Tempe, come celebrate with us!

Tempe loves to celebrate! Festivals and special events help create an image of an exciting city on the move. From major events on our city's award-winning waterfront to neighborhood picnics and concerts in our nationally recognized parks, we are fortunate to have such a diverse array of unique events happening in our hometown each year – produced by dozens of community organizations and dedicated volunteers.

To assist you in planning festivals and events in our city, Tempe has compiled this helpful Handbook for Hosting Festivals and Events. Inside you will find information on Tempe event venues, directions on how to file applications for event permits and licenses, and all of the answers to your questions about security, emergency medical services, clean-up, insurance requirements, and more. As we continue to build a more efficient and effective local government, our Tempe departments have worked hard to streamline the event permitting process while continuing to provide vital services that help make your event safe and successful.

This handbook also contains a Special Events Permit Application and a checklist of everything you need to know and do to host a Special Event in Tempe. You will also find a helpful list of contact names and numbers and a list of city services and resources that can help you plan your event.

Please share information about your event with us, so we can list it on Tempe's on-line events calendar at www.tempe.gov/events.

This Handbook will be helpful as you plan the festivals and events that contribute so much to the spirit and vitality of Tempe. Thanks for all you are doing to make Tempe the best place to work, live and play!

Sincerely,

Kathy Berzins
Director, Community Services

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SPECIAL EVENTS PERMITS

SECTION 1

Who must apply?

Anyone who wants to host a parade, concert, walk, bike or foot race, rally or public gathering that will be held in a public venue or that will affect private and/or public property or rights-of - way must file a Special Event Permit Application with the Special Events division. The following events must apply for a special event permit in the City of Tempe:

Parades / Walks / Concerts / Runs / Race / Festivals / Triathlons / Skate Park Event / Rallies

Special Event Application fee:……$ 35.00
Special Event Permit fee:……$100.00 permit fee per day, not to exceed $500
Extension of Premises Permit fee…..... .$ 35.00

What is a special event?

A festival or event in Tempe that will:

- be held on or affect City of Tempe streets, sidewalks on private and/or public property;
- require City of Tempe services beyond those the city provides its citizens under ordinary, everyday circumstances; and/*or*
- have activities that require issuing one or more additional licenses or permits (fire works, alcoholic beverages, food sales, parades, street closings, tents over 400 square feet, etc.).

An application must be submitted for a Special Event Permit with City of Tempe and pay the required fees for that permit.

What is the process?

Anyone who plans to host a Special Event (as defined above) in the City of Tempe must follow the procedures below. It should be noted that prior to issuance of a Special Event Permit, all five (5) steps listed below must be completed before your event will be approved and a special event permit issued.

(1) Check for facility availability by phoning the Special Events Office at 480-350-5180.
Please note: Inquiries of availability does not guarantee that the date is reserved for your group.

Booking Policy

Recurring special events have priority to reserve a park location for the same event the following year. Event organizers that book a park location for an event one year have the exclusive right to re-schedule the same event for the following year for up to one month after the event's conclusion. After one month, park locations that had been booked the previous year are open to booking on a first come, first serve basis. When a park location has dates that have gone unreserved during a calendar year, those times may be booked for future events up to 18 months in advance.

2) *If a facility is available, submit a Special Event Permit Application to the City of Tempe Special Events Department*. Once the application is received in the Special Events Office, the date requested will tentatively be held for your event. Applications are available online at www.tempe.gov/events or at the Special Events office between the hours of 8 a.m. and 5 p.m., Monday through Friday, excluding official City of Tempe holidays.

For applications and information, contact:

City of Tempe Special Events Division
3500 S. Rural Road
Tempe, AZ 85282
(480) 350-5180 (480) 350-5184 fax www.tempe.gov/events

To obtain more information about city parks please feel free to visit our web site at www.tempe.gov/parks.

Depending on an event's type, size and particular features, the Special Events Division may require an applicant to apply for additional permits and licenses, and to submit event maps, proof of insurance and other information before a Special Event Permit can be issued.

- To avoid a late fee, all applications for a Special Event Permit must be submitted at least 60 days prior to an event. Applications will be accepted as early as 11 months before date of event.
- Special Event Permit applications must be legible. Incomplete applications will not be accepted.
- All Special Event Permit applications must be accompanied with a non-refundable application fee of $35.00 (made payable to "City of Tempe").
- A deposit of 25% or more of the total bill is required six months prior to the event date. **The deposit is non-refundable 90 days prior to the event date.**

3) *Once a complete Special Event Permit application is submitted by an event producer, all appropriate departments and agencies must review and approve it.* The Special Event Division will forward copies of completed applications to the Special Event Task Force Committee (SETFC) for their approval. The SETFC is comprised of the following City of Tempe departments and other various agencies:

- Public Works
- Recreation
- Police
- Fire
- Solid Waste
- Parks
- Transportation/Transit
- Community Development
- Risk Management
- ADA Compliance

4) *A City of Tempe event coordinator will contact the applicant to set up a date for the representative to make a presentation before the Special Event Task Force Committee (SETFC).* The SETFC meets every other Tuesday at 1:00 p.m. at the Tempe Transportation Center at 200 E. 5th St., Tempe, AZ.

