



SPECIAL EVENT PERMITS

The following events must apply for a special event permit in the Town of Fountain Hills:

Parades / Walks / Concerts / Bike or Foot Run or Race / Festivals/ Carnivals / Skate Park Events/ Fire Works Displays or public gathering that will be held on a public or private venue that is open to the public and/or will affect private and/or public property or right-of-way.

Special Event Application fee: \$300.00 (Business/Commercial) and \$150.00 (Non-Profit)

Special Event Permit fee: \$50.00 permit fee per day -maximum \$400 for multiple day events (Business/Commercial)

A permit is needed for any festival or event held in Fountain Hills that will include any of the following:

- Events held on public property or affecting Town of Fountain Hills streets, sidewalks and right of ways.
- Events held on private property that are open to the public, and exceed 75 people.
- Events requiring Town of Fountain Hills services beyond those the town provides its citizens under ordinary, everyday circumstances; and/or
- Events having activities that require issuing one or more additional licenses or permits (fireworks, alcoholic beverages, food sales, street closings, tents/temporary structures over 400 square feet, etc.)

How do I obtain a special event permit?

Special Event Permits can be obtained by following the following (5) steps listed below.

(1) Secure a site for your event

If you are planning to hold your event at a Town of Fountain Hills Park or Special Event site please check for facility availability by phoning the Special Events Division 480-816-5170.

(Inquiring site availability does not guarantee that the date is reserved for your group).

If you are planning to hold your event on private property not owned by the applicant, please secure the space with the owner and obtain and submit the property owner's written permission.

(2) Submit the Special Event Permit Application

After securing the event site with the appropriate owner, submit a Special Event Permit Application to the Town of Fountain Hills Special Events Division. Once the application is received in the Community Services Office, the date requested will tentatively be held for your event. Special Event Permit Applications are available online at <http://www.fh.az.gov/284/Special-Events>

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.

All Special Event Permit applications must be accompanied with a non-refundable application fee of \$300.00 (Business/Commercial) and \$150.00 (Non-Profit). All checks must be made payable to "Town of Fountain Hills") or paid in person with using a credit card.

If the application is found to not qualify for a Special Event permit, the application fee will be not refunded.

(3) Application Review

Once a complete Special Event Permit application is submitted by the event producer, the Special Event Manager will forward copies of completed applications to the Special Event Team for their approval. The Special Event Team is comprised of the following Town of Fountain Hills departments and other various agencies:

- ✓ Public Works
- ✓ Parks & Recreation
- ✓ MCSO
- ✓ Planning and Zoning
- ✓ Fire Marshall
- ✓ Local Business Owners (as needed)

(4) Preparing for Special Event Team Meeting

- A Town of Fountain Hills event coordinator will contact the applicant to set up a date for the event promoter to make a presentation before the Special Event Team
- Each event representative is expected to be prepared to present their event by giving a brief description of event details.
- During and/or after your presentation, members of the Special Event Team 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 Special Event Team meeting prior to approval.
- If your event will be held 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 8 copies for members of the Special Event Team Meeting.
 - ✓ 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 you plan to distribute
 - ✓ Vendor List
 - ✓ Merchandise/Food Items sold
 - ✓ Liquor License status (if applicable)

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

(5) Permit Issued

Once all fees, maps, permits, licenses, certificates of insurance and other required information are received and approved from an applicant, the Special Event Team will issue a permit for your event. No changes to maps, vendor lists or event activities may be made to the event once your application has been approved. Please remember all vendor business licenses and insurances must be submitted 14 business days prior to the event. Approved vendors will be listed on the permit.

Time line for planning your event

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 Fountain Hills.
- Check availability of a venue.
- Request venue date by preparing/submitting a Special Event Permit application to the Special Event Division along with appropriate application fee.

