



CITY OF
WILLCOX
ARIZONA

Public Services and Works

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

SPECIAL EVENT PERMIT APPLICATION

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.*	
Section B- Alcohol	
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 https://www.azliquor.gov/forms.cfm 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.
Section C- Community Center Only	
Section D- TRAFFIC CONTROL - Parades require a separate permit application.	
Off-Duty City Employee Request	
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.	
☐ Off-Duty Police Officer: Contact the Willcox Department of Public Safety at (520)384-4673 ☐ Off-Duty Public Works Employee: Contact the Public Services and Works Office at (520)384-6447	
VENDOR LICENSURE REQUIREMENT	
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	
APPLICATION TERMS AND CONIDITONS	
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	

PERMIT HOLDER INITIALS _____

Date Signed

Date Signed

Date Signed

Date Signed

[illegible]

The Applicant agrees to leave tables, chairs, and all City of Willcox property within the facility used. Applicants responsible for lost or damaged property will not be returned the Cleaning/Damage Deposit and may be additionally charged. The Applicant agrees to return City of Willcox facility keys to the Public Services and Works Department within two (2) days after the event date.

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	Kitchen
☐ Keys Provided ☐ Issue Chairs: _____ o Available = ☐ Issue Tables: _____ o Available = ☐ Review operation of heating and A/C (if requested) ☐ Review operation of lighting ☐ Review general cleaning o Main Hall o Dining Room o Fireplace Room o Kitchen o Stage o Restrooms	☐ Keys Provided ☐ Review operation of Dishwasher ☐ Review operation of Freezer ☐ Review operation of Ice Maker ☐ Review operation of Range/Range Hood ☐ Review operation of Refrigerator ☐ Light stoves
	Restrooms
	☐ Review restrooms are clean ☐ Review restrooms are stocked o Tissue Paper o Paper Towels o Hand Soap

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:** _____

