



City of Phoenix

PARKS AND RECREATION DEPARTMENT

Building healthy communities through parks, programs, and partnerships

Special Events

200 W. Washington St., 16th Floor, Phoenix, AZ 85003
Phone (602) 261-8069 – TTY (602) 262-6713 – FAX (602) 732-2315

Right-of-Way Special Event Planning Information

\$400 non-refundable application fee payable to the “City of Phoenix” is due on submission.

The information below outlines general requirements and standards for holding an event in a city right of way. This information should allow you to properly fill in your **SPECIAL EVENT APPLICATION**.
ACCEPTANCE OF A COMPLETED APPLICATION SHOULD IN NO WAY BE CONSTRUED AS APPROVAL OF YOUR REQUEST.

WHY DO I NEED TO SUBMIT A SPECIAL EVENT APPLICATION?

If your event/activity is one of the following, a special event application must be submitted to the City of Phoenix Parks and Recreation Department:

- Athletic/racing event on public right-of-way (i.e., run, walk, skate, cycle)
- Parade, march or procession on public right-of-way
- Static event on public right-of-way (street festival, concert, farmers market, etc.)

Public Assembly – no application required. Contact Phoenix Police Community and Patrol Services at 602-262-7331, TTY 602-262-6151 to coordinate.

For specific park properties visit our Web site at www.phoenix.gov/parks

HOW SOON SHOULD I START THE PROCESS?

The process can begin twelve (12) months out from event date. The minimum times are listed below:

- Minimum of 3 months in advance**
- Minimum of 5 months in advance***

*Required for events requesting three (3) or more continuous miles of city right-of-way use (example - 5K, 10K, Marathon, Parade, etc.).

Events will not be considered until an application is submitted to the Parks and Recreation Department. A confirmation email of receipt of application will be sent to the applicant upon receipt of completed application, provided an email address is included in the application.

TERMS AND EXPLANATIONS TO HELP YOU FILL OUT YOUR SPECIAL EVENT APPLICATION

ADA & Accessibility

ADA stands for Americans with Disabilities Act. It is the responsibility of the event organizer to ensure the event site is accessible to the disabled. Public sidewalks may not be blocked with tents, portable toilets or other structures; cables or electrical cords must not create an obstacle; ADA accessible parking and portable toilets must be available. Organizers should be prepared to meet any accessibility accommodations.

Alcohol Service

If you are selling or serving alcohol, contact the Phoenix Licensing Services at 602-262-4638, TTY 602-262-4638 **and** the Arizona Department of Liquor License and Control at 602-542-5141, TTY 602-542-2806 to obtain information on a City and State Special Event Liquor License. Information can also be obtained on the Arizona Department of Liquor License and Control web-site at: www.AZLL.com/license.htm. This is normally a **60 day process** and will also require

liquor liability insurance. If there are fees or donations associated with your event, a special events liquor license is required.

Applicant

This must be the chief officer or a representative of the event organization who has been authorized by the organization to complete the special event application.

Application Process and Approval

Once the application is received it is reviewed by City staff and a meeting will be scheduled with city staff and the event organizer. A minimum of ninety (90) days or more is requested for the approval of special events. Once your event has been approved or denied, you will be contacted by the event liaison.

Applications

New Events: Applications are accepted 11 months out from event

Recurring Events: Applications are accepted 13 months out from event. Once event is held, event organizer has up to 30 days after the event to secure date for following year before it is released for other events.

Bleacher / Stage Construction Permit

Contact Development Services at 602-262-7884, TTY 602-534-5599 for more information.

Business License Requirement

All businesses affiliated with your event that sell a product must obtain a City and State Privilege (Sales) and Use Tax License. For more information, please call Phoenix Licensing Services at 602-262-6785, TTY 602-534-5500 and Arizona Department of Revenue at 602-542-4576, TTY 602-542-4021. Information can also be obtained through the Arizona Department of Revenue Web site at: www.revenue.state.az.us

City Park

If your event also requests the use of a City of Phoenix park, you shall be responsible for contacting the specific park division. Park locations and divisions can be found on the Web at www.phoenix.gov/parks

Commercial

All entities or organizations without documented non-profit status awarded by the State of Arizona.

Decibel Levels

A decibel is a unit for measuring the relative loudness of sounds. Decibel level shall not exceed 100 per city ordinance. (See Noise and Amplified Sound).