Preparing for Special Event Task Force Meeting

- Each event representative is expected to be prepared to present their event by giving a brief description of event details.
- Representatives need to bring fifteen (15) copies of any additional materials not submitted with application to pass out to the members of the committee.
- During and/or after your presentation, members of the SETFC will have a question and answer period to clarify details. If more information is needed regarding your event, the event requester will be re-scheduled to come back for another SETFC meeting prior to approval.
- If your event will be held in or on private property, a copy of your event's lease or written permission of the private property owner(s) must be submitted with the application.
- If you have not already submitted the following items with your application, provide at least 15 copies for members of the Task Force Committee.

  15 copies of the following:
  - Detailed Description of Event: Who, what, where, when and why
  - Timeline including set-up and take-down (including load-in days).
  - Updated Site Map – depicting layout of event; include vendor names and locations, route, road closures, port-a-johns, etc.
  - Promotional Material
  - Entertainment List
  - Vendor List
  - Admission Charges for the event
  - Merchandise/Food Items sold
  - Liquor License status (if applicable)

Note: Please staple all items together for distribution in the order listed above.

5) *Once all fees, maps, permits, licenses, certificates of insurance and other required information are received and approved from an applicant, the SETFC will issue a permit for your event.*

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.
- **Deposit due.** A minimum 25% of expected costs is due and is **non-refundable** 90 days prior to the event date.

60 Days – Prior to Hosting a Special Event

- **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.
- **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).

ALCOHOL BEVERAGE CONTROL

SECTION 3

Special Event Liquor Permit/Extension of Premise Liquor Permit

If you plan to serve alcohol beverages at your event, a city issued Special Event or Extension of Premise Liquor Permit may be required. City of Tempe ordinance allows only malt beverages in Tempe Parks. If your group is requesting to sell malt or other types of alcohol beverages, you must first get approval from the City of Tempe Special Event Task Force Committee (SETFC).

Anyone selling alcoholic beverages at an event held in or on public property at a Tempe venue must:

1) Be eligible to sell alcoholic beverages in the City of Tempe,
2) Apply for and be recommended for a Special Event Liquor Permit or Extension of Premise Liquor Permit through the City of Tempe Special Event's Task Force and ultimately from the AZ Department of Liquor License and Control.

Eligibility

Eligibility for obtaining a Special Event Liquor Permit is determined by A.R.S. 4-203-02. Eligible groups include charitable, religious, fraternal, civic and political organizations. A Special Event Liquor Permit allows a charitable, civic, fraternal, political or religious organization to have alcohol donated to sell and serve spirituous liquor for consumption only on the licensed premises and only for the period authorized on the permit. This is a temporary permit. An applicant must be at least 21 years old and a resident of Arizona to obtain an Alcohol Beverage Permit.

Commercial Organization Requirements:
All commercial organizations partnering with a charity or non-profit organization to serve/sell alcohol beverages must provide a letter from the charity stating the following:

A) The eligible organization and their representative agrees to participate as the agent and applicant for the Special Event Liquor Permit and will receive a minimum 25% of the gross proceeds from the sale of alcoholic beverages, as evidenced by a written agreement provided with the application,
B) Verification that a principal of the charity will be on site during hours when liquor is being served.

Event Policies for Serving Alcohol

The City of Tempe Special Event Task Force Committee (SETFC) reserves the right to require that the promoter adhere to the following criteria when serving alcohol:

- Any authorized pre-mix beverages being sold/served at an event must be provided by an authorized wholesaler as a pre-packaged and pre-mixed beverage. Under no circumstances will anyone other than the wholesaler be allowed to pre-mix beverages beforehand and/or during the event to serve to customers.
- Beer gardens (with fencing approved by the SETFC) may be required for events that are open to all ages. The purpose of a beer garden would be to allow only customers over age 21 to enter the area.
- Event layout(s) may be modified/altered by the SETFC to prevent potential security issues for new and/or existing events.

If an event would like to deviate from the criteria mentioned above the applicant would be required to submit a written request to the Special Event Task Force Committee for consideration. All requirements and standards will be determined by the Special Events Task Force.

How to apply for a Liquor License:

The process for applying for both types of license(s) is the same with the exception of the fee(s) incurred. Listed below is an outline of the procedures to obtain either a Special Event Liquor License or Extension of Premise Liquor License within the City of Tempe.

