



To All Event Promoters/Planners/Coordinators:

As Town staff work to develop a more efficient, effective, and responsive local government, departments are focusing on streamlining processes to ensure accuracy and compliance, but most importantly, to ensure that we are meeting the needs of those we serve, our citizens. Part of this process included the development of a policies and procedures manual to assist promoters with conducting public events that are held within our Town limits. It was our goal to provide a “one-stop shop” for event planners. The result of this effort is the attached Special Event Permitting Process and Handbook (Handbook).

The Handbook serves a two-fold purpose. The first purpose is that it is a contract between you and the Town and secondly, it serves as a guide to assist event planners in every aspect as they plan and produce an event. The Handbook contains valuable information relative to when and how to file various applications for permits and licenses, as well as Master Forms for the Town and Sample Forms from other agencies. The Handbook also provides information about insurance requirements, clean-up, street closures, sales tax, contact names, checklists, and much more.

The guidelines and procedures listed in the Handbook apply to ALL events that are open to the public and that are held within the incorporated limits of the Town of Camp Verde, including those that are held on Town-owned properties. Please note, however, that there are some exceptions to the type of events that require permits. These events are addressed later in the Handbook. Also be aware that failure to abide by these guidelines could result in a violation of various sections of the Town Code.

We hope that you find the Handbook helpful to you as you plan and conduct your event and as always, your comments and input are important to the process. Please feel free to contact us with suggestions or comments that might improve our procedures. Your event contributes greatly to the spirit and economy of the Town of Camp Verde and we are grateful for all that you do to make Camp Verde the best place to live, work, and play!

Respectfully,

Deborah Barber, MMC  
Town Clerk



## Frequently Asked Questions

### And Other Important Points of Information

#### What is a Special Event?

A Special Event is any activity that is open to the general public that is held on public or private property and that will affect the venue location and surrounding area(s). Examples include, but are not limited to festivals, parades, concerts, races, rodeos, carnivals, auctions, exhibits, etc. Generally, you will need a permit for the following:

- Any event or activity that is advertised for attendance by the public-at-large;
- Any event or activity that has an admission fee;
- Any event or activity that affects the character or quality of your neighborhood or surrounding properties (i.e. increase in traffic, impeding flow of traffic or blocking access, bright lights, or loud noises such as music, amplifiers, or microphones).

You **will not** need a Special Event Permit for activities on privately owned property that are currently permitted by a Special Use Permit issued by the Planning Department or for activities such as family or neighborhood gatherings, real estate open houses, occasional yard sales, estate sales, grand openings, housewares parties, cosmetic, or other in-home demonstrations, Church events, bizarre, holiday programs, or socials, etc. **Please contact the Clerk's Office at 554-0024 to verify the need for a Special Event Permit.**

#### Who must apply for a Special Event permit?

Individuals, groups, and organizations who plan to host a festival, exhibit, parade, concert, race, or any other public gathering that will be held within the incorporated boundaries of the Town of Camp Verde must have a Special Event Permit. **(See exceptions noted above and feel free to contact the Clerk's Office at 554-0024 if you are unsure if your event requires a permit.)**

#### My organization holds several events throughout the season; must I get a separate permit for each event?

If your organization holds events such as a gymkhana, barrel racing, roping, or rodeos on a regular basis, one permit per year may be issued that identifies the dates of each event for that year. This permit serves as the means to alert emergency responders in advance of the possibility of road restrictions, etc.

#### What is the process for applying for a Special Event permit?

You must complete the application and appropriate forms that are in the Special Event Permit Handbook. A **recommended timeline (pgs. 7 & 8)** is included for your convenience. *This timeline is a recommendation only.* The time required to process your permit varies depending upon the type of event. For example, if you plan to sell or consume alcohol at the event, you must submit a Special Event Liquor License Permit application in addition to your Special Event Permit application. The liquor permitting process takes approximately 60 days to complete.

All events require agency and departmental reviews. Your application will be distributed at minimum to the Marshal's Office, Planning & Zoning, Building & Safety, Public Works, Risk Management, Town Manager, and the Camp Verde Fire District. If your event will have food vendors, you must provide copies of the Yavapai County Health Services Food Handler's Certificate(s) to the Town prior to the opening of the event.

**Who issues the Special Event permit?**

3-3-2.B of the Town Code provides that the Town Clerk shall issue all licenses that may be prescribed by state statute, Town ordinance, or the Town Code.

**Who has the ability to deny my Special Event permit and for what reasons?**

The Town Clerk has the authority to deny your permit application based on a variety of reasons. For example, failure to submit required documentation or fees will result in denial of a permit, as will recommendations for denial that come from other departments and/or outside agencies. Violations of the procedures and/or failure to provide required reports from prior events will also affect your ability to have permits approved for subsequent events.

Please note that this list is not all-inclusive. If your permit is denied, you will be given the reasons in writing.

**What recourse do I have if my permit is denied?**

You may appeal the Clerk's decision to the Town Manager. The Town Manager will meet with the Town Clerk to discuss the matter, review the material. The Town Manager may at his discretion, decide such appeal OR refer it to the Council. You will be provided with a written response relative to the decision.

**Can my permit be revoked prior to or during an event?**

Yes. Failure to abide by the rules and procedures as outlined in the Handbook and/or unsafe conditions may result in immediate closure of the event and revocation of your permit. CVMO Deputies have the authority to close events that are in progress.

