

**CITY OF HOLBROOK  
SPECIAL EVENT APPLICATION**

**Holbrook Police Department**  
**120 East Buffalo St.**  
**P.O. Box 656**  
**Holbrook, AZ 86025**  
**(928)524-3991 phone**  
**(928)524-6415 fax**  
[\*\*jacksonhpd@cableone.net\*\*](mailto:jacksonhpd@cableone.net)

Thank you for choosing Holbrook for your exciting event. Our job is to help you enjoy successful planning. Please read this application thoroughly and complete all portions. This application is reviewed by several service providers in the City and may require supporting documentation and inspections. Be sure to plan early! We recommend you start the application process no later than **20 days prior** to your event. If you follow this application "by the numbers", you'll be done in no time. If something does not apply, please write N/A (not applicable) in the space provided.

**Event and Contact Information**

1. Name of Event:
2. Date(s) of Set-up: \_\_\_\_\_ 3. Hour(s) of Set-up:
4. Date(s) of Event: \_\_\_\_\_ 5. Hour(s) of Event:
6. Location of Event :

*notice:* (if private property is used, a letter authorizing use by the owner must be attached):

7. Description of Event:
8. Name of Responsible/Contact Person:
9. Street Address:
10. City: \_\_\_\_\_ 11. State: \_\_\_\_\_ 12. Zip:
13. Home Phone: \_\_\_\_\_ 14. Work Phone: \_\_\_\_\_ 15. Fax:
16. Name of Corporation: \_\_\_\_\_ 17. State of Incorporation:
18. Tax I.D. No: \_\_\_\_\_ 19. Sales Tax No:
20. Will liquor be served or sold at the event? \_\_\_\_\_ If yes, attach a copy of your State of Arizona Liquor License.

**City Services Section:**

1. Will you need water connections? \_\_\_\_\_ If yes, describe:
  
2. Will you need electrical connections? \_\_\_\_\_ If yes, describe:

**City Services Section (continued):**

3. Will you need City garbage containers & pickup? \_\_\_\_\_ If yes, list date(s):

4. A fire inspection must be conducted for any event that will have any or all of the following: vendors or exhibitors using heat, spark, or flame producing equipment; food preparation inside an enclosed structure producing grease laden vapors; heating or cooking inside of or under membrane structures (such as a tent); use of compressed gas bottles or cylinders; extension cords, fueled appliances.

Will you need a fire inspection: \_\_\_\_\_ If yes, call 928-524-3898 (fire house) or 928-524-6225 (City Hall) to schedule an inspection

**SPECIAL NOTE: The fire department is authorized to charge \$50-\$100 per fire apparatus and \$20-\$40 per hour per fire personnel. If the fire inspection reveals a need for these services, it is the responsibility of the applicant to pay for these services. The City of Holbrook may waive fees for government or non-profit events. The fire chief will make the determination of services required.**

5. Police services must be provided for events having any or all of the following: the sale, service or consumption of alcohol; events that generate a profit for the applicant; events that involve public safety risk factors such as street closures, parades, carnivals, or other factors potentially adverse to community tranquility.

Will you need police services? \_\_\_\_\_ If yes, call 928-524-3991 to arrange for police services.

**SPECIAL NOTE: The police department is authorized to charge \$30-\$60 per hour per police officer. If a review of this application reveals a need for police services, it is the responsibility of the applicant to pay for those services. The Chief of Police will make the determination if services are required. The City of Holbrook waives fees to government and non-profit organizations for up to 4 police officers for a maximum of 2 hours per event. Government or non-profit events exceeding 2 hours or requiring additional officers may require payment of fees. It is the responsibility of the applicant to provide any additional personnel beyond that provided by the police department that are deemed necessary to operate the event in compliance with public safety regulations.**

6. Street barricades are required for all events held on or in the streets including block gatherings, parades, processions, etc.

Will you require street barricades? \_\_\_\_\_ If yes, how many?

**SPECIAL NOTE: The City reserves the right to charge for any overtime expense incurred during the erection of barricades during non-business hours. It is the responsibility of the applicant to pay for those services.**

7. For events occurring on State-owned, or maintained property such as State highways, Navajo Boulevard, Hopi Drive, etc., a permit from the State is required.

Will your event be on State property? \_\_\_\_\_ If yes, attach a copy of the approved State permit to this application.