60 Days – Prior to Hosting a Special Event

- Obtain all appropriate insurance for your Special Event. Certificates of insurance are required from event producers, fireworks and pyrotechnics vendors, food, retail and alcohol vendors, carnival ride and inflatable operators, etc. must be submitted to the Town of Fountain Hills Special Events Division.
- Apply for a Town of Fountain Hills [Business License](#). A Fountain Hills business license will be needed from the event producer, all food vendors and any other vendors selling products or services at the event.
- Prepare for Special Event Team meeting.
- Prepare applications for all other permits and licenses required for your particular event (see below for some examples):

Tent and Canopies - If you plan to erect a tent or temporary structure over 400 square feet in size, you must fill out the Tent and Temporary Structure section of the application and identify the location on the site map. Set up and delivery dates must also be identified on the application. It is the responsibility of the event promoter to assure that all tents, canopies and umbrellas are weighed down appropriately, to prevent injury.

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.

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.

Stage and Platforms- If you plan to erect a stage or platform structure over 120 square feet, you must fill out the Stage and Platform section on the application, and identify the stage locations on a site map. All stages over 120 square feet will require an inspection prior to event opening.

Street Closure and Restrictions - If you plan on closing any public street as part of you event, you must request permission from the Town of Fountain Hills Public Works/Traffic Engineering Department

Fireworks/Pyrotechnics Permit - If you plan to have fireworks or pyrotechnic displays at your event, the company that will be performing the fireworks/pyrotechnic display must obtain approval and a permit for a Fireworks/Pyrotechnics Permit to the Town of Fountain Hills Fire Department

SITE MAP PLAN

Site Plan Map- Requirements

Event site plans shall include distances or measurements (noted in feet).

A fire lane of 20 feet must be maintained to allow access within 150 feet of all areas of event site. Fire lanes will be reviewed and approved by the Town of Fountain Hills Fire Department.

All entry and exit points for the event shall be marked and maintained clear at all times.

Any events that have fencing or other means of segregation must have a minimum of two exits. Exits must be a minimum of 16 feet wide and labeled as Emergency Exits. Labeling must conform to Town of Fountain Hills Fire Department Regulations. Exits may be closed during the event, but must not be locked.

- The plan must include: locations of all canopies, tents, structures and stages.
- Location of all amusements, inflatables and activities.
- Location of all electrical supply and service (permanent and portable generators)
- Location of all barricades that will be used;
- Location of all vendors – fixed and mobile;
- Location of first aid tent/area;
- Location of all dumpsters and trash receptacles;
- Location and layout of tables, chairs, picnic tables, etc., that will be used;
- Location of all parking areas, including ADA spaces;
- Location of any unpaved/dirt lot areas used for event activities or parking;
- Permanent and portable restroom facilities;
- Signage and banners that will be hung or installed.
- All affected streets, alleys and rights-of-way, including those that will be closed;