**Who is responsible for ensuring that my event meets its obligations?**

You must provide the name of at least one contact person who will be available during the entire event and who has the authority to take immediate action. This person will be responsible for everything connected to the event, including licensing and reporting. You should provide the name, address, home, business, and cell phone number(s) for the responsible party. This information will be provided to the deputies or staff members during the event.

**Are the vendors who are participating in my event required to get a license?**

Yes. Vendors must apply for and receive a Special Event Vendor License from the Clerk's Office for all events. In addition, you must supply a list of participating vendors to the Clerk's Office prior to the event that includes the business name, contact person, address, and telephone number. The vendors must display the license during the entire event. Failure to display a current license for the event will result in immediate closure of that vendor's activities.

Note: Vendors who have a current Business License on file will be provided a Special Event Permit at no charge. The vendor must display the permit and food handler's certificate (if applicable) on their booth during the event.

**Can I be held responsible for the failure of a participating vendor to abide by the contract terms?**

Yes. You must ensure that all terms of the contract are implemented and in compliance. Failure to do so may result in the immediate closure of the event, forfeiture of your fees, and denial of future event permits.

**How much are the fees?**

The Mayor and Council set appropriate fees by resolution on an annual basis. The fees cover the actual costs to the taxpayer. In part, this includes staff salaries and employee-related expenses, utilities, materials, etc.

The fees will depend on your event, where it is held, and the amount of time and materials required from the Town. In some cases, fees, such as business license fees and equipment rental fees may be waived. For example, Town Code Section 9-1-4 stipulates that no fees will be required from any *resident* selling farm or orchard products that are actually produced by that resident. Further, Section 9-1-5 states that there is no fee for charitable, religious, or civic organizations. (See definitions to determine if your organization is eligible for waiver of fees.)

In all cases, your fees will be determined after your application has been submitted to the appropriate departments who will indicate their fee amount(s) requirements. For your convenience, a fee schedule is included in this Handbook. NOTE: Fees are subject to change on an annual basis. The fee schedule that is in place when your application is approved is the schedule that will apply to your event. Be sure to request the most current Fee Schedule.

**Who determines if the fees can be waived?**

Section 9-1-5 allows for the Town Clerk to determine if the organization is a charitable, religious, or civic organization and that the individual making the application is a member of that organization. See Exhibit B – Definitions.

**Can I appeal the Town Clerk’s determination?**

Yes. The Town Clerk’s determination may be appealed to the Town Manager, which may at his discretion decide such appeal OR refer it to the Council.

**Must my license/permit be posted?**

Yes. Failure to post a license/permit can result in the immediate closure of the event and/or vendor.

**Must I have a Special Event Vendor License if I hold a current registered business license in the Town of Camp Verde?**

Yes. However, your business license allows licensed retail business to conduct *occasional* off-site sales events such as car and recreational vehicle shows and home shows. There will be no charge for the Special Event Permit for businesses with current business licenses on file in the Clerk’s Office. Note: Some off-site sales or events may also require zoning clearance.

**What Town official has the authority to close an event or a vendor?**

Camp Verde Marshal’s Office, Town Clerk, Town Manager, Building Inspector and the Camp Verde Fire District have the authority to close an event or a vendor.

The Camp Verde Fire District will conduct inspections for fire and life safety purposes. Town staff will inspect vendor booths for the display of appropriate licenses during your event. The Town Clerk will ensure that all vendors have been issued appropriate licenses/permits and will

advise the Camp Verde Marshal's Office. The Maintenance staff and/or the Camp Verde Fire District will determine if the weather poses a risk.

The Event Coordinator/Promoter is also required to close down a vendor for non-compliance.

### **Whom do I contact if I experience problems during an event?**

If your event is held on Town property, contact the Parks & Recreation Director for maintenance issues at 554-0828. You may contact the Camp Verde Marshal's Office at 554-8300 for other problems unrelated to maintenance. If you have alcohol at your event, you will have a deputy onsite to assist you.

After-hours cell numbers of staff will be provided to you at the time the permit is issued. Note that calling staff out after hours may result in additional fees.

### **What sort of inspections must be done?**

1. Fire, Life and Safety inspections
2. Health inspections
3. Permit inspections
4. Liquor Compliance inspections

### **Who performs these inspections?**

Some of the departments and/or agencies that may inspect your event include the Town's Zoning Compliance & Building Official, Town Clerk, Camp Verde Marshal's Office, Public Works Department, Parks & Recreation Department, Yavapai County Health Services Department, Arizona Department of Liquor, and the Camp Verde Fire District. In addition, the Town requires a copy of the most recent certified **inspection(s) certificates for activities such as carnival and amusement rides.**

### **The Step-by-Step Permitting Process**

1. It is recommended that you call the Clerk's Office at 554-0024 to schedule a Planning Meeting approximately 90 days prior to your event. Let the Clerk know what type of event you wish to hold and where you would like to hold it. This will provide staff with the opportunity to determine who should attend the Planning Meeting.
  - a. This is an informal meeting where you will be given the opportunity to present your idea and/or plan and where staff can determine the initial steps you will need to take.
  - b. Gather all your information and put your questions down on paper to discuss during the Planning Meeting. Various staff members may attend the meeting to get a clear understanding of your proposal and to explain what needs to be done.
  - c. If your event is to be held on Town property, you should reserve the facility at this time with the Parks and Recreation Department at 554-0828. Exhibit I.
2. Complete your application packet and submit the documentation to the Clerk's Office at 473 S. Main, Ste. 102 as soon as possible. Don't forget to submit your applications to the Fire District. Fees and deposits will be collected prior to the issuance of a Special Event Permit. Note: incomplete packets will be returned. The following items are offered as an explanation as to what might be required for various events. (You will be informed of your specific requirements during the initial Planning Meeting.)
  - a. If you need to close a public thoroughfare, such as you would do in a neighborhood block party, request a Street Closure Permit from Public Works at 385 S. Main, telephone number 554-0820.

