

# Special Event Permit Application

Please keep a copy of your application – Use only the forms provided in this application but you may attach any supplemental information, maps, or other documents.

**PLEASE READ THIS INFORMATION COMPLETELY PRIOR TO FILLING OUT THE APPLICATION. PERMITS WILL BE REVIEWED IN ORDER OF SUBMITTAL. DO NOT SKIP ANY QUESTIONS IN THE APPLICATION.**

**NO APPLICATION MAY BE FILED MORE THAN ONE (1) YEAR IN ADVANCE.**

**INTRODUCTION:** Kingman, Arizona enjoys many special events and festivals that help create the image of an exciting city. It is the City's goal to permit events that are safe and do not adversely impact the quality of life of Kingman residents. In order to help organizers of special events coordinate their plans with City requirements, we have compiled this application which contains information related to the City's review process. Even if you have planned events before, because with passage of the special events ordinance there may be several changes that will affect your next event such as fees, neighborhood notification, impact mitigation, signage, etc. Please keep in mind that acceptance of your special events application should not be construed as approval of your request.

**PERMIT PROCESS:** The permit application process begins when you contact the City Clerk's Office, at 928-753-5561, regarding your proposed event. The Kingman City Clerk's Office is located at 310 North 4<sup>th</sup> Street. **Please remember you need to apply for your permit a minimum of 60 days (for events that have road closures) or 30 days (for events with no road closures) prior to the event.** Please keep a copy of your special event permit on-site during your event; a Code Enforcement Inspector or other City Staff may ask to see it. After submittal of the application, all inquiries should be directed to the Kingman Police Department Special Event Coordinator at 928-753-2191.

**APPLICATION FEE:** \$50.00 for non-street closure or \$100.00 for a street closure. The application fee is non-refundable.

**ASSOCIATED EXPENSES:** The Applicant will be responsible for the City of Kingman's costs that are related to event security and traffic control. One-half of the anticipated costs must be paid in advance of the event.

**APPLICATION SUBMITTAL:** After you have completed your application, you will submit it to the City Clerk's Office for review. The application will be reviewed by several departments to ensure compliance with local rules and regulations. Special event permits are issued within 14 days of submittal of a complete application. Delays in providing required items to the Committee may delay the review process.

**PLANNING YOUR EVENT:** Special events may be held on public or private property. Special events may also be considered for public rights-of-way such as streets and sidewalks in commercial, residential, or industrial zoned areas. There may be special requirements for events on public or private property, and limitations on the use of certain streets or other public rights-of-way. Events that impact the street system will require additional planning and impact analysis.

**EVENTS ON PUBLIC PROPERTY:** With the proper authorization, special events may be held in public places such as parks and other City owned property. If the event is being held at a public park, then a Park's Department Permit will be required as well.

**EVENTS ON PRIVATE PROPERTY:** Special events on private property are allowed. If the event is expected to have 200 or more people in attendance, then a special event permit is required. It should be noted that zoning restrictions may apply.

**EVENTS WITHIN THE PUBLIC RIGHTS-OF-WAY:** Events on streets and sidewalks in commercial, residential, or industrial zoned areas are considered events within the public rights-of-way. There may be special requirements and limitations on the use of certain streets to ensure safe and adequate traffic flow to areas near the special event. Any special event that impacts traffic or circulation in the area through lane closures, or other means, is subject to the Public Works, Fire, and Police Departments' review and approval. There are also insurance requirements as discussed below.

**OTHER PERMITS/LICENSES:** In addition to the special event permit, other permits may be required for your event from the State or County; such as State right-of-way permits, State alcohol licenses, County food permits, City sign permits, etc.

**EVENT NARRATIVE:** A detailed written description of your event is required. Please describe all activities and where they will be, i.e., street, parking lot, patio, etc. Provide a timeline of your event if you are a moving venue (i.e. run, parade, etc.) and a description of parade/run/march including street and lane closures. Attach the proposed route and barricade plan and indicate the start and finish areas to your application. Be sure to include description of event staff, their roles and responsibilities.

**SITE PLAN / ROUTE MAP:** A site plan must be submitted with your application and include the location of all on-site buildings and parking areas, the location of the existing fire lanes; the proposed locations and dimensions of all tents, fences, stages, and bleachers as well as the location and type of all speakers, signs, generators and inflatables. Show nearest cross streets, serving areas, and security positions. If your event includes an extension of premises of your liquor license, also show any tables and chairs, stage(s), bars, port-a-potties etc. within the extension.

