

Special Event Permit Application Packet

Pinal County

Pinal County is home to many special events each year. Special Events are a great way to build community togetherness, create a unique atmosphere and provide activities for all ages.

This document will help guide you through the special event application and planning process so your special event will be fun, safe and successful.



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Frequently Asked Questions

Special Event Permit information can be located at <http://pinalcountyaz.gov/Departments/PlanningDevelopment/Pages/Home.aspx>

Does my event require a Special Event Permit?

You will need to apply for a Special Event Permit if the public is invited, whether held on public or private property, with or without an admittance fee, and meets any of the following criteria:

1. Differs from the normal usual purpose, or approved use, of the property where the activity is held, and requires approval of two or more County departments by permits or inspections; or
2. Requires approval of three or more County departments by permits or inspections.

(Special event examples may include, but are not limited to, a concert, fireworks exhibition, parade, race, rodeo, and tent revival meeting)

What is the application deadline?

Because successful special events require extensive coordination of County services, we need to have your application submitted to the County well in advance of your event date. Applications for small special events need to be received no later than 60 days prior to the date of the event. Large Special Events will require 120 days prior to the date of the event.

Large Special Events will be scheduled on the Board of Supervisors agenda when all logistics of the event are completed. The applicant shall be notified as soon as the item has been scheduled on the Board of Supervisors agenda.

The Board of Supervisors agenda can be viewed at <http://pinalcountyaz.gov/Departments/BoardofSupervisors/Pages/Schedule.aspx>

How much does a Special Event Permit cost?

The Special Event Permit Application fee varies on the size of participants attending (possibly additional fees for County departments if services are required):

- Special Event Permit Application Fee -
 - Small Special Event (0-999) - \$10
 - Medium Special Event (1,000-74,999) - \$100
 - Large Special Event (75,000) - \$150 daily

What is the approval process?

After you submit a completed application to the County, it will be routed to each of the affected departments for review. You may be required to meet with the Special Event Committee to address any specific questions. After you have submitted your application, you will want to work closely with the designated Special Event Coordinator to ensure your event has all the services it will need to obtain a Special Event Permit. Next comes the fun part-enjoying your special event with the rest of the community!

Event Logistics

County Facility/Park Reservations

Subject to availability, a County park or recreation area may be available for your event. County facilities are subject to associated rental or reservation fees. A Special Event Permit will not be required for events located at a County Park or the County Fairgrounds. You can contact the Pinal County Parks, Recreation and Fairgrounds at 520-866-7652.

Pinal County Street/Sidewalk Closures

If your event requires the closing of a street, sidewalk, or other right-of-way, you will need to obtain a Right of Way Permit. This process may take up to 2 weeks to complete, so please plan accordingly.

Please fill out the permit application and submit it with your Special Event Application. You can find the permit application at Pinal County Public Works website at:

<http://pinalcountyz.gov/Departments/PublicWorks/Pages/Documents.aspx>

Dust Control

If any event is going to use unstabilized or dirt parking areas, entrances, roadways or any other unstabilized surface Pinal County Air Quality will at a minimum require reasonable precautions to prevent dust. A Special Event Checklist will be completed with the Special Event Permit application.

Vendors, Spirits, and Food

Serving Alcoholic Beverages

If you plan to sell alcoholic beverages at your event, you will need to contact the Pinal County Board of Supervisors for additional information at 520-866-6220.

For more information on liquor licenses to sell alcohol you may visit the Arizona Department of Liquor License and Control website at:

<http://www.azliquor.gov/licensing/>

If you plan to serve or sell alcoholic beverages, you will be required to provide liquor liability insurance (see insurance requirements).

Food Vendor Inspections

Should you have food vendors involved with your event, their booth will need to be inspected by the Pinal County Environmental Health Services. You will need to submit a Temporary Event Information Form. You can find the form on-line at:

<http://pinalcountyz.gov/Departments/EnvironmentalHealth/Pages/Documents.aspx>

Additionally, EACH food vendor will need to pay Pinal County's food booth inspection fee of \$25 and fill out a Temporary Event Food Booth application which can also be found on the Environmental Health Website.

You should collect all forms and payments from each food vendor and submit all information in a single packet to Pinal County. **Temporary Event Food Booth applications and fees must be submitted to Pinal County Environmental Health Services at least 2 weeks prior to the date of your event.** For further details, please contact Pinal County Environmental Health at 520-866-6807.

Public Safety Requirements

Security Plan

Contact the Pinal County Sheriff's Office to determine if a duty officer will be required for the event. Leave your name, phone number and the area the

event will take place and your call will be returned within 48 hours 520-866-6800.

Emergency Medical Services Plan

You may be required to provide additional Emergency Medical Services depending on the circumstances of the event. If you are required to provide Emergency Medical Services you will need to contact the Public Health Special Events Coordinator at 520-866-7319.

Special Event Emergency Contingency Plan

A Special Event Emergency Contingency Plan will be required for 500 or more participants attending the event daily.

