



City of Tolleson Special Event Permit

A SPECIAL EVENT PERMIT IS REQUIRED WHEN A SPECIAL EVENT

- (1) Is held on City property or impedes, obstructs, impairs, interferes or disrupts normal or usual use of City property, facilities or right-of-way; or
- (2) Requires the use of any City resource or services that would not be necessary in the absence of such a special event; or
- (3) Is a grand opening, sidewalk sale, seasonal sale or special vehicle seasonal sale.

** Special Event Building permit is required for any canopies 400 square feet or more.
i. Please call the Tolleson Building Department at (623) 936-7111

SPECIAL EVENT PERMITS CATEGORIES:

Permits are categorized as Class 1, Class 2 and Class 3 level permits depending on the level of City services necessary for the event. Class 1 and Class 2 level permits will require administrative approval only. Class 3 permits will require Council approval.

Class 1: Special events and sales that have little to no impact on City resources, such as grand openings, sidewalk sales, and residential block gatherings.

Class 2: Special events and sales that have some impact on City resources but the impact is minimal, such as special vehicle sales or seasonal sales that remain mostly on private property; parades are limited to sidewalks.

Class 3: Special events and sales that have a high impact on City resources, such as a parade in city streets or rights-of-way, or street fair. **Parades will not be allowed on local residential streets unless it is in route to or from a main street (i.e. Van Buren Street) with minimal impact.**

SPECIAL EVENT LIMITS

A special event shall not occur more than 10 consecutive or 24 total days during the calendar year and, of the 24 calendar days per year, no more than 10 total days in any calendar quarter, unless otherwise provided by this Article.

RESTRICTIONS

The following restrictions shall apply to seasonal sales, special vehicle sales and sidewalk sales:

- (1) Seasonal sales, which shall be limited to a maximum of 31 consecutive days unless a shorter time period is set by law;
- (2) Special vehicle sales. Special vehicle sales are limited to two special vehicle sales within a three-month period, lasting no more than 30 consecutive or 48 total days per year.
- (3) Sidewalk sales, subject to the following limitations:
 - a. Sidewalk sales may only be conducted in front of or adjacent to the retail establishment; and
 - b. A retail establishment shall not hold more than three sidewalk sales lasting no more than ten consecutive days per sale in a calendar year.

APPLICATION PROCEDURES AND REQUIREMENTS.

(A) **Permit Application.** An applicant shall complete a special event permit application in the form prescribed by the City and provide the following information, as applicable:

- (1) Type and description of the special event;
- (2) Name, address, email address, and telephone number of the applicant and contact person, if different from the applicant;
- (3) Proposed date of the special event, together with beginning and ending times;
- (4) Proposed location, including site plan or drawing;
- (5) Tents, generators, pyrotechnic and other fire hazard information;
- (6) Estimated numbers of special event staff, participants, and spectators;
- (7) Parking information;
- (8) Vendor and concessions information;
- (9) Noise information, including whether a band, DJ or PA system is involved;
- (10) Sanitation information;
- (11) Whether liquor will be present;
- (12) Whether the special event is open to the public and whether fees, if any, will be charged to participants or spectators.
- (13) Signature of the applicant. If the application is for an activity on private property, the property owner or an agent of the property owner with the property owner's authorization shall sign the application.
- (14) Traffic and street closure information, including route map;
- (15) Services requested from the City, including police, fire, and emergency medical services;
- (16) Barricade Plan;
- (17) Insurance as prescribed in Section 3-8-10;
- (18) Notification Plan. For applications involving street closures, the applicant shall use a form prescribed by the City to solicit comments or concerns regarding street closure from neighbors and businesses, as specified by the City, whose vehicular access to their property is affected by the street closure and submit to the City any such comments or concerns;
- (19) Security Plan.

(B) **Timing of Application.** Applicants shall submit completed special event permit applications for Class 3 permits to the City at least 60 calendar days before the special event, for Class 2 permits, at least 15 days before the event, and for Class 1 permits, at least 5 days before the event for approvals. Applications that are not timely submitted may be denied unless the applicant demonstrates to the special events administrator that compliance within the deadline was impractical or impossible, or the special events administrator determines that the delayed application will not impair the City's ability to accomplish the purposes of this Article.

