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TOWN OF JEROME, ARIZONA

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

Permit # J24-0024

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: 3/12/24 Fee: \$25.00 Date Paid: 3/27/24
 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	\$25 per day	Special Event Liquor License	\$75
Town Sponsored/Co-Sponsored	No Fee	Special Event Permit	\$100
Film Permits	Fee based on production type		

Applicant Information

Applicant's Contact Information			
Name of Applicant	Jay Ruby	Date:	03-12-2024
Name of Organization/Sponsor	The Carpetbag Brigade		
Federal Tax or 501 (c)(3) Number	86-0970556		
Business Mailing Address			
City		State	AZ
		Zip	
Business Email	info@carpetbagbrigade.com		
Business Phone #	4159028759	Cell Phone #	same

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	Helen Goodrum	Phone	
Name		Phone	
Emergency contact for Event*			
Name	Jay Ruby	Phone	415 902 8759

*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 Roving Wave Festival - Flotsam & Jetsam

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

Start: Date: July 12 Time: 5:00 pm End: Date: July 12 Time: 8:00 pm

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

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

Set-Up Date/Time: From July 12 4:00 pm To July 12 5:00 pm

Tear-Down Date/Time: From July 12 8:00 pm To July 12 9:00 pm

Number of expected/estimated Participants 100

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

Please briefly describe the event:
Roving Wave Festival is a free public performance with a spoken word poet and an acrobatic presentation from the Carpetbag Brigade. There will be a sound system at the back side of the t. The audience will be on the steps and the wall and above by the fence on the street.

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? Lower Park Sliding Jail

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.*

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:

Two speaker sound system with amplification for a sound track and a mic for an MC

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:

Electric for sound system

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)

People will come in from the parking lot above the sliding jail.

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:

We will encourage attendees to remove their trash and will clean up after 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.

There will be an effort to fundraise from local businesses and to share information about the event after it is approved.

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

Special Event Hold Harmless and Indemnification Agreement

I, Jay Ruby with The Carpetbag Brigade Physical Theater Company (*[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 "**Indemnitee**") 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 Indemnitee, 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 22nd day of March, 2024.

Signature: 

Printed Name: J. Ruby

Witness Signature: _____

Printed Name: _____



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TOWN OF JEROME, ARIZONA
POST OFFICE BOX 335, JEROME, ARIZONA 86331
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.

Name of Applicant: Jay Ruby

Address: 426 Lincoln Avenue Prescott AZ 86301

Telephone: 415 902 8759

If applicant is an organization, list officers:

Name	Address	Telephone
Jay Ruby President		
Helen Goodrum Director		
Alicia Gerstein Secretary		

Requesting the use of:

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

Date(s) of Use: July 12, 2024

Rain Date: July 13, 14, 2024

Hours of Use: 5 pm - 8 pm Approximate # of people: 100

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.

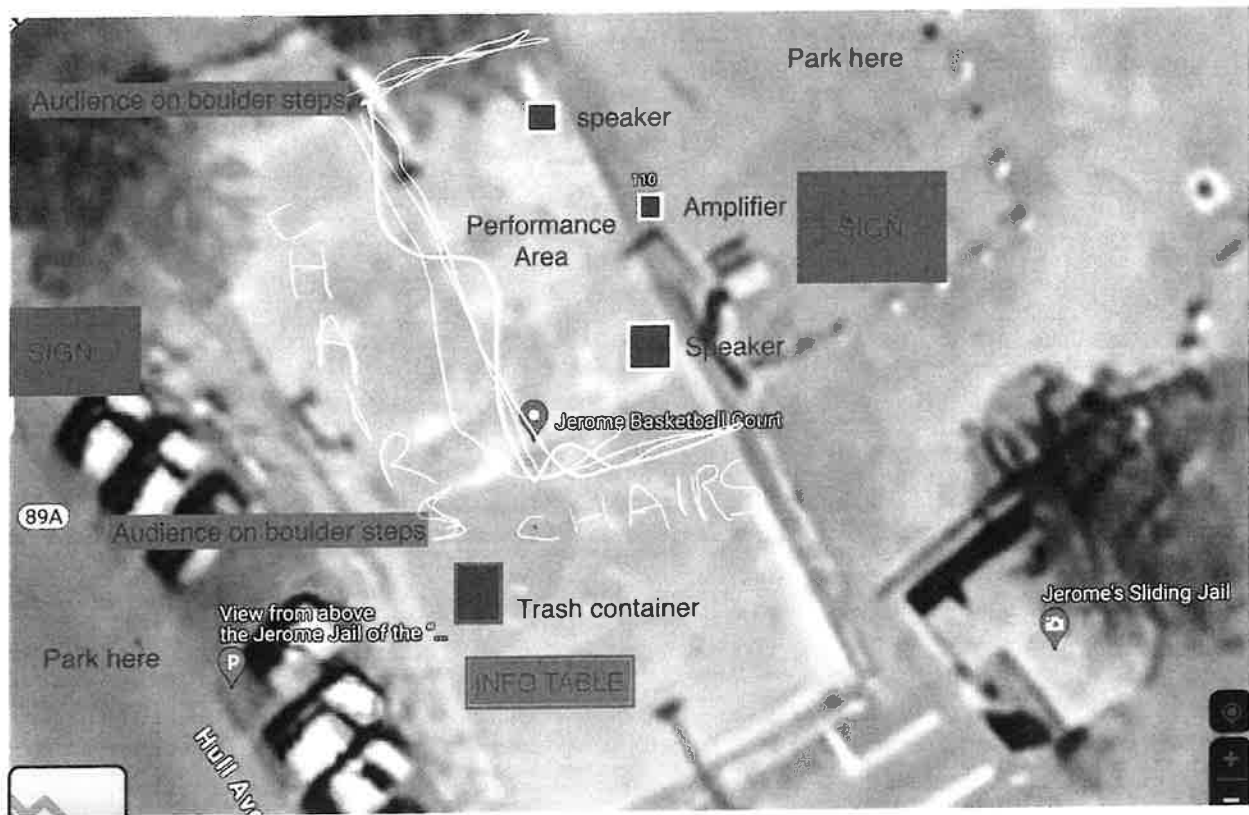
J Ruby
Signature

03-12-2024
Date of application

Jay Ruby
Print Name

Address

Telephone



JEROME SITE PLAN – THE ROVING WAVE FESTIVAL JULY 12th

The Roving Wave Festival Jerome Edition July 12th will use the basketball court by the Sliding Jail for an evening of performance.

The audience will be able to sit on the western side of the basketball court and the boulder wall. The performance will be on the eastern side of the basketball courts. A sound system will be set up on the eastern side of the basketball court. There will be an info table on the south side of the court with sign in sheet, surveys, information about the performance and water. A trash container will be near the info table.

Site Plan

Course Plan - The event will take place at the basketball court with audience sitting in chairs on half the court and also on the boulders at the west side of the court.

Traffic Control Plan - This event will not impact the flow of traffic.

Barricade Set/Strike - the set is minimal and does not require a barricade

Trash Plan - There will be an extra trash receptacle, but with no food or drink at the venue we do not anticipate a large depot of trash accumulating

Cleanup Plan - The trash container will be emptied after the event by the event organizers.

Utilities - We will need the power outlet nearest the amplifier to power the sound system.

Water - There is no plan for water at the event. We will have a 5 gallon drum of water available for people to fill their water bottles. This will be at the info table.

Vending - There will be no vending.

Signage - There will be sandwich board signs in the upper parking lot and below the basketball court.

