

Anyone planning to host an event in the City of Tempe must attach a Site Map of the event to the Special Event Permit Application before submitting it to the Special Events Office.

A Site Map should define the event area and include all of the following features and information, if applicable:

- All affected streets, alleys and rights-of-way, including those that will be closed;
- Alternate routes for traffic and buses, if streets are going to be closed;
- Location of all barricades that will be used;
- Location of all tents and temporary structures that will be erected (inflatables, small carnival games, etc.);
- Location of all vendors – fixed and mobile;
- Sources of electrical supply and service, including permanent electrical power sources and portable generators;
- Location of all dumpsters and trash receptacles;
- Location and layout of tables, chairs, picnic tables, etc., that will be used;
- Location of any stages that will be used or placed;
- Entrances and exits;
- Designated parking areas, including ADA spaces;
- Permanent and portable restroom facilities;
- Signage and banners that will be hung or installed.

Please note: Fire lanes must be kept open at all times to allow fire trucks to respond to an emergency.