1) A copy of an event's application for a Special Event and/or Extension of Premises Liquor License and a Certificate of Insurance must be submitted to Special Event office at least **30 days prior** to the event (see Insurance Requirements, Section 10, pages 15 & 16). Include a check to cover the appropriate license fee, made payable to "City of Tempe". *See chart below for appropriate fee(s).*
1) Once application is submitted, a Special Event representative will schedule you to attend a SETFC meeting. SETFC meetings are held every other Tuesday afternoon at 1:00p.m., Tempe Transportation Center-Don Cassano Community Room, 200 E 5th Street, 85281.
2) At SETFC meeting, either the committee will recommend approval or disapproval of the application. If approved, the applicant is responsible to hand carry the application to the AZ Department of Liquor for approval before the scheduled event date.
3) AZ Department of Liquor will either approve or disapprove the application. If approved, AZ Department of Liquor will issue an AZ Alcohol License. Applicant must fax (480-350-5184), email or hand deliver a copy of this license to the City of Tempe Special Events office.
4) Upon receiving the AZ Alcohol License, the Special Events office will then issue the applicant a "City of Tempe Special Event Liquor Permit" and if applicable an "Outdoor Permit" from the City of Tempe.

Special Event Liquor License Fees

City of Tempe Application fee..…… $25 (non-refundable)
City of Tempe License fee……..…….. $25 per day/per event

Extension of Premise Liquor License Fee…….……$35

**Payment may be made by check, cash or credit card. Checks must be made payable to "City of Tempe".

For applications and further information contact:

City:
Special Events Office
3500 S. Rural Road, 2nd Floor, Public Library
Tempe, AZ 85282
Jodie Garth 480-350-5276
jodie_garth@tempe.gov

State:
AZ Department of Liquor License & Control
800 W. Washington, 5th Floor
Phoenix, AZ 85007-5141
Phone: 602-542-5141
www.azliquor.gov/forms

STREET CLOSURES AND RESTRICTIONS

SECTION 4

An event producer who wants to host an event that will involve closing a public right-of-way or involve a state-maintained right-of-way (street, sidewalk or alley) must request permission from the City of Tempe Transportation office at least (60) days before an event. In addition, ADOT will require an application for an encroachment permit if freeway ramps or right-of ways are closed (see below for instructions on how to obtain ADOT permits). Street closings and placement of barricades/signage on City of Tempe streets and rights-of-way must be coordinated with and approved by the following city departments: Traffic Operations, Police Department's Traffic Unit and the Transportation Department. If an event requires closure of streets or public rights-of-way, proper barricades and signage are required.

All signage and barricades must comply with the Manual of Uniform Traffic Control Devices. To ensure that event producers are in compliance, the City of Tempe, or an approved barricade company, will be responsible for placement and removal of all barricades and signage before and after an event. Event producers will be invoiced for all costs incurred to rent, insure, and transport barricades to and from an event site. Should a private barricade company do the barricading; the company must submit a traffic control plan to the Transportation Division for review. The staffing of traffic control work shall be determined by the City of Tempe Transportation Division, Traffic Operations and Tempe Police.

The City of Tempe may request that event promoters notify affected businesses and/or residents if an upcoming event will require street closing(s) and/or send a Street Closing press release and camera-ready Site Map to all media at least two weeks prior to an event.

Listed below are the procedures to request a road closure and/or barricades:

To request a road closure and/or barricades, submit a Special Event Application to the Special Events Office a minimum of *90 days prior* to your event indicating your road closures and/or barricades. Street closures and restrictions will be reviewed on a case by case basis. This information will be sent to the Special Event Task Force Committee for their review. In addition, you must submit a detailed Site Map (email, fax, or mail) showing where barricades and signs will be placed at the event to:

Julian Dresang, Sr. Civil Engineer
Public Works Department-Transportation Division
31 E. Fifth Street, Lower Level
Tempe, AZ 85281
Phone: 480-350-8025
Email: julian_dresang@tempe.gov

Obtain ADOT permits visit: www.azdot.gov/highways/districts/Phx_maintenance/permits.asp or call 602-712-7521.
The forms that will be needed are:

- Instruction sheet and drainage requirements
- Encroachment Permit (The encroachment permit will print out as two sheets, but must be turned in two-sided).

The following paperwork must be submitted 6-8 weeks prior to the event.

- Encroachment Permit (the event promoter is the encroachment owner)
- The drainage requirements need to be turned in, but if it does not apply to your event, place N/A in all needed slots.
- Certificate of insurance (the requirements are on the instruction sheet).
- 5 sets of traffic plans (obtain from City of Tempe Transportation, Julian Dresang)

CLEAN-UP PLAN

You must submit a clean-up plan with your Special Event application. The clean-up plan must include the following information:

• A drawing or site map of the festival or event area, showing the types and locations of dumpsters and individual trash receptacles;

- The names and contact information of individuals and/or groups responsible for cleaning up during and after the festival or event;
- The location(s) where all waste, including cooking oils and gray water, will be disposed of in an approved manner.