- b. If you plan to sell alcohol, submit a separate Liquor License application to the Clerk's Office, including the appropriate site map where alcohol will be confined, at least 60 days before your event. This requires Council approval, so plan to attend a Council meeting to answer questions. Council meetings are held on the first and third Wednesdays of each month at 6:30 p.m. at 473 S. Main, Ste. 106. Liquor License application fees are due at the time of submission of your application.

After receiving Council approval, submit your Liquor License application to the State Department of Liquor Licenses and Control. Sample forms are included as an exhibit in this Handbook. Note: you must include a **completed copy of your liquor license with state approval** PRIOR to receiving your special event permit. Thus, it is imperative that you DO NOT wait too long to begin the liquor permitting process.

3. The Clerk's Office will review your application packet with you to determine if it is complete. After review, the application will be forwarded to the appropriate departments and the Camp Verde Fire District for review and comment.
4. The reviewing departments will make comments, note requirements, and calculate fees. Upon completion, each department will forward their information to the Clerk's Office. This process may take up to eight (8) working days, excluding holidays.
5. Upon receipt of Department Review, the Clerk's Office will tabulate the fees, note additional requirements and contact you that your permit is approved contingent upon payment of fees and deposits, and the completing of the agreement. In some cases, fees may be waived. Be sure to bring proper documentation to the Planning Meeting if you plan to request a fee waiver. This document will then become part of your contract with the Town. Note: Deposit fees and insurance are NEVER waived.
6. You will receive your permit after you submit your signed contract, all required documents, and pay your fees and deposits. You should then follow the remaining steps of the Event Planning Checklist to ensure that you have a successful event.

## SUMMARY

Planning is an essential element of a successful event. Though staff is here to serve, be aware that there is a process to complete that cannot be rushed or disregarded *even if it means that your event will have to be cancelled or postponed.*

**Event Planning Checklist  
(Recommended Timeline)**

**90 Days prior to your Event:**

- Contact Clerk's Office at 554-0024 to schedule a Planning Meeting. Describe the proposed event fully so that the staff will know which departments to contact to attend the meeting.
- Check the availability of Town facilities that you might need to use for your event. Call 554-0828 to tentatively reserve facilities for your event.

**60 – 80 Days prior to your Event:**

- After the Planning Meeting, submit your completed Special Event Permit application packet.
- Request a Street Closure Permit from the Marshal's Office if you plan to close streets, sidewalks, or other Town Rights-of-way. Marshal's Office must approve street closure. Public Works will review Traffic and Safety Plan. Submit this permit with your application.

**60 Days prior to your Event:**

- Submit a complete and detailed Liquor License Application with accompanying fees to the Clerk's Office to place on the next available Council agenda.
- It is recommended that you attend the Council meeting to answer questions.

**45 Days prior to your Event:**

- Submit your application for permit to the Camp Verde Fire District.
- Submit Health Department Event Coordinator form to the Yavapai County Health Department. A sample form is included in the Handbook.
- Advise your vendor(s) that they must submit an application for a Special Event Vendor License and fees to the Clerk's Office no later than 10 working days prior to the event.

**30 Days prior to your Event:**

- Submit your deposits and fees to the Clerk's Office.

**10 Working Days prior to your Event:**

- Submit your Certificate(s) of Insurance to the Clerk's Office.

- Submit a legible, computer-generated list of participating vendors to the Clerk's Office. The list shall include Name of Business, Name of Owner, Address, Telephone number, and Special Event Vendor License Number.
- If you plan to sell alcohol at your event, you must submit a legible or computer-generated list of your Server's names to the Clerk's Office. The list shall include the names, addresses, and telephone numbers of the qualified servers who have received alcohol training. You must have at least one qualified server on each shift.
- Submit a legible or computer-generated list of driver(s) that will be available to provide transportation for those patrons who have consumed alcohol and are unable to drive. The list shall include name, address, and telephone number. Drivers shall also provide proof of insurance.
- Submit Certificate(s) of Insurances from your participating vendor(s). The Town of Camp Verde participates in the TULIP program that offers easy access and lower insurance rates to users. See Exhibit L in this packet.
- The Special Event Permit will be issued upon receipt of all required documents and payment of fees.*

**1 Day prior to your Event (Set-up Day):**

- Notify the Clerk's Office of the set-up completion time to schedule a Final Inspection. All vendors must have their Special Event Vendor License and Health Permits CLEARLY displayed. The Clerk's Office will provide you with staff contact numbers for after-hours needs at that time. Note: **If your event is held on a weekend, the event set-up must be ready for inspection before the close of business on Thursday before the event.** If not, you may be invoiced for overtime payment for Town staff.

**15 Working Days after your Event:**

- Submit your Final Participating Vendor Report to the Clerk's Office. NOTE: Failure to submit this report shall result in the denial of future Special Event permits.
- Submit your Final Participating Vendor Report to the Arizona Department of Revenue.

