



Town of Jerome

Post Office Box 335, Jerome, AZ 86331
(928) 634-7943 * www.jerome.az.com

License # 25-1163

TOUR COMPANY BUSINESS LICENSE APPLICATION

Name of Business WICKED CITY TOURS LLC
AZ TPT License # 21600843 *Current TPT License must also be submitted* ☐ on file
Physical Address of Business 403 Clark St, Suite A3 86331 (UVX)
Mailing Address [REDACTED] Jerome, AZ 86331
Business Phone 928-274-6182 Cell Email wickedcitytours@gmail.com

Type of Tours: ☐ Driving ☒ Walking ☐ Both

Anyone Operating a Tour Vehicle MUST have a Current Arizona Driver's License

Estimated gross annual revenue ☐ \$2,500 - \$10,000 (license fee: \$20) ☒ Over \$10,000 (license fee: \$50)

Business Owner(s) Matthew Moore

Signature [Signature] Date 3/12/2025

By my signature above, I certify, under penalty of law, that the information provided herein is true and correct to the best of my knowledge. This Licensee acknowledges that to operate the above business in accordance with Section 8-5-1 of the Jerome Town Code, it is subject to Licensee's compliance with all laws, ordinances, regulations, and requirements regarding Licensee's activities, including, but not limited to, zoning regulations, building code requirements, and fire code requirements. Issuance of this license shall not be construed as evidence of Licensee's compliance with such regulations and requirements, and it is the responsibility of the Licensee to assure such compliance prior to commencing business operations.

Checklist of requirements:

- ☒ The proposed routes of all tours, including a legible map of the Town clearly showing all routes, stopping points, pick-up and drop-off points, and the business's parking area.

Comments Tour starts and ends at Wicked City Pub

- ☐ Acceptable evidence of liability insurance naming the Town of Jerome as an additional insured. The minimum limit of liability for each applicable coverage shall be \$1,000,000.00.

Comments Will get insurance closer to the business starting

- ☒ A copy of the State of Arizona license of any driver who will be operating a tour vehicle.

Comments N/A

All documentation must be provided no later than two (2) full weeks before the next Council Meeting.

Next Council Meeting Deadline

Secondary (Back-up) Council Meeting _____ Deadline _____

Continuance (if applicable) _____ Deadline _____

COUNCIL DECISION

☐ Approved

☐ Denied

Date of Council Approval _____

If denied, provide comments:

For Town Staff Only

Date application submitted 4/8/25 Accepted by KM ☐ Access ☐ Excel ☐ Scanned

Payment: ☒ \$20 ☐ \$50 ☐ Cash ☐ Credit Card ☒ Check # MO 29723350314 Payment Date 4/8/25

Utilities/Classification NA/Landlord Act Status: ☒ Current ☐ 30 days Past Due ☐ 30+ Days

☐ Approved ☐ Denied _____ Date _____

Zoning Administrator

☐ Approved ☐ Denied _____ Date _____

Fire Chief

☐ Approved ☐ Denied _____ Date _____

Building Official

☐ Approved ☐ Denied _____ Date _____

Town Manager

If denied, reason for denial:

Date Issued _____ Expiration Date _____

**Attach hard copies of all required documents and file in Business License folders.*

CHECKLIST-TOUR BUSINESS APPLICATION-UPDATED 3/4/2025

This document is a list of information that may need to be included, depending on applicability, with an application for a Jerome Tour Business License. All information must be turned into the Town Clerk at least 2 weeks prior to an upcoming Council Meeting to be placed on the agenda for consideration.

- ☒ 1. A completed Town of Jerome Business License Application.
- ☒ 2. A copy of your current Arizona TPT license.
- ☐ 3. Fee paid to the Town of Jerome for Business License Application (see below).
Will be by time of meeting

Estimated gross annual revenue:

\$2,500 - \$10,000 (license fee: \$20) ☐

Over \$10,000 (license fee: \$50) ☒

- ☒ 4. The proposed routes of all tours, including a legible map of the Town clearly showing all routes, stopping points, pick-up and drop-off points, and the business's parking area.
Map may need to be more clear for records

Jerome Town Code, Section 8-5-5 'Routes' B. The proposed routes of all tour businesses shall be approved in advance by the Town Council. The submittal seeking approval shall include a legible map of the Town clearly showing all routes, stopping points, pick-up and drop-off points, and the business's parking area.

- ☒ 5. Acceptable evidence of liability insurance naming the Town of Jerome as an additional insured. The minimum limit of liability for each applicable coverage shall be \$1,000,000.00.
IN Progress

Jerome Town Code Section 8-5-6 'General Provisions' D. No tour business shall operate within the jurisdiction of the Town of Jerome unless it has first provided acceptable evidence of liability insurance, naming the Town of Jerome as an additional insured. The minimum limit of liability for each applicable coverage shall be \$1,000,000.00.

