



CITY OF GOODYEAR SPECIAL EVENT INFORMATION PACKET

This packet contains information regarding special events in the city of Goodyear. Please review the information below. If you check **any** of the boxes below, you will need to return a completed application to the City Clerk's Office.

What is a Special Event?

A Special Event is any outdoor or partially outdoor gathering over a period no longer than three days that involves any of the following: (*check all that apply for your event*)

- Hosting more than two hundred and fifty (250) people
- Closing or partially closing of public streets, sidewalks and right-of-ways (i.e. parades, block parties, races, rallies, etc.)
- Impacting or restricting access to the property of others
- Displaying fireworks, special effects, large open flames such as bonfires, explosions, or other potentially dangerous displays or actions
- Requiring a state-issued temporary extension of liquor license premises or a special event liquor license
- Displaying non-domesticated animals
- Installing and/or operating of mechanical or amusement rides and/or temporary or portable buildings
- Conducting any activity or use of property that deviates from the current legal land use or legal nonconforming use of the property

A Special Event is any indoor event over a period of no longer than three days that involves the following:

- The location of such gathering use, event or activity is not zoned for such use.

Examples of Special Events:

- Block Parties
- Bonfires
- Carnivals/Circuses/Fairs
- Ceremonies
- Concerts
- Cultural Events
- Exhibitions or Shows
- Festivals
- Grand Openings
- Large Social Gatherings
- Markets
- Parades/Processions
- Promotional events in parking lots
- Races
- Rallies
- Sports Tournaments



CITY OF GOODYEAR SPECIAL EVENTS CHECKLIST

Please review this checklist prior to submitting your Special Event Permit Application

- Special Event Permit Application completed and signed
- Detailed Site Plan included
- Hold Harmless Agreement Form (required if the Special Event is located on property owned or controlled by the city of Goodyear; must be completed by the Special Event Promoter and, if applicable, the Special Event Sponsor)
- Property Owner Authorization (required if the event is being held on property that is not owned or controlled by the Special Event Sponsor)
- Special Event Sponsor Authorization Form (required if the Applicant is submitting the Special Event Application on behalf of a Special Event Sponsor)
- Police Officer Off-Duty Work Contract Form submitted to Goodyear Police Department (if applicable)
- State Liquor License Application completed, signed and notarized (required if the event includes alcohol)
- Traffic Control Permit Application is required if the event involves the closing or partial closing of public streets, bike lanes and/or sidewalks; or that restricts access to the use of a public right-of-way)
- Vendor List—name, address, phone number, and the AZ Transaction Privilege Tax number (if applicable)

Notwithstanding this checklist or the Special Event Application, and depending upon the nature of the event, you may be required to: obtain additional permits including, but not limited to, traffic control permits and fire permits; hire outside security; retain city of Goodyear police officers to provide traffic control; and/or provide evidence of insurance.

Application Deadlines:

- The application deadline for events that **will not involve any road closures** is 45 days before the day of the event
- Deadlines that involve the use of public and private streets and roadways, other than block parties, are as follows:
 - For events that involve road closures and that involve **up to 10 Kilometers** of public roadways **located entirely within the city of Goodyear** – 90 days before the day of the event
 - For events that involve road closures and that involve **more than 10 Kilometers** of public roadways **located entirely within the city of Goodyear** - 120 days before the day of the event
 - For events that involve closure of all or part of public roadways **in multiple jurisdictions** - 180 days before the day of the event



CITY OF GOODYEAR SPECIAL EVENT PERMIT APPLICATION

Special Events conducted within the city of Goodyear must have a Special Event Permit Application **submitted at least 45 days prior to the proposed date(s) of the Special Event.** A Special Event Liquor License, Fire Safety Inspection Permit, and/or Traffic Control Permit may also be required at additional expense to the applicant.