Event Operations Form

An accurate list of all contracted professional services associated with the event must be completed and submitted to the event liaison 30 days prior to the event. (See attached form)

Fees

Effective May 1, 2008 a \$400.00 Special Event Application for Right-of-Way fee applies to submit this application. There may be fees assessed for some city services, permits, park areas, and support services. As a standard the city does not waive fees. ***The Special Event Application fee for Right-of-Way is non-refundable whether your application is approved or not.***

Fireworks / Pyrotechnics Permit

Contact Fire Department, Fire Prevention Section at 602-262-6771, TTY 602-495-5555 for more information.

Food / Beverage Service

If your event will have food and/or beverage services contact the Maricopa County Environmental Services Department at 602-506-6978, TTY 602-506-6704 to receive specific guidelines. You can also obtain information on their web site at www.maricopa.gov/envsvc

For information on use of fire and open flame contact the Phoenix Fire Department, Fire Prevention at 602-262-6771, TTY 602-495-5555.

Formal Agreement

Upon approval, a number of conditions will be identified as part of an appropriate Letter of Understanding or Letter of Agreement. These conditions must be followed during the course of your event. These conditions are to be adhered to by the applicant and any vendors or subcontractors involved in the event. Failure to submit a signed letter and/or comply with the conditions can result in cancellation of the event, fines (cost recovery for unscheduled or emergency city services), and denial of city property for future events.

Generators / Electrical Permit

Contact Development Services at 602-262-7884, TTY 602-262-534-5599 for more information.

Insurance

All the proper insurance documentation must be received by the Parks and Recreation Department event liaison at least **two** weeks prior to the event. Failure to comply with insurance requirements will result in the forfeiture of the use of city property for the event. Please read the Insurance Specifications and Indemnification Guidelines (attached).

Mechanical Carnival Games / Rides

These activities require a regulatory license. Contact Phoenix Licensing Services at 602-262-4638, TTY 602-534-2734 for more information.

Medical Assistance

Medical response is the responsibility of the event organization. The city may require specifics for medical personnel at your event. Fees are charged for the use of Phoenix Fire Department personnel and services. For more information, please call Fire Department, Fire Prevention Section at 602-262-6771, TTY 602-495-5555

Neighborhood Notification

The applicant is **required** to notify **all** residents, businesses, places of worship and schools that are impacted by street closures and/or noise related to your event. Notification boundaries will be determined by City staff and are typically ¼ mile surrounding the event or route.. All residents, businesses, places of worship and schools within that boundary area must receive a notification. An example notification format is within this packet. An example notification must be submitted to the Parks and Recreation Department event liaison for review prior to notification delivery. Once approved, the notice must then be mailed or hand delivered to designated impacted areas at least **two** weeks prior to your event (or sooner per the level of impact of the event). Information on the notice should include, but not be limited to; the name of the event, date(s), time(s), location, the assigned Police Traffic Sergeants name and phone number (if applicable), type of activity and telephone number of where the public can contact your organization for concerns or issues. Direct phone calls and attendance to neighborhood association meetings may also be required. **Failure to comply with notification requirement may result in the forfeiture of the use of city property for the event. Verification of neighborhood notification is required.**

Noise and Amplified Sound

If your event has amplified sound the Police Department or City representative may make the determination that noise from your event is disruptive to others, and may require you to lower or discontinue the noise. Also, they may order entertainment to cease if it incites a crowd or has the potential for unruly or risky behavior. Failure to comply will result in cancellation of your event. (See Decibel Levels).

Non-Profit

An entity or organization that has been recognized as tax exempt by the Internal Revenue Service and is in good standing. A copy of the IRS tax exemption letter will be required and verified.

Onsite Contact / Phone Number

This is the name and cellular phone number of a person who will be at the event and can be contacted if needed during the event.

Parking / Shuttle Plan

Describe the parking plan for event staff, vendors, volunteers, participants and spectators.

Probation

The City reserves the right to prohibit or place detailed restrictions on future events held on City right-of-way due to unsatisfactory past performance.

Public Contact Name / Phone Number

Information from your application is considered public information and may be used in developing a calendar of community events. The name and phone number is to be publicized for responding to citizen questions and concerns before and after the event.

Publicity Plan

This is a description of how you intend to inform the public about your event. It can be brief and general. Please include the date you intend to start publicity. **It is strongly suggested that publicity not start until you have secured event approval.**

Reference Checks

Reference checks will be conducted for all new events.

