



SPECIAL EVENT INFORMATION GUIDE

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SPECIAL EVENT INFORMATION GUIDE

The City of Maricopa Community Services department has developed this information guide to assist you in the planning process for festivals and events in our city. The application process is intended to provide City of Maricopa staff with an overview of your event. The information provided is used to determine whether or not your request complies with City of Maricopa rules and guidelines, the impact on area residents, businesses and or park guests. Several departments within the City work together to make this application process simple and complete. However, there may still be instances where you need to contact other agencies and departments individually. The following pages include the City of Maricopa’s Special Event Permit Application instructions to guide you through the permit process.

Time Frames for Special Event Permit Application Approval

Pursuant to ARS 9-835, the City establishes overall permitting time frames during which the City will either grant or deny each type of permit that it issues. The time frame includes an administrative completeness review period to accept or reject the application, and a substantive review period to provide a technical review of the request. The City shall approve or deny the request within the overall time frame listed below, however, should the City extend the review period for additional submittal(s), said extension’s shall not exceed 25% of the overall time frame. The below time frames begin from date of receipt of application.

Please note: These are projected time frames only and may change due to workload and staffing considerations. Applications that requires Council Approval shall be submitted 90 days prior to event date. All others 60 days recommended, or at minimum 30 days prior to event date.

Application Type	Administrative Completeness Review	Substantive Review	Total Time Frame
Special Event Application	10 days	20 days	30 days
Petition for Block Party Permit	10 days	20 days	30 days
Events with Alcohol	10 days	80 days	90 days

The City may request the applicant submit additional information or make corrections to the application to fulfill all requirements for approval. In this event, the substantive review time frame and the overall time frame are suspended from the date the request is issued until the date that the municipality receives the additional information from the applicant.

City Council approval will be needed for any events that are overnight or have alcohol.

A Special Event Application is required for any event

- Open to the general public with more than 100 people, on City property, involving the use of, or having impact upon, City/public facilities, parks, sidewalks, and/or streets



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- Activities that require issuing one or more additional licenses or permits (fireworks, alcoholic beverages, food sales, parades, street closings, tents over 200 square feet, etc.) require a Special Event Permit.

Such activities include, but are not limited to, carnivals, fairs, festivals, craft fairs; ceremonies, and other events. Special Event Permits are processed through the Community Services Department and may require a meeting with the Special Events Committee.

NOT REQUIRED FOR

- Events held on Private property; please note inspection fees may still apply. Private property is considered non City owned property (schools, local businesses, neighborhood parks etc.). A **SPECIAL EVENT NOTIFICATION** will be required for private events.

You may apply online for the Notification or the Permit here:

<https://ci-maricopa-az.smartgovcommunity.com/ApplicationPublic/ApplicationHome>

A Temporary Use Permit - is required for any short-term commercial or entertainment activity on private property, whether open to the public or not. Such activities include, but are not limited to, concerts and performances; tent sales; firework sales, Christmas tree sales, and other temporary uses set forth in Land Use and Development Code. Temporary Use Permits are processed through the Planning department and may require a meeting. There is a \$200 application fee.

PERMIT PROCESS

The permit application process begins when you submit a completed Special Event Permit Application with all required documents attached to the City of Maricopa. Keep in mind that acceptance of your application should in no way be construed as final approval or confirmation of your request. Upon receipt of your application, a copy of your application is forwarded to each of the members of the Special Events Permit Review Committee.

****Please note: Event promotion should not start until final approval.***

As part of the review process you will be notified if your event requires any additional information, permits, licenses, or certificates. During our initial application screening process you will be allowed 5 working days to provide us with all pending documents (e.g. certificate of insurance, etc.). We must receive these items before review of your application and issuing a Special Event Permit. The committee will make a recommendation for approval or denial 10 - 60 days after your application is filed and deemed complete.



