



TOWN OF FLORENCE SPECIAL EVENT APPLICATION

Event: _____

Date of Event: _____ Issued Permit Number# _____

Please complete and return to:
Town of Florence
Parks and Recreation Department
778 N. Main Street
Florence, Arizona 85132

Available online at <http://florenceaz.gov/special-event-applications>

SUBMITTING YOUR EVENT APPLICATION

Thank you for your interest in hosting a special event in Florence. With gorgeous weather, historic views, and a prime location, Florence is the perfect place for your next event!

Before you submit your application, there are a few things to remember:

- Applications must be submitted a minimum of 60 days before the proposed start date of the event.
- Submission of your special events application does not guarantee approval for your special event.
- Special event permits are mailed to the event organizer upon approval of the application.
- If you are seeking co-sponsorship with the Town, please do so in writing attached to this form. Clearly state what kind of co-sponsorship you are seeking such as: goods, services, waivers, etc.
- The event organizer is responsible for all aspects of the event including but not limited to; set-up, tear-down, trash/debris removal, possible damages, permit and application fees, and event contact information.

This COMPLETED application MUST be submitted to the Town of Florence no less than 60 days prior to the proposed event date. The permit application fee is due at the time of submission. An incomplete Special Event Application packet will not be accepted or reviewed. Town staff has the right to refuse to review and/or reject the application.

ATTACHMENTS CHECKLIST

Refer to the Town Code excerpts in this document as to whether or not you must submit the following. For a full listing of all attachments, visit <http://florenceaz.gov/special-event-applications>

When applicable, attach copies of:

- | | |
|--|--|
| <input type="checkbox"/> Special Event Vendor Packet (Addendum A) | <input type="checkbox"/> Parade Route map (Addendum K) |
| <input type="checkbox"/> Tent, Canopy, Carnival (Addendum B) | <input type="checkbox"/> Fire Service Agreement (Addendum L) |
| <input type="checkbox"/> Fireworks Permit Application (Addendum C) | <input type="checkbox"/> Facility Use Permit (Addendum M) |
| <input type="checkbox"/> Proposed Street Closure Application (Addendum D) | <input type="checkbox"/> Event layout map (REQUIRED) |
| <input type="checkbox"/> Extension of Premise (Addendum E) | <input type="checkbox"/> County Special Event Notification (REQUIRED) |
| <input type="checkbox"/> State Liquor Application (Addendum F) | <input type="checkbox"/> Sign Map (If Applicable) |
| <input type="checkbox"/> Proof of Insurance (Addendum G) | |
| <input type="checkbox"/> Special Security Services Agreement (Addendum J) | |

TOWN OF FLORENCE SPECIAL EVENT APPLICATION

APPLICANT INFORMATION

Instructions: Please carefully read the cover page of this document, page 1, before completing this application.

Date of Application: _____
Name of Applicant/ Responsible Organization: _____
Street Address: _____ Apt/Unit/Suite: _____
City: _____ State: _____ Zip Code: _____
E-mail Address: _____
Daytime Phone: _____ Cell Phone: _____

Point of Contact for Public Information _____ Daytime Phone: _____
E-mail Address: _____
Website: _____

Are you requesting Town Sponsorship or co-sponsorship? Yes No

Additional Documentation Required: If you are requesting co-sponsorship, please attach a letter of request outlining all resources and sponsorship support that you are requesting. Approval of any and all sponsorship and co-sponsorship requests are at the discretion of the Florence Town Manager and/or Town Council. Submission of requests does not guarantee approval.

EVENT DETAILS

Event Name: _____
Event Date(s): _____ to _____
Event Location (Check all that apply): _____
 Town Property I own the property The Owner of the property is: _____

Additional Documentation Required: Please attached a copy of your overall event layout as well as any fenced areas and/or a route map for parades, runs, walks, marches, etc. Maps must include location of stages, bleachers, inflatables, rides, tents, canopies, booths or other temporary structures and waste and recycling receptacles/dumpsters. If your event includes property that neither you nor the Town owns, you must attach a letter from the property owner granting permission for the proposed date(s) and time(s) of event.

Type of Event (Check all that apply):
 Run/Walk Park Festival Farmers Market
 Concert Street Festival Parade/Procession
 Fundraiser Fireworks/Pyrotechnics Open to the Public
 Private Event Other _____

Event Hours (include registration time): _____ to _____
Set up Date(s): _____ to _____ Time(s): _____ to _____
Break down Date(s): _____ to _____ Time(s): _____ to _____
Proposed Rain Date(s): _____ Total Anticipated Attendance: _____

Has this event been produced before? Yes No If yes, where _____

Will there be an admission fee? Yes No

If yes, Fee per Adult: _____ Fee per Child: _____ (Include age brackets)

Event Description (Please provide a brief description of your event. Attach additional pages or materials as needed.):

Will there be any vendors at your event? Yes No If yes, see addendum A.

If yes, will vendors be cooking? Yes No

Will there be open flames? Yes No

Please email a list of all of your vendors to the Town Clerk's Office at maria.hernandez@florenceaz.gov . You may remit the list periodically as you accept the vendors. **Please have the final list of vendors to the Clerk's Office no later than one week prior to your event.** This ensures that we only issue permits for the vendors who have not registered with you.

Parade/Event Route

Number of Participants (Units and floats for parades): _____

Step-Off Time (applicable only for events with a route) _____ to _____

Start Area: _____ Finish Area: _____

Additional Documentation Required: If parade, race, run or walk, etc. please indicate route and attach a proposed route map.

Event Signage

Please provide a description and tentative location of all signage you are requesting to use for your event, this includes any and all signage that may be placed both inside and outside of your event boundaries.

Additional Documentation Required: Please attach a map marking the placement and sign type of all requested event signage.

