



TOWN OF COLORADO CITY

PO Box 70 * Colorado City, AZ 86021
Phone & TTD: 928-875-2646 * Fax: 928-875-2778

SPECIAL EVENT PERMIT APPLICATION

EVENT PLANNED: _____

EVENT LOCATION: _____

EVENT DATE: _____ Start Time: _____ AM

PM

End Time: _____ AM

Event Planner: _____

Event Coordinator: _____

Email Address: _____

Phone Number: _____

Physical Address: _____

Mailing Address: _____

Anticipated # Attending _____

Admission Charge? Yes No

Amplified Entertainment? Yes No

Street Closures? Yes No

Serving/selling Alcohol? Yes No

****The Event Planner/Coordinator and all vendors are required to have a business license or peddler's license with the Town to engage in business activity of amusements, exhibitions, and similar activities which include charging for admission. (See Town Code chapter 111)**

If "Yes" please explain:

EVENT DESCRIPTION:

Give a detailed description of your event including activities within your event. Attach additional pages or map as needed.

FEES & DEPOSITS

Application Fee: \$50.00

Refundable Security Deposit: \$500.00

Peddler's License (if required) _____

Alcohol Permit Fee: _____

Total Amount Due :

Receipt Number: _____

AGREEMENT

Through the signing of this agreement the authorized party or agent agrees to indemnify, hold harmless and defend the Town of Colorado City and its agents and employees from all suits and actions, including covering reasonable attorney's fees and all costs of litigation and/or judgment of every name and description against the Town of Colorado City as a result of loss, damage, or injury to person or property by reason of any action or omission by the Town of Colorado City, its agents or employees for the use of Town facilities, roads, fields, and recreational facilities regarding this event.

Planner/ Coordinator Signature

FIRE SAFETY

It is the responsibility of the event planner/coordinator to contact the Colorado City Fire District to discuss your event and follow the Fire District's fire safety standards. The event coordinator must ensure that all fire lanes are kept open at all times to allow access for emergency vehicles.

STREET CLOSURE/BARRICADE

If an event requires closure of streets or a public right-of-way (ROW), proper barricades and signage are required. The Town does not provide barricades, signage, cones, or personnel for ROW closures. An event coordinator who plans to host an event that will involve closing a Town (ROW) must submit an application with a detailed site map showing where barricades and signs will be placed at least forty five (45) days before an event. Street closings and barricades or signage will be reviewed and authorized on a case-by-case basis by applicable Town Departments.

CLEAN-UP

Event coordinators are responsible for prompt clean-up of Town property, restrooms, parking lots, streets, right-of-ways, and sidewalks. Event coordinators are responsible for clean-up from the time set-up begins until tear-down crews have finished and vacated the premises. Event coordinator is responsible for clean-up of restrooms and for supplying and restocking the paper products. If an event coordinator fails to clean up a venue adequately or there is damage caused to Town property or facilities, the \$500 deposit will be forfeited and your insurance company will be contacted. The Town will bill the event coordinator for any costs to clean or repair damaged property over the \$500 deposit.

ALCOHOL PERMITTING

Requires AZ State Liquor Licensing process. See azliquor.gov

REVIEWED BY: (OFFICE USE ONLY)

Administration _____

Police _____

Fire _____

Public Works _____

Other _____