



Founded 1876
Incorporated 1889

TOWN OF JEROME, ARIZONA

POST OFFICE BOX 335 JEROME, ARIZONA 86301
(928) 634-7943

Permit # **J25-0039**

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	<u>4/14/25</u>	Fee	<u>\$100</u>
		Date Paid	<u>4/14/25</u>
	Paid via <input type="checkbox"/> Check # _____	<input checked="" type="checkbox"/> C C	<input type="checkbox"/> Cash
Special Event Approvals			
Town Manager			
Approve <input type="checkbox"/> Deny <input type="checkbox"/>	Date _____	Comments _____	
*Fire Inspector			
Approve <input type="checkbox"/> Deny <input type="checkbox"/>	Date _____	Comments _____	
*Zoning Administrator			
Approve <input type="checkbox"/> Deny <input type="checkbox"/>	Date _____	Comments _____	
*Police Chief			
Approve <input type="checkbox"/> Deny <input type="checkbox"/>	Date _____	Comments _____	
*Building Inspector/Public Works			
Approve <input type="checkbox"/> Deny <input type="checkbox"/>	Date _____	Comments _____	
*Other approvals as needed based on scope of event			
Special Event Fee Schedule			
Non-profit 501C3 w/ no entry fee	\$25 per day	Special Event Liquor License	5/1
Town Sponsored/Co-Sponsored	No Fee	Special Event Permit	3163
For Permits	Fee based on production type		

Special Event Permit Application

Checklist of Requirements

- ☒ 1. Completed Special Event Permit Application.
- ☐ 2. Completed Application for Facility Use (if applicable). *N/A @ Spook Hall*
- ☐ 3. Completed Hold Harmless Agreement of Indemnification. *N/A @ Spook Hall*
- ☒ 4. Completed Site Plan in 8 1/2" x 11" or 8 1/2" 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 @ Spook Hall -To be provided to JHS*
- ☒ 6. Liquor License (if applicable).
- ☐ 7. Liquor Liability Insurance (if applicable). *To be provided to JHS*
- ☒ 8. Health Department Approval (if applicable). *Submitted copy of Co. health app + Food Handler's card*
- ☐ 9. All other permits required by County or State Agencies.
- ☒ 10. Permit filing fee.
- ☐ 11. Written approval from Police Chief/Fire Inspector (if applicable).

Applicant Information

Applicant's Contact Information	
Name of Applicant	<u>Christopher S Hall</u> Date: _____
Name of Organization/Sponsor	<u>Miss Kate LLC</u>
Federal Tax or 501 (c)(3) Number	_____
Business Mailing Address	_____
City	<u>Avison</u> State <u>AZ</u> Zip <u>85742</u>
Business Email	_____
Business Phone #	_____ 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	<u>Christopher Hall</u> Phone _____
Name	<u>Tary Hall</u> Phone _____
Emergency contact for Event*	
Name	<u>Bonnie Hall</u> 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 2025 Arizona Park Tour

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

Start: Date: 6/28/25 Time: 6:00pm End: Date: 6/28/25 Time: 9:30pm

Start: Date: _____ Time: _____ End: Date: _____ Time: _____

Start: Date: _____ Time: _____ End: Date: _____ Time: _____

Set-Up Date/Time: From 6/28/25 10:00am To 6/28/25 5:45pm

Tear-Down Date/Time: From 6/28/25 9:30pm To 6/28/25 11:00pm

Number of expected/estimated Participants 200

Will an admission or registration fee be charged? YES ☒ NO ☐ Fee \$ 25.00/person

Please briefly describe the event:

All dogs drag show. Doors open at 6pm for 35 vip attendees and 6:15pm for general admission. All minors must be accompanied by a responsible adult. We have 10 entertainers who will be performing. We have a DJ who social and set up lights. No stage. Buffet style eating.