**INSURANCE REQUIREMENTS**  
**(For Events Held on or in Town-owned Property and/or Facilities)**

You must provide a Certificate of Insurance (COI) FROM AN INSURANCE COMPANY WITH AN A.M. BEST RATING OF A OR GREATER for General Liability Insurance of at least \$1,000,000 per occurrence and \$1,000,000 aggregate for claims for bodily injury, death, and property damage *if your event is held on or in town-owned property and/or facilities*. The COI MUST name the Town of Camp Verde as Additional Insured. A Master (Blanket) Insurance Policy for the sponsor of a special event that allows a certain number of named vendors to be covered on said policy is acceptable under the same terms and conditions as defined.

If liquor is to be sold and/or consumed at the event, an **additional \$1,000,000 liquor liability policy** is also required, again naming the Town of Camp Verde as Additional Insured.

With respect to one Master Policy, the following information must be included on the Certificate of Insurance:

1. The sponsor's name and each vendor named on the policy for the event.
2. Insurance company name (underwriters must be rated "A" or better by A.M. BEST Rating Center)
3. The Town of Camp Verde shall be named as 'Additional Insured'
4. The COI must be signed/stamped by the insurance company in the box labeled, "Authorized Representative".

If not listed in a Master Insurance Policy, all food and craft vendors participating in your event must also provide a COI for General Liability Insurance of at least \$1,000,000 per occurrence and \$1,000,000 aggregate for claims for bodily injury, death, and property damage. For all *food and craft vendors* participating in your events, the box labeled '**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS**' **should have the following verbiage:**

1. *The Town of Camp Verde is listed (or named) as additionally insured. There may be variations to the above verbiage. For Example: The Town of Camp Verde is listed (or named) as additionally insured with respect to the general liability.*
2. The insurance companies and vendors will be encouraged to include the following verbiage: "for all activities on Town Premises" rather than the *specific event (i.e. Fort Verde Days)*.

*In summary, as long as everything else is satisfactory on the COI's, the Town will accept the COI's with either the specific event or with the verbiage for all activities on Town Premises.*

Certificates of Insurance must be submitted to the Clerk's Office at least **10 working days** prior to the opening date of your event. Failure to submit the certificates shall result in the immediate revocation of your permit. Certificates of Insurance must specifically name the Town of Camp Verde, 473 S. Main Street, Camp Verde, Arizona 86322, as additional insured and must also include the name and date(s) of your event. **Certificates without this information will not be accepted.**

**Insurance is also available through the Tenant User Liability Insurance Program (TULIP).** See Exhibit L.

**Alcoholic Beverages**

Sales of alcohol within the Town limits requires a permit/license from both the State of Arizona and the Town of Camp Verde. In addition, Town Code, Section 11-1-6 permits the sale and/or

consumption of alcoholic beverages **on Town property, Council shall determine and approve all events at which beer and wine is to be sold.**

If you plan to sell alcoholic beverages within the Town limits, you must submit a Special Event Liquor License application from the Arizona Department of Liquor & Control, including the appropriate site map where alcohol will be confined, to the Clerk's Office. The Council **MUST** approve this application in a duly convened Council meeting. You can obtain the license application at [www.azliquor.gov](http://www.azliquor.gov) or call (602) 542-5141. See Exhibit N

Sixty days prior to your event, submit the completed Special Event Liquor License application and payment of the fees to the Clerk's Office at 473 S. Main, Ste. 102, Camp Verde, AZ 86322. You must also submit a copy of the application to the Camp Verde Fire Department located at 26 W. Salt Mine Road. You will be notified of the Council meeting date at the time you submit your completed application to the Clerk's Office.

Though attendance at the Council meeting is not mandatory, it is recommended in the event that Council members have questions. Council meetings are held on the first and third Wednesdays of each month at 6:30 p.m.

If your liquor license application is approved, remember that you must also obtain additional liquor liability insurance if your event is held on **Town-owned property or facilities**. You will also be required to submit your security plan to the Camp Verde Marshal's Office (CVMO) for review to determine the number of deputies that will be assigned to your event. The three events in which the Town will not invoice the promoter for CVMO deputy time and employee-related costs are **Fort Verde Days, Crowdad Festival, and the Pecan, Wine, and Antique Festival**. All other events that require the presence of deputies due to the sale and/or consumption of ALCOHOL must pay for the employee time and related costs.

### **Mandatory Stipulations for the Sale and/or Consumption of Alcoholic Beverages on or in Town-owned Property and/or Facilities**

#### **Summary:**

1. All alcohol sales and consumption will be in a confined area designated by the Town and approved in your Liquor License Application Site Plan.
2. Beer gardens must be enclosed by an approved barrier.
3. Entrances and exits must be clearly marked.
4. Entrances and exits must be staffed with security personnel at all times as outlined in your approved Security Plan.
5. Only those age 21 or over are allowed in the beer garden.
6. All permits must be prominently displayed.
7. You must have at least two (2) servers per shift
  - a. You must provide a list of server's names to the Clerk's Office and proof of training.
  - b. At least one server per shift must have training from the Arizona Department of Liquor Licenses and Control. You must provide copies of their certificates to the Clerk's Office.
8. You must provide a list of names and contact numbers for your security personnel.
9. You must prohibit servers, security personnel, and event workers from consuming alcohol while working.
10. You may not permit more than two (2) alcoholic drinks per purchase per person.

11. You must provide safe transportation options and present the plan and names to the Clerk's Office.
12. You must require a photo I.D. from all purchasers.
13. "Last Call" promotions are strictly prohibited.

Note: If infractions occur, CVMO Deputies have authority to demand immediate correction and/or to shut down the event, and to recommend revocation of your privileges to hold future events.