Right-of-Way

City streets and sidewalks are defined as public right-of-way (ROW). Right-of-Way Management Program (RMP) for City of Phoenix must be followed. Completed RMP form must be submitted. Form can be obtained by calling 602-262-6235, TTY 602-256-4286.

Security

Security requirements vary widely for different events. Security needs are evaluated by the Police Department with the authority to recommend the level of security as deemed necessary. Phoenix off-duty officers can be secured by calling 602-262-7323, TTY 602-262-6151.

Set-up / Tear-down

This will describe the time or area needed for setting up and tearing down the event. Please include the hours anticipated for both set up and tear down. If your event requires sound checks, the time(s) and date(s) of sound checks must be included in your application.

Site Plan and/or Route Map

To ensure proper review of your event, a site plan must be submitted at the first scheduled planning meeting. This is applicable for moving routes and fixed venues. Please include all portable structures, restrooms, stages, bleachers, tables, tents, fencing, trash containers, dumpsters, food areas, beer gardens, generator locations, etc. in your plan. Identification of all event components must meet accessibility standards. A narrative should supplement your site plan or route map.

Sponsor / Promoter

An entity or organization that assumes full responsibility for the production of the event including staffing, funding, planning and full liability.

Tent / Canopy Permits

If you are erecting a tent in excess of 800 square feet, or a canopy in excess of 1200 square feet, you must obtain a tent/canopy permit from the Fire Department, Fire Prevention Section. Call 602-262-6771, TTY 602-495-5555 for more information. Tents/canopies are required to be weighted with sand bags, water barrels, or alternative weight. **Staking is not permitted without special permission.**

Traffic Plan / Street Closures

If there are any requested street closures, a detailed Traffic Control Plan (TCP) is required from a professional barricade company certified to do business within the city of Phoenix. This detailed plan shall include all the routing plans for traffic and barricades. This plan must be approved by the Street Transportation Department before the event can be held.

Trash Removal

Describe the plan for removing trash generated by the event. This plan must include removing trash generated by the event that filters into areas surrounding the event, the neighborhood and on parking lots used by the event patrons and/or spectators. The plan should include clean up during and after the event. Fines may be imposed for unscheduled and/or emergency services to clean the site. The City reserves the right to require the applicant to provide additional trash receptacles and/or roll-off bins for the event. Any costs would be incurred by the event organization.

Vertical Banners

If you would like to request putting up vertical banners on Central Avenue to advertise your event, please contact the City Manager's Office at 602-262-6941, TTY 602-534-5500 to receive an application to advertise on city streets. Events in downtown Phoenix, contact the Downtown Phoenix Partnership at 602-254-8696, TTY (None).

NEIGHBORHOOD NOTIFICATION SAMPLE FORMAT

NAME OF EVENT

EVENT DAY/DATE

EVENT TIMES

This notice is to INFORM residents, businesses and places of worship that the following street restrictions will be made in order to safely stage the above named event. For concerns about access, please contact (**POLICE LIAISON at XXX-XXX-XXX**). For other concerns or questions please call (**EVENT ORGANIZATION at XXX-XXX-XXX**). Day of the event, call **Crime Stop at 602-262-6151, TTY 602-262-6151** for any illegal parking complaints or issues with the event.

EVENT DESCRIPTION AND STREET CLOSURE RESTRICTIONS INFORMATION: (Please list all of the street closures associated with your event, dates and times of closures).

CITY INSURANCE SPECIFICATIONS AND INDEMNIFICATION CLAUSE

INDEMNIFICATION CLAUSE:

Event Sponsor ("Sponsor") shall indemnify, defend, save and hold harmless the City of Phoenix and its officers, officials, agents, and employees (hereinafter referred to as "Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Sponsor or any of its owners, officers, directors, agents, employees or subcontractors. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of Sponsor to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by Sponsor from and against any and all claims. It is agreed that Sponsor will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. In consideration of permission to hold the event, the Sponsor agrees to waive all rights of subrogation against the City, its officers, officials, agents and employees for losses arising out of or resulting from the event.

INSURANCE REQUIREMENTS:

Sponsor and subcontractors shall procure and maintain until all of their obligations have been discharged insurance against claims for injury to persons or damage to property which may arise from or in connection with the event.

The insurance requirements herein are minimum requirements and in no way limit the indemnity covenants contained in this agreement. The City in no way warrants that the minimum limits contained herein are sufficient to protect the Sponsor from liabilities that might arise out of the activities encompassed by this agreement by the Sponsor, its agents, representatives, employees or subcontractors and Sponsor is free to purchase additional insurance as may be determined necessary.