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? 2120 Hull Ave Jerome, AZ 86331

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:

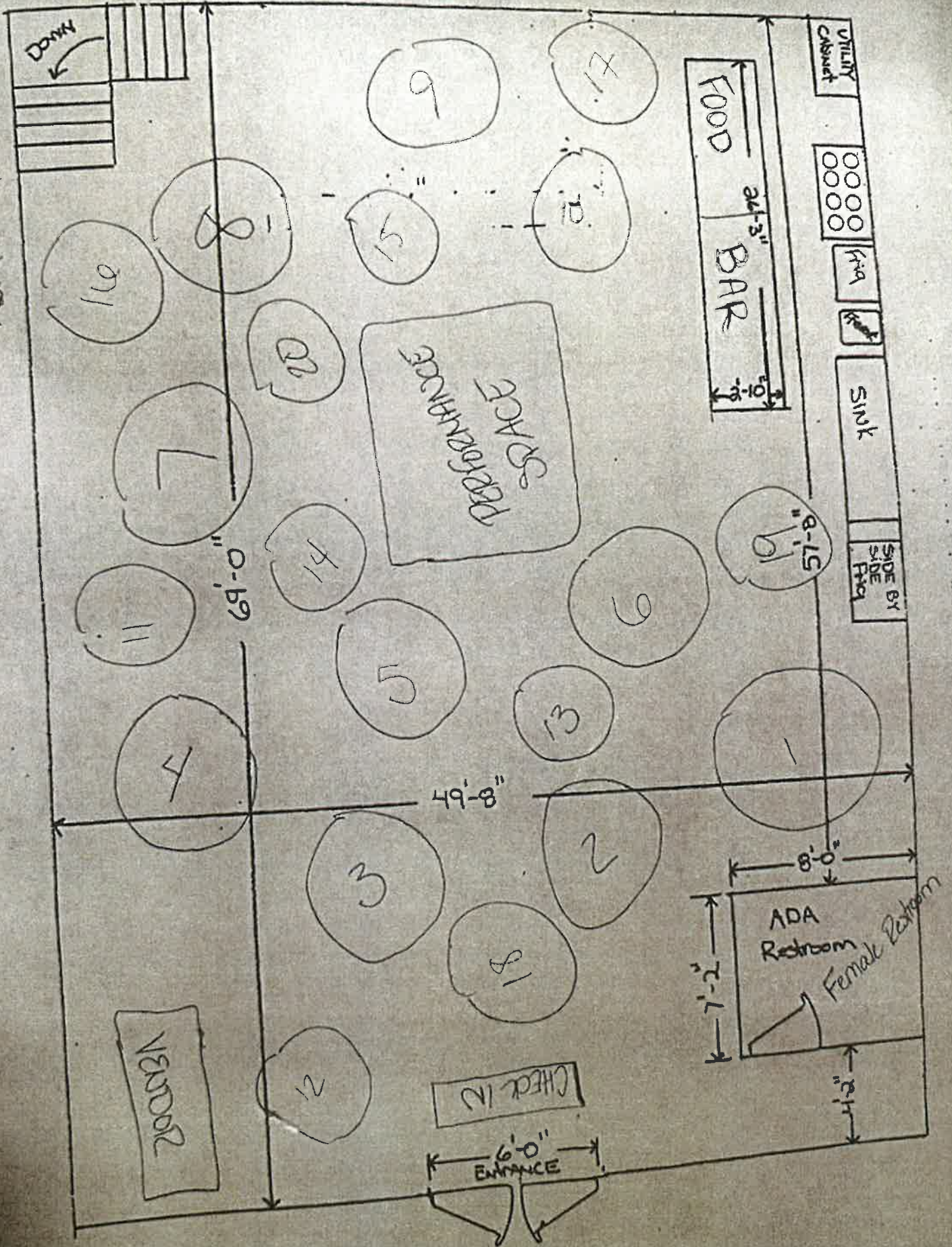
Cleanup of the site(s), including removal of all waste and temporary structures, must be completed by 10:00 a.m. of the morning following the end of the Special Event. Please refer to and comply with Jerome Town Code section 9-1, Garbage and Trash Collection.

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.

We have properly permitted this event to the general community. This is why we are being asked to do this special event permit.



Male Restroom Countertop
Female Restroom is Dressing Area