NOTE: *Anyone who disposes of cooking oils, waste or gray water into storm drain sewers or sidewalk openings will be subject to fines and punishments pursuant to Tempe City Code Chapter 12 Article VI. Storm Water Pollution Control Sec. 12-125. Prohibition of non-storm water discharges to the public storm drain system and Sec.- 149. Civil penalties.*

If an event producer fails to clean up a venue adequately or causes damage to City of Tempe property or facility, the City of Tempe will bill the event producer for its costs to clean and repair the damaged property. If this occurs, the City of Tempe may also deny an application for a future Special Event Permit.

Event producers are responsible for prompt cleanup and removal of debris from all City of Tempe streets, right of ways, affected property owners' sidewalks, steps and alcoves including time after event tear down is complete. Event producers are responsible for clean-up from when the set up begins until tear down crews have finished and have vacated the park.

Subject to their availability, the City of Tempe may be able to provide the following list of cleaning equipment and services to events for the rates quoted:

300 Gallon Refuse Can……..……..$7.00
95 Gallon Refuse Can……....$5.50
95 Gallon Recycle Can……...No Charge if NOT contaminated (if contaminated, $5.50)
Frontloader Metal Dumpster……..$29.40
Roll-Off Dumpster: 25 yard…….… $238.72
Roll-Off Dumpster: 40 yard…….… $283.60
Cardboard Box w/liners…….…….$8.00
Staff Hours…….……$40/hour/per staff person (Staff time needed for can delivery/pick-up & can washing)

To schedule containers or get information, contact:

Steve Such
Solid Waste Management Department
Phone: 480-350-8131
email: steve_such@tempe.gov

ELECTRICAL SERVICES

The City of Tempe does not provide electrical equipment at public venues. Event producers should consult directly with the Special Event Coordinator and Facility Services to discuss all electrical needs for an event and plan on securing their own electrical needs. The event producers should work with city officials to show electrical service information on the Site Map of the event.

- Facility Services Division cannot provide generators, light towers, spider boxes or extension cords for events.
- Event producers must obtain permission from a City of Tempe electrician to tap into any City property power source if/when available or permitted.
- The costs of using electrical panels and electrical supply sources at a Tempe facility and/or venues must be paid by the event producers.

EMERGENCY MEDICAL SERVICES

SECTION 7

EMS coverage may be required for special events with the following guidelines:

- To ensure that patrons attending a particular festival or special event are provided sufficient emergency medical coverage;
- City of Tempe EMS will assist event producers to determine staffing required, based on the expected number of patrons, special need concerns, risk factors and the nature of the event;
- City of Tempe EMS reserves the right to refuse coverage at an event if minimal staffing requirements are not mutually agreed upon, or if inadequate notice is given regarding coverage needs.

Anyone requesting/required to have the City of Tempe EMS will be asked to enter into a contract with the City of Tempe that defines the dates, times and number of units that will be needed. It should also set forth the costs for those services. Stand-by service will not be offered. You will be billed for EMS.

Fees

Emergency medical services:

$64.00 per hour / per employee + $48.00 (3/4 hour setup, equip check-out and return) + 0.2 x $ 64.00 per hour of the event (logistics).

Requirements

For larger events with an attendance over 10,000, an event producer is responsible for providing the following equipment:

- 20 x 20 Tent
- Large first aid sign on tent exterior
- EVAP cooler or AC (Months from April to October)
- One port-a-john adjacent to the tent, partitioned off
- Six chairs & two tables
- Three beds with linens
- Ice chest, ice and water (amount of ice and water will vary depending upon weather)
- Interior lighting
- Heaters (may be required in winter season)

- City of Tempe EMS officials reserve the right to require the producer of a festival or event to provide hydration stations (non-alcoholic beverages) at an outdoor event. The number of hydration stations required will be based on the anticipated size of the event and expected attendance.
- If a mass casualty occurs at an event, causing large numbers of event patrons to need medical attention, the producer of the festival or event shall bear the costs of additional personnel and equipment required at the rates listed above.

For further information and/or to schedule EMS staff, contact:

Mike McComb, City of Tempe Fire Department
Phone: 480-682-7628
Email: mike_mccomb@tempe.gov

FIREWORKS *and* PYROTECHNIC DISPLAYS

SECTION 8

If a festival or event is going to include a "Public Display of Fireworks" or the use of Pyrotechnics or Special Effects before a Proximate Audience, an event producer must apply for and obtain a Fireworks/Pyrotechnics Permit from the Tempe Fire Prevention Office. The fee for a Fireworks/Pyrotechnics Permit is $250.00 per location.

Fireworks displays and pyrotechnic special effects must be under the direct supervision of a licensed pyrotechnic operator who is employed by a licensed fireworks/pyrotechnic company along with a certificate of insurance which must be approved by the city Risk Manager (see Insurance Requirements, Section 10, page 15 & 16).

Fireworks and pyrotechnic special effects must comply with Chapter 33 of the 2003 International Fire Code and NFPA standards. Fireworks used by the general public are illegal in the State of Arizona.