SITE PLAN

A complete site plan must be submitted with your application. Please indicate:

- Specific location of the event
- Tent or canopy location(s)





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- Dimensions of tent/canopies (indicating personal or commercial)
- Stage location and dimensions
- Sound location
- Fencing
- Generator location
- Table/chair location and quantity
- Portable restrooms/locations
- Food truck locations
- Emergency event plan if applicable (events > 500 people)
- Security contact and confirmation if applicable
- An outline of the entire event venue including the names of all streets or areas that are part of the venue
- Any other pertinent information that will assist staff with request review



FEES:

Inspection outside of normal business hours	\$330 /first two hours, \$165 every hr. after that
Alcohol permit application	\$25.00
Tent inspections	\$150/Single tent \$100 each additional
Amusement Events, Trade Shows, Vehicle Displays. (for events >1,000) Includes site plan and emergency action plan review. Site inspection at hourly rate. All other permits and fees apply.	\$200
Right of Way Permit	\$45.00
Stage rental	\$300 p/day Additional staff \$35 p/hr. per staff
Refundable Damage & Security Deposit for stage	\$500 per event
Police officer	\$55.00 p/ hour
Fireworks/Pyrotechnics Permit	\$250.00 per location
Additional Staff Time	Resident -\$20-\$60 per staff hour Non Resident- \$32-\$94 per staff hour
Damage Fees (laundry, cleaning, replacement, etc.)	\$1.00 - cost
Fire Application for Plan Review (inspection)	\$150.00/structure, \$100 each additional



CITY AND COUNTY CONTACT INFORMATION

Maricopa Police Department

Depending on the nature of the event, private security personnel or off duty officers may be required. Additional fees will apply and are the responsibility of the hosting organization for direct payment to the security company.





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The City of Maricopa Police department is located at 39675 W Civic Center Plaza. To request off duty officers: <https://extradutysolutions.com/app/maricopa-extra-duty-detail-application> you can also call: 520-353-4221 or email at: MaricopaAZ@ExtraDutySolutions.com.

Maricopa Fire Department

If any of the following apply to your event, you are required to submit an online request to MFD for an inspection and compliance with county regulations and fire safety at least one month prior to event date.

- Carnivals, fairs, exhibit/trade shows, hot air balloons
- Generators, open flames/cooking devices, tents or canopies

To complete online inspection request:

<https://ci-maricopa-az.smartgovcommunity.com/ApplicationPublic/ApplicationHome>

To complete online submittal to request fire truck stand-by:

<https://www.egovlink.com/maricopa/action.asp?actionid=12696>

Pinal County Environmental Health

In order to sell or give away food or beverage at an event, you are required to notify Pinal County Environmental Health

<http://www.pinalcountyz.gov/EnvironmentalHealth/Documents/Special%20Event%20Notification%2012-24-14.pdf>

All food vendors who participate in your event will be required to have a Pinal County Mobile food unit permit or they will have to apply for a Temporary Food Service Establishment permit. Fees may apply. Please read the special event program requirements and download the application:

<http://www.pinalcountyz.gov/EnvironmentalHealth/Documents/PermitApplication-TemporaryFoodBooth.pdf>

Pinal County Environmental Health can be contacted at (520) 509-3555 or at 31 N. Pinal St., Florence, AZ 85132.

Arizona Department of Transportation

Events that use county roadways, require road closures, road restrictions or alterations, street parking or modification of light signals require a permit. For more information:

<https://www.azdot.gov/business/Permits/special-events-permits>. Proof of permit must be submitted two (2) weeks prior to event. Please note, the City of Maricopa does not provide traffic barricades or related equipment.

Arizona State Liquor Board

The Arizona State Liquor Board must grant a Liquor License for any event where alcohol will be served/sold. Restrictions apply for alcohol containment areas and security (see liquor section). For more information: <https://www.azliquor.gov/series15.cfm>.

The Non-Profit entity that is issued a liquor license for distribution at any event on City-owned property must also be the same entity that provides proof of liquor liability insurance, naming the City of Maricopa as additional insured.



INSURANCE

All events taking place on City-owned property require the event holder, sub-contractors and vendors to carry liability insurance for their own protection and for the protection of the City of Maricopa. This liability insurance must name the “City of Maricopa, its officers, employees, and agents” as additional insured, with the language, limits and coverage shown below. Event activities on City/public property must be covered by insurance that protects the event sponsor/applicant and the City of Maricopa. Various types and levels of liability insurance are required depending on the event. This guide provides what is generally required. However, the required coverage and limits will be at the discretion of the City depending on the size and scope of the event.

Commercial General Liability Insurance

Each Occurrence Limit:	\$1,000,000 combined single limit
General Aggregate Limit:	\$2,000,000
Products/Completed Operations Aggregate Limit:	\$2,000,000
Personal Injury Limit:	\$1,000,000

All certificates of insurance are to include the following:

Certificate Holder:

City of Maricopa
39700 W Civic Center Plaza
Maricopa, AZ 85138

Automotive Insurance: If event holder has any sub-contractors or vendors that have been approved by the City of Maricopa to drive on city-owned property (outside of the parking lots), they are required to submit a valid copy of automotive insurance coverage.