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

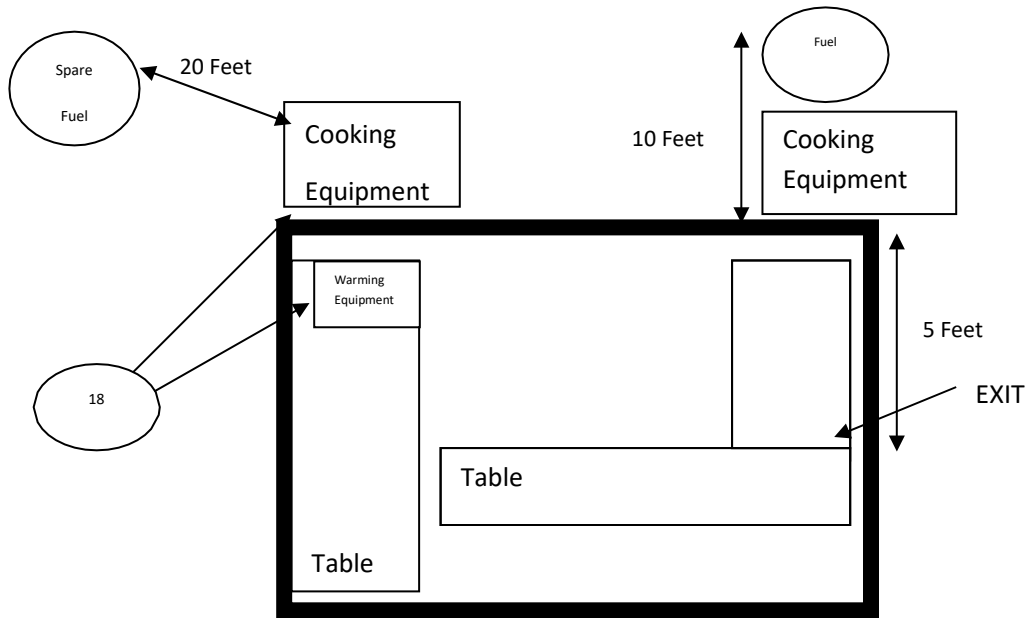
RESTROOMS

Should you choose, or are required to rent portable restrooms for your special event; you as the event organizer are responsible for the rental and maintenance. If provided, at least one toilet at each location must be ADA accessible. The suggested number of restrooms to be provided is 1 for every 100 attendees. If your event is an all-day event, or you are serving alcohol, the suggested number of restrooms is 1 for every 75 attendees.

TENTS and TEMPORARY STRUCTURES

- Organizers are encouraged to have the tent rental company secure the necessary permits, and Arizona Blue Stake shall be contacted prior to any tent stakes being driven (A valid Blue Stake ticket number or ticket must be available on site.)
- Any open or enclosed structure, whether it has sides or not, constructed of fabric or pliable material supported by a structure is defined as a tent. All tents in excess of 400 square feet require a permit. Certain exceptions are available and will be evaluated based upon submitted information.
- All tents layouts (single or next to each other) may not exceed more than 700 square feet without a minimum of a 12 foot fire break between them. Distances must include all support ropes and structures. All tents shall be set a minimum of 20 feet from all lot lines, buildings, parking lots, vehicles or other mechanical engines.
- All tents shall be braced/staked/roped to withstand weather and prevent against collapse. All staking shall be in accordance with manufactured and industry standards. Documentation of anchoring requirements shall be provided to the Town of Fountain Hills Fire Department for all permitted tents. All tent stakes shall be hammered completely into the ground. All guy wires, ropes, stakes and other support members shall not cross or be within 2 (two) feet of an exit discharge at a height of less than eight (8) feet. All enclosures, including tents and vendor areas, shall meet egress requirements as set forth in fire code. All exits shall be kept unobstructed despite weather conditions.
- No staking is permitted without prior approval from the Parks Division.
- All permitted tents require a floor plan for items to be used inside them. All decorative material shall be fire proofed and constructed of fire retardant material or sprayed with a fire retardant. Material shall be labeled or documentation shall be provided to the Town of Fountain Hills Fire Department.
- Combustible materials (hay, saw dust, shavings) shall have a minimum of 20 foot clearance from the tent and may not be used in the tent. All dead vegetation or combustible material which may be on the ground shall be removed to 20 feet from the tent.
- Smoking shall not be permitted in any tents and approved "No Smoking" signs shall be posted.
- Fireworks shall not be used within 100 feet of tents, unless the tents themselves are selling fireworks and then they shall not be used within 300 feet of the tent.
- No cooking may be done under a tent, unless fire rated. The warming of foods using solid flammables, or enclosed gas burners may be allowed provided all warming appliances are a minimum of 18 inches from the outer perimeter of the tent. All open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, or other cooking device must be done a minimum of 18 inches outside of the outer edge of the tent perimeter. Any tents which have cooking around them shall be separated from other tents or structures by a minimum of 10 feet. Tents with warming or cooking in or around them must have a minimum of 1 exit that is 5 feet from all open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, or other cooking devices. Carpet scraps/remnants or other approved materials are to be placed beneath cooking equipment.
- All fuel sources in use must be kept a minimum of 10 (ten) feet from the perimeter of the tent. There shall be no storage of any additional fuel (not in use) within 20 feet of a tent. All propane or fuel tanks shall be adequately protected to prevent tampering, damage by vehicles or other hazards and shall be located in an approved location. All propane or other fuel sources must have pressure relief valves facing away from the tent. No fuel may be refilled on site during open hours without prior authorization.
- Each tent shall have a minimum of 1 (one) 2A-10BC rated fire extinguisher. If any cooking apparatus produces grease laden vapors, then a K class fire extinguisher is also required. All fire extinguishers shall have a current tag showing service by a licensed contractor within the last 12 months.
- All LPG tanks must be secured.

