



PARKS & RECREATION
(520) 445- 7850
17501 S CAMINO DE LAS QUINTAS

Guideline #06-2017 Special Event Permit

Background:

The purpose of a Town of Sahuarita Special Event Permit is to allow an individual or group to organize, advertise, and implement an event **on public property owned and operated by the Town of Sahuarita**. Typically a special event is held outdoors and includes activity or activities with the potential to (1) impact routine facility use and operations, and/or (2) disrupt normal traffic patterns.

The Special Event Permit application (SEPA) and process provides an opportunity for Town departments to review the event, identify potential impacts to Town infrastructure and services, provide information to applicants, and outline conditions of use and fees prior to final approval.

A special event might be a festival, car show, farmers market, parade, carnival, race, fund-raiser, walk-a-thon, arts & crafts fair, or similar activity.

Event components that generate the requirement for a Special Event Permit include any of the following:

1. Event will be held on Town-owned or operated park, grounds, street, rights of way, or similar outdoor public property
2. The general public will be invited
3. Temporary equipment will be installed – stage, tents, canopies, portable toilets, and similar
4. Alcohol will be sold
5. 100 or more people are estimated to participate, attend and/or spectate

Activities are also evaluated when an event includes:

- Street closures, detours, temporary parking, and/or traffic control for event ingress and egress
- Amplified music or speech heard outside of the immediate event location
- Spillover of participants or spectators from the event venue onto adjacent public property

Event on Private Property:

An event that will be held entirely on private property does not need a Town of Sahuarita Special Event Permit. However, event organizers should be aware that the proposed components of an event on private property may generate the need for other types of Town, County, or State permits and licenses. For example, a Zoning Clearance may be necessary from the Town's Planning and Building Department, or a Special Event Liquor License may be necessary from the State of Arizona through the Office of the Town Clerk. Event organizers may need services, for example, off-duty police officers through the Sahuarita Police Department to provide event security.

Requirements and Potential Requirements Associated with Town Special Event Permits:

1. Insurance - Provide the Town of Sahuarita with a Certificate of Insurance (COI) and Endorsement, naming the Town of Sahuarita as an additional insured for one (1) million dollars per occurrence/two (2) million dollars aggregate. The policy must be primary and non-contributory. The Certificate Holder portion of the COI must read Town of Sahuarita, 375 W. Sahuarita Center Way, Sahuarita, AZ 85629.
 - The Town of Sahuarita is a member of the Arizona Municipal Risk Retention Pool (AMRRP) which is a member of the National League of Cities (NLC) which offers a Tenant User Liability Insurance Protection (TULIP) program for the benefit of its member state municipal pools and their members. Event organizers may obtain quotes and purchase liability insurance for eligible events on Town property from www.onebeaconentertainment.com. Use Venue ID-Code 0501-035.
2. Provide a signed and notarized Release, Hold Harmless and Indemnity Agreement
3. Apply for a Park Facility Rental Permit – Parks and Recreation Department.



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Potential Requirements Associated with BOTH Town Special Event Permits and Events on Private Property:

1. Food sales or distribution - Pima County Health Permit
2. Alcohol sales – Special Event Liquor License
3. Commercial sales and services – Town of Sahuarita Business License
4. Security and/or traffic control – Off-Duty Town of Sahuarita Police Department Officers
5. Right of Way Permit – Public Works Department
6. Traffic Control Plan – Public Works Department
7. Temporary Signage Permit – Planning and Zoning Division
8. Zoning Clearance – Planning and Zoning Division
9. Fireworks, Tents, Canopies – Building Safety Division/Fire Marshal
10. Community Impact Notice & Mitigation – Applicant/organizer may be required to distribute advance notice of street closures, detours, etc. to impacted residents and businesses and arrange for signs to be posted.

