

# SPECIAL EVENTS PERMITS

## SECTION 1

### Who must apply?

Anyone who wants to host a parade, concert, walk, bike or foot race, rally or public gathering that will be held in a public venue or that will affect private and/or public property or rights-of-way must file a Special Event Permit Application with the Special Events division. The following events must apply for a special event permit in the City of Tempe:

Parades / Walks/ Concerts / Runs / Race / Festivals / Triathlons / Skate Park Event / Rallies

All events (regardless of attendance) are charged the same for the special event permit.

Special Event Application fee:.....\$ 35.00  
Special Event Permit fee:.....\$100.00 permit fee per day, not to exceed \$500  
Extension of Premises Permit fee.....\$ 35.00

### What is a special event?

A festival or event in Tempe that will:

- be held on or affect City of Tempe streets, sidewalks on private and/or public property;
- require City of Tempe services beyond those the city provides its citizens under ordinary, everyday circumstances; and/or
- have activities that require issuing one or more additional licenses or permits (fire works, alcoholic beverages, food sales, parades, street closings, tents over 400 square feet, etc.).

An application must be submitted for a Special Event Permit with City of Tempe and pay the required fees for that permit.

### What is the process?

Anyone who plans to host a Special Event (as defined above) in the City of Tempe must follow the procedures below. It should be noted that prior to issuance of a Special Event Permit, all five (5) steps listed below must be completed before your event will be approved and a special event permit issued.

1) *Check for facility availability by phoning the Special Events Office at 480-350-5180.*

Please note: Inquiries of availability does not guarantee that the date is reserved for your group.

Park facilities are available to rent 11 months in advance from the date of event. *Note: All facility reservations are on a first come-first serve basis.*

- 2) *If a facility is available, submit a Special Event Permit Application to the City of Tempe Special Events Department. Once the application is received in the Special Events Office, the date requested will tentatively be held for your event.* Applications are available online at [www.tempe.gov/events](http://www.tempe.gov/events) or at the Special Events office between the hours of 8 a.m. and 5 p.m., Monday through Friday, excluding official City of Tempe holidays.

For applications and information, contact:

**City of Tempe Special Events Division**

3500 S. Rural Road

Tempe, AZ 85282

(480) 350-5180 (480) 350-5184 fax

[www.tempe.gov/events](http://www.tempe.gov/events)

To obtain more information about city parks please feel free to visit our web site at [www.tempe.gov/parks](http://www.tempe.gov/parks).

Depending on an event's type, size and particular features, the Special Events Division may require an applicant to apply for additional permits and licenses, and to submit event maps, proof of insurance and other information before a Special Event Permit can be issued.

- To avoid a late fee, all applications for a Special Event Permit must be submitted at least 60 days prior to an event. Applications will be accepted as early as 11 months before date of event.
  - Special Event Permit applications must be legible, printed or typed or completed in ink, not pencil. Incomplete applications will not be accepted.
  - All Special Event Permit applications must be accompanied with a non-refundable application fee of \$35.00 (made payable to "City of Tempe"). A deposit will be required.
- 3) *Once a complete Special Event Permit application is submitted by an event producer, all appropriate departments and agencies must review and approve it.* The Special Event Division will forward copies of completed applications to The Special Event Task Force Committee (SETFC) for their approval. The SETFC is comprised of the following City of Tempe departments and other various agencies:
- Public Works Department
  - Police Department
  - Fire Department
  - Solid Waste Management Department
  - Parks and Recreation Department
  - Community Development Department
  - Risk Management Division
- 4) *A City of Tempe event coordinator will contact the applicant to set up a date for the representative to make a presentation before the Special Event Task Force Committee (SETFC).* The SETFC meets every other Tuesday at 1:00 p.m. in the Tempe Public Library, 2<sup>nd</sup> Floor, Board Room, 3500 S. Rural Road, Tempe, AZ.

## Preparing for Special Event Task Force Meeting

- Each event representative is expected to be prepared to present their event by giving a brief description of event details.
- Representatives need to bring fifteen (15) copies of any additional materials not submitted with application to pass out to the members of the committee.
- During and/or after your presentation, members of the SETFC will have a question and answer period to clarify details. If more information is needed regarding your event, the event requester will be re-scheduled to come back for another SETFC meeting prior to approval.
- If your event will be held in or on private property, a copy of your event's lease or written permission of the private property owner(s) must be submitted with the application.
- If you have not already submitted the following items with your application, provide at least 15 copies for members of the Task Force Committee.

### **15 copies of the following:**

- Detailed Description of Event: Who, what, where, when and why
- Timeline including set-up and take-down (including load-in days).
- Updated Site Map – depicting layout of event; include vendor names and locations, route, road closures, port-a-johns, etc.
- Promotional Material
- Entertainment List
- Vendor List
- Admission Charges for the event
- Merchandise/Food Items sold
- Liquor License status (if applicable)

Note: Please staple all items together for distribution in the order listed above.

- 5) *Once all fees, maps, permits, licenses, certificates of insurance and other required information are received and approved from an applicant, the SETFC will issue a permit for your event.*