(C) **Multiple Jurisdictions.** If a special event involves multiple governmental jurisdictions, the applicant is required to obtain all applicable written authorizations from other governmental jurisdictions related to the special event.

APPLICATION PROCESSING; TIME FRAMES.

- (A) Considerations. The special events administrator shall make decisions on completed applications, including whether to impose permit conditions, based on whether the applicant has demonstrated that the applicable requirements in Section 3-8-4 are satisfied.
- (B) Application Review Time Frames. The time frames by which the City will review and make a decision and administrative approvals on special event permit applications shall be posted on the City's website. **(Class 3 permits are reviewed and approved by Tolleson City Council, which meets only on the 2nd & 4th of each month, except during summer break or Holidays. Applications must be received no later 30 days before each event)**
- (C) Application Withdrawal. An applicant may withdraw its application prior to the issuance of an approval or denial. The City may consider an application withdrawn if the applicant fails to provide requested information or explanation of why the information cannot be provided within fifteen calendar days of the request.
- (D) Special Event Cancellation. An applicant shall notify the special events administrator immediately once the applicant knows that a permitted special event will not occur.
- (E) Misrepresentations. If the applicant makes a material misrepresentation on an application, such as a significant understatement of the anticipated number of participants, the applicant shall pay to the City any and all costs incurred by the City as a result of the misrepresentation.

City of Tolleson SELL Fees

APPLICATION REVIEW FEES	<u>FEE</u>
Review Fee	\$75
PERMIT FEES	
Class 1 Permit	\$25.00; additional \$25 expedited fee if submitted less than 5 days before the event
Class 2 Permit	\$50.00; additional \$50 expedited fee if submitted less than 5 days before the event
Class 3 Permit	\$175.00; additional \$150 expedited fee if submitted less than 30 days before the event ¹ Clean up deposit: \$250.00 due upon reservation submittal

Permit fees are refundable if the application is denied with the exception of review fee.

The applicant must pay in full to the City of Tolleson any cost incurred for use of City or vendor resources such as barricades, traffic cones, trash receptacles, staffing etc.

Class Types

Type	Class 1	Class 2	Class 3
Definition	Events/sales that have no impact on City resources (PD, Fire, Field Operations, etc.)	Events/sales that has minimal impact on City resources.	Large event footprint, anticipated high attendance and traffic count, high parking demands, etc.
Examples	Grand openings Seasonal Retail Sales Sidewalk Sales Special Vehicle Sales Residential Block Parties	Parades Event which requires inspections (tents, etc.)	Event held partially or entirely on public property.

- An additional fee will be charged to expedite application.
- The Arizona Department of Liquor License and Control (ADLLC) charges a separate fee. Review the ADLLC Application form for cost associated with your application.
- Other City/County/State fees may apply.
- Food vending services at a special requires registration through Maricopa County Environmental Services (Fees may apply)
- **Canopy/tent 400 square feet or over must apply for a permit through the Tolleson Building Department.**

¹ Must be submitted no less than 15 days before the event.

City of Tolleson Special Event Permit Application

Total Number of Attendees: If applicable circle one

0 – 100 101 – 250 251 - 500 501- 2,500 2,501- 5,000

► **Applicant Information:**

1) Name of Qualified Organization:

Must match Sec. 1 on DLLC Application. List name exactly as listed with AZ Corporation Commission/ Organizing Documents.

2) Applicant Name:

Must match Sec. 9 #1 & Sec. 14 on DLLC Application. List name exactly as listed on the ID submitted with the application.

3) Applicant Email Address for City Notices:

4) Applicant Phone Numbers: Daytime/Cell #: _____ Organization's #: _____

5) Does the applicant and/or business have a current business license filed with the City of Tolleson? If yes, provide

5) Does the applicant and/or business have a current business license filed with the City of Tolleson? If yes, provide a copy of the business license along with the application.

