

## Special Events Involving Fireworks

Any Special Event that involves the use of Fireworks, special effects, large open flames such as bonfires, explosions, or other potentially dangerous displays or actions are subject to the following additional insurance requirements:

- The Special Event Promoter or the vendor who will be performing any activity associated with the use of Fireworks, 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.
- If the Special Event at which the Fireworks will be displayed is held on city property: (i) the city shall be named as certificate holder and additional insured on the policy with respect to such activities and a copy of the additional insured endorsement and certificate shall be provided; (ii) all required insurance coverage shall be primary and non-contributory, and any insurance maintained by the city, its officers, elected and appointed officials, employees, agents, representatives, and volunteers shall be excess and non-contributory; (iii) the policy must be endorsed to waive subrogation; and (iv) the city, its officers, elected and appointed officials, employees, agents, representatives, and volunteers shall be named as additional insureds by endorsement to the policies and not solely listed as a certificate holder, and are to be covered as additional insureds to the full limits of coverage purchased even if those limits are in excess of the minimum amounts of insurance required by the City.

## Parks Facilities

Special Events occurring in city parks and at parks facilities may require a reservation and the approval of the Parks and Recreation Department. Reservation fees may be assessed by the Parks and Recreation Department and these fees are separate and *non-waivable* through the Special Event Permitting process.

**Insurance:** Insurance is required for special events in city parks if required by the Parks department in connection with the rental of any portion of a park, or if the Risk Manager requires insurance because the nature of the special event presents risks to the city outside those associated with the normal use of community parks.

*Contact the Parks and Recreation Department at 623-882-7525 for additional information about reserving Parks facilities.*

## Liquor Licenses

- Special Event Liquor Licenses and Temporary Extension of Liquor License Premises are issued by the Arizona Department of Liquor Licenses and Control (DLLC). Please contact their office at 602-542-5141 or visit their website (<http://www.azliquor.gov/series15.cfm>) for additional information and to obtain permit applications.
- Any event that requires a Special Event Liquor License or Temporary Extension of Liquor License Premises require a Special Event Permit Application.

## Block Parties

A Block Party is an organized neighborhood or public gathering on a street, whether public or private, on a specified date at a specific time and place. A Special Event Permit Application is required. The following requirements apply to block parties:

- Barricade sites must be manned at all times by an adult physically capable of moving the barricades to allow for quick and immediate access to emergency response vehicles.
- The center of the street must remain unobstructed to provide clear passage for emergency response vehicles.
- Tables, chairs, etc. must be placed in yards or on sidewalks. They may not be in the street.
- If inflatable air structures are used, they must be less than 200 square feet in size and be placed in yards.

## Special Event Permit Submittal

The Special Event Application and forms can be found online at:  
[www.goodyearaz.gov](http://www.goodyearaz.gov)

The application must be turned in to the City Clerk's office, and **MUST** have an original signature. Applications cannot be routed for approval until all requested information has been received.

For more information contact:  
**Goodyear City Clerk's Office**  
**190 N. Litchfield Rd**  
**Goodyear, AZ 85338**  
**623-882-7830**

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## **Special Event Process**

Welcome to Goodyear! The city encourages community gatherings and organized activities to promote civic and cultural diversity, community involvement and the promotion of the city. We are pleased that you are planning to hold a Special Event in Goodyear, and we look forward to working with you to ensure it is a tremendous success! Carefully review the information to see if your event requires a Special Event Permit.

Contact the City Clerk's Office at 623-882-7830 if you are unsure if your event requires a Special Event Permit.

# Special Event Information and Guidelines

## What is a Special Event?

1. A Special Event is any **outdoor or partially outdoor** gathering, use, event or activity over a period of not more than three days that involves **any** of the following:

- Will have more than two hundred and fifty (250) people at the event as attendees, participants, operators, vendors, or in any other capacity.
- The closure or partial closure of public streets, sidewalks and right-of-ways (e.g., parades, block parties, races, rallies, etc.).
- Impacts or restricts access to the property of others.
- The display of fireworks, special effects, large open flames such as bonfires, explosions, or other potentially dangerous displays or actions.
- Requires a state-issued temporary extension of liquor license premises or a special event liquor license.
- The display of non-domesticated animals (e.g., circuses, animal rides, etc.).
- The installation and/or operation of mechanical or amusement rides and/or temporary or portable buildings.
- Activities or uses on property that deviates from the current legal land use or legal nonconforming use of the property.

2. A Special Event is any **indoor** event over a period of not more than three days which is held in a location that is not zoned for the proposed gathering, use, event or activity.

## Examples of Special Events:

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

## Exceptions:

The following Special Events **do not** require a Special Event Permit:

- A. School events **unless** the event involves any of following activities:
- ◇ Closures or partial closures of public streets, sidewalks and right-of-ways;
  - ◇ Restrictions of access to the property of others;
  - ◇ Fireworks, special effects, large open flames such as bonfires, explosions, or other potentially dangerous displays or actions;
  - ◇ Installation and operation of mechanical amusement rides and/or temporary or portable buildings;
  - ◇ Sale or distribution of liquor if a State-issued temporary extension of liquor license premises or a special event liquor license is required; or
  - ◇ Parades.

- B. First Amendment Events;  
C. City Sponsored Events; and  
D. Events held at the Goodyear Spring Training Complex pursuant to a written agreement with the City that addresses the event.

## Permit Fees:

Special events may require fees as a result of additional permits required or services provided by other city departments. These include, but are not limited to, [Special Event Traffic Control Permits](#), [Special Event Fire Permits](#), security or traffic control provided by [Off-Duty Police Officers](#), and medical/first-aid services provided by the [Fire Department](#).

## Traffic Control

A Traffic Control Permit is required for all Special Events that involve the closing or partial closing of all streets (public and private), 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 (see "Block Parties" for guidelines).

Contact the Engineering Department at 623-882-3110 for additional information regarding Traffic Control Permits.

## Fire/Building Safety

Fire/Building Safety Permits are issued by the Development Services Department. The Special Event Permit Application shall be reviewed by the Building Safety Division to determine whether an inspection is required by the adopted Building and Fire Codes effective at the time of application and as amended by the city of Goodyear. If an inspection is warranted, a separate permit fee shall be assessed to the Applicant.

Some of the activities requiring Fire/Building Safety Permits under the city's Fire Code include:

- Carnivals and Fairs;
- Amusement rides and Haunted Houses;
- Installation of temporary structures, including stages, bleachers, and fencing;
- Use of Generators;
- Cooking with charcoal, wood, or liquid petroleum gas;
- Trade shows/Exhibits;
- Display of liquid or gas-fueled vehicles or equipment in event building outside displays;
- Fireworks, pyrotechnical special effects displays or devices;
- Tents and Temporary Membrane Structures (including Bounce Houses) in excess of 400-sq. ft. and Canopies in excess of 700-sq. ft.
- Controlled and approved **\*bonfires** and recreational burning

**\*No bonfires can be approved during the mandatory "Restricted Burn Period" between May 1 through September 30, as determined by Maricopa County Air Quality.**

Contact the Development Services Department (Building Safety Division) at 623-932-3004 for additional information regarding Fire/Building Safety Permits.

## Fee Waivers

Fees for other permits required in connection with a Special Event can be waived for events that are sponsored by public schools and organizations that have obtained tax-exempt status under section 501(c)(3) of the Internal Revenue Code. For more information, contact the City Clerk's Office.