CITY OF BUCKEYE SPECIAL EVENT PERMIT APPLICATION

The City of Buckeye wants to permit safe events that do not adversely affect the quality of life for Buckeye residents. If you're planning a special event, you may be required to complete a Special Event Permit Application. We're here to help, not only with getting the permit, but also with coordinating your plans to meet City regulations. To help ensure your event runs safely and smoothly, your application will be reviewed by appropriate City departments, including Public Works, Streets, Police, Fire, Development Services and Risk Management. ***Generally, Special Event Permits are required for any scheduled outdoor public gathering involving the use of, or having an impact on public property, facilities, parks, streets, sidewalks, rights-of-way, vacant land and parking lots.***

The temporary use of private property in a manner that varies from its current land use may require a temporary use permit. Examples may include weddings, funeral ceremonies, elections, private yard sales, bake sales, Christmas tree and pumpkin sales, lot car washes and activities such as retail sales promotions. Again, these examples do not require a special event permit; however they may require a Temporary Use Permit or other related permits from the Development Services Department.

The standard application fee is ***$45*** when the complete application is received **45 days** or more prior to the event date. *If the application is not completed 30 days prior to the event an additional **$25** expedite fee will be required to obtain a permit.* The Special Event Permit Application fee must be paid before the application will be accepted for full review.

An umbrella business license can be purchased for an additional $55 to cover the City of Buckeye business license requirement for your organization and all associated vendors for the dates of the event. If you do not have vendors selling services or product this fee is not required.

An event serving alcohol must first obtain special event liquor license through the State of Arizona and the City of Buckeye Clerk's Office. [See Section V]

Reference the City of Buckeye website for questions (and/or) clarification, on-line at: www.buckeyeaz.gov . For specific questions regarding the Special Event Permit Application; call (623) 349-6320 or e-mail: dstrong@buckeyeaz.gov

Section I. PAYMENT & PROCESS

The application and application fee may be hand delivered or mailed to: Buckeye City Hall, ATTN: Community Services Department, 530 E. Monroe Avenue, Buckeye, AZ, 85326. The application may also be sent via e-mail to: dstrong@buckeyeaz.gov. *An e-mail confirming receipt will be sent to the applicant.* We accept the following Payment Methods:

1) **CHECK**- Make checks payable to: City of Buckeye. *Returned checks will be assessed a $35 fee.*
   Total $_____ Check # _____ Mailed _____ or Received By _____
2) **CREDIT CARD** - To pay using credit card, please call (623) 349-6320.

Upon receipt, paid and complete Special Event Applications will be sent to the appropriate City departments for review. The applicant will be sent the comments and recommendations via e-mail within (10) ten business days. The applicant will be given up to (10) ten days to satisfy outstanding items. (i.e. Insurance certification or other specific requirements based on each unique event). A Special Event Permit will only be issued when the City Manager or designee approves the permit; this approval is based on the information provided by the applicant(s) and vendors. By submitting this application you are attesting to the truthfulness and accuracy of the information in and attached to this application. If substantive information in this application and/or other correspondence is omitted, falsified, or misleading your permit may be revoked or cancelled.

NOTE: *Acceptance of late applications is not guaranteed and will be considered on a case by case basis. If accepted for full review, the applicant turning in a late application will need to be diligent and work expeditiously to qualify for a permit.*

DISCLAIMER: *The application fee is applied to the administrative costs associated with processing this application; the fee is non-refundable. Please keep in mind that this event may cause additional City fees as a result of services required by other City Departments.*

* = Required; mark N/A for not applicable. Do not leave blank spaces.

Section II. APPLICANT/ SPONSORING ORGANIZATION

***Sponsoring Organization:** _____

***Authorized Applicant:** _____

NOTE: *A letter or e-mail (including the sponsoring organization's letterhead or symbol) must clearly define authority delegated to applicant.*

***Direct Phone:** _____ ***Email:** _____

***Address:** _____

***City:** _____ ***State:** _____ ***Zip:** _____

***Secondary Contact:** _____ ***Direct Phone:** _____

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Section III. BASIC EVENT INFORMATION

***Name of Event** _____

***Event Date(s)** _____

***Times:** _____

***Estimated number of individuals attending the event:** _____

***This estimate is based on:** _____

***Type of Event:** _____

Purpose of the Event: _____

_____

Target Market: Who will be attending? (i.e. - Is your event targeted to children and families, adults, teens, athletes, etc.?)

