



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

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

Permit #

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: 12/9/25 Fee: \$100 Date Paid: 12/18/25
Paid via: Check # _____ C.C. Cash

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	\$75
No Fee	Special Event Permit	\$100
Fee based on production type		



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Town Use Only			
Date Submitted	12/9/20		
Fee	\$100		
Payment	<input checked="" type="checkbox"/> Cash <input type="checkbox"/> Check		
Date Paid	12/18/25		
Approvals			
Fire Marshal	<input type="checkbox"/> Approve <input checked="" type="checkbox"/> Deny <input type="checkbox"/> Date 12/18/25		
Police Chief	<input type="checkbox"/> Approve <input checked="" type="checkbox"/> Deny <input type="checkbox"/> Date 12/18/25		
Planning Inspector/Public Works	<input type="checkbox"/> Approve <input checked="" type="checkbox"/> Deny <input type="checkbox"/> Date 12/18/25		
Comments and Questions			
Special Event Fee Schedule			
Non-Residential Special Event	\$100 per day	Special Event Impact License	\$75
Non-Sponsored On-Site Amusement	NU Fee	Special Event Permit	\$100
Fire Permits	Fee based on participation type		

Special Event Permit Application

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 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).
- 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 Karen Vernetti Date: 12/2/25
Name of Organization/Sponsor _____
Federal Tax or 501 (c)(3) Number _____
Business Mailing Address _____
City, _____ State AZ Zip, _____
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 David Lennon Phone _____

Name Chelsey Lennon Phone _____

Emergency contact for Event*

Name Gary Finch 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 Lennon/Vernetti Wedding

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

Start: Date 4/25/26 Time 4:00PM End: Date 4/25/26 Time 5:30PM

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

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

Set-Up Date/Time: From _____ To _____
Date _____ Time _____ Date _____ Time _____

Tear-Down Date/Time: From _____ To _____
Date _____ Time _____ Date _____ Time _____

Number of expected/estimated Participants 30

Will an admission or registration fee be charged? YES NO Fee \$ _____

Please briefly describe the event:

Wedding Ceremony on the Jerome Town steps

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? Town Steps in front of upper park

If no, what is the physical address for the event? Parcel # 401-06-156

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)

Primary access will be the same as all visitors to town. Attendees will be encouraged to park in any available legal parking area; paid, unpaid or 300 level lot.

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:

Private Wedding service taking place in a public setting. No trash is expected to be created.

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.

Personal Wedding is normally excluded from Special Permit Applications however due to event taking place on Town owned property with attendance (30) exceeding exemption limits (20) application is necessary per Town Manager.

Special Event Hold Harmless and Indemnification Agreement

Karen A Vernetti

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.

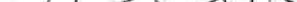
Permittee shall conduct all defense of any Claims at his/her/its sole cost. The fact that insurance required under this Agreement is obtained shall not be deemed to release or diminish the liability of Permittee, including without limitation, liability assumed under this Agreement. The duty to indemnify 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 Dec 11/11/25, 2025.

Signature: Kurt Smith

Printed Name: Karen A Vernetti

With an initial signature 

Printed Name: David A Lennon

Printed Name: David A Lennon



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PHONE (928) 634-7943 FAX (928) 634-0715

Application for Facility Use

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.

YOUR APPLICATION MUST BE APPROVED BY THE TOWN BEFORE A PERMIT CAN BE ISSUED and should be submitted at least 60 days prior to the event.

DAVID LENNON AND KAREN VERNETTI WEDDING

Name of Applicant: DAVID LENNON AND KAREN VERNETTI WEDDING

Address:

Telephone:

If applicant is an organization, list officers:

Name	Address	Telephone

Requesting the use of:

ON THE STEPS 300 LEVEL PARKING LOT (Parcel 401-03-015L)
 UPPER PARK (Parcel 401-06-156) MIDDLE PARK (Parcel 401-06-015)
 LOWER PARK/SLIDING JAIL (Parcel 401-06-075) ALL OTHER TOWN RIGHT OF WAY
 COUNCIL CHAMBERS (Parcel 401-10-002)

Date(s) of Use: APRIL 25TH 2026

Rain Date:

Hours of Use: 4PM-5:30PM

Approximate # of people: 30

In making this application, the undersigned does hereby agree to comply with all ordinances and regulations of the Town of Jerome, the laws of the State of Arizona and the regulations of Yavapai County which govern such usage.

Signature

NOV 20, 2026

Date of application

KAREN VERNETTI

Print Name

Address

Telephone