Section 1 – Applicant / Promoter

Name of applicant: _____

Phone: _____ E-mail: _____

Organization: _____

Address: _____ City: _____ State: _____ Zip: _____

Is the applicant a school or 501(c)3? YES* NO *If yes, you must include **current IRS Tax Exempt Status documentation.** **Organization EIN:** _____

Certain fees may be waived for 501(c)3 organizations such as building safety inspection permit fee (if fireworks are not involved) or traffic control permit fee. Do you request that the building safety inspection fee or traffic control permit fee be waived, if applicable? YES NO

Submitted on behalf of a Special Event Sponsor? YES* NO *If yes, attach a copy of the city-provided **authorization form permitting you to act on the Special Event Sponsor's behalf.**

Special Event Sponsor (if different from above):

Name of Sponsor: _____

Address: _____ City: _____ State: _____ Zip: _____

Contact: _____ Phone: _____ E-mail: _____



Section 2 – Event Information

Event Name: _____

Date(s) of event: _____ to _____ Hours of operation: _____ to _____

Rain date(s): _____ to _____

Set up date/time: _____ Tear down date/time: _____

Is this a recurring event? YES* NO

***If yes, please list additional dates:** _____

Event Location and Address: _____

Is the property owned by a third party? YES* NO ***If yes, attach a copy of the authorization letter, contract, etc., permitting use of the property.**

Property Owner: _____

Purpose of Event: _____

Anticipated Event Attendance: _____

Day of Event Contact: _____ Phone: _____ After hours: _____

Type of Event (✓ all that apply):

Market (farmers, arts/crafts, etc.)	Rally	Picnic (large)
Circus	Religious Ceremony	Fundraiser
Concert	Block Party	Outdoor Assembly
Festival	Parade	Fireworks
Food Fair	Run/Walk/Bicycle	Pyrotechnical Display
Exhibition	Sports Tournament	Street Vendor

Other (specify): _____

SITE PLAN:

Attach an 8 1/2" x 11, or larger, detailed and legible site plan, which adequately shows location of booths, barricades, tents, road closures, and any other equipment listed in Section 4.



Section 3 – Event Narrative

Describe the activities that will take place and the equipment that will be included during your event.

If the event is taking place on city property, a complete list of all vendors must be included. The list must include the name, address, phone number, and the AZ Transaction Privilege Tax number for each vendor.

Section 4 - Equipment

✓ All that apply (including all vendor activities)

	Barricades		Fencing		Stage (Size: _____)
	Bleachers		Vehicles		Trash Receptacles
	Bounce Houses > 400 sq. ft. # _____		Cooking/Barbecues Select one: <input type="checkbox"/> charcoal <input type="checkbox"/> wood <input type="checkbox"/> Liquid Petroleum (Gas)		Signs and Banners*: # _____ Dimensions: _____
	Chairs and Tables		Generators/Electrical Components		Flammable and Combustible Liquids
	Canopies > 700 sq. ft. # _____ Canopies < 700 sq. ft. # _____		Portable Restrooms (# ____) ADA required (# ____)		Recycling Receptacles
	Temporary Membrane Structures > 400 sq. ft. # _____		Firework Displays		Fire Extinguishers
	Tents > 400 sq. ft. # _____ Tents < 400 sq. ft. # _____		Amusement Rides		Food Trucks

Other Equipment (specify): _____

***Attach a diagram or photo of the signs and banners that will be used during the event. Only signs that have been approved through this Special Event Permit or through a separate Temporary Sign Permit issued by the Development Services Department shall be allowed. Signs shall conform to Section 7-9-B-8 of the City of Goodyear Zoning Ordinance.**



Section 5 - Security/Safety & Traffic Control

Will the event or event parking take place on any unpaved surfaces? YES* NO

*The event site must comply with Maricopa County Air Quality Department (MCAQD) Rules and Regulations regarding air-borne particulate matter (PM-10). Please refer to <http://www.maricopa.gov/qa/> or contact MCQAD at 602-506-6010.

Describe the method that will be used to conform to this regulation. _____

Will the event be located in a paved parking lot? YES* NO

*If yes, how many spaces will be occupied? _____

Is there adequate parking available to accommodate the event, the event's parking needs, and the parking needs of existing businesses that use the parking lot? YES* NO

*Events may not block access to required accessible parking spaces and walkways.

Who will provide security at the event site?*

Off-duty police officers may be hired by visiting the City of Goodyear website and submitting the Police Officer Off-Duty Work Contract Form (<http://goodyearaz.gov/government/departments-divisions-a-z/police-department/off-duty-work-contract>). Contact them at 623-932-1220.

Who will provide traffic control for the event?*

*Off-duty City of Goodyear police officers shall be used for all Special Events requiring law enforcement personnel for traffic control on public roadways and public safety. If off-duty city of Goodyear police officers are not available, sworn off-duty law enforcement officers from other jurisdictions may be used. Off-duty police officers may be hired by visiting the City of Goodyear website and submitting the Police Officer Off-Duty Work Contract Form (see link above). Contact them at 623-932-1220.

