



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

POST OFFICE BOX 335 JEROME ARIZONA 86331
(928) 634-7943

Permit # J25-0041

Special Event Permit Application

Thank you for choosing the Town of Jerome for your special event.

Please fill out this packet and submit to the Town Manager.

- All information must be submitted at least **60** days prior to the event.
- Fee(s), due at the time of application submission.
- For questions regarding Special Event Permits, please contact Jerome Town Hall at (928) 634-7943.

Town Use Only

Date Submitted 4/22/25 Fee 100.00 Date Paid 4/22/25
Paid via ☐ Check # ☒ C C ☐ Cash
receipt copy in S drive

Special Event Approvals

Town Manager
Approve ☐ Deny ☐ Date Comments

*Fire Inspector
Approve ☐ Deny ☐ Date Comments

*Zoning Administrator
Approve ☐ Deny ☐ Date Comments

*Police Chief
Approve ☐ Deny ☐ Date Comments

*Building Inspector/Public Works
Approve ☐ Deny ☐ Date Comments

**Other approvals as needed based on scope of event*

Special Event Fee Schedule

Non-profit 501C3 w/ no entry fee
Town Sponsored/Co-Sponsored
Film Permits

\$25 per day Special Event Liquor License
No Fee Special Event Permit
Fee based on production type

\$75
\$100

Special Event Permit Application

Checklist of Requirements

- ☒ 1. Completed Special Event Permit Application.
- ☐ ~~2.~~ Completed Application for Facility Use (if applicable). N/A
- ☐ ~~3.~~ Completed Hold Harmless Agreement of Indemnification. N/A
- ☒ 4. Completed Site Plan in 8 ½" x 11" or 8 ½" x 14" format that includes:
 - a. A map of the event area(s) including the location(s) for stage(s), performers, vendors, barriers/fencing (including type), sound amplification equipment and speakers, race/run routes, tents/canopies, and any points of entry and exit where applicable.
 - b. List of all participating vendor(s)/businesses (if applicable).
 - c. Accessibility, parking and/or traffic control plan.
 - d. Restroom plan.
 - e. Trash and waste removal plan.
 - f. Community outreach (if applicable)
- ☐ ~~5.~~ Certificate of insurance in the amount of no less than one million dollars (\$1,000,000) of general liability coverage naming the Town of Jerome as additional insured and referencing the specific activity and date(s). N/A
- ☐ ~~6.~~ Liquor License (if applicable). N/A
- ☐ ~~7.~~ Liquor Liability Insurance (if applicable). N/A
- ☐ ~~8.~~ Health Department Approval (if applicable). N/A
- ☐ ~~9.~~ All other permits required by County or State Agencies. N/A
- ☒ 10. Permit filing fee.
- ☐ ~~11.~~ Written approval from Police Chief/Fire Inspector (if applicable). N/A

Applicant Information

Applicant's Contact Information

Name of Applicant Melanie Korzep Date: 4/21/25
Name of Organization/Sponsor Balance & Bliss dba Quilter's Quarters
Federal Tax or 501 (c)(3) Number _____
Business Mailing Address _____
City Cottonwood State AZ Zip 86326
Business Email quiltersquartersaz@gmail.com
Business Phone # 928-634-8161 Cell Phone # _____

Authorized Contacts for Event

Please list any other authorized contacts for the Event, including an emergency contact that will be available during the event. At least one **must** be provided.

Name Linda York Phone _____

Name Joni Robinson Phone _____

Emergency contact for Event*

Name Melanie Korzep Phone _____

*Emergency contact should be a party available for duration of event including set up and tear down.

If additional contacts need to be shared, please use a separate sheet to list additional points of contact

Event Information

Name of Event Quilt Retreat

Date(s) / Time(s) of Event – If multiple dates (Not including set-up/tear-down time)

Start: Date: 8/14/25 Time 8:00 am End: Date 8/16/25 Time 10:00 pm *
~~5:00 pm~~

Start: Date: 8/15/25 Time 8:00 am End: Date 8/15/25 Time 10:00 pm *

Start: Date: 8/16/25 Time 8:00 am End: Date 8/16/25 Time 5:00 pm
*if attendees want to stay late

Set-Up Date/Time: From 8/13/25 8:00 am To 8/13/25 7:00 pm

Tear-Down Date/Time: From 8/16/25 5:00 pm To 8/16/25 8:00 pm

Number of expected/estimated Participants 28

Will an admission or registration fee be charged? YES ☒ NO ☐ Fee \$ 325

Please briefly describe the event:

Quilters getting together for 3 days of sewing.