Automobile Liability Insurance (covering all owned, non-owned and hired autos used in connection with the work). Each Accident Limit: \$1,000,000 combined single limit

Please note insurance requirements depend upon the risk level of the event. To determine the necessary amount of coverage required, please contact specialevents@maricopa-az.gov.

ALCOHOL

If alcohol is present at your event, Arizona state law requires that it be contained (fenced) within the event venue. All events offering liquor must obtain Maricopa Police Department approved security to manage the contained area.





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A Special Event Liquor License 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 license. This is a temporary license. An applicant must be at least 21 years old and a resident of Arizona to obtain a Special Event Liquor License.

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

1. Be eligible to sell alcoholic beverages in the City of Maricopa.
2. Apply for and be recommended for a [Special Event Liquor License](#) through the City of Maricopa City Council and the Arizona Department of Liquor Licenses Control.
3. ID and/or wristband attendees over 21 years of age.

Commercial Organization Requirements:

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

- The eligible organization and their representative agrees to participate as the agent and applicant for the Special Event Liquor License 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,
- Verification that a principal of the charity will be on site during hours when liquor is being served.

Alcohol in City Parks

- The consumption of alcoholic beverages in public areas and parks is prohibited without the Special Event Permit in accordance with the City Code 18 Sections 18-2-2/ PRL Policy PRL 14-01.01.
- An [Alcohol Permit](#) or extension of premise liquor permit must be applied for at least 60 days prior to the event. The alcohol policy states that an event having more than 50 people will have to have an off duty police officer. The alcohol permit fee is \$25.00 which is non-refundable. The fee for an off duty uniformed officer to be hired for an event is \$45.00 per hour plus any administrative charges that may apply.

Liquor liability insurance is required by the individual, organization or business that is serving the alcohol. A copy of this insurance, naming the City of Maricopa as additional insured (for events on City property), must be submitted at least two (2) weeks prior to the event date. All guests and attendees are expected to abide by all applicable laws.



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ELECTRIC

The use of personal generators needs to be pre-approved by the Fire Marshall. A generator with a rating between 50 and 60 dBA is recommended. Commercial generators are required to be inspected.

Request can be made online at:

<https://ci-maricopa-az.smartgovcommunity.com/ApplicationPublic/ApplicationHome>.

The City of Maricopa does not provide electrical equipment at public venues if the event is held at a City of Maricopa park or recreation facility.

3104.19 Separation of generators. Generators and other internal combustion power sources shall be separated from tents or membrane structures by a minimum of 20 feet (6096 mm) and shall be isolated from contact with the public by fencing, enclosure or other approved means.

FOOD

If you plan to serve or sell food or beverages at your event (other than prepackaged) you must submit an application for a Temporary Food Establishment Permit to the Pinal County Environmental Health Services Department. Guidelines for food facilities are provided by the Pinal County Environmental Health Department. These guidelines should assist you in developing plans for food handling, preparation and distribution in the most responsible and legal manner. Different permits, policies and procedures depend on your classification and the number of days of your event. Contact Environmental Health for food applications and additional information. They can be contacted at (520) 509-3555 or at 31 N. Pinal St., Florence, AZ 85132.

SANITATION & PORTABLE RESTROOMS

Applicant is responsible for maintaining an event area that is free from trash or overflowing receptacles and leaving the rental area in the same condition as it was found. Any additional janitorial services needed for your event will need to be arranged and paid by the applicant/event organizer. This could include extra restroom supplies, extra trash removal or extra cleaning services during or after event hours. Applicant is responsible for providing a sufficient number of restroom facilities (including ADA accessible facilities) to accommodate the anticipated number of people attending the event.

MUSIC/SOUND

Disturbing or excessive or offensive noise is defined by City Code as any sound or noise which exceeds the decibel level set out in Sections 6.0 (A) and 6.0 (B). At and above certain levels, such noises are



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unreasonable, excessive and detrimental to the health and welfare of the citizens of the county residing in the area or that sound/noise that does not adhere to the criteria listed in the Pinal County Excessive Noise Ordinance 050306-ENO. The City ordinance for sound variance or loud speaker permit can be obtained from the [City Code 10-1-9](#).