**NEIGHBORHOOD NOTIFICATION:** Neighborhood and business notification is required if you propose to have off-site parking, outdoor amplified sound, street closures, etc. In no instance may you block access to businesses or residences. Your notice must include:

- A description of your event.
- Contact person and a phone number, i.e. cell phone #, that people can call prior to, during, and after the event.
- Set up and tear down times, the shut off time for the music and the anticipated attendance for the entire night.

You must submit a sample notice with your application. Notification must be sent out two weeks prior to your event to all residences and businesses at least 300 feet from the perimeters of the special event.

**SIGNS/BANNERS:** All signage and banners are subject to the zoning ordinance provisions. They must be located within the event footprint.

**INFLATABLES/TENTS:** Rooftop inflatables are not permitted. Ground mounted inflatables or tents must be within the event footprint and approved as part of the special event. The location and dimensions of the inflatable(s) and tent(s) must be shown on the site plan so that the Fire Department can accurately determine maximum occupant load.

**OUTDOOR MUSIC:** The City Staff considers times for duration of music on a case by case basis and takes into account things like proximity to residential areas and if there have been prior complaints or issues with amplified sound/music. Outdoor music will be monitored for volume on a complaint driven basis. A Kingman Police Officer or a Kingman Code Enforcement Inspector may require the music volume to be reduced or ceased based upon noise complaints or reasonable noise concerns as a result of this special event. Also, no swearing, yelling, or abusive/inappropriate language or behavior shall be used by any DJ or band.

**EVENT CLEAN-UP:** Unless approved differently by stipulation(s) through the application process, event cleanup and equipment removal must be completely finished by 8 am the day following your event, including removing stages, barricades and fences, temporary toilets and other event production equipment, picking up trash, street sweeping, power washing and other clean up/grounds maintenance stipulations. If city crews are required to perform any type of cleanup service due to your event, then you will be billed and required to pay the City's associated expenses.

**INSURANCE:** Special events taking place on City property may require the event holder to carry liability insurance for their own protection as well as insurance protection for the City. Required coverage and limits will be at the discretion of the Risk Management Director depending on the size and scope of the event. Prior to the issuance of your Special Event Permit, the event producer shall submit a Certificate of Insurance showing insurance limits and coverages are in full force and effect and shall name City of Kingman as an Additional Insured. **(See attached insurance requirements)**

**TEMPORARY EXTENSION OF PREMISES PERMIT:** A permit is required by the Arizona Department of Liquor Licenses & Control in order to temporarily expand or enlarge the area which is covered by your current liquor license. This permit application must be submitted to the City at least 21 days prior to the event.

**SPECIAL EVENT LIQUOR LICENSE:** If you plan to sell or furnish liquor, a special event liquor license application must be submitted to the City at least 21 days prior to the event.

**WEATHER DELAY:** In the case of adverse weather, an event may be modified by the event organizer there will be no refund of the application fee. If the event date is changed and there is no change in event location, then the City will not charge for the modification of the permit. However, if the event date and location are changed or just the location is changed, then the City will require a new application and fee.



**APPLICANT/SPONSOR INFORMATION**

The applicant for the Special Event Permit must be the authorized representative of the organization/business conducting the special event. This person must be available to work with the City Staff throughout the permitting process. A professional event organizer, or other representative, may apply for the Special Event permit on behalf of the organization/business provided that a letter of authorization is obtained from the authorized representative. The letter of authorization must be attached to the application.

Applicant Name: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ (office) \_\_\_\_\_ (Mobile)

Email: \_\_\_\_\_

On Site Event Coordinator (Responsible Party During the Day of the Event)

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ (office) \_\_\_\_\_ (Mobile)

Email: \_\_\_\_\_

Event Sponsors: \_\_\_\_\_

THIS AGREEMENT is made and entered into, upon approval of the City of Kingman, by and between the City of Kingman, a municipal corporation organized and existing under and by virtue of the laws of the State of Arizona ("Kingman" or "City"), and the Special Event Permit Applicant.

By signing this Special Event Written Agreement, the Permit Applicant listed on the permit application; agree to the following terms and conditions as they relate to their respective role(s):

I, the undersigned, declare upon penalty of perjury that the information contained in the foregoing application and attachments is true and correct to the best of my knowledge and belief, that I have read, understand and agree to abide by the rules and regulations governing the proposed special event under the City of Kingman Municipal Code and other applicable city, local, state and federal codes, laws, policies and regulations. Further, I understand this application is made subject to rules, regulations, and procedures included in the Special Event Application, additional documentation provided by city representatives and/or rules and regulations established by the City of Kingman as described in the Special Events Ordinance.

