect and defend, the Town of Carefree, its officers, agents and employees from all liability, suits, claims, losses, damages, expenses and costs, including attorneys' fees, for or on account of any injuries to, or death of, persons, or damages to, or destruction of, property belonging to any person arising out of or in any way relating to the special event authorized by this request if approved, whether the liability, loss or damage are caused, or alleged to be caused, in or in part by negligence, gross negligence, or fault of the Town or its officers, agents and employees, and/or of the applicant or any other person or organization whatsoever.

As a further condition to, and in consideration of the issuance of this requested permit, the applicant and any associated private property owner hereby agrees to procure and maintain insurance covering public liability and property damages, including use of owned or non-owned autos, as shall protect the Town and the applicant, as their interest may respectfully appear, from claims for damages for personal injury, including death, and for property damage which may arise out of, or be related in any way to the special event authorized under this request. Such insurance shall be primary, and shall contain not less than \$1,000,000 combined single limit bodily injury and property damage liability coverage.

As a further condition to, and in consideration of the issuance of this requested special event permit, the applicant and any associated private property owner hereby agrees to comply with Title II of the Americans with Disabilities Act (ADA) which requires that no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the applicant, or be subject to discrimination by the applicant.

IN WITNESS WHEREOF THIS APPLICATION FOR A SPECIAL EVENT PERMIT HAS BEEN DULY SIGNED THIS _____ OF _____, 20_____.

Applicant's printed name

Applicant's signature

Private Property Owner's printed name*

Private Property Owner's signature*

*By signing this document, I acknowledge that I am the rightful owner of the property the special event is taking place upon and agree to the conditions stated above and the applicant's representation of the subject special event.

SPECIAL EVENT PERMIT

VENDORS AFIDAVIT *(must be fully completed & signed)*

If a special event contains any taxable vendor(s) which are not Carefree-based businesses and if all or a portion of the event is being conducted on public property within the Town Center, then it is the responsibility of the special event organizer to provide the Town a completed Vendor's application form and associated fees for each vendor. This application includes the vendor's State of Arizona sales tax identification number.

During the Special Event, Vendors will be required to post their Vendor Certificate issued by the Town in a conspicuous place at the location where their business is being conducted.

Acknowledgement:

I _____ represent
(state your name)

(state the organization/entity to which Special Event Permit is issued)

certify by signing this affidavit that all vendors have provided a completed Vendor Application Form to the Town of Carefree and have paid the associated fees. I further understand and certify that if any vendors are added/changed during the course of the event, I will be responsible to provide the Town of Carefree a completed Vendor Application Form and pay the associated fees for such vendors. Furthermore, I will ensure all vendors properly post their Vendor Certificate during the duration of the event.

IN WITNESS WHEREOF THIS AFFIDAVIT HAS BEEN DULY SIGNED THIS _____
(Day)

OF _____, 20_____
(Month)

Applicant's printed name

Applicant's signature

Applicant's mailing address

POST IN A
CONSPICUOUS
PLACE

Town of Carefree
8 Sundial Circle
Carefree, AZ 85377
(480) 488-3686
www.carefree.org

Certificate Number

VENDOR CERTIFICATE

Dates Valid: _____

Business Name: _____

Mailing Address: _____

Nature of Business: _____

Date Issued: _____

Town of Carefree

Total Paid: \$ _____

In accordance with the Town of Carefree, Arizona Zoning Ordinance, Article III, §3.09, this vendor is hereby authorized to conduct business in the Town of Carefree. This Certificate is NON-Transferable.

The portion below is for your records. Detach and file.

COPY ONLY

<p>RECEIPT Please retain for your records</p>	<p>Town of Carefree 8 Sundial Circle Carefree, AZ 85377 (480) 488-3686 Vendor Certificate THIS CERTIFICATE EXPIRES _____</p>	<p>Certificate Number _____</p>
<p>Business Name: _____ Mailing Address: _____</p>	<p>Nature of Business: _____ Date Issued: _____</p>	<p>Dates Valid: _____</p>

Nature of Business: _____

Date Issued: _____

Zoning Administrator



Total Paid: \$ _____

In accordance with the Town of Carefree, Arizona Zoning Ordinance, Article III, §3.09, this vendor is hereby authorized to conduct business in the Town of Carefree. This Certificate is NON-Transferable.