If no, the applicant and/or business owner must obtain a business license to do business in the City of Tolleson.

► Event Information:

6) Address of Special Event: _____
Street Address (include Bldg. /Suite #), City, State, ZIP
Must be an address/cannot be only cross streets. Must match Sec. 7 on DLLC Application.

7) Date(s) of Event (consecutive days): From: _____ To: _____
Must match Sec. 11 on DULC Application. If only 1 day, write date twice

8) Is the location a private residence? Yes No

9) Is the location a City-owned property? (If yes, attach a copy of liability insurance coverage showing the City as co-insured.) Yes No

9) Will the event be held in a City park or street? (If yes, attach documentation authorizing the event in the park/street.) Yes No

10) The event will be held: (choose one) Indoors Outdoors Both
(Additional questions about the event will be found in Part B of this Section.)

11) General Description of Event including activities:

12) How does this event support your organizations mission and tie into or support the City of Tolleson's mission, vision, and core values:

City of Tolleson Special Event Permit Application

13) Will there be any Rides/Concession Games at the event? Yes No

14) If yes, list the name of a licensed company providing Rides/Games:

A licensed amusement company must be used for rides and/or for concession games operated by a concessionaire for profit.

15) Will an Auctioneer be used at the event? Yes No

15.1) If yes, choose a box below and provide details:

Is licensed in Tolleson, Name of Auctioneer: _____

Works for an Auction House licensed in Tolleson, Name of Auction: _____

Will donate services

16) Will there be any canopies/tents on-site during the event? Yes No

If yes, please list the size(s) for each canopy on your layout plan.

Canopy/tent 400 square feet or more must apply for a permit through the Tolleson Building Department.

Sales Tax Report: Within 30 days after the special event, the applicant must submit the sales report that was submitted to the state indicating that sales taxes have been paid.

I ACKNOWLEDGE THAT PRIOR TO SUBMITTING THIS APPLICATION I THOROUGHLY REVIEWED THE CITY OF TOLLESON SPECIAL EVENT PERMIT APPLICATION. I ALSO UNDERSTAND THAT MY APPLICATION REVIEW FEE IS NOT REFUNDABLE, EVEN IF THE APPLICATION IS WITHDRAWN OR DENIED, PERMIT FEES ARE REFUNDABLE. I SWEAR UNDER PENALTY OF PERJURY THAT I HAVE READ THE FOREGOING APPLICATION AND THAT ALL THE INFORMATION AND STATEMENTS MADE HEREIN ARE TRUE AND CORRECT. I ACKNOWLEDGE THAT I AM RESPONSIBLE FOR THIS EVENT AND THAT IT IS MY RESPONSIBILITY, AS THE APPLICANT, TO ENSURE THE EVENT COMPLIES WITH ALL CITY, COUNTY & STATE REQUIREMENTS/LAWS.

Printed Applicant Name: _____ Signature: _____ Date: _____

Internal Use Only:

All applicants must have a current One-time/special event/non-renewable business license filed with the City of Tolleson.

Type of Application:

Class 1
 Class 2
 Class 3

Reviewed by: Upon review initial

____ Special Event Administrator
____ Tolleson Police Department
____ Building Inspector

Class 3 Only: Completed applications must be submitted to the City Clerk's office to be placed on future agendas.

Certificate of Insurance
 Indemnification Letter

Class 1 and/or Class 2:

Approved
 Denied

Signature of Special Event Administrator:

**City of Tolleson Special Event Permit Application
Street Closure Application (Parade or Street Fair)**

Please note that additional permit requirements may be required (i.e. liquor license permits) and require additional lead times for processing. Please take this into account when submitting your Special Event permit; as we cannot expedite your meeting to accommodate this requirement.

This form must include the following:

- (1) Traffic and street closure information, including route map;
Parades will not be allowed on local residential streets unless it is in route to or from a main street (i.e. Van Buren Street) with minimal impact, the throwing of candy is not allowed in residential areas.
- (2) Services requested from the City, including police, fire, and field operations;
- (3) Barricade Plan;
- (4) Insurance as prescribed in Section 3-8-10;
- (5) Notification Plan. For applications involving street closures, the applicant shall use a form prescribed by the City to solicit comments or concerns regarding street closure from neighbors and businesses, as specified by the City, whose vehicular access to their property is affected by the street closure and submit to the City any such comments or concerns;

Please attach route maps, barricade plan and event site plan. The application will NOT be approved without the listed attachments.