By applying for a special event permit I agree and understand that I have the sole responsibility at all times to be knowledgeable about, fully understand, and to meet or exceed all local, state and federal codes, laws, policies, and regulations associated with the Event including but not limited

to the provisions of the City of Kingman Municipal Code, Special Event Permit Application, other city documents, Permits, requirements and/or correspondence.

Furthermore, I understand that this property is intended as a special event license for the authorized special event period specified on the permit. I and my representatives accept the venue in an as-is condition and are responsible for inspecting all areas within the event venue and immediate surrounding areas for hazards and will take any necessary steps to protect event participants and attendees until corrective/remedial measures are implemented.

I further understand that knowingly providing any false information is cause for the immediate denial of a special event permit, the suspension of a special event permit if one has already been issued, and/or the denial of future special event permits being issued. I understand in the event of a major incident, my event may be postponed or terminated for the sake of public safety and welfare (e.g., major crime incident, fire, flood, or any act of nature).

I acknowledge I am legally and financially responsible for the overall organization, management, and implementation of the event and its related activities. If the Primary Contact on the permit application is not the same as the Permit Applicant or of the organization/business conducting the event, I authorize the Primary Contact to represent me throughout the permit process and event duration, including set-up and dismantle timeframes.

I hereby agree to defend, indemnify, and hold harmless the City of Kingman, its agents, officials, and employees from and against any and all loss, damages, liability, claims, suits, costs and expenses, whatsoever, including attorney's fees, regardless of the merit or outcome of any such claim or suit arising from or in any manner connected to or from this Special Event.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Title of Applicant

	YES	NO	
<b>1</b>			Are there any outdoor musical entertainment features related to your event? If yes, please give detailed explanation attached to the narrative.
<b>2</b>			Will alcohol be available at your event? If yes, please give detailed explanation attached to the narrative. (Requires Special Event Liquor License or an extension of premises)
<b>3</b>			Do you plan to have an MC using a microphone outdoors during your event? If yes, please give detailed explanation attached to the narrative.
<b>4</b>			Will you be using inflatables, tents, canopies, hot air balloons or other similar devices? If yes, please give detailed explanation attached to the narrative and show the location(s) on the event site plan.
<b>5</b>			Does your event include fireworks, rockets, lasers or other pyrotechnics? If yes, please give detailed explanation attached to the narrative. (Requires additional permit from the Kingman Fire Department.)
<b>6</b>			Will your event include signs, banners, decorations or special lighting? If yes, please give detailed explanation attached to the narrative. (Requires additional permit from City Development Services Department)
<b>7</b>			Will your event require the use of the cross street Locomotive Banner located on Beale Street (next to the Powerhouse, requires additional permit).
<b>8</b>			Are patron admission, entry or vendor fees required? If yes, please give detailed explanation attached to the narrative.
<b>9</b>			If there is a band playing at your event, will they be selling CDs, shirts etc.? If yes, please give detailed explanation attached to the narrative.
<b>10</b>			Are you renting booths? If yes, please give detailed explanation attached to the narrative. (Contact City Clerk regarding vendor license)
<b>11</b>			Does your event include food concession and/or preparation areas? If yes, please give detailed explanation attached to the narrative. (Requires Food Handling Permit from County Department of Health)
<b>12</b>			Will you have any temporary fencing on your site? If yes, please show the location(s) on the event site plan.
<b>13</b>			Will the fencing have fire exits that are ADA accessible? If yes, please show the location(s) on the event site plan.
<b>14</b>			Will there be a portable generator used for the event? If yes, please show the location(s) on the event site plan.
<b>15</b>			Will you need to hire off-duty police officers for security or direct traffic? If yes, please give detailed explanation attached to the narrative.
<b>16</b>			Is there a need for standby emergency medical staff? If yes, please give detailed explanation attached to the narrative.

**EVENT SECURITY**

As an event organizer, you are required to provide a safe and secure environment for your event through sound preparation and by anticipating potential concerns. The Kingman Police Department has the final authority to determine your event security requirements.

The City of Kingman may require that your event contract for security or traffic control. You may contract to hire off-duty law enforcement officers or other certified and licensed security personnel.

Please describe how you will ensure a safe and secure event. The description should include specific information such as security personnel stationed at the entry/exit points, liquor control, crowd control, money or merchandise protection, etc. Attach separate sheet(s) if necessary.