Event Details

Special Events which occur on a Town right-of-way or on property owned or leased by the Town require an "Application for Facility Use." Please complete and submit along with the Special Event Permit Application.

Will the Special Event take place on property owned or leased by the Town of Jerome?

☐ YES ☒ NO

If yes, which property? _____

If no, what is the **physical address** for the event? Spook Hall, 260 Hull Ave, Jerome

Please note that Separate permits or approvals may be required by County or State agencies, depending on the type of event or where there may be the presence of alcohol or food for sale, or by donation. Documentation of all applicable approvals must be provided **30 days prior** to the event.

Will the Special Event require the use of temporary signage?

☐ YES ☒ NO

*All signage must comply with Section 509 of the Jerome Zoning Ordinance. A separate sign permit for special events is not required. To hang signs from Town owned property will require prior approval.

Event Details Continued

Will Alcohol be Sold?

☐ YES ☒ NO ☐ By Donation

If yes, you must submit approval documents from the Arizona Department of Liquor Licenses and Control, at least 30 days prior to the event.

Will Food be Sold?

☐ YES ☒ NO ☐ By Donation

If yes, you must submit approval documents from the Yavapai County Health Services Department, or proof of a prior event approval or Special Event Variance granted by Yavapai County Health Services in the same calendar year.

Will there be outdoor, amplified sound at the event?

☐ YES ☒ NO

Please provide a brief description of outdoor/amplified sound to be used:

Jerome Town Code section 10-1-13 restricts the volume and hours of outdoor sound and amplification devices. Loud noise that is a public nuisance, is prohibited. The Town reserves the right to limit the hours of the Special Event to avoid unreasonable interference with adjacent properties.

Will there be outdoor lighting, or other electrical needs?

☐ YES ☒ NO

Please provide a brief description of the electrical requirements for the event:

Will the event include other vendors/businesses in addition to the business/entity applying for this permit?

☐ YES ☒ NO

If yes, please provide a list of all participating vendors to the Town of Jerome Manager prior to the event. Including the business name(s), dba, owner(s) name(s), physical business location, contact telephone number(s) and vendors' TPT license number.

Will the event require the use of tents or canopies or other temporary structures? *

☐ YES ☒ NO

**Please include the placements of tents or canopies on the site plan, with points of entry or exit clearly marked, including the exact type of structure – Please note set-up and tear-down time(s) must be indicated on Page 4.*

Special Event Access

Will the event require the use of fencing, ropes, barricades, or other types of barriers? *

☐ YES ☒ NO

**Please note barriers and any points of entry or exit through barriers should be clearly marked on your site plan, including exact type of fencing or barriers to be used.*

Will the event require the closure and/or detour of any roadway, sidewalk, or other public access route?

☐ YES ☒ NO

Please include a description of the primary access routes to the event/property and available parking for the crowds anticipated. (Special traffic control may be required for larger events)

Will the use of portable restrooms be necessary during the event?

☐ YES ☒ NO

Please note the use of portable restrooms may be required on a case-by-case basis.

Will trash be created during the special event?

☒ YES ☐ NO

Briefly description of the receptacles to be used and/or efforts to minimize litter around Town during the event:

Dumpster near Spook Hall.

Cleanup of the site(s), including removal of all waste and temporary structures, must be completed by 10:00 a.m. of the morning following the end of the Special Event. Please refer to and comply with Jerome Town Code, section 9-1, Garbage and Trash Collection.

Has any community outreach been completed in regard to this special event?

☐ YES ☒ NO

Please give a brief description of any outreach to neighboring residents and/or businesses regarding the special event, including any feedback received from that outreach.

**This page intentionally left blank (insert Site Plan(s) here) **

SPOOKHALL INTERIOR LAYOUT