To obtain an application or further information, contact:

Deems Shepard
Tempe Fire Prevention Office
1400 East Apache Blvd.
Tempe, AZ
Phone: 480-858-7230
www.tempe.gov/fire

HEALTH PERMITS

If food or drink (other than pre-packaged) will be served at a festival or event, event producers must obtain a Health Permit from the Maricopa County Health Department

The Maricopa County Environmental Services Department is the regulatory authority that issues "temporary food service establishment" permits for food and beverage concessions at special events. It is the Department's responsibility to regulate the food sold at these events. If food or drink is not prepared and handled in a sanitary manner, the public's health may be at risk.

Requirements:

In order to sell or give away any food or beverage product at an event, you are required to apply for a "Temporary Food Service Establishment" permit and pay an associated permit fee. Please read the following Food and Beverage Vendor Checklist for additional requirements and information. The Guide to Temporary Food Service at Special Events and Application for Temporary Food Service Establishment Permit may be filled out on-line, downloaded and printed.

- A completed (pages one and two) application and $70.00 permit fee per booth must be submitted seven days prior to the start of the event. All payments must be Arizona checks or money orders. Please make checks payable to MCESD.
- The Temporary Food Service permit will be issued at the event after a passing inspection has been completed. Please refer to the Guide to Temporary Food Service At Special Events for the requirements. Effective July 1, 2007, **inspectors can no longer accept payments for Temporary Food Service Permits on site, at events**. **All permits must be paid for by vendors in advance.**
- Only those vendors selling bottled water or canned soda (unopened, from an approved source) are exempt from obtaining a Temporary Food Service permit. All other vendors, regardless of product, are required to obtain a permit and pay the required fee per booth.
- Those individuals who currently possess a valid Maricopa County Mobile Food, Pushcart, Food Peddler or Catering permit are not required to pay the permit fee. However, a copy of the permit is required.

Note: It is the event producer's responsibility to read over the guidelines to determine whether or not a health permit is required for any food vendors at their event. If you are not in compliance with Maricopa County Environmental Services Guidelines, it should be noted that a health inspector **could shut down your food operation the day of the event**. If this should occur, the City of Tempe will not be held liable for loss of income.

For questions or requests for additional information, contact Jessica Reighard, Program Coordinator at:

Maricopa County Environmental Health Department
1001 N. Central Avenue, Suite 300
Phoenix, AZ 85004
Phone: 602-506-6978
Fax: 602-506-6862

Applications and guidelines can be downloaded at:
http://www.maricopa.gov/envsvc/ENVHLTH/SPPRGM/spcevent.asp

INSURANCE REQUIREMENTS

The City of Tempe has established insurance requirements for those facility users, vendors, and contractors entering into agreements with the City for the purpose of special events and activities. Before commencing use or services under an agreement with the City of Tempe, a certificate of insurance that complies with the requirements (see the special event application) must be furnished.

An event producer must comply with the insurance requirements to be able to obtain a Special Event Permit from the Special Events Task Force Committee (SETFC). Event permits will not be issued until all insurance requirements are satisfactorily met.

With reasonable notice to event producers, the City of Tempe reserves the right to require insurance of event producers and/or vendors for activities other than those specifically mentioned, or to increase the minimum acceptable limits of liability.

Approval of insurance by the City of Tempe does not in any way relieve or decrease the insurance liability of an event producer or vendor. The City of Tempe does not represent that the specified limits of liability, coverage or policy forms are sufficient or adequate to protect the interest or liabilities of the event producer or vendor.

All special event applicants shall name the City of Tempe as an "Additional Insured", per item one below, on all policy(ies), except workers compensation and shall reflect this on a Certificate of Insurance. Applicant agrees that any insurance available to the applicant shall be primary and non-contributory to the city's self-insured retention. Applicant shall obtain certificates of insurance from all vendors participating in this event unless covered under applicant's insurance policy. Vendors must comply with all requirements listed in this section. Complete and accurate certificates must be received by the Special Events Office a minimum of five (5) working days prior to the event. Separate certificates of insurance shall be provided by all carnival and amusement companies and firework production companies with the limits shown in this section and shall name the city of Tempe as "Additional Insured" as per item one below. Additional coverage may be required depending upon the nature and scope of the event. For more information or questions regarding insurance requirements, please contact our Risk Management Department at 480-350-8248. Risk Management reserves the right to evaluate the liability of each event and assess the required insurance limits. Event permits will not be issued until all insurance requirements are satisfactorily met.