Name of Company \_\_\_\_\_  
Contact Information of Company \_\_\_\_\_

Describe security plan: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TRAFFIC AND PARKING PLAN**

If your special event takes place on City right-of-way, sidewalks, or will require street closures, then you are required to provide a detailed traffic control plan along with a route description and diagram. You are required to contract for street closures.

All necessary traffic control and traffic control devices shall be installed, maintained, and removed from the roadways by a qualified traffic control company that is properly trained and certified.

For minor events, the City of Kingman’s Street Superintendent may provide a traffic control plan at the sole discretion of the City of Kingman.

Name of Company \_\_\_\_\_  
Contact Information of Company \_\_\_\_\_

Expected date and time of:

Set up: \_\_\_\_\_ Take Down: \_\_\_\_\_

**Please Attach Detailed Map and Narrative of the Traffic Control Plan**

All traffic control devices and placement of traffic control devices must meet the minimum standards in accordance with the Manual on Uniform Traffic Control Devices (MUTCD).

If you’re special event will involve the use of alternate parking sites, please state the location and submit a written agreement of the affected property owners. Please use attached form. Based on the nature of the event and possible street closures you may be required to inform the affected neighborhood. Please use the attached form.



**PARKING AGREEMENT FOR SPECIAL EVENT PARKING**

Event Name: \_\_\_\_\_

Event Date and Time: \_\_\_\_\_

**By signing my name below, I hereby declare I have legal authority over the parking area/lot for my stated business. This does not include on-street parking which is regulated by the City. By circling "Approve", I hereby authorize the use of said parking area/lot by the special event applicant for the purpose of special event parking by event attendees. By circling "Disapprove", I hereby deny use of said parking area/lot by the special event applicant. \*PLEASE PRINT CLEARLY**

Business Name: \_\_\_\_\_ Address: \_\_\_\_\_

Authorized Person: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Approve      Disapprove

Date: \_\_\_\_\_

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Business Name: \_\_\_\_\_ Address: \_\_\_\_\_

Authorized Person: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Approve      Disapprove

Date: \_\_\_\_\_

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Business Name: \_\_\_\_\_ Address: \_\_\_\_\_

Authorized Person: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Approve      Disapprove

Date: \_\_\_\_\_

## Special Event Permit Insurance Requirements

The City of Kingman requires liability insurance for all special events on City-owned, controlled, or maintained property.

### **SPECIAL EVENT PERMIT MINIMUM INSURANCE REQUIREMENTS**

GENERAL LIABILITY LIMITS \$1,000,000 CSL (per occurrence)/\$2,000,000 aggregate. General liability coverage shall include bodily injury and property liability and \$1,000,000 Products/Completed Operations coverage limit.

“CITY OF KINGMAN” named as “ADDITIONAL INSURED” under a FORM #CG 20 12, CG 20 26 or EQUIVALENT, FOR PRIMARY AND NON-CONTRIBUTORY LIMITS.

INCLUDE A COPY OF THE ACTUAL “ADDITIONAL INSURED” POLICY ENDORSEMENT that meets above requirements – must include policy number and “City of Kingman” under schedule.

CERTIFICATE HOLDER: DO NOT MAIL Certification. Please fax to 928-753-3544 or email to: [hr@cityofkingman.gov](mailto:hr@cityofkingman.gov)

Name and Address for Additional Insured Policy Endorsement and Certificate of Insurance:

City of Kingman  
310 N. Fourth Street  
Kingman, AZ 86401

DESCRIPTION OF OPERATIONS: The name of the event and date(s) to be held are to be show in the description section of the Certificate of Insurance.

Permittee must disclose any deductible or self insured retention greater than \$25,000 and such deductible/retention must be approved by City. Permittee is responsible for deductibles and retentions.

Policy(ies) must be underwritten by company licensed to business in Arizona, currently rated A.M. Best rated B+ or higher.

Policy(ies) must be in place for dates of your event including set up, take down and clean up.

All liability policies must be on an occurrence basis form. If a policy is on claims made basis, the applicant must maintain a twelve month tail policy. Failure to do so will result in a breach of the special event requirements.

The City of Kingman shall be notified at least 30 days prior to cancellation or alteration of any insurance coverage. A 10-day notice of cancellation for non-payment of premium.

IMPORTANT NOTICE: Permittees should check their policy to ensure coverage for all activities proposed and evidence of this coverage may be required when an event is determined by the City to be a high risk event.