SAMPLE TENT LAYOUT



*Tents that are not fire rated

Fire rated tents are permitted for cooking.

CONCESSION and FOOD VENDORS

- A concession trailer fire safety inspection is required. Documentation of current (within 6 months) inspections of all fire protection systems located within the trailer must be available on site.
- All tents and trailers that will involve cooking are required to have a fire extinguisher with current service tags. A minimum of 2 fire extinguishers are required for all concession trailers. (K type and 2A-10BC)
- All concession trailers must only be occupied by essential staff, and they must be over the age of 16.

STAGES, PLATFORMS, and OTHER STRUCTURES

- All stages, platforms, and other temporarily erected structures will need to be inspected by the Town of Fountain Hills Fire Department.
- All stages over 120 sq ft will require a permit and inspections. The following items will need to be submitted for review:
 - ✓ Site plan showing the location of the stage and surrounding features (other stages, tents, etc.)
 - ✓ Engineering and/or manufacturer's installation instructions specific to the construction of the stage
 - ✓ Engineering and/or manufacturer's installation instructions specific to any appurtenances (lighting, sound equipment, towers, etc.) associated with the stage.

ELECTRICAL SERVICES and GENERATORS

The Town of Fountain Hills does not provide electrical equipment at all public venues. Event producers should consult directly with the Special Event Coordinator to discuss all electrical needs for an event and plan on securing their own electrical needs. Power boxes may be available for rent. The event producers should work with the Special Event Coordinator to show electrical service information on the Site Map of the event.

- The event promoter should provide their own generators, light towers, spider boxes or extension cords for events.
- Event producers must obtain permission from the Town of Fountain Hills to tap into any Town property power source if/when available or permitted.
- The costs of using electrical supply sources at a Fountain Hills facility and/or venues must be paid by the event producers.
- All generators shall be separated from any temporary structures or tents by at least 10 feet. They shall be protected from the public by fencing, enclosure or other approved means. They shall be grounded in accordance with manufacturers specifications.
- All generators may not be refueled during times of public operation without prior authorization from the Town of Fountain Hills Fire Department
- All extension cords and power bars shall be UL approved, not be pinched, frayed, cut or cracked and must be of 3 wire grounded type. They shall be secured or placed so as to not be a hazard, obstruction, or located in areas where water may accumulate.
- All power bars shall be plugged directly into single cords and may not be plugged into other multi-plug devices.
- All lighting shall be specifically manufactured for the intended use. Open light bulbs strung from wire shall not be approved unless they have been designed for that purpose and all manufacturer hanging guidelines are met. Light fixtures shall only be used with lamps of the size intended by the manufacture. All hanging lights or cords shall not cross egress paths less than 8 feet from the ground.

CARNIVAL RIDES

All carnival rides or other amusements with any type of fire safety equipment or life safety systems are required to be inspected by the Town of Fountain Hills Fire Department prior to allowing public use. All power supplies and electric panels must be inspected by the Town of Fountain Hills Fire Department prior to use.

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 Town of Fountain Hills will not be held liable for loss of income, or refund of vendor fees.

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>

Additional Resources: Mobile Food/Special Events Program

Starletta.Brown@maricopa.gov

Temporary/Seasonal
Food Establishment Permit

Mobile Food/Food Caterers
Operating at Events

Special Event
General Information

Promotional Sampling
Guidelines

Permitting
Exemptions

BUSINESS LICENSING

The Town of Fountain Hills defines a “vendor” as an organization or business that sells or advertises products and/or services to event attendees. Generally there are three categories of vendors:

1. Food/Beverage
2. Merchandise
3. Information

A Town of Fountain Hills Business License is REQUIRED for vendors who wish to sell, expose for sale or offer for sale any food/beverage or merchandise in the Town of Fountain Hills.