The certificate must show:

1. The City of Tempe, its agents, officers, employees and volunteers are named as "Additional Insured". All Certificate of Insurance policies must reflect this with the exception of workers compensation.
2. The City of Tempe shall be notified at least 30 days prior to cancellation or alteration of any insurance coverage. A 10-day notice of cancellation for non-payment of premium.
3. Workers Compensation Policies shall contain a Waiver of Subrogation clause in favor of the City of Tempe.
4. General Liability Including:

Bodily Injury	Contractual	Independent Contractors
Comprehensive Form	Product/Completed Operations	Hazard
Premises Operation	Personal injury	Broad Form Property Damage

INSURANCE LIMITS

General Events

General events consist of those events held at any city facility other than Tempe Beach Park/Town Lake.
General Liability - $1,000,000 each occurrence, $2,000,000 aggregate
Auto Liability - $1,000,000 combined single limit (each accident)
Workers Compensation – Arizona Statutory Requirements
Liquor Liability - $2,000,000 each occurrence

Beach Park/Town Lake Events

$1,000,000 each occurrence - $2,000,000 aggregate
Events with limited exposure such as souvenir shops, clothing sales, and other small operations, or events with less than 500 people. This level also applies to such events as company picnics and charity walks as long as there is no alcohol or events on the lake itself.

$5,000,000 each occurrence - $5,000,000 aggregate
Events with more than 500 people in attendance or any non-motorized activity(ies) in or on the lake.

$10,000,000 each occurrence Watercraft Liability
Events involving powerboats shall be required to carry at least $10,000,000 of watercraft liability coverage. General Liability at the same limit is required for the associated land-based activity(ies).

Auto Liability - $1,000,000 combined single limit (each accident).

Workers Compensation – Arizona Statutory Requirements

Liquor Liability - $5,000,000 each occurrence.

OTHER INSURANCE OR RISKS

All other risks shall comply with the Additional Insured requirements as stated in item 1 above.

Fireworks Production

General Liability - $5,000,000 each occurrence
Auto Liability - $1,000,000 combined single limit (each accident)
Workers Compensation – Arizona Statutory Requirements

Liquor Liability

If your event is approved to have alcohol you will need to show proof of liquor liability coverage.
Tempe Beach Park - $5,000,000 each occurrence
All other City facilities - $2,000,000 each occurrence

Carnival/Amusement Rides

$2,000,000 General Liability
$1,000,000 Auto Liability
Workers Compensation – Arizona Statutory Requirements

In addition, specific date(s) and locations(s) of the event, to include set up and take down, must be stated clearly on the certificate. Certificates must be received no less than five (5) working days prior to the event.

For further information, contact:
David McAllister, Risk Management Office, 480-350-8248, david_mcallister@tempe.gov

SECURITY

It is the responsibility of an event producer to provide adequate security for an event. The type and location of the event, presence of alcoholic beverages, crowd size and other factors will determine the amount of security needed.

After reviewing the event application, the City of Tempe Special Event Task Force Committee may require an event producer to provide private security, hire off-duty police officers, or reimburse the City of Tempe for expenses it incurs by providing on-duty police officers for security, traffic control and/or crowd control.

Off-duty police officers may be available for events at the following rates:

- $67.00 per hour, per officer as determined. 3 hour minimum

The City of Tempe government will not provide on-duty personnel for the following needs at events:

- Gate security
- Beer/alcohol sales security
- Security for VIPs and celebrities
- Security for money handling
- Stage security
- Overnight security or security outside event hours
- Private parking lot security
- Security for event equipment trailers supplies, etc.

Requirements for private security company

If you will be using a private security company for your event, please keep in mind that the City of Tempe only allows security companies that are licensed and bonded in the State of Arizona. For questions, call the Tempe Police Department at 480-350-8542.

To request off-duty officer(s), contact:

Kay Pence
Tempe Police Department
Phone: 480-350-8789
Email: kay_pence@tempe.gov

SIGNS/COURSE MARKINGS & BANNERS

Sign Requirements

Event producers wanting to advertise their event by displaying signage prior and/or during their event must follow the guidelines listed below:

1) Signage can only be displayed on-site during a special event,
2) Signage must be displayed within the boundaries of the event,
3) All signage must be removed from the venue immediately after event is over.
4) Check with your event coordinator about signage text requirements.

Approved Course Markings

Event producers wanting to mark the sidewalk, asphalt or desert trails for their event must follow the guidelines listed below:

Paint: only white, water-based turf marking paint is permissible.
Chalk: only lining chalk or marking gypsum is permissible.

Most hardware and home improvement stores carry these products.

Banners

Event producers wanting to display banners on light poles or on public rights-of-way (5th and Mill Avenue) must contact the Special Event Office to check for availability and to coordinate scheduling.

The banner program is available to non-commercial groups, sponsors of special events, and professional sports teams. Banners may not emphasize a political or religious theme. In addition, the name, logo, or slogan of commercial sponsors should not be the predominant element of the design (i.e. more than 20% of the area). Banners should directly relate to the activity or program being promoted.

All signs and banners must meet departmental specifications and be installed in accordance with all rules and regulations. Signs and banners may not be installed in any way that will obstruct public streets and sidewalks.

For further information, contact:

Alicia Stuebner
Special Event Office
132 E. 6th St.
Tempe, AZ 85281
Phone: 480-858-2199
Email: alicia_stuebner@tempe.gov

SITE MAPS

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.

TENTS and TEMPORARY STRUCTURES

SECTION 14

A Tent/Canopy Permit is needed if the tent/canopy/structure is:

- Tent - greater than 400 square feet or
- Canopies - greater than 900 square feet.

