



TOWN OF ORO VALLEY SPECIAL EVENT APPLICATION

Please complete all information; do not leave any spaces blank. Write N/A in spaces that do not pertain to your event. Incomplete applications will not be processed.

APPLICANT INFORMATION

Name of Company/Organization

Mailing Address _____ City _____ State _____ Zip Code _____

Physical Address _____ City _____ State _____ Zip Code _____

Event Chairperson

Name _____ Office Phone Number _____

Email _____ Home Phone Number _____

Fax _____ Cell Phone Number _____

GENERAL EVENT INFORMATION

Name of Event

Event Date(s) _____

Event Start Time _____

Event End Time _____

Type(s) of Event

Procession/Parade

Arts/Craft Fair

Block Party

Grand Opening

Seasonal/Holiday Event Sale

Other (please list) _____

Bike/Run/Endurance Event

Festival

Expo

Auto Show

Concert

Proposed Location of Event

Location is Private Property Public Property

Name of property owner where event is to be held _____

Address _____

Phone _____

**Events taking place on Private Property must provide written permission from the property owner.
This letter must accompany the application.*

Anticipated Attendance

Participants _____

Spectators _____

Event History

New

Re-Occuring

Is this considered to be an annual event? _____

Yes

No

Nonprofit Benefactor

**Please attach a letter from the non-profit organization verifying their partnership.*

Event Co-Producers

Will you have event co-producers? _____

Yes

No

If Yes, complete below.

Co-Producing Organization _____

Contact name and phone number _____

Event Responsibilities _____

GENERAL EVENT INFORMATION CONTINUED

Event Details

| | | | |
|--|------------------------------|-----------------------------|-----------------|
| Admission | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Cost _____ |
| Food Vendors | <input type="checkbox"/> Yes | <input type="checkbox"/> No | How many? _____ |
| Merchandise Vendors | <input type="checkbox"/> Yes | <input type="checkbox"/> No | How many? _____ |
| Set Up Date/Time _____ | Tear Down Date/Time _____ | | |
| Open to Public? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| Contact person for media/citizen information, questions, or concerns | | | |
| Name _____ | | | |
| Phone Number _____ | | Email _____ | |
| Event Website _____ | | | |

Event Description

Illustrative Site Map

*A **site map** of the event area including location(s) of equipment and activities must be submitted with this application.

FIRE SERVICES

Medical

Will you have a first aid station on site? Yes No

Do you need medical services? On Call (Unit may leave event to run other calls--free)

On Site (Unit remains for duration of event--fees apply)

**If yes, contact Joshua Hurguy, Golder Ranch Fire District Battalion Chief 520-825-9001 or jhurguy@grfdaz.gov*

Structures

Canopies

Will you have canopies or tents? Yes No

10' x 10' Larger (design specs required)

Fencing

Will fencing be used? Yes No

Type of fencing _____

Height of fencing _____

Dimensions of fenced area _____

Open Flames

Will you have open flames? Yes No

What will your open flame usage be? (check all that apply)

Grilling/BBQ Deep Fryer Activity/Entertainment

Other _____

Pyrotechnics

Will you be having fireworks? Yes No

**If yes, go to www.GRFDAZ.gov for additional information and permitting*

RIGHT OF WAY

Will there be any disruption of traffic during the event? No (continue to next section "Vendor Information"

Yes--What portion of roadway/right of way will be occupied or affected? shoulder lane

Will traffic be detoured?

No Yes--How? _____

What media will be used to notify drivers?

Newspaper Radio Message Boards

Provide a detailed description of all traffic closures for this event.

***A Traffic Control Plan and Road Restrictions and Closure Permit MUST be completed. (Please include location of signs, cones, barricades, and other traffic control devices and staging/dispersing areas in respect to the roadway.)**

Name of contracted professional barricade company _____

Contact Name _____ Phone _____

Please describe your parking plans.

VENDOR INFORMATION

Food

Food or Beverages?

Sold Free

Yes No

Catered Served

Will food be prepared on site?

Yes No

Please describe.

Number of anticipated vendors _____

Do vendors have all permits/licenses with Golder Ranch Fire District, Town of Oro Valley and Pima County Health Department? Yes No

Is your completed vendor list attached to this application? Yes No

Sponsors

Will you have sponsors? Yes No

Will these sponsors have booths? Yes No

Will these sponsors be selling items? Yes No

Informational/Crafts/Merchandise

Will you have these types of vendors? Yes No
Number of anticipated vendors _____

Alcohol

Alcohol?
 No Alcohol (continue to next section--Public Safety)
 Yes Alcohol (complete the following questions)

Alcohol sales, service and/or consumption can only be permitted at the two following town owned properties: Steam Pump Ranch located at 10901 N. Oracle Road and the Oro Valley Community Center located at 10555 N. La Cañada Drive

Please describe in detail how the alcohol will be consumed/sold and monitored.

[Empty text box for describing alcohol consumption]

Please explain how you plan on regulating the drinking of alcohol during your event.

[Empty text box for explaining alcohol regulation]

All liquor license applications and/or permits required for your event need to be submitted to the Town Clerk's Office not less than 60 days prior to the date of your event. Please contact the Clerk's Office at 520-229-4700 for the appropriate forms.