TENTS AND TEMPORARY STRUCTURES

Personal pop-up tents/canopies are permitted with prior authorization and may not exceed 10'x10' in size. Personal popups should be reinforced with heavy weights to prevent tents from blowing away and causing damage to property or other individuals. [Special Event Tents & Canopies](#).

Commercial tents that are larger than 10'x10' require prior authorization and must be commercially installed and maintained according to manufacturer's specifications. Commercial tents are subject to Maricopa Fire Department inspection.

If you wish to erect a tent or canopy (greater than 200 sq. ft., complete the [tent/canopy permit form](#) and submit it along with a clean, accurate detailed site plan (plans that are not legible will be rejected) along with other required information to the Fire Department at least 10 working days before the tent/canopy is to be erected. Fees: Tent or Canopy Permit \$150/structure, \$100 each additional



SIGNS

For events that will use signs for marketing please submit a sign plan and sign exhibit in conjunction with your application that shows the proposed location, placement, and size of all event signage and/or off-site directional signs.

Any event that will have four or more special events at the same site during the same calendar year or, will exceed three days in length (not including set-up and take-down), will require a separate Temporary Use Permit through the Planning and Zoning Division.

Event Signs

- Signs displaying information of the event shall be no greater than 32 square feet.
- Event signs may be placed five (5) days prior to the event.
- Placement of event signs within the City right-of-way requires approval of a sign plan.
- Event signs shall be removed within 48 hours after the conclusion of the event.

Directional Signs

- Signs displaying the direction to the event shall be no greater than four (4) square feet.
- Directional signs may be placed 24 hours prior to the event.
- Placement of directional signs within the City right-of-way requires approval of a sign plan by Development Services.
- Directional signs shall be removed within 48 hours after the conclusion of the event.





EMERGENCY ACTION PLAN

The public safety plan, OR Emergency Action plan, shall address such items as emergency vehicle ingress and egress, fire protection, emergency egress or escape routes, emergency medical services, public assembly areas and the directing of both attendees and vehicles (including the parking of vehicles), vendor and food concession distribution, and the need for the presence of law enforcement, and fire emergency medical services personnel at the event and the need for a weather monitoring person.

Trained crowd managers shall be provided for facilities or events **where more than 500 persons congregate**. The minimum number of crowd managers shall be established at a ratio of one crowd manager to every 250 persons.

403.12.3.2 Training. Per 2018 International Fire Code

Training for crowd managers shall be *approved*.

The duties of crowd managers shall include, but not be limited to:

1. Conduct an inspection of the area of responsibility and identify and address any egress barriers.
2. Conduct an inspection of the area of responsibility to identify and mitigate any fire hazards.
3. Verify compliance with all permit conditions, including those governing pyrotechnics and other special effects.
4. Direct and assist the event attendees in evacuation during an emergency.
5. Assist emergency response personnel where requested.
6. Other duties required by the *fire code official*.
7. Other duties as specified in the fire safety plan.

SECURITY

The Police Department will determine security requirements based on the size and nature of your event and other information in your application. Generally, security will be required for events with more than a 1,000 people without alcohol or more than 500 people with alcohol. Cost incurred for security are the applicant's responsibility. Non – compliance may result in the event being shut down.

EVENTS AT COPPER SKY OR PACANA

If you would like to host an event at Copper Sky Park or Pacana Park a [facility agreement](#) is required. Please contact Copper Sky staff for Ramada or field reservations at 520-316-4600 and you will be directed to the right person. Reservations can also be made online at https://apm.activecommunities.com/cityofmaricoparec/Reserve_Options. Please keep in mind events cannot be scheduled past 11 pm without prior approval.

Electrical outlets within the event boundaries you are requesting may be used for minimal power source needs. Any electrical cords used must be kept away from pedestrian traffic, set up in a manner that is safe for the general public and properly covered and marked to minimize trip/fall hazard.



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The City of Maricopa parks maintenance staff takes pride in the appearance and condition of our parks, gardens, and picnic areas. As such we expect them to be returned in a similar condition to the way they were received.

If an event fails to clean up a venue adequately or causes damage to City of Maricopa property or facility, the City of Maricopa will bill the event for its costs to clean and repair the damaged property. If this occurs, the City of Maricopa 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 Maricopa 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.

FORMS

[Ramada and Great Lawn Application](#)

[Field and Court Reservation Form](#)

[Special Event Tents and Canopies Fire Code Provisions](#)

[PRL 12-03 - Stage Rental Policy](#)

[Stage Rental Permit Application](#)

[Fire App. for Plan Review](#) (Inspections)