All permitted tents and canopies must meet the requirements of Chapter 24 of the 2003 International Fire Code and require approval from the Fire Prevention Office.

If you wish to erect a tent or canopy, complete the Tent/Canopy Permit pdf form and submit it along with a clean, accurate, detailed site plan (plans which are not legible will be rejected) along with other required information to the Fire Prevention Office at least 10 working days before the tent/canopy is to be erected.

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

Fees:
The fee for a Tent or Canopy Permit is $250.00/structure and must be payable to the "City of Tempe Fire Department".

Listed below are minimum requirements for food vendors using cooking appliances, fenced areas with beer gardens, and fire lanes.

Food Booth Requirements:

- All tents that will involve cooking are required to have a fire extinguisher with current service tags.
- Food booths with deep fryers are required to have Class K fire extinguishers with current service tags.

Fenced Areas with Beer Garden Requirements

- Tent/fenced-in area must have emergency exits. Emergency exits are based on the square footage of the fenced-in area.
- Emergency exits must be provided with illuminated exit signs to include the following features:
  - -Signs may be internally or externally illuminated
  - -Signs must be a minimum of 8' above the ground
  - -Signs must be secured to prevent moving or turning
  - -Color and design of lettering on the sign needs to be in high contrast with the background
  - -Gates, fencing panels or barriers are not permitted at the exits. Caution tape is permitted.
- All permitted tents/canopies must be anchored to the manufactured specifications.

A separate permit from the fire department may be required for enclosed or fenced area.

For further information, contact:

Deems Shepard
City of Tempe Fire Prevention Office
1400 East Apache Road
Tempe, AZ
Phone: 480-858-7230
Email: deems_shepard@tempe.gov

Applications can be downloaded at: www.tempe.gov/fire

VENDING – TAX AND LICENSING

SECTION 15

If public property, including public streets and rights-of-ways, will be used to vend products, food or drinks at an event, a **Privilege Tax and License Permit** must be obtained from the City of Tempe Tax and License.

Who is required to be licensed at a special event?

- Event sponsor/promoter - $25.00 annual license fee
- All vendors (food/beverage and novelty products) - $25.00 annual license fee
- All amusement operators (riders, games, etc.) - $25.00 annual license fee

Note: All fees are non-refundable.

What is taxable income at a special event?

- Charges or fees for use of spaces by vendors
- Rental of space or equipment by vendors
- Food/beverage sales
- Product sales
- Carnival activities or amusement rides
- Advertising fees or charges (signs, banners)
- Entry fees or charges

A separate license certificate is issued for each event. If your event is in question regarding taxability, please contact at Tax and License (see below).

Event sponsor and vendor responsibilities:

1) Vendors/sponsors must report and pay all back taxes before an event license certificate will be issued. Failure to do so will result in the vendor not allowed to participate in event.
2) Event sponsor must provide Sales Tax and Licensing with a list of participating vendors seven (7) business days prior to event. The list must include the following information:
   - Privilege sales tax number (if vendor has a sales tax account with Tempe)
   - Business name & business phone number
   - Privileges Sales Tax application and a $25.00 license certificate fee must be submitted if vendor is not currently licensed as a special event vendor.
3) Event producers will be given all of the license certificates prior to the event and must convey all licenses to participating vendors prior to conducting any vending activity.
4) Event producers should be aware that any unlicensed retail activity will result in the removal of the violators the day of the event and will be noted for future events proposed by that particular sponsor/promoter.

Questions should be directed to:

Primary Contact:
Janet Henryson
20 E. 6th St. 3rd floor
Tempe, AZ 85281
Phone: 480-350-8657 Fax: 480-350-8659
Email: janet_henryson@tempe.gov
Applications can be downloaded at: www.tempe.gov/salestax

ADA Compliance

In the spirit of inclusion of all of our residents and visitors, as well as upholding our responsibility to provide fully accessible programs, activities and services to everyone, the City of Tempe require you to provide fully accessible events that meet the American's with Disabilities Act (ADA) standards. Responsibilities may be different for each event depending on the location, size of the event and the activities presented.

Portable Restroom Facilities

- ADA standards require a minimum of 5% of all restroom facilities be fully accessible, whether temporary or permanent

Tempe Beach Park Parking Lot

- If the event has made arrangements to reserve the Tempe Beach Park parking lot for the event and or set-up days ADA compliance is still required.
    - If the event footprints requires that the ADA parking spaces be blocked off they must be replaced with appropriate signage to the closest alternative parking utilizing two regular parking spaces for one ADA parking space.