### **Site Maps**

All applications **MUST** include both a Site Map with your Special Event Application **AND** with your Special Event Liquor License application. The maps should define the event area and include, at minimum, the following information:

For Town-property events:

1. Location of all tents and temporary structures that will be erected. (i.e. beer garden, inflatable items, small carnival games, etc.) Note: the Beer Garden must be set up in the Town Hall Parking Lot.
2. Location of utility services
3. Location of all vendors
4. Location of all dumpsters and trash receptacles
5. Location and layout of tables, chairs, picnic tables, etc.
6. Location of stages
7. Entrances and exits

For All events in which alcohol is sold and/or consumed:

8. Location of the area(s) in which alcohol will be sold and/or consumed
9. Location of individual wine vendors may be listed by number **IF** a legend is included that lists the wine vendor name and the corresponding number.

### **Special Event Vendor License**

You and your vendors are required to have a Special Event Vendor License. If you or your vendors have a current business license on file, there will be no charge for a Special Event Vendor license. See Exhibit C.

Each participating vendor must submit an application with original signatures and associated fees to the **Clerk's Office**. In addition, the certificate must be prominently displayed throughout the event. Prior to the opening of your event, Town staff will make an on-site inspection. Any vendor who does not have a Special Event Permit on display in a conspicuous place will not be allowed to open their booth.

### **STATE TPT NUMBER AND SALES TAX**

All vendors who sell taxable items at your event are required to collect and pay applicable sales tax. It is your responsibility to provide a list of vendors to the Arizona Department of Revenue and the Clerk's Office within five (5) days following your event. The list shall include the vendor's name, business name, mailing address, and telephone number.

**Note: Failure to file required reports shall result in the denial of future permits.**

Contact Information:

Arizona Department of Revenue  
License Compliance Officer  
Phone: 480-545-3534  
Fax: 480-545-3596

Town of Camp Verde  
Clerk's Office  
473 S. Main St., Ste. 102  
Phone: 928-554-0024  
Fax: 928-567-9061

**STREET CLOSURE/BARRICADE**

Proper barricades and signage are required if your event will close streets or a public right-of-way (ROW). At least 90 days prior to your event, you must submit an application with a detailed Traffic Control Plan to the Public Works Street Division indicating where barricades and signs will be placed. Street and ROW closings will be reviewed, evaluated, and approved on a case-by-case basis to determine the need for barricades.

The applicant will be responsible for the placement and removal of all barricades and signage before and following your event. Your event could require a licensed barricade company to perform these duties. If so, the contractor must submit a traffic control plan to the Public Works Street Division that is in compliance with the Manual of Uniform Traffic Control Devices and evidence of insurance. The Town of Camp Verde Public Works Department will review the applicant's traffic control plan to ensure compliance with the Manual of Uniform Traffic Control Devices.

The Town of Camp Verde may also require you to notify businesses and/or residents that might be affected by the closure, as well as a requirement to issue a press release and camera-ready site map to all media at least two weeks before your event. You will also be required to notify the Camp Verde Fire Department, Camp Verde Marshal's Office, and Camp Verde School Transportation Department.

**Required Forms**

Certificate of Insurance  
Public Works Street Division Traffic and Safety Permit

**Important Contact Information**

Public Works Department  
395 S. Main Street · 928-554-0823

Camp Verde Fire Department  
Fire and Life Safety  
26 W. Salt Mine Road · 928-567-9401

Camp Verde Marshal's Office  
646 S. First Street · 928-554-8304

Building Department  
473 S Main, Suite 102 · 928-554-0061

Camp Verde School Bus Barn  
Transportation Supervisor  
928-274-0013

## CLEAN-UP PLAN

You must submit a Clean-up Plan for events held on Town property with your event application. The Plan must include at minimum, the following information:

1. A Site Map of the event area showing the types and locations of dumpsters, individual trash receptacles, and recycle containers. (The Town requires the use of recycle containers at all events held on Town property.)
2. The names and contact information of individuals and/or groups who will provide cleaning services both during and after an event.

Remember, YOU are the person who is responsible for prompt cleaning of Town property, restrooms, parking lots, streets, rights-of-way, sidewalks, etc. during and after your event. If you fail to clean adequately or cause damage to the Town's property or facilities, your deposit will be forfeited. You will be invoiced for any costs related to clean and/or repair damaged property over the deposit, and your insurance company will be contacted.

NOTE: The Town's dumpsters are not available for your use. You will need to provide adequate dumpsters and/or waste receptacles. If you use Town dumpsters, disposal fees will be deducted from your deposit.

### Waste Contractors that service our area:

North American Waste 928-567-0250	Waste Management 800-762-9708	Taylor Waste 928-649-2662
Arid Waste 928-567-0213	SWS 928-634-6275	Taylor & Sons Hauling 928-649-8335
Patriot Disposal 928-775-9000		

## SECURITY

It is your responsibility to provide adequate security for your event. The type and location of the event, presence of alcoholic beverages, crowd size, and other factors determine the amount and type of security that you are required to have. If your event is held on Town property and it includes the sale and consumption of alcohol, CVMO officers must be present DURING THE HOURS THAT ALCOHOL IS SERVED. CVMO will review your application and determine the number of officers that are required. The Town will provide CVMO Officers at no cost to the promoter for the following events co-sponsored by the Town.