A. **MINIMUM SCOPE AND LIMITS OF INSURANCE:** Sponsor shall provide coverage with limits of liability not less than those stated below. An excess liability policy or umbrella liability policy may be used to meet the minimum liability requirements provided that the coverage is written on a "following form" basis.

1. **Commercial General Liability – Occurrence Form**

Policy shall include bodily injury, property damage and broad form contractual liability coverage.

- General Aggregate \$2,000,000
- Products – Completed Operations Aggregate \$1,000,000
- Personal and Advertising Injury \$1,000,000
- Each Occurrence \$1,000,000
- Fire Damage (Damage to Rented Premises) \$ 50,000
- Liquor Liability (if alcohol is being sold) \$1,000,000

- a. The policy shall be endorsed to include the following additional insured language: "The City of Phoenix shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Sponsor."
- b. The policy shall be endorsed to include Liquor Liability coverage if alcohol is being sold at the event.

2. **Automobile Liability**

Bodily Injury and Property Damage for any owned, hired, and non-owned vehicles.

Combined Single Limit (CSL) \$1,000,000

- a. The policy shall be endorsed to include the following additional insured language: "The City of Phoenix shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Sponsor, including automobiles owned, leased, hired or borrowed by the Sponsor."

3. **Worker's Compensation and Employers' Liability**

Workers' Compensation	Statutory
Employers' Liability	
Each Accident	\$100,000
Disease – Each Employee	\$100,000
Disease – Policy Limit	\$500,000

- a. Policy shall contain a waiver of subrogation against the City of Phoenix.
- b. This requirement shall not apply when a contractor or subcontractor is exempt under A.R.S. 23-901, **AND** when such contractor or subcontractor executes the appropriate sole proprietor waiver form.

B. **ADDITIONAL INSURANCE REQUIREMENTS:** The policies shall include, or be endorsed to include, the following provisions:

- 1. On insurance policies where the City of Phoenix is named as an additional insured, the City of Phoenix shall be an additional insured to the full limits of liability purchased by the Sponsor even if those limits of liability are in excess of those required by this agreement.

2. The Sponsor's insurance coverage shall be primary insurance and non-contributory with respect to all other available sources.

- C. **NOTICE OF CANCELLATION:** Each insurance policy required by the insurance provisions of this Contract shall provide the required coverage and shall not be suspended, voided or canceled except after thirty (30) days prior written notice has been given to the City, except when cancellation is for non-payment of premium, then ten (10) days prior notice may be given. Such notice shall be sent directly to **City of Phoenix Parks and Recreation Department, Special Events, 200 W. Washington, 16th Floor, Phoenix, AZ, 85003**
- D. **ACCEPTABILITY OF INSURERS:** Insurance is to be placed with insurers duly licensed or authorized to do business in the state of Arizona and with an "A.M. Best" rating of not less than B+ VI. The City in no way warrants that the above-required minimum insurer rating is sufficient to protect the Sponsor from potential insurer insolvency.
- E. **VERIFICATION OF COVERAGE:** Sponsor shall furnish the City with certificates of insurance (ACORD form or equivalent approved by the City) as required at least two (2) weeks prior to the event. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

All certificates and any required endorsements are to be received and approved by the City before the event commences. Each insurance policy required by this agreement must be in effect at or prior to commencement of the event and remain in effect for the duration of the event. Failure to maintain the insurance policies as required by this Contract or to provide evidence of renewal is a material breach of contract.

All certificates required shall be sent directly to **City of Phoenix Parks and Recreation Department, Special Events, 200 W. Washington, 16th Floor, Phoenix, AZ, 85003**

The event title and location shall be noted on the certificate of insurance. The City reserves the right to require complete, certified copies of all insurance policies required at any time. **DO NOT SEND CERTIFICATES OF INSURANCE TO THE CITY'S RISK MANAGEMENT DIVISION.**

- F. **SUBCONTRACTORS:** Sponsor's certificate(s) shall include all subcontractors as additional insureds under its policies **or** Sponsor shall furnish to the City separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to the minimum requirements identified above.
- G. **APPROVAL:** Any modification or variation from these insurance requirements shall be made by the Law Department, whose decision shall be final. Such action will not require a formal Contract amendment, but may be made by administrative action.