Questions should be directed to:

Diversity Department
Contact: Karl Stephens
Phone: 480-350-2704 Fax: 480-350-2907
Email: karl_stephens@tempe.gov

SPECIAL EVENTS TASK FORCE MEMBERS

Fire Department
Deems Shepard, Fire Code, 480-858-7238
Mike Reichling, Fire Code, 480-858-7230
Mitch Bycura, EMS, 480-858-7209
Michael McComb, EMS, 480-682-7628

Police Department
Bill Gallauer, Liquor Enforcement, 480-350-8749
Kay Pence, Off-Duty Coordinator, 480-350-8789 fax: 480-858-2210
Commander Kim Hale, Safety and Security, 480-350-8322
Lieutenant Kerby Rapp, Safety and Security, 480-350-8660
Sergeant Dale Hoobler, Traffic, 480-350-6287

Recreation
Linda Cano, Special Events Supervisor 480-350-5260
Joe O'Connor, Watercraft Coordinator, 480-350-8034
Chad Holmes, Recreation Coordinator, 480-350-5847
Jonni Wolfe, Recreation Coordinator, 480-350-5225
Alicia Stuebner, Assistant Recreation Coordinator, 480-858-2199
Jodie Garth, Assistant Recreation Coordinator, 480-350-5276

Parks
Craig Hayton, Kiwanis Park, 480-350-5971
Shane Mueller, Downtown and Tempe Beach Park, 480-350-8147
Jerry Judkins, Coordinator, 480-350-8784

Risk Management
David McAllister, Insurance Specialist, 480-350-8248 480-858-2171 (fax)

Facility Services
Steve Such, Refuse 480-350-8131
Dave Cash, Electrical, 480-350-8286

Transportation Department
Shelly Seyler, Transportation, 480-350-8854, 480-350-8815 (fax)
Julian Dresang, Transportation, 480-350-8025

Sales Tax & License
Janet Henryson, vendor permitting, 480-350-8657, 480-350-8659 (fax)

Planning and Zoning (Signs & Use Permits)
Jeff Tamulevich, Signs & Use Permits, 480-350-8441

Water Utilities Department
Ron Coleman, 480-858-2175

Environmental
Lupe Hernandez, 480-350-2649

Neighborhood Services
Elizabeth Thomas, 480-350-8223
Tanya Chavez, 480-858-2215

ADA Compliance Specialist
Karl Stephens, 480-350-2704

Special Event Fees

Special Events Office • 3500 South Rural Road • Tempe, AZ 85282 • Phone 480-350-5180

Fees to be submitted with the Special Events Application	
Application Permit Fee…….	$35
Late Fee (if submitted within 60 days of event)……..	$50

Fees to be submitted prior to Task Force (if applicable)	
Special Event Fee…….	$100 permit fee/consecutive days, not to exceed $500
Deposit…….	25% of expected costs (Due 6 months prior to the event, and is non-refundable 90 days before the event)
Special Event Liquor……	$25 application fee plus $25 per day
Extension of Liquor Premises Permit…..……..	$35

Remaining fees and City services to be assessed and invoiced following the event

Park Rental and Associated Fees. Per Day	***Non-Commercial***	***Commercial***
Set-up/Take-down	$ 500	$ 750
Fees will be accessed if any equipment is in the park.		
Tempe Beach Park	$1,500	$3,000
Tempe Arts Park	$1,000	$1,750
Giuliano Park & North Linear Park	$ 500	$1,000
Tempe Town Lake Marina	$ 500	$ 750
Park User Fee	$ 250	$ 250
Kiwanis Park Site (Fiesta and Ruben fees apply)	$ 250	$ 250
Kiwanis Walk Fee (not including park rental)	$ 250	$ 250
Corporate Picnic Area at Tempe Beach Park	$ 500	$ 750
(If used separate from Tempe Beach Park)		
Lake Closure Fee	$5,000-$10,000/day	
Lake User Fee	$ 200/event (less than 200 users), $ 200/event plus $1/user over 200, capped at $1,000 For a series (max of 6 dates) the fee above would be paid for the first event and an additional $100 for each event thereafter.	
Road Closure Fees	$1,000	$2,000
Facility Charge……	$0.50/ticket sold	$1/ ticket sold
(applies to gated events only)		($5,000 minimum)

City Services

Police……	$67 per hour, per officer as determined, 3 hour minimum, vehicles/dispatch additional
Fire/EMS……..	$64 per hour, per staff (minimum of 2), plus logistics fee 4 hour minimum
Traffic Operations…….……	$47.00 per hour, per staff person
Barricades…….……	Amount charged by contracted barricade provider
Trash Container drop-off/pick-up…….……...	$40.00 per hour, per staff person
Refuse Containers……	Prices vary
Custodial……...	$28/per hour, per staff person
Park Maintenance…….....	Determined on an individual event basis

Miscellaneous fees (If applicable)	
Tent/Canopy Permit……..	$250/tent or canopy (tents above 400 sq. ft. & canopies above 900 sq. ft.)
Inspection Fees……..……..	$150-$250 (A separate fire dept. permit may be required)
Fireworks Permit……	$250 per location
Vehicle Pass……	$20 per vehicle
Tax & License……..……..	See Section 15 in the Handbook