Type of Tours: ☐ Driving ☒ Walking ☐ Both

Anyone Operating a Tour Vehicle MUST have a Current Arizona Driver's License

- ☐ 6. A copy of the State of Arizona license of any driver who will be operating a tour vehicle.
NA

Jerome Town Code, Section 8-5-6 'General Provisions' E. All drivers of tour vehicles shall maintain a current driver's license issued by the State of Arizona. A copy of each driver's license shall be filed by the tour business with the Town prior to that driver operating any tour business vehicle.

RECOMMENDED: Read Jerome Town Code Chapter 8, Section 5 'Tour Business Code,' to familiarize yourself with all ordinances regarding tour businesses. Available to the public at: <https://jerome.az.gov/jerome-town-code>

If you have any questions, please contact the Deputy Clerk at k.muenz@jerome.as.gov or 928-634-7943

Jerome

O = Stopping Points
Walking Tour
Starting and
Ending at
West City Pub

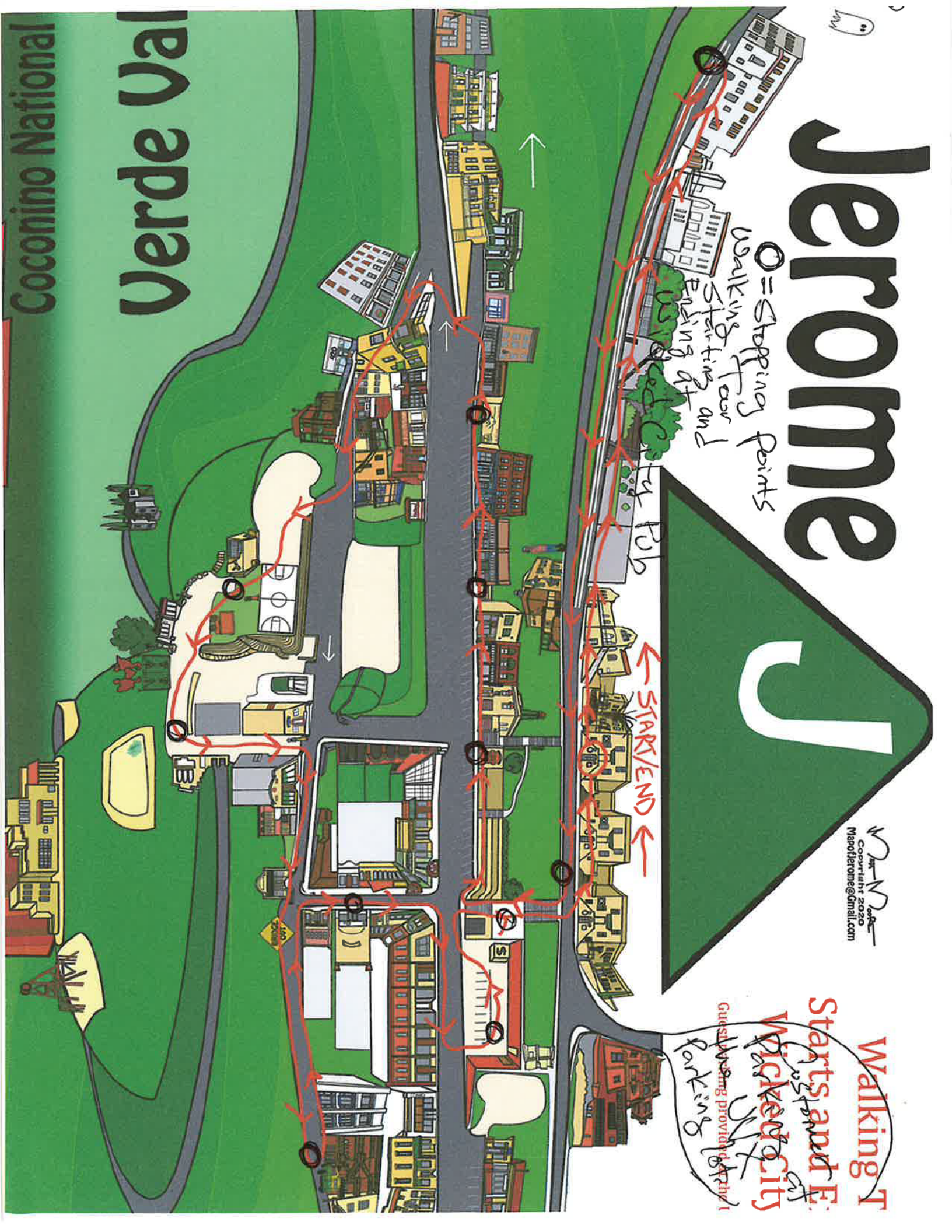
START/END

Map of
Copyright 2020
MapofJerome@gmail.com

Walking Tour
Starts and Ends
at
West City Pub
Guesthouse providing the
parking

Verde Valley

Coconino National



ARIZONA DEPARTMENT OF REVENUE
ATTN: Customer Care and Outreach
PO BOX 29032
PHOENIX, AZ 85038-9032



ARIZONA DEPARTMENT OF REVENUE
TRANSACTION PRIVILEGE TAX LICENSE
NOT TRANSFERABLE

The licensee listed below is licensed to conduct business upon the condition that taxes are paid to Arizona Department of Revenue as required under provisions of A.R.S. Title 42, Chapter 5, Article 1.

