



PARKS, RECREATION &
COMMUNITY SERVICES

(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 a group (Applicant) to organize, advertise, and implement an event that (1) is intended for the general public to attend and (2) uses public property owned or operated by the Town of Sahuarita.

The Special Event Permit Application (SEPA) and our review process provides an opportunity for Town staff to: understand the event components, identify potential impacts to Town infrastructure or services, provide information to the Applicant such as fees, and outline conditions of use that are necessary prior to event final approval and permitting.

Typically a special event is held outdoors and includes activity or activities with the potential to impact routine facility use and operations, or disrupt normal traffic patterns. A special event might be a festival, car show, farmers market, parade, carnival, race, sports tournament, walk-a-thon, arts and crafts fair, or similar activity.

Town Special Event Permit:

Circumstances that create the requirement for a Special Event Permit include:

1. The event will be held on Town-owned or operated park, grounds, street, rights of way, or other outdoor property,

And any of the following:

2. The general public will be invited to attend
3. Alcohol will be sold
4. 100 or more people are estimated to participate, attend and/or spectate
5. Equipment will be brought in and temporarily situated on the property, i.e., stage, tent, portable toilet, tables/chairs exceeding 5 tables and/or 40 chairs

Each proposed event is also evaluated for:

- Street closures, detours, temporary parking, traffic control for event ingress and egress
- Amplified music or speech that is audible 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 components of an event on private property may generate the need for other types of Town of Sahuarita, Pima County, or State of Arizona 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.

Requirements Associated with All Town Special Event Permits:

1. Applicant must 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



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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. Applicant must return, signed and notarized, the Town of Sahuarita Release, Hold Harmless and Indemnity Agreement.

Requirement and Potential Requirement Associated with Town Special Event Permits Using Town Parks:

1. Park Facility Rental Permit – Town of Sahuarita Parks, Recreation & Community Services Department
2. Beer/Wine Permit – Town of Sahuarita Parks, Recreation & Community Services Department

Requirement Associated with Town Special Event Permits Using Town Municipal Complex:

1. Use of the Town Municipal Complex is subject to approval by the Town Manager.

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 or distribution – State of Arizona Special Event Liquor License
3. Commercial sales or services – Town of Sahuarita Business License
4. Security or traffic control – Town of Sahuarita Police Department
5. Right of Way Permit – Town of Sahuarita Public Works Department
6. Traffic Control Plan – Town of Sahuarita Public Works Department
7. Temporary Signage Permit – Town of Sahuarita Planning and Zoning Division
8. Zoning Clearance – Town of Sahuarita Planning and Zoning Division
9. Fireworks, Tents, Canopies – Town of Sahuarita Building Safety Division/Fire Marshal
10. Mobile Food Unit Inspection – any Fire Department/District (Arizona Fire Marshals Association)
11. Community Impact Notice & Mitigation – Applicant may be required to distribute advance notice of street closures, detours, etc. to impacted residents and businesses and arrange for advisory signs to be posted.

Town Special Event Permit Conditions of Application and Issuance:

1. Application processing fee is non-refundable.
2. Permit is non-transferable.
3. Permit is valid only for date(s), time(s), location(s), and activities identified on permit.
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 Town officials upon request.
5. Glass beverage containers, smoking, and nicotine are not allowed.
6. Permit holder may unload/load and install equipment only at location(s) identified on the approved special event site plan or route map and in accordance with other associated Town permit(s).
7. The safety and comfort of event attendees is important, and the permit holder is responsible for making necessary arrangements for portable toilets, hand washing stations, trash collection and removal, first aid stations, and accessibility for persons with disabilities.
8. Any property damage occurring will be the responsibility of the permit holder.
9. 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 (SEPA) Process:

1. The Parks, Recreation & Community Services Department (Department) is responsible for administering the SEPA process.



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2. Applicant is encouraged to contact the Special Events Coordinator (Coordinator) for a pre-application discussion.
3. Applicant must be 18 years or older.
4. Apply a minimum of 60 calendar days and a maximum of 12 months in advance of event date.
5. Apply online from the Parks, Recreation & Community Services webpage by paying the SEPA processing fee and completing the SEPA proposal form.
6. Applicant submits an accurate and complete event proposal with sufficient detail, descriptions, site plan, and acknowledgements.
7. Coordinator receives the SEPA and reviews the event proposal for completeness and will contact the Applicant to request additional or missing information as needed.
8. If/when the event proposal includes complete information, Coordinator will route the event proposal to other Town departments/staff representatives who serve on the SEPA Review Committee.
9. Each SEPA Review Committee department will indicate in writing a recommendation for approval, approval with conditions, or disapproval (with explanation) and return the routing cover sheet and remarks to the Coordinator within 14 calendar days from the date of first routing.
10. Coordinator will gather recommendations, comments, conditions, and requests for additional information, convey the feedback to the Applicant, and provide the Applicant with a notice of either a tentative "recommendation to approve" or a tentative "recommendation to deny" within 7 calendar days following the end of the first routing/review period.
11. If the event proposal receives a tentative "recommendation to approve," the Applicant may begin to identify the Town property that will be used as the event venue in their event marketing. If the event proposal receives a tentative "recommendation to deny," the Applicant may not identify the proposed Town property in their marketing yet, and must revise and resubmit the event proposal in a manner that is responsive to all SEPA Review Committee requests.
12. For large or more complicated events, a meeting with the Applicant and the SEPA Review Committee may be necessary to discuss the details of the event proposal, to clarify conditions of use, and to identify applicable fees.
13. Applicant responds to all requested information and revises the event proposal. The Coordinator will either (1) incorporate all conditions of use and required changes into the permit and prepare the permit for final approval and signatures, or (2) if applicable, route the event proposal (revised) a second time to representatives of the SEPA Review Committee who did not recommend approval with the first routing. Each of those SEPA Review Committee departments will indicate in writing a recommendation for approval, approval with conditions, or disapproval (with explanation) and return the routing cover sheet and remarks to the Coordinator within seven calendar days from the date of second routing.
14. The Coordinator will either (1) inform the Applicant of a recommendation to deny permit, or (2) inform the Applicant of a recommendation to approve permit and incorporate all conditions of use and required changes into the permit and prepare the permit for final approval and signatures within 7 calendar days following the end of the second routing/review period.
15. Applicant must agree in writing to the terms.
16. Applicant is responsible for paying all permit, license, inspection, compliance, and operating fees.
17. Applicant must provide the Coordinator with documentation proving receipt of other required permits before Coordinator can issue a final approved Special Event Permit.
18. Coordinator will verify receipt of all required forms, licenses, permits, insurance, and fees and issue the final approved Special Event Permit.

Denials, Waivers, and Exceptions:



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A SEPA could be denied for various reasons including but not limited to: 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 SEPA proposal form or a related permit; 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 SEPA is denied by the SEPA Review Committee and the Department in its capacity as the SEPA administrator, the Applicant may appeal the decision in writing to the Town Manager.

The SEPA processing fee is waived for an event produced and operated by a Town department as part of the Town's core operations (meaning that a Town staff member is the permit holder and will be present at, and accountable for, the event). The staff member responsible for organizing and implementing the Town event will still need to submit a SEPA event proposal for review and recommendation by the SEPA Review Committee and obtain other necessary permits from applicable departments and agencies. Town events are exempt from the COI, Endorsement, and Release requirements, although the staff member/department responsible for organizing and implementing the events may need to contact AMRRP for additional insurance coverage.

An event produced by the Parks, Recreation & Community Services Department held entirely on park property without impact to other Town property is exempt from the SEPA.

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.