Additional Documentation Required: The County requires all vendors who are serving food to have a County issued health permit. Submit a copy of your health department permit to the Town before the start of your event.

Please list all vendors who are participating in your approved event no later than 30 days prior to the start of your event. Business Licenses cost \$50.00 and are good for any event participation for one year from the date of purchase. Business licenses must be renewed annually in order to be valid for vendor participation.

Please complete the Vendor/Business Form in the Special Event Application Appendix A

If you need to apply for you vendor license, applications can be downloaded from the Town website at <http://www.fh.az.gov/400/Business-Licenses>

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

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.

All vendor paperwork including insurance and business licenses must be submitted 14 business days before the event. It will be the responsibility of the event promoter to submit a binder to the Special Event Coordinator consisting of the following:

- A list of all vendors/sponsors that will be at the event (please make on site plan as well)
- Current insurance certificate for all vendors doing business, or performing a service (delivery, massage, activity etc.) on Town property.
- A copy of the current business license or business license number.

For further information, contact: Karen Gibbins kjibbins@fh.az.gov, or 480-816-5176

SIGNAGE, COURSE MARKING and BANNERS

Sign Requirements

- All event signage must be submitted at least 60 days in advance for approval.
- Signs shall not be located in medians anywhere in town.
- Signs shall be put up for an event no more than 14 days prior to the start of the event.
- Signs shall be removed within 24 hours after the event has ended.
- Signs shall not be installed using stakes, other than small signs that can be installed by hand (e.g. the garage sale signs or small arrow signs)
- Signs shall not pose issues for visibility; if Town staff determines a sign poses a visibility issue, staff reserves the right to move or remove the sign.

[Refer to the Special Events Signage Plan for Approved Locations](#)

ENVIRONMENTAL SERVICES

The event promoter is responsible to have an event clean-up plan in place. You must submit a clean-up plan with your Special Event Permit Application. Please remember to include the following:

- 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;
- All trash accumulations within tents and event area shall be removed regularly to keep area clear of debris and hazards.
- All trip hazards shall be abated or marked to prevent public access.

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.

If your event has barbecuing that uses wood, you must order a front loader for the hot ashes. Placing hot ashes in trash and recycling bins can cause fires and subsequent damage.

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

Event producers are responsible for prompt cleanup and removal of debris from all Town of Fountain Hills 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.

STREET CLOSURES and RESTRICTIONS

Road Closure applications must be submitted a minimum of 90 days before the proposed start date of the event.

The application will either be approved or rejected by the Town. If rejected the plan may be revised and resubmitted.

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 submit a road closure application to the Special Event Coordinator at least (60) days before an event.

- Street closings and placement of barricades/signage on Town of Fountain Hills streets and rights-of-way must be coordinated with and approved by the following Town departments: Traffic Engineering, MCSO, Parks and Recreation and any other town services that may be effected.
- If an event requires closure of streets or public rights-of-way, proper barricades and signage are required.
- The barricade company must submit a traffic control plan to the Development Services for review. All staffing requirements needed for proper traffic control work shall be determined by the Town of Fountain Hills Traffic Engineer and Fountain Hills Police, at the expense of the event promoter.

The Town of Fountain Hills 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. The event producer will be notified at the Special Event Team meeting is business or resident notification will be required. All notifications will be at the expense of the event promoter.

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

To request a road closure, lane reduction 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 Team meeting for their review. In addition, you must submit a detailed Site Map showing where barricades and signs will be placed at the event.

Fees: \$200 Traffic Control Plan Review

\$50 per hour -4 hour minimum- On-site MCSO for road closure supervision

PARKING/DELIVERIES

The Town of Fountain Hills does not allow for personal or non-essential vehicles to remain on the lawn of any of our parks or street medians during the running times of any event. Vehicles may be on the premises, except for the Avenue of the Fountains Plaza, for the purposes of loading and unloading only. A member of the organizers staff/volunteer must be present for any and all deliveries made to the event location. All vehicles MUST be

removed from the lawn/turf or street/median area and into designated parking at least 30 minutes prior to the start of the event. A map of all available town parking is attached at the end of this application

EVENT 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 Town of Fountain Hills Special Event Team may require an event producer to provide private security, hire off-duty MCSO officers, or traffic control and/or crowd control.