**ADDITIONAL INSURANCE REQUIREMENTS** – more than one additional requirement may apply and may be provided through excess or umbrella liability policies:

**Auto Liability:** \$300,000 CSL per occurrence. Coverage shall include owned and/or hired and non-owned autos (for vehicles not owned by permittee used in the event). Required if vehicles are used for other than nominal and standard commute.

**Liquor Liability:** Minimum Liquor Liability limits \$1,000,000 CSL per occurrence/\$1,000,000 aggregate. Evidence of coverage may be submitted by a licensee. Required if alcohol will be sold, served or otherwise available.

**Armed Security Guards:** \$5,000,000 CSL per occurrence. Required if an event will be utilizing the services of an armed security guard.

**Professional Liability:** \$1,000,000 per medical incident/\$1,000,000 aggregate. Required from any entity, or its medical support suppliers, if medical or ambulance services are available to participants or spectators.

**Athletic Events:** All participants must sign a sponsor's indemnification releasing the City from all liability. Otherwise, minimum \$5,000 medical payments limits per person for participants.

**Inflatables or Pony Rides, Petting Zoos, and other animal related activities with non-standard household pets:** Minimum CGL limits \$5,000,000 CSL per occurrence.

**Motorized and motor assisted carnival type rides, bungee jumps, trampolines, orbital rides, and related rides and attractions commonly associated with a fair or carnival:** Minimum CGL limits \$5,000,000 CSL per occurrence.

**Pyrotechnics:** Display Permit must be obtained From Fire Marshal with minimum Pyrotechnic Liability limits of \$5,000,000 CSL per occurrence and \$5,000 medical payment limits per person. Evidence of coverage may be submitted by display fireworks contractor.

**Motorized air shows and racing events such as drag racing and non-standard personal car activities:** Minimum CGL limits \$10,000,000 CSL per occurrence.

**NOTE: SPECIAL EVENT PERMITS CANNOT BE ISSUED WITHOUT APPROVED INSURANCE.** The City of Kingman reserves the right to modify its insurance requirements based on the level of risk and according to insurance and risk management industry standards. Approval of insurance by the City of Kingman does not in any way relieve or decrease the insurance liability of permittee. The City of Kingman does not represent that the specified limits of liability, coverage or policy forms are sufficient or adequate to protect the interest or liabilities of the permittee. For insurance questions or issues, contact the City of Kingman's Risk Manager at 928-753-8107 or [hr@cityofkingman.gov](mailto:hr@cityofkingman.gov)

**VENDOR INSURANCE:**

A vendor is any individual or organization who is participating in your event to provide products or information. As an example, a vendor can be food, beverage, retail, informational or a provider of amusements. ALL vendors are required to provide the City of Kingman a certificate of insurance and policy endorsement that names the City of Kingman as additional insured at the same level of insurance as required by you the permittee.

You may choose to take responsibility for all vendors and include them as additional insured on your event insurance policy. This would eliminate the need for individual insurance policies from each vendor / participating organization. Be sure your policy does includes vendors as "Who is insured?" under your policy.

## **TULIP**

If the Event organizer is unable to meet the above requirements, special event liability insurance may be purchased through the City's TULIP policy, depending on the type and scope of the event. The applicant must apply for the City's TULIP policy a minimum of five (5) business days prior to the event. The TULIP policy rates vary by the type of event, number of days, and estimated crowd attendance. Please contact City of Kingman Risk Management at 928-753-5561 or email your interest to [hr@cityofkingman.gov](mailto:hr@cityofkingman.gov) for more information.

## **REMINDER**

**SPECIAL EVENT PERMITS SHALL BE TEMPORARY AND SUBJECT TO  
REVOCATION BY THE CITY'S SPECIAL EVENTS COORDINATOR**

## Notification of Special Event

Event Name: \_\_\_\_\_

Organizer: \_\_\_\_\_

Event Date and Time: \_\_\_\_\_

Affected Area: \_\_\_\_\_

By signing my name below, I hereby acknowledge that I have been notified of the above event that may affect my business.

Business Name: \_\_\_\_\_ Address: \_\_\_\_\_

Authorized Person: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Business Name: \_\_\_\_\_ Address: \_\_\_\_\_

Authorized Person: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Business Name: \_\_\_\_\_ Address: \_\_\_\_\_

Authorized Person: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Business Name: \_\_\_\_\_ Address: \_\_\_\_\_

Authorized Person: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Business Name: \_\_\_\_\_ Address: \_\_\_\_\_

Authorized Person: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_