



Permit # \_\_\_\_\_

## Special Event Permit Application

Thank you for choosing the Town of Jerome for your special event.

Please fill out this packet and submit to the Town Manager.

- All information must be submitted at least 30 days prior to the event.
- There will be a Fee, due at the time of application submission.
- For questions regarding Special Event Permits, please contact Jerome Town Hall at (928) 634-7943.

*Town Use Only*

Date Submitted: \_\_\_\_\_ Fee: \_\_\_\_\_ Date Paid: \_\_\_\_\_  
 Paid via:  Check # \_\_\_\_\_  C.C.  Cash

*Special Event Approvals*

Town Manager:  
 Approve  Deny  Date: \_\_\_\_\_ Comments: \_\_\_\_\_

\*Fire Inspector:  
 Approve  Deny  Date: \_\_\_\_\_ Comments: \_\_\_\_\_

\*Zoning Administrator:  
 Approve  Deny  Date: \_\_\_\_\_ Comments: \_\_\_\_\_

\*Police Chief:  
 Approve  Deny  Date: \_\_\_\_\_ Comments: \_\_\_\_\_

\*Building Inspector/Public Works:  
 Approve  Deny  Date: \_\_\_\_\_ Comments: \_\_\_\_\_

*\*Other approvals as needed based on scope of event.*

### Applicant Information

Name of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

Name of Organization/Sponsor \_\_\_\_\_

Federal Tax or 501 (c)(3) Number \_\_\_\_\_

Applicant's Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Applicant's Contact Information

Email \_\_\_\_\_

Business Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

*Emergency Contact for Date of Event*

Name \_\_\_\_\_ Phone # \_\_\_\_\_

### Event Information

Name of Event \_\_\_\_\_

Date/Dates of Event- if event is **longer than two (2) consecutive days**, formal approval by Town Council will be required:

\_\_\_\_\_

Set-Up Date/Time: From \_\_\_\_\_ To \_\_\_\_\_

Tear-Down Date/Time: From \_\_\_\_\_ To \_\_\_\_\_

Number of expected Participants \_\_\_\_\_

Will an admission or registration fee be charged? YES  NO  Fee \_\_\_\_\_

*Please describe the event:*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Event Information Continued**

Will the Special Event take place on property owned or leased by the Town of Jerome?

YES  NO  If yes, which property? \_\_\_\_\_

If no, what is the **physical address** for the event? \_\_\_\_\_

\_\_\_\_\_  
*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." Please complete and submit along with the Special Event Permit Application.*

**Special Event Access**

Please include a description of the primary access routes to the property and available parking for the crowds anticipated. Special traffic control may be required for larger events.

**Food and Beverage**

Will Alcohol be Sold?  YES  NO  
If yes, please submit approval documents from the Arizona Department of Liquor Licenses and Control.

Will Food be Sold?  YES  NO  
If yes, please submit approval documents from the Yavapai County Health Services Department.

*Separate permits or approvals may be required by County or State agencies. Documentation of all applicable approvals must be provided prior to event.*

### Provisions for Noise, Trash, and Signs

Will there be outdoor, amplified sound at the event?  YES  NO

*Jerome Town Code section 10-1-13 restricts the volume and hours of outdoor sound and amplification devices. Loud noise that is a public nuisance is prohibited. The Town reserves the right to limit the hours of the Special Event to avoid unreasonable interference with adjacent properties.*

*Please describe outdoor/amplified sound to be used:*

Will there be outdoor lighting, or other electrical needs?  YES  NO

*Please describe:*

Will trash be created during the Special Event?  YES  NO

*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. Please comply with Jerome Town Code, section 9-1, Garbage and Trash Collection.*

Will the Special Event require signage?  YES  NO

*All signage must comply with Section 509 of the Jerome Zoning Ordinance. A separate sign permit is not required for Special Event signs.*

*Please describe all needed signage:*

**Special events conducted within the Town shall be in compliance with applicable Town ordinances and State and County regulations.**

\_\_\_\_\_ (initials) I acknowledge that I have read and understood the Special Event Ordinance for the Town of Jerome and will comply with all applicable regulations.

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### **Checklist of Requirements**

- 1. Completed Special Event Permit Application.
- 2. Completed Application for Facility Use (if applicable).
- 3. Completed Hold Harmless Agreement of Indemnification.
- 4. Certificate of insurance in the amount of no less than one million dollars (\$1,000,000) of general liability coverage naming the Town of Jerome as additional insured and referencing the specific activity and date(s).
- 5. Liquor License (if applicable).
- 6. Health Department Approval (if applicable).
- 7. All other permits required by County or State Agencies.
- 8. Permit filing fee.
- 9. Written approval from Police Chief/Fire Inspector (if applicable).