Proposed Event Date: _____ Applicant Name: _____

Proposed Event Setup Date: _____ Event Setup Start Time: _____
Event Setup End Time: _____

Proposed Event Teardown Date: _____ Event Teardown Start Time: _____
Event Teardown End Time: _____

Parade Date: _____ Parade Start Time: _____ Parade End Time: _____

Event taking place:

____ Street ____ Park ____ City Public Building ____ Commercial Location

Events Components: (Please select all that apply)

<input type="checkbox"/> Race: 1 Mile, 3K or 5K	<input type="checkbox"/> Animals
<input type="checkbox"/> Amusement Rides	<input type="checkbox"/> Tournament
<input type="checkbox"/> Live Music	<input type="checkbox"/> Ceremony
<input type="checkbox"/> Food Vendors	<input type="checkbox"/> Bike Ride
<input type="checkbox"/> Merchandise Vendors	<input type="checkbox"/> Parade/Floats
<input type="checkbox"/> Vehicles	<input type="checkbox"/> Other: _____

City of Tolleson Police Survey

SECURITY CONTROLS/MEASURES: The applicant must provide a proposal for security for the event. The Police Department (PD) will review the security proposal and may require modifications (more, less, or different security).

1) How many of the following security personnel do you propose to have at the event?

(Answer A-E, then list the total of A-D in TOTAL section below)

A. # of AZ Department of Public Safety (DPS) licensed security guards:	# _____
Guard Company Name:	
DPS License #:	
Phone #:	
Email:	# _____
B. # of existing security staff from the organization applying for the license:	# _____
C. # of existing security staff from the venue/location designated to cover event:	# _____
Name:	
Email:	# _____
D. # of volunteers: (Must be 21 years of age or older & cannot drink alcohol while they are working the event.)	# _____
E. How many Police Officers (AZ Post-Certified) do you propose to have at the event?	# _____
<input checked="" type="checkbox"/> If hiring a Tolleson Police Officer, call the 623-936-2717 as soon as the application is submitted to the Building & Zoning Department. Be prepared to provide: the date(s)/time(s) of the event, # of officers you are proposing to have, maximum peak attendance (maximum # of attendees that will be at the event at any given time).	
<input checked="" type="checkbox"/> If hiring Police from another jurisdiction, list that jurisdiction's coordinator's information: Name: _____ Ph. # (_____) _____ Email Address: _____	# _____
Total for #1 (Add A-E):	# _____ TOTAL A-E

3) Will all security listed in #1 & #2 (above) be present during the entire event? Yes No, some will be staggered.

If the answer is "No" & security will be staggered, PD will contact you and ask you to fill out a "Proposed Security Plan for Staggered Security" page.

EVENT DETAILS:

4) The event will be: (choose one) Open to public Invitation only Members/Guests only

5) The following types of alcohol will be served: (choose all that apply) Beer Wine Spirituous liquor

6) Alcohol will be served in: (choose all that apply) Glasses Bottles Disposable cups

(If the event is outdoors: only disposable cups are allowed. Exception: wine glasses are allowed at formal affairs.)

7) Alcohol will be served: (choose one) Throughout entire event Only in Beer Garden(s)

Answer a.-c. ONLY if the answer above in #7 is "Only in Beer Garden(s)" (Otherwise leave a-c blank and jump to question #8)

a. Will the garden(s) be: (choose one) 21 & older only (You must card at the garden entrance.) All ages (You must card at the point of sale.)

b. What is the estimated maximum peak attendance inside the garden(s)? _____

(The maximum peak attendance = the maximum number of persons that are estimated to be inside the beer garden(s), at once, at any given time.)

c. What type of barriers/enclosure will the Beer Garden(s) have? _____

(Examples: 6' chain link fence (covered or uncovered); 3 1/2' lattice or picket fence (typically white); 4' or 6' plastic (typically orange) construction fence; metal barricades (like bicycle fencing); Block walls; Second story or higher balcony. The type of enclosure can also be a mixture of things. Example: west side = block wall, east and north side = 6' chain link, south side = 3 1/2' lattice or picket fence with an opening for ingress/egress.)

