



Town of Star Valley
 3675 E. Highway 260
 Star Valley, AZ 85541
 www.starvalleyaz.com
 Telephone: (928) 472-7752
 Fax: (928) 472-7795

**SPECIAL EVENT PERMIT
 APPLICATION**

INFORMATION

Sponsoring Organization: _____

Responsible Party: _____

Home Phone: _____ Work: _____ Cell: _____

Mailing Address: _____

Event Name: _____ Annual Event: Yes No Years: _____

Date(s) of Event: _____ Start Time: _____ AM/PM End Time _____ AM/PM

Set-up Time: _____ AM/PM Take Down Time: _____ AM/ PM

SPONSORS

Is the sponsoring organization a non-profit? Yes No

Please provide proof of non-profit status: _____

Benefiting non-profit organization(s): _____

Benefiting in what capacity? (Please be specific)

EVENT DESCRIPTION

Please give a detailed description of event/festival: _____

Anticipated Attendance: _____

Proposed Location of Event: _____

(Please list all facilities to be used including parking lots, facility, streets, Parks, etc.)

Facility	Location

GENERAL INFORMATION

(Check all that apply)

Will there be an admission charge? Yes No Amount: \$ _____

Will there be amplified entertainment? Yes No

If yes, describe: _____

Will you have food vendors? Yes No (If yes, see Section 13)

Will you have craft vendors? Yes No (If yes, see Section 4 & 10)

Will you need Town water connections? Yes No

If yes, describe: _____

Will you need Town electrical connections? Yes No

If yes, describe: _____

Will alcohol be served at this event? (See Page 27) Yes No (If yes, see Section 11)

If yes, describe: _____

Will you require street closure? (See Page 19) Yes No (If yes, see Section 6)

If yes, describe: _____

Have you included all of your paperwork?

- Special Event Application
- Banner Application
- Clean-up Plan
- Liquor License Application
- Site Map
- Street Closure Application
- Certificate of Liability**

Total Amount Due \$ _____

Deposits Due \$ _____

I/We _____, its officers, employees and members shall through the signing of this Agreement by an authorized party or agent, indemnify, hold harmless and defend the Town of Star Valley and its agents and employees from all suits and actions, including reasonable attorneys' fees and all costs of litigation and judgment of every name and description against the Town of Star Valley as a result of loss, damage or injury to person or property by reason of any action or omission by the Town of Star Valley, its agents or employees for the use of Town facilities, fields and recreational facilities.

Applicants Signature

Date

Approval Signature

Date

Who must apply?

SECTION 1

Groups/organizations or individuals who plan to host a Special Event, parade, concert, race, or public gathering that will be held within the corporate boundaries of the Town of Star Valley or an event that will affect public property or rights-of-ways (ROW) must complete the Special Event Permit Application and submit it to the Town of Star Valley Clerk's Office. All fees must be paid prior to the event date.

What is a special event?

A festival or event that will be held within the corporate boundaries of the Town of Star Valley that will:

- Be held on or affect Town facilities, property, streets, ROW or sidewalks;
- Require special services beyond those the Town provides its citizens under ordinary, everyday circumstances; and/or
- Have activities that require issuing one or more additional licenses or permits (alcoholic beverages, food sales, parades, and street closure).

Payment of the required fees and deposits must be submitted with your completed application packet.

What is your classification?

Class B – Non-profit, individuals, groups or organizations using facilities whose purpose is clearly of a non-profit nature that benefits the Town in part or whole.

Class C – For-profit individuals, groups or organizations using facilities for the purpose of profit.

What is the process?

Anyone who plans to host a Special Event within the corporate boundaries of the Town of Star Valley must follow the procedures below. You must complete the application packet and submit all fees, deposits, and certificates before your event will be approved and a special event permit issued. Holding events for the general public without proper permitting is a violation of the Town Code and could result in the immediate closing of your event and/or criminal prosecution.

- 1) If your event will be held on Town property, reserve the facility by calling Town Hall at 928-472-7752. Note: Inquiries of availability does not guarantee the date is reserved for your group.
- 2) If the Town facility is available, submit a completed Special Event Permit Application Packet to the Clerk's Office at 3675 E. Highway 260, Star Valley. Once the application is received, the date requested will tentatively be reserved for your event. Confirmation of the date will depend on your complete submittal. Application packets are available in the Clerk's Office between the hours of 8 a.m. and 5 p.m. Monday through Friday and on our website at www.ci.star-valley.az.us.

All Special Event Permit Applications must be legible, printed or typed and must be submitted at least **90 days prior** to the event.

- 3) If the Special Event is NOT being held on Town owned property, you must submit your completed Special Event Application and written authorization from the property owner, to the Clerk's Office at 3675 E. Highway 260, Star Valley at least **90 days prior** to the event.
- 4) A completed Special Event Application Packet will be forwarded to all appropriate departments for review and fee evaluation. The process may take up to 10 working days so that each department and agency has sufficient opportunity to review the issues. Department and agency review may include, but not be limited to, the following:
 - Hellsgate Fire District
 - Gila County Sheriff's Office
 - Finance Department
 - Mayor and Council
 - Maintenance Department
 - Risk Management Coordinator
 - Parks & Recreation Department
 - Planning & Zoning Department
 - Public Works-Streets Division
 - Town Clerk
 - Town Manager

After the departmental and agency review and comment period, you will be notified that your application has or has not received approval. You will be provided with an itemized statement of the fees that are due prior to the issuance of the Permit.

Please note:

- The use of buildings and/or facilities shall not be granted if it is determined that such use is not in the best interest of the Town.
- The Parks & Recreation Department reserves the right to cancel or suspend any and all events with little or no notification in the event of inclement weather or unsafe conditions. In this case, all permitting fees will be refunded.

INSURANCE REQUIREMENTS

SECTION 10

The Promoter of the event must provide a Certificate of Insurance for General Liability Insurance of at least \$1,000,000.00 per occurrence and \$2,000,000 aggregate against claims for bodily injury, death and property damage and names the **Town of Star Valley, AZ as an Additional Insured.**

If liquor is sold at the event, an additional \$1,000,000 liquor liability policy is required naming the Town of Star Valley as Additional Insured.

In addition, all food and craft vendors participating in your event must provide a Certificate of Insurance for General Liability Insurance of at least \$1,000,000.00 per occurrence and \$1,000,000 aggregate against claims for bodily injury, death and property damage and names the **Town of Star Valley, AZ as an Additional Insured.**

Certificates of Insurance must be turned into the Clerk's Office at least 30 days prior to the opening date of your event. **Certificates of Insurance must specifically name the Town of Star Valley, 3675 E. Highway 260, Star Valley, AZ, 85541, as additional insured and must also include the name and date of your event. Certificates without this information will not be accepted.**

(Insurance is available through the Tenant User Liability Insurance Program (TULIP).