



TOWN OF JEROME

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ORDINANCE NO. 475

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING THE JEROME TOWN CODE BY THE ADDITION OF NEW SECTION 10-3 THEREOF, ENTITLED "SPECIAL EVENTS"

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AS FOLLOWS:

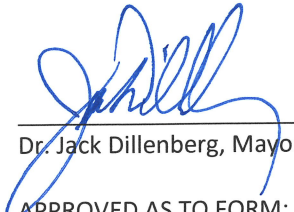
Section 1. The Jerome Town Code is hereby amended by the addition of new Section 10 thereof, "Special Events," as set forth on Appendix A, attached.

Section 2. Following its adoption, this Ordinance shall be published by the Town Clerk in accordance with the requirements of A.R.S. § 39-203 *et seq.*

Section 3. All ordinances or parts of ordinances that are in conflict with the provisions of this Ordinance are hereby repealed to the extent of their inconsistency herewith.

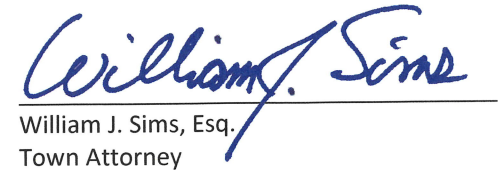
Section 4. Should any section or provision of this Ordinance be declared invalid by a court of competent jurisdiction, such decision shall not affect the validity of this Ordinance, any provision incorporated by reference and any other provision of the Town Code as a whole or any part thereof other than the part so declared invalid.

PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, THIS 9th DAY OF NOVEMBER 2021.



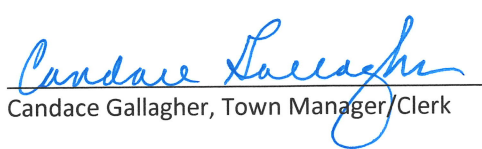
Dr. Jack Dillenberg, Mayor

APPROVED AS TO FORM:



William J. Sims, Esq.
Town Attorney

ATTEST:



Candace Gallagher, Town Manager/Clerk

Date of first reading: 10/12/2021

Dates of publication: 11/14/2021; 11/21/2021

Date of adoption: 11/09/2021

Date of posting: 11/15/2021

Voting record at adoption:

	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
BARBER			X			
DILLENBERG			X			
HARVEY		X	X			
MOORE	X		X			
WORTH			X			

ORDINANCE NO. 475 – APPENDIX “A”

ARTICLE 10-3 SPECIAL EVENTS

- 10-3-1 Purpose and Intent
- 10-3-2 Permit Required
- 10-3-3 Special Event Permit Application
- 10-3-4 Restrictions and Limitations
- 10-3-5 Signage
- 10-3-6 Fee and Insurance Requirements
- 10-3-7 Exceptions
- 10-3-8 Appeals
- 10-3-9 Violations and Penalty

Section 10-3-1 Purpose and Intent.

The purpose of this Article is to provide specific requirements, provisions, limitations, restrictions, and conditions for approval for special events occurring in the Town of Jerome to ensure the general health, safety, and welfare of the community and compatibility of the event with the location and facility.

Section 10-3-2 Permit Required.

- A. Unless otherwise exempted by Section 10-3-4, a Special Event permit is required for an event with any of the following components:
 - 1. Occurs on a Town right-of-way or on property owned or leased by the Town;
 - 2. Uses outdoor, amplified sound;
 - 3. Uses tents or canopies;
 - 4. Is advertised for attendance by the general public;
 - 5. Has an admission or registration fee;
 - 6. Offers food, drink, goods or merchandise for sale or by donation.

Section 10-3-3 Special Event Permit Application.

- A. Special Event Permit applications shall be submitted to the Town, on forms provided by the Town, for review and approval. Special event permit applications must be submitted at least thirty (30) days prior to the event.
 - 1. All special event applications must be reviewed and approved by the Town Manager, in consultation as needed with the Fire Inspector, Police Chief, Zoning Administrator, Building Inspector and/or Public Works Director.

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2. Separate permits or approvals may be required by County or State agencies, such as the Yavapai County Health Services Department, Arizona Department of Transportation, and Arizona Department of Liquor Licenses and Control. Documentation of such approval, if applicable, must be provided to the Town Clerk prior to the beginning of the event.
- B. The Special Event Permit application must include:
1. Primary access routes to the property and available parking for the crowds anticipated. Special traffic control personnel may be required for larger events.
 2. Provisions that will be made for trash removal, outdoor lighting or other electrical needs, and signage.
- C. Special events which occur on a Town right-of-way or on property owned or leased by the Town require an “Application for Facility Use.” This application must be submitted along with the Special Event Permit application.

Section 10-3-4 Restrictions and Limitations.

- A. Special events conducted within the Town shall be in compliance with applicable Town ordinances and State and County regulations.
- B. The Town reserves the right to limit the hours of the special event to avoid unreasonable interference with adjacent properties.
- C. No special event shall be detrimental to the public health, safety, peace, convenience, comfort and general welfare of persons residing or working in the neighborhood of such event, or be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the Town.
- D. The special event must not disrupt parking access, traffic flow, pedestrian access or landscaped areas.
- E. Cleanup of the site, including removal of all waste and temporary structures, must be completed by 10:00 a.m. of the morning following the end of the special event or as otherwise provided for in the Special Event Permit.
- F. No special event shall continue for longer than two consecutive days without explicit permission from the Jerome Town Council.
- G. Any event where attendance is anticipated by more people than the building’s current occupancy limit will allow, and where attendees will spill out on the Town’s sidewalks or streets, must arrange for a law enforcement officer to provide crowd control. This applies to exempt events described in Section 10.3.7 as well as non-exempt events.

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Section 10-3-5 Signage.

- A. All signage must comply with Section 509 of the Jerome Zoning Ordinance.
- B. A separate sign permit is not required for special event signs.

Section 10-3-6 Fee and Insurance Requirements.

- A. The application for a Special Event Permit shall be accompanied by a filing fee in an amount established by a schedule adopted by resolution of the Council. No part of the application fee shall be returnable. Payment of the application fee shall be waived when the petitioner is the County, State or Federal Government.
- B. The applicant shall execute a hold harmless agreement indemnifying the Town from any liability related to personal injury, death or property damage as a result of the special event.
- C. The applicant shall provide a certificate of insurance in the amount of no less than one million dollars (\$1,000,000) of general liability coverage that names the Town of Jerome as an additional insured and references the specific activity and date(s).

Section 10-3-7 Exceptions.

- A. The following activities shall be considered exempt from the requirements for a Special Event Permit where such activities are conducted entirely on private property or permitted public facilities. Activities listed as exempt are required to be in compliance with all applicable Town codes, ordinances and regulations at all times, including those pertaining to noise, signs and off-premise activities.
 - 1. Weddings and funeral ceremonies. Weddings, funerals and similar religious ceremonies conducted at churches, cemeteries, private facilities or residences.
 - 2. Yard and garage sales. Sales events conducted at residential properties by and for the residents to allow disposal of miscellaneous used personal property, where such events are otherwise in compliance with all applicable Town codes, ordinances and regulations.
 - 3. Election activities and political rallies. Activities, meetings, and gatherings of a political nature.
 - 4. Events conducted entirely on private property at a single location.
 - 5. Private events held in a Town park, attended by no more than 20 people, and where no alcohol is served or consumed.
 - 6. Town-sponsored or Town co-sponsored activities and events.

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- B. Regardless of exemption status, any event where attendance is anticipated by more people than the building’s current occupancy limit will allow, and where attendees are expected to spill out on the Town’s sidewalks or streets, must arrange for a law enforcement officer to provide crowd control.
- C. Regardless of exemption status, for any event having more than 75 attendees, attendees are encouraged to park at the 300 level parking area or arrange to be shuttled in.
- D. Events which would otherwise require a permit, but which are conducted for the exclusive benefit of a non-profit organization, charitable cause or as a fundraiser for a resident in need, may apply to the Town Council for a special exemption.

Section 10-3-8 Appeals.

- A. Any person may file an appeal with the Town Council over any decision of the Town Manager and/or Staff regarding the granting or denying of a Special Event Permit. If no appeal is filed within fifteen (15) days after the Town’s action, the action shall be considered final.
- B. A written appeal shall be filed with the Town Clerk who shall then schedule the item for consideration by the Town Council. The Council shall consider the appeal at a public meeting and shall either uphold the action of the Town Manager, reverse that action, or make a decision of its own findings. The Council’s decision shall be final.

Section 10-3-9 Violations and Penalty.

- A. Special events requiring a permit as set forth in this Article and occurring without a valid permit shall be subject to immediate cessation pursuant to notice from the Town Manager or designee. It shall be unlawful to continue event activities after notice of a violation has been issued.
- B. Failure to comply with the requirements of this section or with any stipulations of the Special Event Permit is a Class 2 misdemeanor offense and may be punishable by a fine in an amount up to seven hundred fifty dollars (\$750.00) plus applicable surcharges, imprisonment for a period up to four (4) months, and probation for a period up to two (2) years.