8) How will you prevent underage alcohol consumption? (Examples: Wristbands; separate area; 21-and-up event with carding at door/point of sale, hand stamp.)

Provide a specific/detailed answer. Police Officers cannot be used to "card" (verify a person's age); only volunteers, guard company personnel and/or servers can do "carding".

Note: If there is any question that a person may not be at least 21 years old, that person must be "carded" at the point of sale/service -- even if that person was already carded at the entrance of the event or the entrance of the beer garden (if applicable).

City of Tolleson Special Event Liquor License Application



City of Tolleson Police Survey...cont'd

9) List the Event end-times and the Liquor Service end-times below for each day of the event. Please note that Police will require that Liquor Service end at least $\frac{1}{2}$ hour before the Event end-time. (Attach more pages if needed)

	Date	Liquor Service end-time (at least 1/2 hr. before event end time) Must match Sec. 11 on DLLC application.	Event end-time		Date	Liquor Service end-time (at least 1/2 hr. before event end time) Must match Sec. 11 on DLLC application.	Event end-time
Day 1:				Day 4:			
Day 2:				Day 5:			
Day 3:				Day 6:			

10) a. What is the total daily attendance each day & the maximum peak attendance each day? (Attach more pages if needed)

- Total daily attendance = total # of people expected to attend the event that day.
- Maximum peak attendance = the maximum number of persons that are estimated to be at the event (all at once) at any given time.
- The total daily attendance cannot be lower than the maximum peak attendance.

	Date	Total Daily Attendance	Maximum Peak Attendance		Date	Total Daily Attendance	Maximum Peak Attendance
Day 1:				Day 4:			
Day 2:				Day 5:			
Day 3:				Day 6:			

b. TOTAL # OF EVENT ATTENDEES: _____ **(This # will be used to calculate the Application Fee)**

ADD THE # OF TOTAL DAILY ATTENDEES FOR EACH DAY. EXAMPLE: FOR A 3 DAY EVENT WITH TOTAL DAILY ATTENDANCE OF 100 EACH DAY = 300

THE MAXIMUM PEAK ATTENDANCE, TOTAL DAILY ATTENDANCE & TOTAL # OF EVENT ATTENDEES WILL BE USED TO DETERMINE THE LEVELS OF SECURITY REQUIRED FOR THE EVENT. IT IS THE APPLICANT'S RESPONSIBILITY TO ENSURE THAT THE LEVELS OF ATTENDANCE LISTED IN THIS SECTION CORRESPOND TO THE LEVELS OF ATTENDANCE AT THE EVENT.

OTHER EVENT INFORMATION: These items may require other permits. Reference the Departmental Reviews Section of this packet.

11) Will there be any Temporary Fencing or Barriers at the event? Yes No

If the answer is "Yes": What type? _____
 (Examples: 6' chain link fence (covered or uncovered); 3 1/2' lattice or picket fence (typically white); 4' or 6' plastic (typically orange) construction fence; metal barricades (like bicycle fencing); Block walls; Second story or higher balcony. The type of enclosure can also be a mixture of things. Example: west side = block wall, east and north side = 6' chain link, south side = 3 1/2' lattice or picket fence with an opening for ingress/egress.)

12) Will there be Live Entertainment or Music? Yes No

If the answer is "Yes": What type? _____
 [Examples: Live Band/Music (Rock/Country/Jazz, Etc.), Recorded background music (include type), Live Symphony, Dance Group, Mariachi, DJ (include type of music), Children's Choir.]

13) How will you address Noise Control? _____

14) What type of Event Parking will you have? _____
 (Example: Existing/shuttle/adjacent to property/street parking.)