Will medical services/first aid station be available? YES* NO

*The City of Goodyear Fire Department may be hired to provide this service. Contact them at 623-932-2300.

Block Party Traffic Control Information	
Type of Closure: <input type="checkbox"/> Street <input type="checkbox"/> Sidewalk	
Start Date: _____	End Date: _____
Event is within 300' of a signalized intersection: <input type="checkbox"/> YES (Application for officer required) <input type="checkbox"/> NO	
<p>Barricades must be used to close off a street. Barricades may be obtained from the city of Goodyear. Outside barricade companies may also be used. If barricades are obtained through the city, the City Clerk's office will provide the applicant with a contact number. Barricades need to be requested a minimum of ten (10) business days in advance of the event.</p> <p>A Site Plan showing barricade locations is required. Traffic Control Permit fees are waived for Block Parties. (Ordinance 16-1329, Section 3.11.4)</p>	
Type of Barricade: <input type="checkbox"/> City Barricades <input type="checkbox"/> Outside Barricade Company	
OUTSIDE COMPANY	
Barricade Company Name: _____	Office #: _____
Contact Name: _____	Cell Phone #: _____
Onsite Representative: _____	Cell Phone #: _____



A Traffic Control Permit is required for all Special Events that involve the closing or partial closing of public streets, bike lanes and/or sidewalks; or that restricts access to the use of a public right-of-way. These include, but are not limited to, parades, run/walk/bicycle races and block parties. If you need a Traffic Control Permit, please fill out the Traffic Control Information below. Please contact Engineering at 623-932-3004 if you have questions. Contact below will be notified when additional fees are due.

Traffic Control Information <i>(all sections must be completed)</i>			
FOR OFFICE USE ONLY: Application Date: _____ Permit # _____			
Type of Closure: <input type="checkbox"/> LANE <input type="checkbox"/> SHOULDER <input type="checkbox"/> SIDEWALK <input type="checkbox"/> ROAD <input type="checkbox"/> BIKE LANE			
Event Type: _____ Start Date: _____ End Date: _____			
Setup Time:	<input type="checkbox"/> Daytime	Start Time _____	End Time _____
	<input type="checkbox"/> Nighttime	Start Time _____	End Time _____
Event is within 300' of a signalized intersection: <input type="checkbox"/> YES (Application for officer required) <input type="checkbox"/> NO			
EVENT NAME: _____			
EVENT ADDRESS: _____			
BARRICADE COMPANY: _____ Office #: _____			
Contact Name: _____ Cell Phone #: _____			
Barricade Company Onsite Representative: _____ Cell Phone #: _____			
<small>Applications for a traffic control permit shall include a traffic control plan that has been prepared by persons certified as a Traffic Control Supervisor by the American Traffic Safety Services Association (ATSSA) or by persons certified in the design of temporary traffic control devices by another entity whose certification is equivalent to that offered by ATSSA and is acceptable to the Engineering Director. (Ordinance 16-1329, Section 3.10.1) Only plans that have been drawn in the current year, reflecting current conditions, will be accepted.</small>			
Special Event Coordinator Name: _____ Cell Phone #: _____			
Onsite Contact Name: _____ Cell Phone #: _____			
ELECTRONIC MESSAGE BOARD (EMB) REQUIREMENT: For proposed road closures, you will need to provide electronic message boards a minimum of 1 week in advance of the event date to notifying the public of the proposed closure. EMB message should follow the below format: <div style="text-align: center; margin-top: 10px;"> <p><u>XXXX</u> Road Closed</p> <p>Time <u>XX to XX</u></p> <p>Date <u>XX</u></p> </div>			



Section 6 - Liquor

Will liquor be served? YES* NO *If yes, by whom? _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

*An application for Special Event Liquor License must be obtained through the State of Arizona. A completed, signed and notarized license application must be included in the Special Event Permit Application packet. The State form for a special event Liquor License is available at: <http://www.azliquor.gov/series15.cfm>. You may deliver or mail the original special event Liquor License application to the City of Goodyear City Clerk's Office.