All other events that are held within the Town limits and that sell and/or consume alcohol require off-duty officers or a Security Plan that has been approved by the Marshal. The promoter must pay the fees for the off-duty officers at least 30 days IN ADVANCE OF your event. **Off-duty officer fees are \$50.00 per hour, with a minimum of two officers per event. THESE FEES CANNOT BE WAIVED FOR EVENTS HELD OFF TOWN-OWNED PROPERTIES.**

**NOTE: CVMO deputies are authorized to issue citations, cease and desist orders, and to order a vendor or an event to close.**

## **HEALTH DEPARTMENT PERMITS**

If you plan to sell food or drinks or to have food vendors that sell food or drinks, you are required to submit an Event Coordinator form to the *Yavapai County Health Department* at least **45 days before your event**. The County also requires a vendor list and site map. Each vendor must have a food handler's certificate prominently displayed if they sell food or drinks. Yavapai County Health Department usually conducts on-site inspections of food booths prior to and during events.

Contact the Yavapai County Health Department at 928-639-8138 for further information, instructions, or questions.

## **FIRE & LIFE SAFETY REQUIREMENTS**

You are required to follow the Camp Verde Fire District's (CVFD) "Fire Safety Standards". See Exhibit M. It is your responsibility to contact the CVFD to discuss your event, ASSOCIATED FEES, and set times for inspections. CVFD will inspect all structures, including but not limited to tents, overhangs, barriers, amusement rides, circus tents for fire safety and life safety compliance. The Town's Building Department and/or CVFD Inspector will inspect electrical connections and compliance with building and safety codes. Contact CVFD Inspector at 928-567-9401 for further information, instructions, or questions.

*NOTE: THE TOWN OF CAMP VERDE DOES NOT HAVE THE AUTHORITY TO WAIVE OUTSIDE AGENCY FEES.*

## **TENTS, TEMPORARY STRUCTURES, AMUSEMENT RIDES, AND VEHICLE USE ON PARKLANDS**

Tents, canopies, temporary structures, amusement rides, etc. must meet the requirements of the Fire Safety Standards and Life Safety Standards as provided by the Camp Verde Fire District (CVFD). A CVFD Inspector will inspect each structure for compliance. See Exhibit M.

Some notable requirements include, but are not limited to

- fire extinguishers
- the site must provide for emergency access at all times
- the site must provide for reasonable and safe distance between vendor booths
- electrical lines must meet safety requirements and be placed in a fashion that the public and/or workers cannot be harmed
- all amusement rides, including 'blow-up' structures must be inspected for life safety and fire safety compliance
  - In addition to a Certificate of Insurance, amusement ride vendors must provide the CVFD and the Town of Camp Verde with their most current Certificate of Mechanical Inspection for all rides. Failure to provide the certificate(s) will preclude the vendor from opening or operating amusement rides during your event.

Use of vehicles and ground stakes on parkland is strongly discouraged. However, if you must use a vehicle and/or stakes contact the Parks & Recreation Maintenance Division at 554-0828 to schedule an appointment to have sprinkler heads and underground lines marked. If VEHICLES,

ground stakes, SAND, OR ANY OTHER MATERIAL, APPARATUS, MECHANICAL OR ANIMAL are used THAT RESULTS IN DAMAGE TO THE GRASS, you must repair the ground and replace the grass during the clean-up of your event. NOTE: damage that occurs due to your use or your participating vendor's use is your responsibility and you will be invoiced for damages that exceed your deposit and your insurance company contacted.

**APPLICATION**

**&**

**AGREEMENT**

**TOWN OF CAMP VERDE  
SPECIAL EVENT PERMIT APPLICATION**

**General Information**

Sponsoring Organization \_\_\_\_\_

Contact Person(s) (Responsible Party) \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Event Name: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Day 1 Start Time: \_\_\_\_\_ AM/PM End Time: \_\_\_\_\_ AM/PM

Day 2 Start Time: \_\_\_\_\_ AM/PM End Time: \_\_\_\_\_ AM/PM

Day 3 Start Time: \_\_\_\_\_ AM/PM End Time: \_\_\_\_\_ AM/PM

Set-up Date: \_\_\_\_\_

Start Time: \_\_\_\_\_ AM/PM

Time set for final inspection: \_\_\_\_\_ AM/PM

Note: if event is held on Town property and you plan a weekend event, you must be ready for the final inspection prior to close of business on the Thursday before your event.

**EVENT DESCRIPTION**

Provide a detailed description of your event (attach additional sheets of paper if needed):

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Event Location(s) (list all facilities to be used including parking lots, buildings, streets, parks, etc): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_

Admission Charge Amount: \_\_\_\_\_

Describe type of entertainment that will perform at your event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe type of equipment to be used (i.e. tents, sound equipment, amplifiers, stages, arenas, etc.):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will you have food and beverage vendors?  Yes  No

Will you have craft vendors?  Yes  No

Will you need Town utility connections?  Yes  No

If yes, describe: \_\_\_\_\_  
\_\_\_\_\_

Will alcohol be served at this event?  Yes  No

\*Note: alcohol sales and consumption on Town-owned facilities is allowed at three (3) specific events – Fort Verde Days, Crawdad Festive, and the Pecan, Wine & Antique Festival.

