



Special Event Application

Town of Wickenburg

Event Location: _____

Please return this form to the Special Events & Facility Rental Manager at Town Hall.
rentals@wickenburgaz.org or Town of Wickenburg 928-668-0565

THIS FORM MUST BE COMPLETED FULLY AND SHOULD BE SUBMITTED 30 DAYS PRIOR TO ANY SCHEDULED EVENT

Event Name:

Start Date:

End Date:

Estimated Attendance:

Set Up Time:

Event Start Time:

Event End Time:

Tear Down Completion Time:

Applicant's Name:

Name of Organization:

Applicant's phone number:

Applicant's Email Address:

Applicant's/Organizations Physical Address:

Applicant's Mailing Address (if different than physical):

Organization's Phone Number:

Organization's Email Address:

Type of Event, Including Description and All Activities:

Description of Entertainment (If any): Will there be amplification/ DJ / music? Yes No

Site Plan/Map Required: Please attach a map/site plan and draw a sketch showing the location of the property in relation to surrounding properties, the area to be used, the access to the property, the location of any proposed facilities, parking area, vending area, stages, and other principal features on the venue.

Will Your Event Include Serving Alcohol? No Yes (PUBLIC EVENTS ONLY)

If "YES", (whether free or sold), you will need to obtain a Special Event Liquor License through the State of Arizona after approval by the Town of Wickenburg.

Will Food Be Served? (PUBLIC EVENTS ONLY) None Sold Free Catered

If you are selling, providing "free" or catering food and/or beverages unless packaged and for resale, please contact Maricopa County Health Department at 602-506-6978, TTY 602-506-6704 AND Provide the Town a copy of your Permit/Certificate.

Will Portable Restrooms Be Placed at Event? No Yes (If yes, please indicate number and location on map.)

PLEASE NOTE THAT THERE ARE FEES FOR ALL TOWN SERVICES PROVIDED FOR THE EVENT.

Description of Types of Retail Sales/Craft Vendors— Booths (If any):

BUSINESS LICENSE FEES: A “Temporary Special Event Business License” is required for all vendors participating in the special event. The cost is \$10 per vendor for a one day event or \$25 per vendor for up to four consecutive days. The license fee shall be collected by the event sponsor, made payable to the Town of Wickenburg and delivered by the event sponsor to the Town within 5-days after the event. If any vendor already has an annual Town business license, they DO NOT have to pay the temporary special event business license fee.

The Special Event Sponsor is required to fill out the attached form (Exhibit “A”) for the Arizona Department of Revenue (AZDOR) for each individual vendor participating in the Event including their business name, owner name, and sales tax identification number. The list shall be provided to the AZDOR and the Town 10 days prior to the event; and one week after the event for any changes that may have occurred.

All items listed below are subject to inspection by the Town of Wickenburg’s building inspector, fire chief, and police dept.

WILL CANOPIES OR TENTS BE INSTALLED ONSITE? No Yes (If Yes, list number/sizes and how will it be secured to the ground?) (Tents over 10x10 require a Tent Permit at a cost of \$50) (10x10 canopies or tents are required to have 40 lbs of weight attached to each leg)

MECHANICAL CARNIVAL RIDES/ INFLATABLES? No Yes (If Yes, please indicate number and describe):

FIREWORKS/OPEN FLAME? No Yes (If Yes, a permit is required so please indicate types, number and duration):

ANIMALS ONSITE? No Yes (If Yes, please indicate type, number, containment/safety plan and clean-up plan):

STREET CLOSURES / EVENT PARKING

A detailed description/route and/or location map must be included with your application submission. Please note that if you plan to use U.S. 60, an Arizona Department of Transportation permit must be obtained by applicant. Please attach a copy of the ADOT permit once obtained. The ADOT Prescott District Permit Office, 1109 Commerce Drive, Prescott, AZ 86305, Phone: 928-777-5861, Fax: 602-239-6219.

(NOTE: All Street Closures must be approved by the Town Manager and Police Department prior to the event.)

Name of Contracted Certified Barricade Company: _____

Contact Name: _____ Phone: _____

PARTICIPANT AND SPECTATOR PARKING: Please provide a map with details regarding your plans and any transportation provided.