For road closures and parades please submit barricade and detour route maps for city approval.

PLEASE NOTE: POLICE OFFICERS & OTHER OFFICIALS MAY VISIT THE EVENT TO CONFIRM THAT THE APPLICANT/EVENT IS COMPLYING WITH THE INFORMATION PROVIDED ON THIS POLICE DEPARTMENT QUESTIONNAIRE. UNAPPROVED CHANGES TO THE EVENT AND/OR LIQUOR VIOLATIONS DURING THE EVENT MAY IMPACT FUTURE APPLICATION APPROVALS AND CAN RESULT IN IMMEDIATE ENFORCEMENT ACTION AND/OR PROSECUTION. I ACKNOWLEDGE THAT I HAVE THOROUGHLY REVIEWED THIS PACKET, CITY APPLICATION & CITY POLICE QUESTIONNAIRE AND THAT I AM RESPONSIBLE FOR THIS EVENT AND IT IS MY RESPONSIBILITY AS THE APPLICANT TO ENSURE THE EVENT COMPLIES WITH ALL CITY, COUNTY & STATE REQUIREMENTS/LAWS.

Printed Applicant Name: _____ Signature: _____ Date: _____

City of Tolleson Special Event Liquor License Application

We are thrilled to be guests in your neighborhood and it's important to us that we are communicating clearly with you, the neighbors, to determine if there are any comments or concerns related to the event and/or proposed street closure. I have provided a copy of the site plan and/or details of the street closure explaining the proposed Special Event. If you have any comments or concerns related to the event, please note in the applicable column. If you prefer to contact the City's Events Administrator directly, contact Tolleson City Hall at 623-936-7111 or at events@tolleson.az.gov

Please read before filling out: I hereby declare that I am an authorized representative of the listed business and have been informed by the event applicant/designee of the event details, including proposed street closures. By marking "No" for concerns, I am relaying that I have no significant concerns about the event. By marking "Yes" for concerns, I am relaying that I have concerns with the event and/or street closure and will state the reason(s) why in the comment box.

Date: _____	Printed Name: _____	Title: _____
		(Owner, Manager, Etc.)
Business Name: _____	Business Address: _____	Tolleson, Arizona 85353
Did you receive a copy of event plan: <input type="checkbox"/> Yes <input type="checkbox"/> No Do you have Concerns: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Comments/Concerns if any: _____ _____ _____		
Signature: _____		

Date: _____	Printed Name: _____	Title: _____
		(Owner, Manager, Etc.)
Business Name: _____	Business Address: _____	Tolleson, Arizona 85353
Did you receive a copy of event plan: <input type="checkbox"/> Yes <input type="checkbox"/> No Do you have Concerns: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Comments/Concerns if any: _____ _____ _____		
Signature: _____		

Date: _____	Printed Name: _____	Title: _____
		(Owner, Manager, Etc.)
Business Name: _____	Business Address: _____	Tolleson, Arizona 85353
Did you receive a copy of event plan: <input type="checkbox"/> Yes <input type="checkbox"/> No Do you have Concerns: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Comments/Concerns if any: _____ _____ _____		
Signature: _____		

City of Tolleson Special Event Liquor License Application

Date: _____ Printed Name: _____ Title: _____
(Owner, Manager, Etc.)

Business Name: _____ Business Address: _____ Tolleson, Arizona 85353

Did you receive a copy of event plan: Yes No Do you have Concerns: Yes No

Comments/Concerns if any: _____

Signature: _____

Date: _____ Printed Name: _____ Title: _____
(Owner, Manager, Etc.)

Business Name: _____ Business Address: _____ Tolleson, Arizona 85353

Did you receive a copy of event plan: Yes No Do you have Concerns: Yes No

Comments/Concerns if any: _____

Signature: _____

Date: _____ Printed Name: _____ Title: _____
(Owner, Manager, Etc.)

Business Name: _____ Business Address: _____ Tolleson, Arizona 85353

Did you receive a copy of event plan: Yes No Do you have Concerns: Yes No

Comments/Concerns if any: _____

Signature: _____