Will you require street closure?  Yes  No

If yes, describe: \_\_\_\_\_  
\_\_\_\_\_

**SPONSORS**

Is your organization a non-profit or civic organization?  Yes  No

If yes, describe: \_\_\_\_\_  
\_\_\_\_\_

If non-profit, provide proof of your non-profit status (i.e. 501(c) 3 number): \_\_\_\_\_  
\_\_\_\_\_

Describe how your event will benefit the community and/or your organization's mission:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Your Checklist**

**Have you included all of your paperwork with your application?**

- |   |  |
|---|--|
| <input type="checkbox"/> Special Event Application  | <input type="checkbox"/> Event Agreement                       |
| <input type="checkbox"/> Site Map                   | <input type="checkbox"/> Street Closure Application            |
| <input type="checkbox"/> Certificates of Insurance  | <input type="checkbox"/> Certificates of Mechanical Inspection |
| <input type="checkbox"/> Liquor License Application | <input type="checkbox"/> Clean-up Plan                         |
| <input type="checkbox"/> CVFD Special Event Permit  | <input type="checkbox"/> Banner Application                    |
| <input type="checkbox"/> Deposit(s)                 | <input type="checkbox"/> Health Department Certificates        |
| <input type="checkbox"/> <b>Miscellaneous</b>       |  |

TOWN OF CAMP VERDE  
NOTIFICATION OF EVENT TO BE HELD IN TOWN LIMITS

**General Information**

Sponsoring Organization \_\_\_\_\_

Contact Person(s) (Responsible Party) \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Event Name: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Day 1 Start Time: \_\_\_\_\_ AM/PM End Time: \_\_\_\_\_ AM/PM

Day 2 Start Time: \_\_\_\_\_ AM/PM End Time: \_\_\_\_\_ AM/PM

Day 3 Start Time: \_\_\_\_\_ AM/PM End Time: \_\_\_\_\_ AM/PM

Set-up Date: \_\_\_\_\_

Start Time: \_\_\_\_\_ AM/PM

Time set for final inspection: \_\_\_\_\_ AM/PM

Note: if event is held on Town property and you plan a weekend event, you must be ready for the final inspection prior to close of business on the Thursday before your event.

**EVENT DESCRIPTION**

Provide a detailed description of your event (attach additional sheets of paper if needed):

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Event Location(s) (list all facilities to be used including parking lots, buildings, streets, parks, etc): \_\_\_\_\_

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Anticipated Attendance: \_\_\_\_\_

Admission Charge Amount: \_\_\_\_\_

Describe type of entertainment that will perform at your event: \_\_\_\_\_

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Describe type of equipment to be used (i.e. tents, sound equipment, amplifiers, stages, arenas, etc.):

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Will you have food and beverage vendors?  Yes  No

Will you have craft vendors?  Yes  No

Will you need Town utility connections?  Yes  No

If yes, describe: \_\_\_\_\_

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Will alcohol be served at this event?  Yes  No

\*Note: alcohol sales and consumption on Town-owned facilities is allowed at three (3) specific events – Fort Verde Days, Crowdad Festive, and the Pecan, Wine & Antique Festival.

Will you require street closure?  Yes  No

If yes, describe: \_\_\_\_\_

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**SPONSORS**

Is your organization a non-profit or civic organization?  Yes  No

If yes, describe: \_\_\_\_\_

If non-profit, provide proof of your non-profit status (i.e. 501(c) 3 number): \_\_\_\_\_

Describe how your event will benefit the community and/or your organization's mission:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Your Checklist**

**Have you included all of your paperwork with your Notification of Event Form?**

- |   |  |
|---|--|
| <input type="checkbox"/> Notification of Event      | <input type="checkbox"/> Event Agreement                       |
| <input type="checkbox"/> Site Map                   | <input type="checkbox"/> Street Closure Application            |
| <input type="checkbox"/> Certificates of Insurance  | <input type="checkbox"/> Certificates of Mechanical Inspection |
| <input type="checkbox"/> Liquor License Application | <input type="checkbox"/> Clean-up Plan                         |
| <input type="checkbox"/> CVFD Special Event Permit  | <input type="checkbox"/> Banner Application                    |
| <input type="checkbox"/> Deposit(s)                 | <input type="checkbox"/> Health Department Certificates        |
| <input type="checkbox"/> <b>Miscellaneous</b>       |  |

**AGREEMENT FOR EVENT SERVICES**

PARTIES: The TOWN OF CAMP VERDE, a municipal body (hereinafter referred to as "the Town"); and \_\_\_\_\_ with a business address \_\_\_\_\_ as an independent PROMOTER (hereinafter referred to as "PROMOTER").

**AGREEMENT**

**I**

The Town desires to permit the PROMOTER to use Town property, and PROMOTER desires to provide services to the Town in the form of a Special Event in his/her capacity as an independent contractor, upon the terms and conditions set forth in this Agreement and the Special Events Permit Handbook.

**II**

PROMOTER shall provide those services set forth herein and under the following terms and conditions included herein.

**III**

The term of the Agreement shall commence on \_\_\_\_\_ and shall continue for \_\_\_\_\_ hours/days unless earlier terminated by either party. The TOWN may terminate this Agreement with or without cause immediately upon giving verbal and/or written notice to the PROMOTER. If this Agreement is terminated, the TOWN shall have no further obligation to the PROMOTER.

**IV**

The TOWN agrees to allow the PROMOTER reasonable access to Town facilities during the \_\_\_\_\_ Event for a fee in the amount of \$ \_\_\_\_\_.

**V**

For all purposes under the terms of this Contract, PROMOTER shall be an independent contractor, and not an employee of the TOWN. The TOWN shall provide no employee benefits, including but not limited to Worker's Compensation coverage, regularly afforded to staff, administrative or professional employees. PROMOTER shall provide whatever employees, tools, equipment, vehicles, and supplies PROMOTER may determine to be necessary in performance of services hereunder.