_____

_____

Marketing: (How, when, and where will your organization be marketing your event?)_____

_____

***NOTE**: Your organization may obtain a temporary sign permit at no cost by contacting the City's Permitting Department (623) 349-6200.*

Section IV. LOCATIONS, SERVICES

***Location:** _____

***Address:** _____

City: Buckeye **State:** Arizona ***Zip:** _____

Section V. LIQUOR

***Will liquor be served?** ____ **Yes** ____ **No**

***NOTE**: A Special Event Liquor permit must be obtained through the State of Arizona and be submitted to the City Clerk's office **60** days prior to the event for processing and approval. The State form for special event Liquor License is available at: www.azliquor.gov . You may deliver or mail the original special event Liquor License application to the City of Buckeye City Clerk's Office at: 530 E. Monroe Ave. Buckeye, AZ 85326. City Special Event Liquor permit is $100.*

Section VI. EVENT NARRATIVE

In this section describe the event and associated activities in sufficient detail to allow the City's review committee to understand and approve the event without further clarification. A description of the event including a detailed explanation of any special features of the event must also be included. *Use the space provided. If more room is needed, please include attachment(s).*

***NOTE**: Consideration should be given to ADA accessibility; reasonable accommodations should be provided when possible.*

***Event Narrative and Timeline of Events and Activities.**

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_____

_____

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The following items must be accounted for:

1. *** Quantities: the number of participants, teams (and/or) vehicles, floats, rides, booths, animals.**

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_____
_____

2. ***Include a list (and/or) number of anticipated vendors; specify type.**

NOTE: If vendors have open flames or planning to cook, a Fire Inspection will be required prior to the event.

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3. ***Provide action plans for the following:**

A.*Road Closures/Traffic Control Plan including traffic flow and locations of controls is required.

_____
_____
_____
_____

B.*Parking Plan

_____
_____
_____
_____

C.*Public Safety/ Security Plan

NOTE: If planning to have special effects and/or fireworks. It will require a separate permit via Development Services.

_____
_____
_____

D.*Medical Emergency/First Aid Plan

_____
_____
_____

E.*Tents/ Canopies/ Construction of Temporary Structures

NOTE: Tents over 200 sq. ft. and canopies over 400 sq. ft. require a separate permit through Building Safety with Development Services.

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_____

F.*Restroom Facilities (ADA/wheelchair accommodations should be provided whenever possible.)

_____
_____
_____

4. *Please specify whether facilities, electricity, equipment, services or personnel are being requested.

NOTE: *Generators require a separate permit from Development Services. The number and location of generators must be shown on site plan, please include each size and type. Written approval is required if your organization would like to display the official City of Buckeye logo.*

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_____

_____

A. If you would like to meet with City staff before the event, please indicate a preferable date and time.

_____

B. In an effort to invite the best suited staff, please specify what you would like to accomplish by meeting.

_____

Please include any additional information that will assist the City's review committee to understand your event and the safeguards your organization has in place to ensure the event is successful and safe.

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Section VII. SITE MAP(S)

***Attach a site map. The map(s) should include: the general layout and location of activities and events to be held.**

This comprehensive site plan must accompany this application and include entrances to the event, location of fences (including type and height), stage, sound amplification systems, tents, signage, cooking areas, portable restrooms or permanent restroom facilities, generators, carnival or amusement rides, fireworks, parking areas, entrances to areas for alcohol consumption, alcohol service areas, security check areas, street or alley closures, location of emergency medical and Fire services along with 20' clearances for entry and exit points, parade routes, and all other special features that may apply.

Section VIII. INSURANCE COVERAGE

***INSURANCE COVERAGE OF $1 MILLION PER OCCURANCE $2 MILLION AGGREGATE; ADDITIONALLY INSURING THE CITY OF BUCKEYE IS REQUIRED. THE CITY OF BUCKEYE MUST BE LISTED AS THE CERTIFICATE HOLDER. [Attach Certificate]**

NOTE: Actual amount of coverage may be adjusted depending on the nature and scope of your event. For more information contact the City Risk Manager at: risk@buckeyeaz.gov or call (623) 349-6251.

Section IX. PUBLIC & BUILDING SAFETY

For questions regarding fireworks, tents, generators permits or temporary use permits, please call Building Safety at (623) 349-6218 or (623) 349-6227 or Fire Marshal at (623) 349-6759.

For questions regarding the City of Buckeye's Social Host (10-1-15), Block Parties within City limits and Noise Ordinances (10-1-2) visit: www.buckeyeaz.gov or contact the Buckeye Police Department at: (623) 349-6400. Contact the Buckeye Police Department off-duty coordinator at: (623) 349-6400 or (623) 349-6410.