



# TOWN OF JEROME, ARIZONA

PLANT OFFICE BOX 100 JEROME ARIZONA 86451-0100  
Phone: (928) 634-7943

Permit # J26-0057

## 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.

9/8/26

25.00

☐☐☐☐☐☐☐☐☐☐☐☐☐

Special Event Fee Schedule

# Special Event Permit Application

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## Checklist of Requirements

- ☒ 1. Completed Special Event Permit Application.
- ☒ 2. Completed Application for Facility Use (if applicable).
- ☒ 3. Completed Hold Harmless Agreement of Indemnification.
- ☒ 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).
- ☐ 6. Liquor License (if applicable).
- ☐ 7. ~~Liquor Liability Insurance (if applicable).~~
- ☐ 8. ~~Health Department Approval (if applicable).~~
- ☐ 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                | ANASTASIA DARRAH              |
| Date:                            | 9/8/26                        |
| Name of Organization/Sponsor     | CHAMBER OF COMMERCE           |
| Federal Tax or 501 (c)(3) Number |                               |
| Business Mailing Address         | CHAMBER OF COMMERCE, PO BOX K |
| City                             | JEROME                        |
| State                            | AZ                            |
| Zip                              | 86331                         |
| 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 VALERIE WHITCOMB Phone

Name LANA BUCKNER Phone

Emergency contact for Event\*

Name ANASTASIA DARRAH Phone 11 -

\*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 LIGHT UP THE MOUNTAIN

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

Start: Date: 11/28/26 Time 3:00PM End: Date 11/28/26 Time 9:00PM

Start: Date: \_\_\_\_\_ Time \_\_\_\_\_ End: Date \_\_\_\_\_ Time \_\_\_\_\_

Start: Date: \_\_\_\_\_ Time \_\_\_\_\_ End: Date \_\_\_\_\_ Time \_\_\_\_\_

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Set-Up Date/Time: From 11/10/26 10:00AM To 11/12/26 5:00PM  
Date Time Date Time

Tear-Down Date/Time: From 1/4/27 10:00AM To 1/6/27 5:00PM  
Date Time Date Time

Number of expected/estimated Participants 150-250

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

*Please briefly describe the event:*

We will have performances by Thunder & Lightnin' and the Mingus Union HS choir on the parade steps. We will  
also do a reading of the Night Before Christmas, basic Chamber announcements & acknowledgements  
and cap the evening off with the lighting of the town decorations near 9pm.

## 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? Upper Park & the parade steps

If no, what is the **physical address** for the event? \_\_\_\_\_

*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.*

We will add banners along the Upper Park fencing, following tradition of pervious years

## 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:

Small PA system for performers and speaking

*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:

Chmaber will work with Jerome Fire on proper installation for lights

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)

The Upper Park & walkways will be unobstructed as usual. Attendees will be directed to park in the 300 level via social media, print, and by utilizing temporary banner signage

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:

Chamber will clean up trash created during the event that has been left improperly in the event area

*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 will be advertising for this event through social media, local print media, through the Jerome Newsletter, Chamber of Commerce website, and chamber print advertising



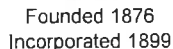
Light Up the Mountain

~~Saturday, Nov 29, 2025 3-9 PM~~

Upper Park & Town  
Steps Site Map

Saturday Nov 29  
2025

3-9 PM



**TOWN OF JEROME, ARIZONA**  
POST OFFICE BOX 335, JEROME, ARIZONA 86331  
PHONE (928) 634-7943 FAX (928) 634-0715

Please complete and return this application and Hold Harmless Agreement (attached) to the office of the Town Clerk, P.O. Box 335, Jerome, AZ 86331, together with a CERTIFICATE OF INSURANCE, if required by the Town, naming the Town of Jerome as an Additional Insured with respect to this event.

days prior to the event.