Town Special Event Permit Conditions of Issuance:

1. Permit is non-transferable.
2. Permit is valid only for date, time, and location identified on permit.
3. Any property damage occurring will be the responsibility of the permit holder.
4. Permit holder must retain possession of permit/receipt on premises at all times during the event, including during set up and break down, and shall show the permit/receipt to police and Town officials upon request.
5. Glass beverage containers are not allowed.
6. Permit holder must load/unload and install equipment only at location(s) identified on the approved special event site or route map and per any associated rental permit.
7. The safety and comfort of attendees is important, and the permit holder is responsible for making any necessary arrangements for portable toilets, hand washing stations, trash collection and removal, first aid, and accessibility for persons with disabilities.
8. Failure to adhere to lawful behavior and to the terms and conditions of permit(s) may result in revocation of permit(s), all or in part, additional fees, and/or fines.

Town Special Event Permit Application Process:

1. The Parks and Recreation Department (Department) is currently responsible for administering the Special Event Permit application process. Applicant is encouraged to contact the Special Event Permit Coordinator (Coordinator) at 520-445-7853 or email mhinkle@sahuaritaaz.gov for a pre-application discussion.
2. Applicant must be 18 years or older.
3. Apply online using the Special Event Permit Application proposal form.
4. Apply a minimum of 60 calendar days and maximum of 12 months in advance of event date.
5. The key to a successful review process is the applicant's submittal of an accurate and complete proposal with sufficient event detail.
6. Coordinator will acknowledge receipt of the application. Coordinator will review the application for completeness and will request additional or missing information from the applicant as needed. If/when the application includes complete information, Coordinator will route the application to other Town staff who serve on the Special Event Permit Application (SEPA) Review Committee. Committee members will indicate their approval, approval with conditions, or disapproval in writing.
7. Coordinator will gather comments, conditions, requests for additional information, and recommendations, and provide this feedback to the applicant within 14 calendar days from the date of routing.
8. Coordinator will provide applicant with either a "tentative approval" or a denial at the end of the 14 calendar day routing/review period. If the special event permit is tentatively approved, applicant may



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advertise the event, and is authorized to identify the Town's public property locations to be used for the event at this point.

9. For large or complex events, a meeting may be necessary with the applicant and the SEPA Review Committee to discuss the details of the proposed event, to clarify conditions of use, and to identify applicable fees.
10. Coordinator will route the application a second time to members of the SEPA Review Committee who did not approve the application with the first routing. Committee members will indicate their approval, approval with conditions, or disapproval in writing.
11. All conditions of use will be incorporated into the permit and applicant must agree in writing to the terms.
12. Applicant is responsible for the payment of all permit, license, inspection, compliance, and operating fees.
13. Applicant must provide documentation proving receipt of other required permits before the Town Special Event Permit can be issued.
14. Coordinator will verify receipt of all required forms, licenses, permits, insurance, and fees and issue the final approved Special Event Permit.

Exceptions, Waivers, and Denials:

An event produced and operated by a Town department (meaning that a Town staff member will be the permit holder, present at, and accountable for, the event) as part of the Town's core business operations is exempt from Town fees, however, the staff member responsible for organizing and implementing the event will still need to submit a special event permit application for review and approval by the SEPA Review Committee, and submit other associated permit applications to applicable Town departments.

Requests for fee waivers by individuals and groups must be part of the initial Special Event Permit application request. Fee waivers are a gift of public funds and therefore the request must meet certain public benefit thresholds and justification. Submittal of a fee waiver request does not constitute approval, and there is no guarantee that a fee waiver request will be approved.

Reasons that a Special Event Permit application might be denied include: time or date of event conflicts with previously scheduled event(s) that will result in undue impact on Town resources; health, safety or welfare issues cannot be remedied with conditions of use; place or manner of event does not meet zoning, building safety, fire, or similar standards; applicant makes false, misleading, or fraudulent statement of material fact on the Special Event Permit application or other associated permit application; applicant has been convicted in a court of competent jurisdiction by final judgment of an offense involving obscenity, lewd conduct, force and violence upon the person of another, misuse or abuse of children, or the provisions of Arizona Law respecting narcotics and dangerous drugs. If a Special Event Permit application is denied by the SEPA Review Committee and the Department in its capacity as the SEPA administrator, applicant may appeal the decision in writing to the Town Manager.

Authority and Definitions:

- "Permit" means authority issued by a designated agency representative granting permission to a named person, persons, or organization to perform a specified activity.