



TOWN OF JEROME, ARIZONA

POST OFFICE BOX 305 JEROME ARIZONA 86331
(928) 634-7943

Founded 1875
Incorporated 1895

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 10/10/24 Fee \$100 Date Paid _____
 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		

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 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). [To be provided in January when 2025 Policy goes into effect](#)
- 6. ~~Liquor License (if applicable).~~
- 7. ~~Liquor Liability Insurance (if applicable).~~
- 8. Health Department Approval (if applicable). [To be provided at a later date](#)
- 9. All other permits required by County or State Agencies. [To be provided later](#)
- 10. Permit filing fee. Check mailed to the attention of Michele Sharif
- 11. ~~Written approval from Police Chief/Fire Inspector (if applicable).~~

Applicant Information

Applicant's Contact Information			
Name of Applicant	Steve Aderholt	Date:	10/10/24
Name of Organization/Sponsor	Aravaipa Running		
Federal Tax or 501 (c)(3) Numbe.	_____		
Business Mailing Address	_____		
City	_____	State	AZ
Zip	_____		
Business Email	steve@aravaiparunning.com		
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	Jamil Coury	Phone	_____
Name	_____	Phone	_____
Emergency contact for Event*			
Name	Steve Aderholt	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 Cocodona

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

Start: Date: 5/6/2025 Time 6:00am estimated first runner End: Date _____ Time _____

Start: Date: _____ Time _____ End: Date 5/7/25 Time 9:00pm

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

Set-Up Date/Time: From 5/6/25 6:45AM To 5/7/25 8:45AM

Date Time Date Time

Tear-Down Date/Time: From 5/7/25 8:00PM To 5/8/25 10:00AM

Date Time Date Time

Number of expected/estimated Participants (400) 250 Miler, (175) 75-Miler, (300) 125-Miler

Will an admission or registration fee be charged? YES NO Fee \$ \$1,645 for 250 mile
\$ 395 for 75 mile
\$ 695 for 125 mile

Please briefly describe the event:

250-mile running race from Black Canyon City to Flagstaff. Runners will progress through the course day and night, stopping at aid stations for food, water, and rest. Aid stations will be located every 12+/- miles. Previous aid station is at Mingus Mountain Camp, there will be an aid station at Jerome Historic State Park, and the next aid station will be at Dead Horse Ranch State Park. 75-miler runners start in Prescott and run on the same course during the same time window.

The 125-mile distance will start at the Gold King Mine Ghost at 7:00AM on May 7th and follow the 250-mile / 75-mile route through town.

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 [See Attached Route Map](#)

If yes, which property? Race route includes parts of Main St, Jerome Ave, UVX Rd, Douglas Rd, Hampshire Ave and North Dr

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.*

Some sponsor signage at the 125-miler start at Gold King Mine Ghost Town. Course will be marked with pin flags, flagging tape, and road stickers (see route map). ADOT may require 36"x36" pedestrian crossing signs in town along Hwy89A.

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:

A Small PA system will be used for music and race announcements at Gold King Mine Ghost Town on May 7th from 6:00AM - 7:15AM

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:

A small generator will be used to power minimal lighting to the tents at the aid station at the Jerome Historic State Park and another at the 125-miler starting area at the Gold King Mine Ghost Town.

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.*

[See route map/State Park map for tent placement](#)

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. See route map/State Park map for cones and directional sign placement*

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)

Minimal parking needs at Gold King Mine Ghost Town and Jerome State Historic Park. Adequate parking at both locations.

Will the use of portable restrooms be necessary during the event?

YES NO to be provided by Nice Jons, Inc.

Please note the use of portable restrooms may be required on a case-by-case basis.

Location at the Gold King Mine Ghost Town and Jerome State Historic Park, see route map for placement.

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:

Trash and recycle cans will be placed at the Gold King Mine Ghost Town and Jerome State Historic Park. Volunteers will manage these cans and swap out liners as needed. Minimal trash/recycling will be generated. Full trash/recycle liners will be hauled away to our dumpsters in Sedona

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 would like to partner with hotels in Jerome as we expect ALL hotel rooms to be booked by 125-mile runners the night of Tuesday

May 6th. We would also like to potentially partner with a restaurant to host a pre-race dinner for the 125-mile runners on Tuesday

May 6th. Steve will discuss with Michele Sharif.