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

Requirements for private security company

If you will be using a private security company for your event, please keep in mind that the Town of Fountain Hills only allows security companies that are licensed and bonded in the State of Arizona.

FIREWORKS/PYROTECHNICS

A separate fireworks permit must be obtained for any fireworks to be present/used/ or sold during the event. Fireworks include any professional display and/or consumer products. Airborne lanterns such as Chinese lanterns are prohibited from being released.

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 town Attorney.

Fireworks and pyrotechnic special effects must comply International Fire Code and NFPA standards. To obtain an application or further information, contact: Assistant Fire Chief/Fire Marshall, Dave Ott at dott@fh.az.gov

EMERGENCY MEDICAL SERVICES

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

To ensure that patrons attending a particular festival or special event are provided sufficient emergency medical coverage.

The Town of Fountain Hills Fire Department 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.

Town of Fountain Hills Fire Department 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 Town of Fountain Hills Fire Department will be asked to enter into a contract with the Town of Fountain Hills Fire Department 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.

Designated medical service coverage may be required for special events with the following guidelines:

- To ensure that patrons attending a special event are provided sufficient emergency medical coverage while minimizing impact on community service levels.
- Town of Fountain Hills Fire Department will assist event producers to determine staffing required, based on expected number of patrons, special need concerns, risk factors, and the nature of the event

When the event promoter chooses to have the Town of Fountain Hills Fire Department personnel provide the requested or required medical services, they will need to identify the needs on the Special Event application. The event promoter will be responsible for the costs associated with providing those services.

EVALUATING EMS NEEDS OF AN EVENT:

Designated Emergency Medical Service requirements are based upon the following criteria; attendance numbers or any extenuating circumstances such as alcohol, and/or weather. Attendance numbers will be based on the total number of people at an event at the same time, not an overall attendance number. Example would be a total attendance of 5000 people over a two day event.

- Less than 2000 people and no extenuating circumstances = No EMS required
 - ✓ Recommended: Service requirements imposed by promoter's insurance coverage or professional standards other than what is required by Fountain Hills.
- Greater than 2000 people = Recommendation 1 EMS Team with utilization of Walking, Bike or Cart based on accessibility, circulation and on-site travel distance of the service team.
- Greater than 5000 people = EMS Service Required. Evaluation of event by Deputy Chief with a minimum of 1 EMS Team with utilization of Walking, Bike, Gator Cart, or Vehicle based on accessibility, circulation and on-site travel distance of the service team.

- The Assistant Chief will make recommendations based on any extenuating circumstances of event.
- Greater than 10,000 people= EMS Service Required- Evaluation and recommendation will be made by Deputy Chief based on details of event, size of location, and any extenuating circumstances.
- When the event attendance exceeds what was initially stated in the promoter's application, and exceeds the capacity of the initial required EMS team, the promoter will be responsible for the increase in medical service levels to provide adequate medical coverage for the special event.

Any Special Event that is not required to have medical designated services should still have a first aid station on site in an appropriate location. The First-Aid station should be able to handle any minor medical needs such as small cuts, scrapes or minor strains, etc. The First-Aid station should utilize the 911 system for any other medical service needs that exceed the capacity and/or scope of the first aid providers.

Hydration stations with (non-alcoholic) beverages may be required at a large outdoor event during periods where temperatures contribute to heat related emergencies.

ALCOHOL PERMITS

Any facilitation, selling or provision of alcohol must have a valid alcohol permit. Alcohol permits can be found online at The Arizona Department of Liquor website. Alcohol application must be submitted with the Special Event Application.

Additional Documentation Required: If you requesting to serve alcohol at your event, you MUST attach copies of your Town issued Alcohol Application and State Liquor License.