**VI**

The conduct and control of work under this Contract lies solely with PROMOTER and the TOWN is interested only in the healthy, safety, and welfare of the public who will attend the Event

**VII**

PROMOTER shall provide a written report summarizing the results of the Event to include a Participating Vendor List and a written description of the outcome of the event, (i.e. number in estimated attendance and impact on local merchants. The report shall also contain information as to unanticipated problems, calls for assistance, and citations written.

**VIII**

All reports and other work products produced by PROMOTER, as a part of the services rendered under this agreement shall be provided to and be the sole property of the TOWN. The Town may use this information to determine support for future events.

**IX**

The PROMOTER agrees to abide by all rules, regulations, recommendations, and stipulations outlined in the Camp Verde Town Code and the Special Event Permit Handbook.

**X**

The PROMOTER agrees to accept full responsibility for actions of their Participating Vendors and hold the Town harmless.

**XI**

The parties agree that should damage occur during the event, the PROMOTER shall forfeit the deposit and contact their insurance company for payment to the Town.

IN WITNESS HEREOF, the parties have executed this Agreement on the respective date under each signature.

TOWN OF CAMP VERDE

\_\_\_\_\_  
Town Manager

\_\_\_\_\_  
Promoter

ATTEST:

\_\_\_\_\_  
Deborah Barber, Town Clerk

\_\_\_\_\_  
Date

**This section will be completed by Town staff and included as part of your completed Special Event Permit/Agreement package.**

**Parks & Recreation**  
Comments:

**Fee amount:** \_\_\_\_\_

**Public Works Streets Division**  
Comments:

**Fee amount:** \_\_\_\_\_

**Maintenance Department**  
Comments:

**Fee amount:** \_\_\_\_\_

**Marshal's Office**  
Comments:

**Fee amount:** \_\_\_\_\_

**Finance Department**  
Comments:

**Fee amount:** \_\_\_\_\_

**Planning & Zoning Department**  
Comments:

**Fee amount:** \_\_\_\_\_

**Building Department**  
Comments:

**Fee amount:** \_\_\_\_\_

**Risk Management**  
Comments:

**Fee amount:** \_\_\_\_\_

**Mayor & Council**  
Comments:

**Fee amount:** \_\_\_\_\_

**Camp Verde Fire Department**  
**Comments:**

**Fee amount:** \_\_\_\_\_

**Clerk's Office**  
**Comments:**

**Fee amount:** \_\_\_\_\_

**Comment Summary:**

**Total Amount Due:** \_\_\_\_\_

Event Promoter Certificate of Insurance      Date: \_\_\_\_\_

Vendor Certificate of Insurance (attach separate sheet)      Date: \_\_\_\_\_

Council Approval for Alcohol      Date: \_\_\_\_\_

Fees:

    Deposit      Date/Amount: \_\_\_\_\_

    Event Fees      Date/Amount: \_\_\_\_\_

    Security Personnel Fees      Date/Amount: \_\_\_\_\_

    Camp Verde Fire District Fees      Date/Amount: \_\_\_\_\_

    Special Event Vendor License      Date/Amount: \_\_\_\_\_

    Event Fees      Date/Amount: \_\_\_\_\_

    Misc. Fees      Date/Amount: \_\_\_\_\_

Vendor List      Date: \_\_\_\_\_

Final Inspection      Date: \_\_\_\_\_

Permit Issued      Date: \_\_\_\_\_

Permit Denied      Date: \_\_\_\_\_

Vendor Report Received      Date: \_\_\_\_\_

Deposit Returned      Date/Amount: \_\_\_\_\_

# Final Report Form – Special Event

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Promoters who have conducted events and received waivers of fees and/or in-kind contribution of Town Staff time or equipment must complete and submit this report to the Town Clerk within 15 working days following the end of the Special Event. Failure to submit report(s) shall result in denial of future Special Event Permits.

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Organization: \_\_\_\_\_ Submitted by: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email \_\_\_\_\_

Address: \_\_\_\_\_ Date: \_\_\_\_\_

Event Title: \_\_\_\_\_

Estimated Number of Participating Vendors \_\_\_\_\_

Estimated benefit to Camp Verde's economy (i.e. impact on local merchants – restaurants, motels, retail stores, etc.) \_\_\_\_\_

1) Describe how your event did or did not meet your organization's objectives:

2) Describe your successes/weaknesses.

3) Describe the changes that you would make to improve your program.

4) Describe how the Town of Camp Verde could better assist you with future events.

By signing below, I acknowledge that the information contained herein and attached to this report is true and correct to the best of my knowledge.

\_\_\_\_\_  
Authorized Signature for the Promoter

\_\_\_\_\_  
Date

**DISTRIBUTED TO COUNCIL ON:**

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## **EXHIBITS**

Exhibit A – Special Event Fees & Deposits

Exhibit B – Definitions

Exhibit C – Special Event Vendor License

Exhibit D – Site Map for Soccer Field

Exhibit E – Site Map for Community Center

Exhibit F – Site Map for Town Hall Parking Area

Exhibit G – Blank Site Map

Exhibit H – Public Works – Street Division Traffic & Safety Application

Exhibit I - Facility User Request

Exhibit J – Banner Pole Policies, Procedures and Application

Exhibit K – Camp Verde Town Code, Chapter 9 Business Regulations

Exhibit L – Tenant User Liability Insurance Program (TULIP) User Guide

Exhibit M – Camp Verde Fire Department Special Event Permit Application and Handbook.

Exhibit N – Sample Series 15 Special Event Liquor License Application

Exhibit O – Sample Yavapai County Community Health Services Guidelines