2025

ISSUED TO: WICKED CITY TOURS LLC
WICKED CITY TOURS
[REDACTED]

ALL communications and
reports MUST REFER to
this LICENSE NO.

► **LICENSE:** [REDACTED]
START DATE: 03/01/2025
ISSUED: 03/03/2025
EXPIRES: 12/31/2025

LOCATION: CODE 001
WICKED CITY TOURS
403 CLARK ST A3
JEROME AZ 86331
2500069586378



BUSINESS CODE
012 - AMUSEMENT
017 - RETAIL
029 - USE TAX
012 - AMUSEMENT
017 - RETAIL

REGION
YAV - YAVAPAI
YAV - YAVAPAI
YAV - YAVAPAI
JO - JEROME
JO - JEROME

JURISDICTION
COUNTY
COUNTY
COUNTY
CITY
CITY

This License is issued to the business named above for the address shown. Licenses, by law, cannot be transferred from one person to another, nor can they be transferred from one location to another. Arizona law requires licensees to notify the Department of Revenue if there is a change in business name, trade name, location, mailing address, or ownership. In addition, when the business ceases to operate or the business location changes and a new license is issued, this license must be returned to the Arizona Department of Revenue. According to R15-5-2201, license must be displayed in a conspicuous place.

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A Guide To Your General Liability Policy

The following is a guide to your General Liability policy. We have identified several key coverage items along with the limits and deductibles you have selected. To make it easier, we have also added a brief explanation of those items.

We want you to feel confident about your new policy. If any of the information below is incorrect or if you have any questions, please contact one of our advisors at 844-357-0840 (Mon-Fri, 7am-10pm ET) or manage your policy at: www.hiscox.com/manage-your-policy.

Your business details

Name:	Matt Moore
Business Name:	Wicked City Tours LLC DBA Wicked City Tours
Address:	403 Clark St A3
City:	Jerome
State:	AZ
Zip code:	86331
Occupation:	Public relations
Telephone number:	[REDACTED]
Email address:	wickedcitytours@gmail.com

Your General Liability Policy

Policy number:	P104.721.462.1
Policy effective dates: This determines the time period during which your coverage applies.	From: April 8, 2025 To: April 8, 2026
Form of business: This identifies the legal structure of your business and determines who is insured under your policy.	Limited Liability Company
Business Property and Equipment Coverage:	Rejected
Optional terrorism coverage:	Excluded
Total cost of policy:	\$ 346.00

Your coverage and limits

Each occurrence limit The most we will pay for all damages due to bodily injury and property damage, and medical expenses that arise out of any one occurrence. Defense costs we incur, in the defense of a lawsuit filed against you, will not reduce this limit.	\$ 1,000,000
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General aggregate limit

\$ 2,000,000

The most we will pay for all damages and medical expenses for the entire policy. Defense costs we incur, in the defense of a lawsuit filed against you, will not reduce this limit.

Medical expenses

\$ 5,000 any one person

The most we will pay for all medical expenses sustained by any one person.

Deductible for General Liability Coverage

No deductible

However, a \$1,000 per occurrence deductible does apply to properties managed by you, premises listed by you or shown by you for sale or rental.

Other policy information

Notice of claim

If you have a claim, please call us at 866-424-8508. You may also e-mail us at reportclaim@hiscox.com

What does my General Liability Policy cover?

For a summary showing examples of what you are and are not covered for, please read the Coverage Summary document.

This guide does not modify the terms and conditions of your policy, which are contained in your policy documents, nor does it imply any claim is covered or not covered. We recommend that you read your policy documents to learn the details of your coverage.

Search mail



** Had printer issues printing this for*

UVX Parking

Inbox

34

Jerome UVX Center

to me

Mon, Apr 7, 12:59 PM (21 hours ago)



Matt

Per our conversation earlier today, there are approximately 27 parking spaces available in the UVX parking lot to the northeast of the available to your tour business on a first come first serve basis. Additionally, there are three more parking spaces that are available on first serve basis at the entrance to the alleyway.

We ask that all vehicles refrain from obstructing flow of traffic in the alleyway as well as in our parking lot. You and your customers are park in the parking lot or in the alleyway parking spaces.

Jerome UVX Center

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Thank you for the information!

This is great, thank you!

Thank you, I will let you know.