Section 7 – Supplemental Information

Include any additional information you feel would be beneficial in evaluating your application (attach additional sheets if necessary.) Promotional materials such as flyers, pamphlets, press releases, etc., should be attached if available.

Section 8 – Additional Requirements

Except for Special Events held at the Goodyear Spring Training Complex pursuant to a written contract, and for Block Parties, the Special Event Sponsor, the Promoter, and Vendors for any Special Event that is held on property owned or controlled by the city shall execute an agreement on a form provided by the city under which the Promoter and Special Event Sponsor agrees to waive and release the city of Goodyear and its officers, elected and appointed officials, employees, agents, representatives, and volunteers from and against any and all claims, costs, liabilities (including bodily injury or illnesses), expenses or judgments, including attorney's fees and court costs (collectively "Claims"), arising out of or related to the activities of the permitted Special Event and also agrees to indemnify and hold harmless the city from and against any and all Claims arising out of or related to the activities of the permitted Special Event unless such Claims are caused solely by the negligence, gross negligence or willful misconduct of the city, its officers, elected and appointed officials, employees, agents, representatives, and/or volunteers.

Except for Special Events held at the Goodyear Spring Training Complex pursuant to a written contract and for Block Parties, the Special Event Sponsor, the Promoter, and all Persons who will be performing any activity associated with the setup, tear down, clean-up, and/or operation of a Special Event that is held in whole or in part on property owned or controlled by the city shall comply with the insurance requirements as set forth in the Special Event Rules and Regulations.

Any Special Event that involves the use of Fire Works, special effects, large open flames such as bonfires, explosions, or other potentially dangerous displays or actions shall carry insurance that provides separate coverage for bodily injury and property damage resulting from such activities in an amount no less than \$5,000,000 per occurrence with a \$5,000,000 aggregate as provided in the Special Event Rules and Regulations.



Event permits will not be issued until all insurance requirements have been met.

The Special Event Sponsor and/or the Promoter shall obtain all other licenses, permits, certificates and the like required by federal, state, and local laws, ordinances, rules and/or regulations, including the City of Goodyear's laws, ordinances, rules and/or regulations, and shall be responsible for insuring that all Vendors have Transaction Privilege Tax numbers. The issuance of a Special Event Permit shall not be evidence that the city knew, or should have known, that another license, permit, certificate or the like was required or was otherwise improperly issued. Both the Special Event Sponsor and the Promoter shall be responsible for violations of this provision.

Events which include alcohol are subject to additional requirements and must apply for a Special Event Liquor License, subject to issuance by the State of Arizona.

All events must be ADA compliant.

Section 9 – Disclosures

Except as otherwise provided in the Special Event Ordinance, it is unlawful for any Person to conduct, hold, sponsor or cause to be held a Special Event without first having obtained a Special Event Permit from the City Clerk.

Any Person who conducts, holds, sponsors, or causes to be held a Special Event, shall comply with all Special Event Conditions, and the failure to do so is unlawful.

The Special Event Sponsor and/or the Promoter shall be jointly and severally liable to the City for all applicable fees and costs associated with the Special Event, and the failure to pay such fees and costs shall be unlawful.

All events that require a Special Event Permit pursuant to the Special Event Ordinance shall comply with: the requirements of the Special Event Ordinance; the City of Goodyear Zoning Ordinance; all other applicable federal, state, and local laws, ordinances, rules, regulations, policies and procedures, including, but not limited to, all rules, regulations, policies and procedures adopted by the City Manager related to the permitting and regulation of Special Events; and with all Special Event Permit Conditions.

The issuance of a Special Event Permit is not deemed evidence or proof that the Permittee has complied with the provisions of the Special Event Ordinance, the City of Goodyear Zoning Ordinance or any other applicable federal, state, and local laws, ordinances, rules and/or regulations, nor shall it prevent prosecution by the City for any violations of the Special Event Ordinance, the City of Goodyear Zoning Ordinance or any other applicable federal, state, and local laws, ordinances, rules and/or regulations.

The issuance of a Special Event Permit pursuant to this Special Event Ordinance does not obligate or require the City to provide City services, equipment or personnel in support of the permitted Special Event, although the City may provide such services, equipment or personnel if such are reasonably available and the event organizer makes provisions to reimburse the City for the costs thereof.

To the best of my knowledge and belief, all information contained in this application is complete, true and correct.

Name: _____ Signature: _____ Date: _____