8. Is your event planning to use City property such as parks, recreation areas, golf course, etc.?

9. For events occurring on property owned, managed or leased by the City, the applicant must provide a certificate of insurance for commercial general liability, auto liability and liquor liability (if applicable), naming the City of Holbrook as additional insured. The certificate must indicate the dates, times, and location of the event. The person/organization listed on the certificate must be the applicant. Please have your insurance provider address the certificate to the attention of the City of Holbrook at least 15 days prior to the event date.

Minimum limits are as follows: \$1,000,000 per occurrence, aggregate, automobile liability (or non-owned automobile liability), liquor license liability.

**Site Plan**

A site plan is required for all events. Your site plan should be drawn on 8 ½ X 11 paper and attached to this application. Please include an illustration of your event for all that apply: Controlled access points, open flames or cooking areas, tents & canopies, portable restrooms, first aid stations, handicap parking areas, electrical cord layouts including generator locations, trash receptacles, temporary fencing, emergency access, liquor distribution areas.

If your application is for a parade or race route, include a plan that indicates vehicle/pedestrian control, detour routes, directional signs, street closures, (including sidewalks, streets, alleys, rights-of-way, parking lots or other public access areas). Also indicate assembly and disassembly areas.

**Service Provider Review Section:**

Have the service provider sign off on each section below. The fire department and police department must review ALL applications. Review from other service providers is required only if you desire service from that department.

**REQUIRED:**

\_\_\_\_\_ Fire Chief            Comments:

\_\_\_\_\_ Chief of Police        Comments:

**IF SERVICE IS DESIRED:**

\_\_\_\_\_ Parks/Recreation      Comments:

\_\_\_\_\_ Water Dept            Comments:

\_\_\_\_\_ Streets/Barricade      Comments:

\_\_\_\_\_ Trash Collection      Comments:

**Things to Remember:**

We want your event to be a successful & recurring activity the entire community enjoys. We will develop a solid partnership if you keep the following points in mind:

1. Before driving a vehicle on any park or grass area, or driving any stakes, check with parks & recreation to ensure you won't damage sprinklers, drainage areas, or landscaping. Be sure to mark stakes and guidelines to avoid a tripping hazard. Please replace any loose turf and patch asphalt that may be damaged by stakes. The applicant is responsible for any damage to City property or utilities.
  
2. Portable toilets may not be placed on any sidewalks or grass area. It is the responsibility of the permit holder to provide an adequate number of portable toilets, which must be rented, maintained, and serviced, by the permit holder. If a City site includes restrooms, it is the responsibility of the permit holder to clean and restock the restrooms during the course of the event. Fees may be charged if the restrooms are damaged or are not cleaned & restocked.

**Things to Remember (continued):**

3. Electrical cords & connections must be weatherproof. Cords extending over sidewalks or walkways must be covered to prevent tripping.
  
4. Approved fire extinguishers are required at all sites where heat, flame, cooking, sparks, fuel or bottled gas is present. Grease may not be dumped on site, in trash receptacles or in storm drains. Grease must be completely removed from the site and disposed of properly by the permit holder.

5. Trash & debris must be cleaned up during the event and when the event is finished.
6. Nails may not be driven into trees.
7. Glass containers are not allowed in the City parks.
8. All sidewalks must remain open at all times.
9. Keep noise to a reasonable and acceptable level.
10. Remove banners & flyers from posts and bulletin boards after the event.
11. Fire fighters and police officers assigned to assist with the event are generally off-duty officers working overtime. They are assigned to the event as a special assignment and are employees of the City of Holbrook, not the applicant.

**Final Checklist:**

In quick summary, review the following to assure you haven't missed anything.

Site plan? State highway or land use permit? State alcohol license? Police review? Fire department review? Scheduling of other city services? Private property land use permission letter? Insurance policy?

**Certification:**

Applicant agrees to hold the City of Holbrook harmless and will indemnify the City of Holbrook for damages sustained as a result of an injury or property damage for which the City of Holbrook may be held responsible, resulting from the event identified in this agreement for the use of City property. I have read and understand all of the attached policies and will abide by all policies, rules, regulations and conditions of use as written. I understand that the special event permit is not transferable to any other individual or group.

Applicant's Signature: \_\_\_\_\_ Date: