



## Public Services and Works

101 S Railroad Ave. Suite B  
Willcox, AZ 85643  
(520) 766-4211

### RODEO GROUNDS SPECIAL EVENTS

#### APPLICANT INFORMATION

Name and Title (If Applicable):

Organization Name (If Applicable):

Applicant or Organization Mailing Address

Primary Phone:

Secondary Phone:

Email Address:

Insurance: Events held on City property are required to include a certificate of liability insurance of one million dollars (\$1,000,000) and appropriate endorsements naming the CITY OF WILLCOX AND ITS OFFICIALS, OFFICERS, EMPLOYEES AND AGENTS AS ADDITIONALLY INSURED. Applicants policy is primary and non-contributory and subrogation must be waived.

#### SECTION A: EVENT INFORMATION

Event Name:

Expected Attendance:

Event Date(s):

Start Time:

End Time:

Event Location and Address:

Description of Event and Activities:

Indicate if your event will include the following:

☐ Inflatbles?

☐ Carnival/Amusement rides?

☐ Water/Electrical Hook-ups ?

☐ Cooking/Open flames?

☐ Temporary Fencing?

\*To be provided by the permit holder\*

☐ Musical Entertainment?

☐ Portable Restrooms?

\*To be provided by the permit holder\*

☐ Retail Vendors? (All vendors must possess a temporary business license. Contact City hall at (520) 394- 4271)

☐ Is food being prepared?

☐ Is food being sold?

Please review the Arizona Department of Health Services Food Safety Regulations by visiting  
<http://www.azdhs.gov/documents/preparedness/epidemiology-disease-control/food-safety-environmental-services/az-food-code.pdf>

A food vendor permit must be completed and returned to the Cochise County Health Department at least 14 business days prior to the event. Contact the Willcox Office at (520) 384-7100

|                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Please attach a list of all food and retail vendors including the business name, contact name, and telephone number.                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                     |
| Describe the following (attach sheets if necessary):                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                     |
| Medical Plan:                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                     |
| Security Plan:                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                     |
| Event Lighting:                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                     |
| Sanitation/Facilities:                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                     |
| *Trash service adjustment: Contact Southwest Disposal at (520)384-0765 if garbage bins will be hauled.*                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                     |
| <b>Section B- Alcohol</b>                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                     |
| Will alcohol be sold?                                                                                                                                                                                                                                                                                                                               | Will Alcohol be consumed (Non-Sales)?                                                                                                                                                                                                                                                                               |
| The appropriate liquor license must be approved by the Arizona Department of Liquor Licenses and Control Visit <a href="https://www.azliquor.gov/forms.cfm">https://www.azliquor.gov/forms.cfm</a> and submit application 30 days in advance.                                                                                                       | Events that involve consumption of alcohol require one million (\$1,000,000) liquor liability insurance and an off-duty police officer. Contact the Willcox Department of Public Safety at (520)384-4673 Please Submit a Liquor Liability in person to the Public Services and Works Office at 250 N. Railroad Ave. |
| <b>Section C- For Rodeo Grounds only</b>                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                     |
| <b>Section D- TRAFFIC CONTROL - Parades require a separate permit application.</b>                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                     |
| <b>Off-Duty City Employee Request</b>                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                     |
| Consult the Public Services and Works Department to determine if your event requires the presence of a City employee for which compensation must be paid.                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                     |
| <input type="checkbox"/> Off-Duty Police Officer: Contact the Willcox Department of Public Safety at (520)384-4673<br><input type="checkbox"/> Off-Duty Public Works Employee: Contact the Public Services and Works Office at (520)384-6447                                                                                                        |                                                                                                                                                                                                                                                                                                                     |
| <b>VENDOR LICENSURE REQUIREMENT</b>                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                     |
| Applicant certifies that all retail vendors will possess updated transient business licenses on the event date. Applicant certifies that all food vendors will possess updates permits on the event date and that all food served will follow Cochise County Health Department Guidelines. Vendors found without a license or permit will be fined. |                                                                                                                                                                                                                                                                                                                     |
| PERMIT HOLDER INITIALS _____                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                     |
| <b>APPLICATION TERMS AND CONIDITONS</b>                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                     |
| By signing this document, Applicant agrees to the following:                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                     |
| * Facility fees are subject to change as the City evaluates new rates.                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                     |
| * The applicant does not have ownership of the facility.                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                     |
| * Liability insurance must be submitted prior to utilizing City Facilities.                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                     |
| * Applicant may be required to sign updated facility use document if changes to the permit occur                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                     |
| * Applicant understands the risk of COVID-19 and will have signed waivers for the event at City Facilities.                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                     |

**SPECIAL EVENT PERMIT AGREEMENT AND ACKNOWLEDGEMENT**

Applicant shall indemnify, defend, save and hold harmless the City of Willcox and its officers, officials, agents and employees (hereinafter referred to as "Indemnatee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorney's fees, and costs of claim processing, investigation and litigation) for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused in whole or in part, by the negligent or willful acts or omissions of Applicant or any of its owners, officers, directors, agents, employees, subcontractors or invitees. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of Applicant to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnatee shall, in all instances, except for claims arising solely from the negligent or willful acts or omissions of the Indemnatee, be indemnified by Applicant from and against any and all claims. It is agreed that Applicant will be responsible for primary loss investigation, defense and judgement costs where this indemnification is applicable. In consideration of permission to hold the event, Applicant agrees to waive all rights of subrogation against the City, its officers, officials, agents and employees for losses arising out of or resulting from the event. The City reserves the right to refuse installation of amusements or facilities that violate safety regulations. If Applicant is acting on behalf of an organization, Applicant certifies that he/she is an authorized officer of the Applicant or the agent of the organization, is acting on the organization's behalf, and is duly authorized to execute this Agreement and Acknowledgement on the organization's behalf. Applicant further certifies that he/she has read and understands all the terms of this Agreement and Acknowledgement, agrees that the Applicant shall be bound by its terms and conditions, and is of lawful age and legally competent to sign this Agreement and Acknowledgement. The City's issuance of a special event permit shall constitute a written agreement or contract between the City and Applicant for purposes of insurance requirements. Applicant agrees to the payment of all non-refundable and refundable fees specified in this document unless otherwise authorized by the Public Works Department. Applicant further acknowledges that depending upon the nature and location of the Applicant's special event, additional permits may be required. The City reserves the right to withhold cleaning/damage deposits depending on the condition of the facility after the permit expires.

PERMIT HOLDER INITIALS \_\_\_\_\_

\_\_\_\_\_  
Permit Holder\_\_\_\_\_  
Date Signed\_\_\_\_\_  
Public Works Representative\_\_\_\_\_  
Date Signed\_\_\_\_\_  
Department of Public Safety Representative\_\_\_\_\_  
Date Signed\_\_\_\_\_  
City Manager's Office Representative\_\_\_\_\_  
Date Signed**RODEO GROUNDS****Rental Fees and Deposits**

|  | Location(s)                       | Amount   | Number of Dates | Total |
|--|-----------------------------------|----------|-----------------|-------|
|  | Application Fee *One Time Fee*    | \$50.00  |                 |       |
|  | Main Rodeo Arena                  | \$200.00 |                 |       |
|  | Warm Up Arena                     | \$100.00 |                 |       |
|  | Concession Stand                  | \$100.00 |                 |       |
|  | ENTIRE FACILITY (Single Day)      | \$400.00 |                 |       |
|  | ENTIRE FACILITY (Additional Days) | \$300.00 |                 |       |
|  | Cleaning/Damage Deposit           | \$250.00 |                 |       |
|  | <b>Total Fees and Deposits</b>    |          |                 |       |

| Payment Log |                      |        |         |           |      |
|-------------|----------------------|--------|---------|-----------|------|
| Date:       | Check #/ Debit/ Cash | Amount | Balance | Cust Int. | Int. |
|             |                      |        |         |           |      |
|             |                      |        |         |           |      |
|             |                      |        |         |           |      |
|             |                      |        |         |           |      |
|             |                      |        |         |           |      |
|             |                      |        |         |           |      |

|                          |  |  |  |  |  |
|--------------------------|--|--|--|--|--|
| EVENT PERMIT APPLICATION |  |  |  |  |  |
|--------------------------|--|--|--|--|--|

This application is intended to help event producers and the City ensure proper coordination of services for a successful and safe event. The information will be reviewed by City staff to help process the application. The application should be submitted at least **30 days before the event date**.

### KEYS

Keys must be picked up by the event producer on Thursday before the event after 12pm. The event producer will not have access to the premises until Friday after 12pm. The event producer will have all of **Sunday for CLEAN UP**, no extra parties allowed. There will be patrol on Sundays and producers will run the risk of getting the event shut down.

### SITE PLAN

A detailed site plan must be provided no less than 15 days before event if it is required. Hand sketched site plans are acceptable. The City recognizes that site plans may change, and a final site plan can be submitted no less than 10 days before the event.

### COMPLIANCE WITH THE LAW

Applicants must comply with all federal, state and local laws, ordinances, rules and procedures. In addition, event producers cannot prevent attendees from exercising the U.S. Constitutional First Amendment rights on City property.

Any EVENT DAYS with Alcohol consumption will need to be filed as extra event day and will require off duty officer present.

### STREET CLOSURE

Major street lane closures require a traffic control plan with barricades. The traffic control plan must meet City of Willcox standards and should be submitted no less than 30 days before the event.

**Applications for parades on public streets must include a route map with the application.**

### INSURANCE

All events on City property are required to submit insurance 7 days before event. Events held on City property are required to include a certificate of liability insurance of one million dollars (\$1,000,000) and appropriate endorsement naming the City of Willcox and its officials, officers, employees and agents as additionally insured. Applicants policy is primary and non-contributory and subrogation must be waived. Insurance can be filed through <https://www.eventsured.com>

### NOTE

The certificate of insurance and traffic control plan are necessary for issuing the special event permit.

**Portable restrooms are required if existing facility do not cover the event requirement of 65 people per stall. These should be provided by the event producer.**

Massive Events will have a 3 days to clean-up after event date. This is Rodeos and Public Events.

Signature

Date

Event Facility Checklist

It is requested that a Public Works/City Hall employee and applicant perform a walk through with the following checklist to ensure facility is ready before and cleaned after event when facility keys are

| General                                                                                                                                                                                                                                                                                                                                   | Restrooms                                                                                                                                                                                                                                                                                                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <div><input type="checkbox"/>Keys Provided</div> <div><input type="checkbox"/>Trashes emptied</div> <div><input type="checkbox"/>Sound system provided</div> <div><input type="checkbox"/>All stales and Arena clean</div> <div><input type="checkbox"/>Grandstands Clean</div> <div><input type="checkbox"/>Lighting schedule made</div> | <div><input type="checkbox"/>Review restrooms are clean</div> <div><input type="checkbox"/>Review restrooms are stocked<ul style="list-style-type: none"><li><input type="checkbox"/>Tissue Paper</li><li><input type="checkbox"/>Paper Towels</li><li><input type="checkbox"/>Hand Soap</li></ul></div> |

Unless otherwise specified, trash cans are emptied, and restrooms are cleaned and restocked before and after and event. Arrangements for additional tasks may be requested below.

Special Arrangements/Comments/Suggestions:

Applicant Signature:  Date:

City Hall Keys Issuer:  Date:









