

TIMELINE for Planning Your Special Event

SECTION 2

These deadlines are minimums set by permitting agencies. Secure permits and licenses as far in advance as possible.

6 - 11 Months Prior To Hosting a Special Event

- Request a Special Event Permit application package** and a copy of the Handbook for hosting events in Tempe, AZ.
- Check availability of a venue.**
- Request venue date by preparing/submitting a Special Event Permit application** to the Special Event Department along with \$35.00 non-refundable fee. A deposit fee will be required (minimum of 25% of city event expenses.)
- Reserve a mobile stage.** If you plan to request use of a city-owned stage for your event (see Equipments Rentals, Section 11, page 17 for information).

60 Days – Prior to Hosting a Special Event

- Deposit due**
- Obtain all appropriate insurance for your Special Event.** Certificates of insurance required from event producers, fireworks and pyrotechnics vendors, food and alcohol vendors, carnival ride and inflatable operators, etc. must be submitted to City of Tempe Risk Management Division (See Insurance Requirements, Section 10, page 15 & 16).
- Apply for a City of Tempe Sales Tax Identification permit** from the Tax and Licensing Department (see Tax and Licensing, Section 16, page 22).
- Prepare for Special Event Task Force Committee** meeting (see Section 1, page 5)
- Prepare applications for all other permits and licenses required for your particular Event:
 - **Liquor License(s)** - If you plan to serve or sell alcoholic beverages at your event, you must submit an application for a Temporary Special Event Liquor License or an Extension of Liquor Premises to the Special Event office, along with a required Certificate of Insurance. (See Alcohol Beverage Control, Section 3, page 7 & 8, for more information).
 - **Health Permit** - If you plan to serve or sell food or drinks at your event (other than prepackaged), you must submit an application for a Health Permit to the Maricopa County Environmental Health Department. (See Health Permits, Section 9, page 14).
 - **Fireworks/Pyrotechnics Permit** - If you plan to have fireworks or pyrotechnic displays at your event, you must submit an application for a Fireworks/Pyrotechnics Permit to Tempe Fire Prevention Office, along with a \$250 fee and proof of insurance (See Fireworks and Pyrotechnic Displays, Section 8, page 13).
 - **Tent and Canopies** - If you plan to erect a tent or temporary structure over 400 square feet in size or canopy over 900 square feet, you must submit a Tent/Canopy Permit form to the Fire Prevention office (see Tent & Temporary Structures, Section 15, page 21).
- Street Closing/Freeway Ramp Closures** - If you need to close streets or freeway ramps you must request permission from the City of Tempe Transportation Department (see Street Closures & Restrictions, Section 4, page 9). City of Tempe will determine placement, transportation and removal of barricades and you will be invoiced.
- Street Closing/Freeway Ramp Closures Signs and Banner Permit** – If you want to install signs or banners promoting your event on downtown Mill Avenue on light poles or in public rights of way, you must obtain a Banner Permit (See Signs/Course Markings & Banners, Section 13, page 19).