Telephone: \_\_\_\_\_

| Name             | Address | Telephone |
|------------------|---------|-----------|
| ANASTASIA DARRAH |         |           |
| VALERIE WHITCOMB |         |           |
| MARK LUCAS       |         |           |

☒ UPPER PARK (Parcel 401-06-156)
 ☐ 300 LEVEL PARKING LOT (Parcel 401-03-015L)

☐ LOWER PARK/SLIDING JAIL (Parcel 401-06-075)
 ☐ MIDDLE PARK (Parcel 401-06-015)

☐ COUNCIL CHAMBERS (Parcel 401-10-002)
 ☐ JEROME FIRE DEPT (Parcel 401-06-159)

☐ ALL OTHER TOWN RIGHT OF WAY (specify)

Rain Date: \_\_\_\_\_

Hours of Use: 3:00-9:00 11/28/26 Approximate # of people: 150-250

Signature 

ANASTASIA DARRAH  
Print Name

PO BOX K JEROME AZ 86331  
Address

Telephone \_\_\_\_\_

## Special Event Hold Harmless and Indemnification Agreement

I, Anastasia Darrah for Jerome Chamber of Commerce ([Insert Company Name] ("Permittee"), shall, through the signing of this Special Event Hold Harmless and Indemnification Agreement ("Agreement"), in consideration for the issuance of a Special Event Permit for [Insert description of event] ("Special Event") and to the furthest extent allowed by law, agree to indemnify, hold harmless and defend the Town of Jerome, Arizona and its elected officials, officers, agents, employees and volunteers (collectively "Indemnatee") from any and all loss, liability, fines, penalties, forfeitures, costs and damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at any time and property damage) incurred by any Indemnatee, from any and all claims, demands, and actions in law or equity (including attorney's fees and all costs of litigation), arising or alleged to have arisen directly or indirectly out of the Special Event (collectively, "Claims"). Permittee's obligations under this Agreement shall apply regardless of whether Town or its elected officials, officers, employees, agents, or volunteers are negligent, but shall not apply to any loss, liability, fines, penalties, forfeitures, costs or damages to the extent caused solely by the gross negligence, or caused by the willful misconduct of Town or its officers, officials, employees, agents or volunteers.

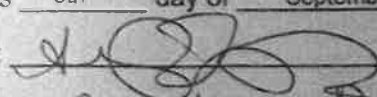
Permittee acknowledges the contagious nature of communicable diseases and voluntarily assumes the risk that Permittee, its officials, officers, employees, agents, volunteers, or invitees may be exposed to, or infected by, by participating in the Special Event, and that such exposure or infection may result in personal injury, illness, permanent disability, and death. Permittee understands that the risk of becoming exposed or infected at the Special Event may result from the actions, omissions, or negligence of Permittee and others, including but not limited to, Town employees, volunteers and participants and their families.

Prior to and throughout the duration of the Special Event, Permittee shall pay for and maintain in full force and effect all insurance as required in the application submitted by the Permittee for the Special Event, which is incorporated into and part of this Agreement, or as may be authorized or required in writing by Town Manager or his/her designee at any time and in his/her sole discretion.

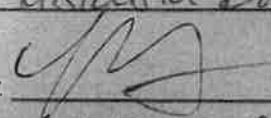
Permittee shall conduct all defense of any Claims at his/her/its sole cost. The fact that insurance required under this Agreement is obtained shall not be deemed to release or diminish the liability of Permittee, including without limitation, liability assumed under this Agreement. The duty to indemnify shall apply to all claims regardless of whether any such insurance policies are applicable. The duty to defend hereunder is wholly independent of and separate from the duty to indemnify and such duty to defend exists regardless of any ultimate liability of Permittee. The policy limits of any such insurance do not act as limitation upon the amount of defense and/or indemnification to be provided by the Permittee. Approval and or purchase of any insurance contracts or policies shall in no way relieve Permittee from liability nor limit the liability of the Permittee, its officials, officers, employees, agents, volunteers, or invitees.

The Town of Jerome shall be reimbursed for all costs and attorney's fees incurred by Town in enforcing this Agreement.

Signed this 9th day of September, 2026.

Signature: 

Printed Name: Anastasia Darrah

Witness Signature: 

Printed Name: Michele Sharif