PARKING/DELIVERIES

The Town of Florence does not allow for personal or non-essential vehicles to remain on the lawn of any of our parks or street medians during the running times of any event. Vehicles may be on the premises, for the purposes of loading and unloading only. A member of the organizers staff/volunteer must be present for any and all deliveries made to the event location. All vehicles MUST be removed from the lawn/turf or street/median area and into designated parking at least 30 minutes prior to the start of the event.

PUBLIC SAFETY PLAN

You may be required by the Town of Florence to have security and/or medical services present at your event. You may hire your own licensed outside Security Company or you may hire Town of Florence Police Department and/or Florence Fire Department.

Will security be on site? Yes No

If yes, has security been contracted/scheduled? Yes No

If yes, which company/service provider? Florence PD Private Security

How many security personnel will be hired? _____

Contact: _____ Phone: _____

Please describe your security plan:

Is medical stand by required for this Event? Yes No

Is Fire stand by required for this Event? Yes No

If yes, what agency(s) will be contracted to provide the Fire/Medical Service?

Florence Fire Department Yes No

Other Approved/State of Arizona Certified Provider Yes No

Name of Agency/Provider contracted to provide services: _____ / _____

Name and contact number of representative providing services: _____ / _____

Indicate the Certification Levels of the provider staff: ALS-Paramedic BLS-EMT First Aid

Indicate how many provider staff will be on site: ALS-Paramedic_____ BLS-EMT_____ First Aid_____

Please attach or provide a description of your medical plan and emergency notification process.

AMPLIFIED SOUND/ENTERTAINMENT RELATED ACTIVITIES

Amplified sound shall be permitted through an approved event application permit. Approved times will be based on the proposed times below.

Will your event include amplified sound? Yes No

Will sound checks be conducted prior to start time? Yes No

What times are you requesting amplified sound? Start: _____ End: _____

Describe the kind of sound equipment that will be used at the event:

Are there any musical entertainment features related to your event? Yes No

Please list all entertainment acts and/or schedule of times for events/performances:

Does the Entertainment include any inflatables or amusement rides? Yes No
(If yes, please indicate location on site map)

How will the inflatable(s) be anchored?

If yes and your event is held on Town Property, then the amusement/inflatable company that you are working with must provide a Certificate of Insurance for a minimum of \$1,000,000.00 (inflatables) or \$2,000,000.00 (amusement rides) and name the Town as additionally insured.

FENCING/BARRICADES

Will your event include the installation of fencing? Yes No

If yes, indicate the placement on site map and explain the type of fencing being used:

Please explain how your fencing will be attached to the turf area?

STAGES/PLATFORMS

Will your event include the installation of stages or platforms? Yes No If yes, indicate on site map.

How many stages? _____ What are the dimensions? Length: _____ Width: _____ Height: _____
(Inspections will be required)

TENTS/CANOPIES

Tents over 400 square feet and any canopy over 700 square feet require a permit. Inspections will be done prior to the start of the event.

Will your event include the installation of tents or canopies? Yes No If yes, indicate on site map.

How many tents? _____ What are the dimensions? _____ (Inspections will be required)

WASTE MANAGEMENT/RECYCLING

You are responsible for properly disposing of all waste and garbage throughout the term of your event. Immediately upon conclusion of the event, the area must be returned to its original condition. Should you fail to perform adequate clean up or damage occurs to Town property, you will be billed at full recovery rates.

RESTROOMS

Should you choose, or are required to rent portable restrooms for your special event; you as the event organizer are responsible for the rental and maintenance. If provided, at least one toilet at each location must be ADA accessible. The suggested number of restrooms to be provided is 1 for every 100 attendees. If your event is an all-day event, or you are serving alcohol, the suggested number of restrooms is 1 for every 75 attendees. **No dumping allowed!**

BARRICADES

Barricades are available at an additional fee. Please indicate any road closures that you will be needing on your attached map/event layout and what time you would like barricades set up and taken down.

INSURANCE

A certificate of insurance is required for all events in the amount of One (1) Million dollars individually or Two (2) Million aggregate. The Town of Florence must be named additionally insured under the above special event's insurance policy for the dates of the event. **Additional Documentation Required: Event organizers must provide a copy of the Certificate of Insurance a minimum of 60 days prior to the start of your event. See addendum G**

MARKETING/ ADVERTISING/ PROMOTIONS

Please explain how you will market, advertise or promote this event or invite attendees to the event (Include event website, and social media sites if applicable):

Please attach your event's official logo/insignia if applicable:

SIGNATURE

I have read the rules and regulations contained in the document and agree to abide by these rules and regulations. I am duly authorized by the organization to submit this application on its behalf and agree to be financially responsible for any fees and costs that may be incurred by or on behalf of the event in the Town of Florence. I certify that the information I have provided on this application is correct to the best of my knowledge. If the event details change, I agree to submit a revised application or provide additional information in writing, via e-mail, at least 10 days prior to the event.

Name (Please print): _____

Signature: _____ **Date:** _____

Departmental Approval

	Approve	Disapprove	Date	Name and title	Fee	Signature/Initials
Town Clerk	<input type="checkbox"/>	<input type="checkbox"/>				
Comments:						
Parks and Recreation	<input type="checkbox"/>	<input type="checkbox"/>				
Comments:						
Public Works	<input type="checkbox"/>	<input type="checkbox"/>				
Comments:						
Community Development	<input type="checkbox"/>	<input type="checkbox"/>				
Comments:						
Fire Department	<input type="checkbox"/>	<input type="checkbox"/>				
Comments:						
Police Department	<input type="checkbox"/>	<input type="checkbox"/>				
Comments:						
Building Inspector	<input type="checkbox"/>	<input type="checkbox"/>				
Comments:						

TOTAL: \$