Alcohol service and consumption on public property is allowed by special event permit only. If you are interested in serving alcohol at your event, you will need to obtain the appropriate license from the Arizona State Liquor Board and have your Town alcohol permit approved by the Town Council no later than 30 days prior to your event. Special Event Liquor License applications and/or an Extension of Premises application is required to be submitted with the Special Event Application. The Council will consider the permits for approval at their bi-monthly meetings on the first and third Tuesday of the month.

The Town of Fountain Hills **REQUIRES** that MCSO, or a uniformed event security company be present at all events serving alcohol. **NO EXCEPTIONS.**

The following rules must also be abided by:

- All alcohol must be sold and consumed within a fenced area.
- If the alcohol is accessible to all ages, anyone wishing to purchase or consume alcohol must present a current ID, and if that attendee is 21 years of age or older, they must be issued a non-transferrable wristband or other marker/indicator. All attendees must present their wristband/Stamp/Marker to be served or consume alcohol.
- Servers must be 21 years of age or older.
- Alcohol cups must be paper or plastic and be distinguishable from other, non-alcoholic, beverage cups.
- Service must end a minimum of 30 minutes before the scheduled event end time.

- Volunteers and/or Staff who are serving alcohol may NOT consume alcohol prior to, during, or between volunteer shifts.

We require all staff members or volunteers who are planning on consuming alcohol after their designated shift has ended, to remove any garment or badge that denotes them as event staff/volunteer before partaking in alcoholic consumption. We do not; under any circumstances permit volunteers to consume alcohol during volunteer breaks between shifts. Also, once a Staff member or Volunteer has consumed any alcohol, they may not come back on shift for the remainder of that day.

If you plan to serve alcohol beverages at your event, a Town issued Special Event or Extension of Premise Liquor Permit may be required.

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

- 1) Be eligible to sell alcoholic beverages in the Town of Fountain Hills,
- 2) Apply for and be recommended for a Special Event Liquor Permit or Extension of Premise Liquor Permit through the Town of Fountain Hills Special Event Team 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 Town of Fountain Hills reserves the right to require that the promoter adhere to the following criteria when serving alcohol:

- Any authorized 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 Special Event Team) 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. All patrons consuming alcohol at an event must wear a wristband that is secured to their wrist identifying they have provided a valid form of identification showing proof they are of legal age to consume alcohol.

Special Event Liquor Permit/Extension of Premise Liquor Permit

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 Town of Fountain Hills.

- 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 60 days prior to the event. Include a check to cover the appropriate license fee, made payable to "Town of Fountain Hills".
- 2) Once application is submitted, a Special Event representative will schedule you to attend a Special Event Team meeting.
- 3) At the Special Event Team meeting, either the committee will recommend approval or disapproval of the application.
- 4) If approved, the applicant is responsible to hand carry the application to the AZ Department of Liquor for approval before the scheduled event date.
- 5) 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 (480-503-6204), email or hand deliver a copy of this license to the Town of Fountain Hills Special Events office.
- 6) Upon receiving the AZ Alcohol License, the Special Events office will then issue the applicant a "Town of Fountain Hills Special Event Liquor Permit".

Town of Fountain Hills Application fee

- \$25 (non-refundable) Town of Fountain Hills License fee
- \$25 per day/per event Extension of Premise Liquor License Fee \$25

Fenced Areas with Beer Garden Requirements

- A site layout map will be required for all Beer Garden areas.
- All tents or temporary structures require a permit and inspection from the Fountain Hills Fire Dept.
- All fenced area must meet Fire Department standards and will require an inspection from the Town of Fountain Hills Fire Department

For applications and further information contact:

AZ Department of Liquor License & Control

800 W. Washington, 5th Floor
Phoenix, AZ 85007-5141
Phone: 602-542-5141

INSURANCE REQUIREMENTS

The Town of Fountain Hills has established insurance requirements for those facility users, vendors, and contractors entering into agreements with the Town of Fountain Hills for the purpose of special events and activities. Before commencing use or services under an agreement with the Town of Fountain Hills, 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 Town of Fountain Hills Special Event Team. Event permits will not be issued until all insurance requirements are satisfactorily met.