PUBLIC SAFETY

Responsible person on site _____ Cell Phone Number _____

Please describe your plans for on-site security.**

[Empty text box for on-site security plans]

Private security company name _____
Security guard certification _____
of security personnel _____ How identified? _____

Police

Will you be requesting off-duty Oro Valley Police Officers? Yes No

If yes, please contact Cassidy Davidson 520-229-4964 or cdavidson@orovalleyaz.gov and complete an Off-Duty Agreement

of officers requested _____ Start Time _____ End Time _____

****After reviewing the application, the Town reserves the right to require the use of off-duty police officers at the expense of your organization.**

RESTROOM FACILITIES

Will you be using the town facilities (if applicable)? Yes No
 Start Time _____ End Time _____

Will you bring in portable facilities? Yes No
 Name of company providing services _____
 Delivery date _____ Delivery time _____
 # of standard units _____ # of ADA units _____
 # of handwashing stations _____
 Pick up date _____ Pick up time _____

AUXILLARY EVENT INFORMATION

Electrical

Will you be needing the town supplied electrical outlets? Yes No
 Date Needed _____ Start Time _____ End Time _____

Please list the following

| Equipment Needing Electricity | Voltage/Amperage | Number of Outlets |
|-------------------------------|------------------|-------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Generators on site? Yes No
 Name of company providing services _____

| Size of Generator | Quantity |
|-------------------|----------|
| _____ | _____ |
| _____ | _____ |

Water Requirements

Will you be needing the town supplied water outlets? Yes No
 Date Needed _____ Start Time _____ End Time _____

Please list the following

| Item Needing Water | Potable/Non-Potable |
|--------------------|---------------------|
| _____ | _____ |
| _____ | _____ |

Signs - Banners

| List all signs/banners being used | Location | Size |
|-----------------------------------|----------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Installation Date _____ Removal Date _____

How will these signs/banners be hung/secured?

ENTERTAINMENT / AMPLIFIED SOUND

Will there be a stage or multiple stages? Yes No
 Quantity _____ Stage Dimension _____
 Who are you getting the stage from? _____

Will there be amplified sound? Yes No
 Will there be a sound check? Yes No
 If yes, Time _____

Will inflatables be on site? Yes No
 Name of company providing services _____

| List Types of Inflatables | Quantity | Sizes |
|---------------------------|----------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

***Attach Certificate of Insurance for inflatable company**

Will mechanical rides be on site? Yes No
 Name of company providing services _____

| List Types of Rides | Quantity | Sizes |
|---------------------|----------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

***Attach Certificate of Insurance for mechanical ride company**

Will animals be on site? Yes No
 Name of company providing services _____

| List Types of Animals | Quantity |
|-----------------------|----------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

***Attach Certificate of Insurance for animal company**

MISCELLANEOUS ITEMS

Will public official(s) be invited to the event? Yes No
 Explain _____

ACCESSIBILITY

It is the responsibility of the event organizer to ensure the event site is accessible. Such examples are public sidewalks may not be blocked with tents, portable toilets, or 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 meet any accessibility accommodations. _____ (INITIALS)

Fees – Please see Town Code 8-3 for fees determination

| | | |
|--|---|---|
| <input type="checkbox"/> Minor Event \$50 | <input type="checkbox"/> Major Event \$200 | Additional fees may be assessed as needed for police patrol, traffic control, right-of-way and/or after-hour inspections. |
|--|---|---|

INSURANCE REQUIREMENTS

General Liability Insurance is required for any event (public or private) being held on Town owned property. Please read the following guidelines:

1. A \$2M aggregate policy is required for each event with a \$1M per occurrence.
2. If the event is requesting to be permitted to sell or serve liquor, a minimum of \$2M Liquor Liability must be provided.
3. The "Town of Oro Valley" must be listed as additionally insured on the Certificate of Insurance and Endorsement documents. Contact your policy provider for related questions.

PLEASE READ CAREFULLY BEFORE SIGNING

Indemnification and Certification: Applicant agrees to indemnify and hold harmless the Town of Oro Valley and its agencies, representatives, employees and officers from and against any and all claims, liabilities, damages, or judgments caused by or arising out of (a) dealings between the Applicant and third parties; (b) the issuance of the special events 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 cost of litigation and legal fees. Applicant agrees at its own expenses, to defend all of the persons to whom this covenant extends against any such claim. The applicant shall have full control of the defense of any litigation and may settle, compromise or adjust the same provided that the Town on relieving the applicant in writing of indemnification shall have the right to conduct any such litigation at its own expense by its own counsel. **Applicant further certifies that he/she has read and understands all of the attached policies and will abide by the same. This permit is not transferable to any other individual and must be available for inspection by a Town employee at all times during the event.**

| | |
|--|--------------------|
| _____ Authorized Agent/Event chairperson Name (PRINT) | _____ Signature |
| _____ Title | _____ Date |

MAIL COMPLETED APPLICATION TO:

Margie Adler
 Economic Development Specialist
 Town of Oro Valley
 11000 N. La Cañada Dr.
 Oro Valley, Arizona 85737

QUESTIONS? / CONTACT INFORMATION

| | |
|---|---|
| Special Event Coordinator/Economic Development Specialist: Margie Adler 520-229-4758 | Economic Development Manager: Amanda Jacobs 520-229-4735 |
| Building Official/Inspections and Code Compliance Manager: Chuck King 520-229-4805 | Permitting Plans Examiner: Philip O'Connor 520-229-4835 |
| Town Clerk: Mike Standish 520-229-4741 | Parks and Recreation Director: Kristy Diaz-Trahan 520-229-5051 |
| Oro Valley Police Department/Traffic Control: Marshall Morris 520-229-5084 | Sr. Civil Engineering Technician: Mike Valencic 520-229-4869 |
| Golder Ranch Fire Marshal: Will Loesche 520-818-1017 | Arizona Department of Transportation: Richard La Pierre 520-388-4234 |
| Pima County (Senior Traffic Engineering Tech): Ricardo Martinez 520-724-2612 | Pima County Health Department (Food & Beverage Service) CHFS@pima.gov 520-724-7908 |