STREET CLOSURES REQUESTED?	No	Yes (If yes, please note locations on the map/site plan.)	Start time:
			End time:

Barricades: No Yes \$100 base fee includes your choice of: 20 cones or 10 A-Framed barricades or 3 rail barricades or 6 sections of fence barricades. If additional barricades are needed, cost is: \$4.00 per day, per cone; \$5.00 per day, per A-Frame; \$5.00 per day, per 3 rail barricade; \$10.00 per section for crowd control barriers/fencing. List how many, type, and indicate location on the map/site plan.

Light Towers: No Yes (\$100 per day per light tower, includes pickup and delivery)

List how many and indicate location on map/site plan: _____

Trash Containers: No Yes Please circle which one: 90 gallon (\$15 each/per day) or 300 gallon (\$25 each/per day).

How many, type, and indicate location on map: _____

Total Fees: _____

PUBLIC SAFETY / SECURITY

If the event has a large crowd or road closures you may be required to use off-duty police officers to direct traffic at an average cost of \$50 per hour for the officer and \$50 per day for the vehicle.

Responsible Event Person Onsite Name: _____

Work Number: _____ Cell: _____

DESCRIBE YOUR PLANS FOR ONSITE SECURITY*: _____

WILL YOU BE REQUESTING OFF DUTY WICKENBURG POLICE OFFICERS? No Yes

ACCESSIBILITY

It shall be the responsibility of the event organizer to ensure the event site is accessible to the disabled. Such examples are public sidewalks may not be blocked with tents, portable toilets, signs, or any other structures; cables or electrical cords must not create an obstacle; ADA accessible parking and portable toilets must be available. Vendors should be prepared to fully meet any accessibility requirements.

RELEASE AND INDEMNIFICATION AGREEMENT

Applicant agrees to release, indemnify and hold harmless the Town of Wickenburg and its agencies, representatives, officials, employees and officers from and against any and all losses, liability, claims, actions, suits or damages including, but not limited to personal injury damages (including death) or property damages which arise, result, or otherwise might be attributable to: a) Applicant’s dealings with third parties; b) the Town’s issuance of this Special Event Permit; and, c) the Town’s approval of security provisions regarding the proposed event for which this application is being prepared. This indemnification includes the costs of litigation and legal fees. Applicant agrees to pay its own expenses, to defend all of the persons to whom this covenant extends against any such claim.

If Applicant is acting on behalf of an organization, Applicant certifies that he/she is the agent of the organization, is acting on the organization’s behalf, and is duly authorized to execute this Release and Indemnification Agreement on the organization’s behalf.

By signing below, Applicant acknowledges that he/she has read and agrees to abide by all the terms, conditions, rules and regulations of the Town Code, State and Federal when deemed appropriate. Applicant further acknowledges that depending on the nature and location of Applicant’s special event, additional permits may be required.

Applicant further certifies that he/she has read and understands all terms of this Release and Indemnification Agreement and agrees that he/she shall be bound by its terms and conditions.

Applicant Signature: _____

Applicant Printed Name: _____ **Date Signed:** _____

EXHIBIT A

All columns must be filled in with correct information, every vendor must be on the list, and include your organization name and related information

ARIZONA DEPARTMENT OF REVENUE REPORTING FORM

ATTN: Peggy Creamer, License Compliance Manager; pcream@azdor.gov

TOWN OF WICKENBURG, AZ EVENT: _____ **Date(s) ofEvent:** _____

SPONSORED BY _____

OWNER NAME	COMPANY NAME	AZ SALES TAX ID	ADDRESS	CITY	STATE	ZIP CODE	TELEPHONE

A "Temporary Special Event Business License" is required for all vendors participating in the special event. The cost is \$10 per vendor for a one day event or \$25 per vendor for up to four consecutive days. The license fee shall be collected by the event sponsor, made payable to the Town of Wickenburg and delivered by the event sponsor to the Town within 5-days after the event. If any vendor already has an annual Town business license, they DO NOT have to pay the temporary special event business license fee.

The list shall be provided to the AZDOR and the Town 10 days prior to the event; and one week after the event for any changes that may have occurred.