With reasonable notice to event producers, the Town of Fountain Hills 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 Town of Fountain Hills does not in any way relieve or decrease the insurance liability of an event producer or vendor. The Town of Fountain Hills 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 Town of Fountain Hills 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 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 fifteen (15) 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 Town of Fountain Hills as "Additional Insured" as per item one below. Additional coverage may be required depending upon the nature and scope of the event.

INSURANCE LIMITS

A certificate of insurance is required for all events in the amount of One (1) Million dollars individually or Two (2) Million aggregate. The Town of Fountain Hills must be named additionally insured under the above special event's insurance policy for the dates of the event.

All event promoters, vendors selling products, vendors offering an onsite service and/or having animals as part of their booth/event, and all companies delivering equipment to the event site (town owned property), will be required to attach an original copy of a Certificate of Insurance. Commercial General Liability Insurance in the amount of \$1 million each occurrence combined single limit for bodily injury and property damage liabilities and \$2 million aggregate is required.

The certificate must show:

- The Town of Fountain Hills, 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.
- Address information should read: ***Town of Fountain Hills, 16705 E Avenue of the Fountains, Fountain Hills, AZ 85268.***
- The insurance certificate needs to be received by the Community Services Office **at least 60 days prior to the event.**
- The Town of Fountain Hills 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.
- Workers Compensation Policies shall contain a Waiver of Subrogation clause in favor of the Town of Fountain Hills.
- General Liability Including:

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

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 fifteen (15) working days prior to the event.

OTHER INSURANCE OR RISKS

Fireworks Production

General Liability - \$10,000,000 each occurrence
Auto Liability - \$1,000,000 combined single limit (each accident)
Workers Compensation – Arizona Statutory Requirements

Carnival/Amusement Rides

\$2,000,000 General Liability
\$1,000,000 Auto Liability

Workers Compensation – Arizona Statutory Requirements

SPECIAL EVENT FEES

Special Event Application Fees

Business/Commercial	Fee(s)	Non-Profit	Fee(s)
Application Fee (If submitted 60 prior to the event)	\$300 Non-Refundable	Application Fee (If submitted 60 prior to the event)	\$150 Non-Refundable
Application Fee (If submitted 59 days or less to the event date)	\$550 Non-Refundable	Application Fee (If submitted 59 days or less to the event date)	\$700 Non-Refundable
Permit Fee (As Applicable)	\$50 Per day not to exceed \$400	Permit Fee (As Applicable)	\$50 Per day not to exceed \$200

Special Event Park Rental Fees: (Open Park space, Amphitheater, Avenue of the Fountains, Fountain Park Great Lawn, Other)

Business/Commercial	Fee(s) Range Per Day	Non-Profit	Fee(s) Range Per Day
Small Event	\$750-\$1,400	Small Event	\$400-\$750
Mid-Sized Event	\$2,500	Mid-Sized Event	\$2,500
Large Event	\$3,500	Large Event	\$3,500

Additional Amenity Fees

Items(s)	Fee(s)
Power Distribution Box Rental & Deposit	\$25 per box/per day \$200 deposit per box and power cable
Fountain Operation	\$300 per half hour
Special Event Liquor Application Fee	\$25 Non-Refundable
Traffic Control Plan Review	\$200
Tent Inspection- Rural Metro	\$100
MSCO- 4 Hour Minimum	\$50 per hour/per officer

Vendor Compliance Penalties

Applicant	Fee(s)
First time penalty	\$250
Recurring penalty	\$750
*A COMPLETE vendor list is due two weeks before event date. NO EXCEPTIONS	

Road Closure Admin Fees Special Event Permit Deposit Fees

\$500 <1000 attendance	\$500 <1000 attendance
\$750 1 – 2 k attendance	\$1,000 1 – 2 k attendance
\$1,000 2-5k attendance	\$2,500 2-5k attendance
\$1,500 >5k attendance	\$5,000 >5k attendance