Throughout the county, at any given time of the year, there are many large and small events (e.g., festivals, concerts, fairs, parades, sporting event, etc.) that gather or have the potential to gather large crowds. Under normal conditions, these events go on with few or no problems. However, when threatened by natural or man-made emergencies or disasters, people expect elected or appointed leaders to take immediate action to deal with the problem. According to the Stafford Act, each jurisdiction is legally responsible for ensuring that necessary and appropriate actions are taken to protect people and property from the consequences of emergencies and disasters.

Planning any event is difficult. Planning for the potential risks and hazards associated with an event is even more difficult, but essential to an event's success. Having a Special Event Emergency Contingency Plan in place prior to the event will assist the emergency response agencies to prepare and coordinate resources to manage the emergency or disaster. It also defines roles and responsibilities in advance and creates ownership of potential problems for the event organizers and the emergency response agencies.

Site Plan

Providing a detailed site plan is crucial for the County to evaluate the needs of your event, determine where certain services are to be located, and plan for emergencies that may come up. Your site plan should include the criteria outlined in Section XI of the Special Event Application.

Restroom, Trash, & Shower Requirements

Restroom Facility Requirements

Based on anticipated event attendance, adequate toilet facilities are required by the State Health Department. If the event venue is not already plumbed with adequate restroom facilities you will be required to provide restroom facilities. Arizona Administrative Code R9-8-306 "Special Events" states:

- A. Portable toilets and refuse containers shall be deployed at a special even as follows:
 1. One portable toilet for the first 100 people, and one portable toilet for each additional 100 people or portion thereof;
 2. One refuse container for the first 100 people, and one refuse container for each additional 100 people or portion thereof; and
 3. Within 200 feet of the special event place.

Additionally, the Americans with Disabilities Act (ADA) requires that at least 5% and not less than one of the toilet facilities installed in clusters be ADA accessible. The County will need to see proof of Contracted toilet facilities before a Special Event Permit will be issued.

Garbage and Litter Collection

Arizona Administrative Code R9-8-306.A.2-3 requires one refuse container for the first 100 people, and one refuse container for each additional 100 people, or portion thereof. The containers must be placed within 200 feet of the special event place.

Shower Information

At an extended event, promoters and planners may decide to provide showers. If they do provide showers, they must consider the additional demands for potable water and drainage. If municipal water supplies and wastewater treatment plants cannot service the shower facilities, providing shower facilities could prove to be a very costly and formidable task. Vendors are available that will contract to provide self-contained shower units. Ensure that showers are located on high ground so that muddy areas are not created.

Event Insurance

Indemnification

In consideration of the approval of a Special Event Permit by Pinal County, the Special Event Sponsor ("Sponsor") shall indemnify, defend, save and hold harmless Pinal County, its officials, agents, employees and volunteers ("County") from and against any and all claims, actions, liabilities, damages, losses, or expenses including court costs, attorneys' fees, and costs of claim processing, investigation and litigation caused, or alleged to have been caused, in whole or in part, by the acts or omissions of Sponsor or any of its owners, directors, employees, agents, contractors or volunteers except for claims arising solely from the negligent acts or omissions of County. It is agreed that Sponsor will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. Sponsor agrees to waive all rights of subrogation against County for losses arising from the Special Event.

Insurance Requirements

The Pinal County Risk Management Department will determine insurance requirements for a special event following receipt of a special event permit application. Insurance requirements apply to event vendors, amusement ride companies and fireworks producers and well as sponsors. Requirements will depend on hazards associated with the specific event and may be waived by Risk Management for special circumstances.

Pinal County shall be named additional insured on all insurance policies except automobile liability and workers' compensation. Coverages shall be primary and non-contributory with respect to any other insurance available to Pinal County. Original copies certificates of insurance and additional insured endorsements must be received by Risk Management at least two weeks prior to the event.

Minimum insurance requirements for any event requiring a special permit are listed below. Insurance requirements of Pinal County do not limit the indemnity provisions of this agreement. Pinal County does not represent that the required insurance is adequate to protect the interests of an event sponsor, producer, vendor or any other person or entity.

Minimum Insurance Requirements for Any Event

Commercial general liability (occurrence form) including contractual liability: \$1,000,000 per occurrence and \$2,000,000 annual aggregate

Automobile liability covering any automobiles or trucks used for the event:
\$1,000,000 per occurrence

Workers' compensation (if applicable) including Waiver of Subrogation in favor of Pinal County: Statutory coverage

Other liability insurance if applicable:

Liquor Liability (if alcohol is to be sold at the event):
\$3,000,000 per occurrence
Fireworks production: \$3,000,000 per occurrence
Carnival/amusement rides: \$3,000,000 per occurrence

Fees (if applicable)

Planning & Development

Special Event Permit Application Fee -

Small Special Event (0-999) - \$10

Medium Special Event (1,000-74,999) - \$100

Large Special Event (75,000) - \$150 daily

Fairgrounds - Call Fairgrounds for applicable fees to use that facility. 520-509-3555

Air Quality

Building Safety

Pinal County Sheriff's Office

Public Works

Environmental Health

Public Health

Risk Management

Emergency Management