"This page intentionally left blank (insert Site Plans) here"

Cocodona – 2025 Course Map in Jerome

12S 0397334E 3846599N
5130 ft WGS84

250-mile and 75-mile running race courses shown in red. First runners to enter Jerome around 9:30am on May 6th and last runners will be out of Jerome by 9:00pm on May 7th.

Aid Station
Jerome Historic State Park
See next page for layout

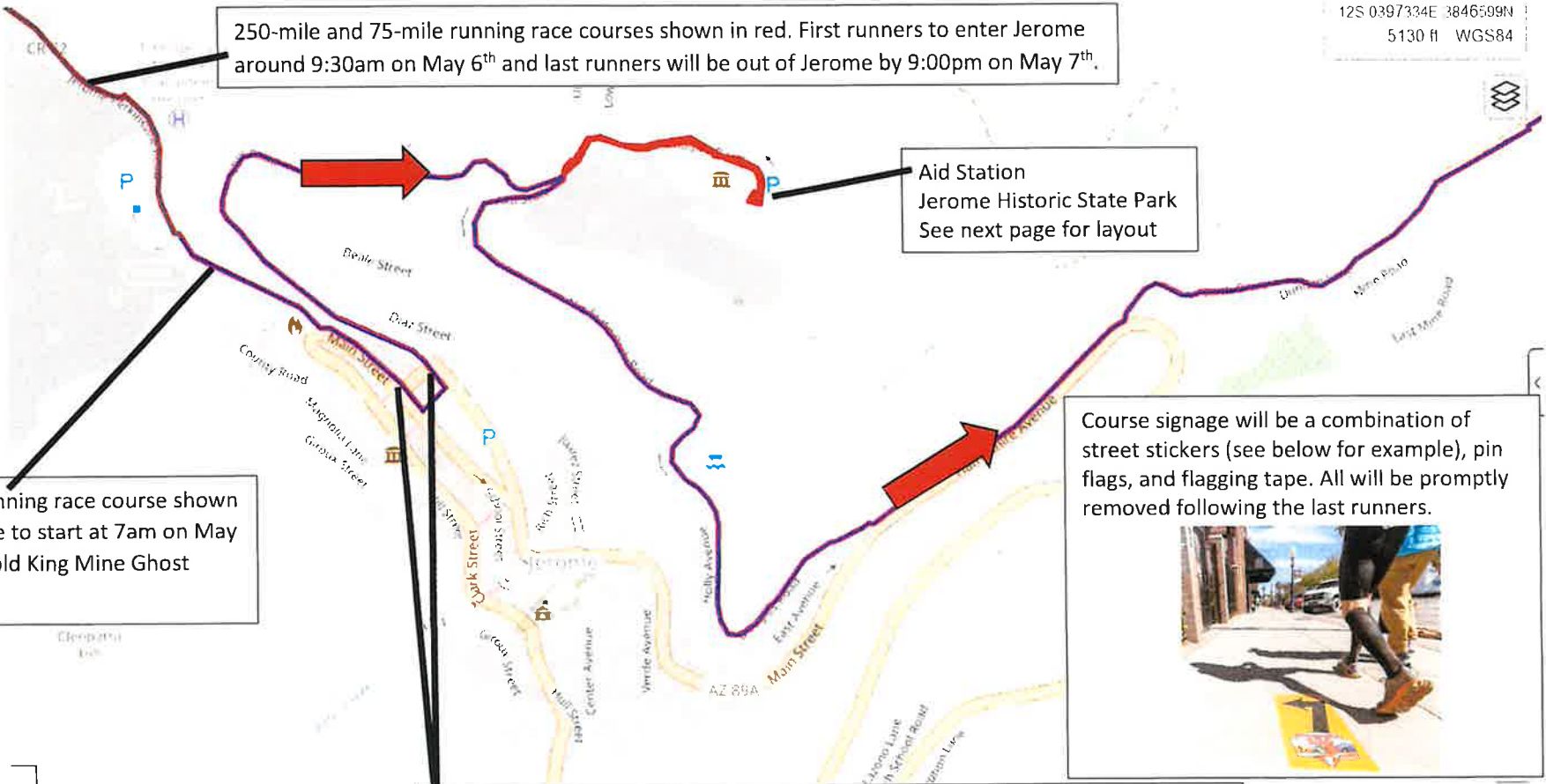
125-mile running race course shown in blue. Race to start at 7am on May 7th at the Gold King Mine Ghost Town.

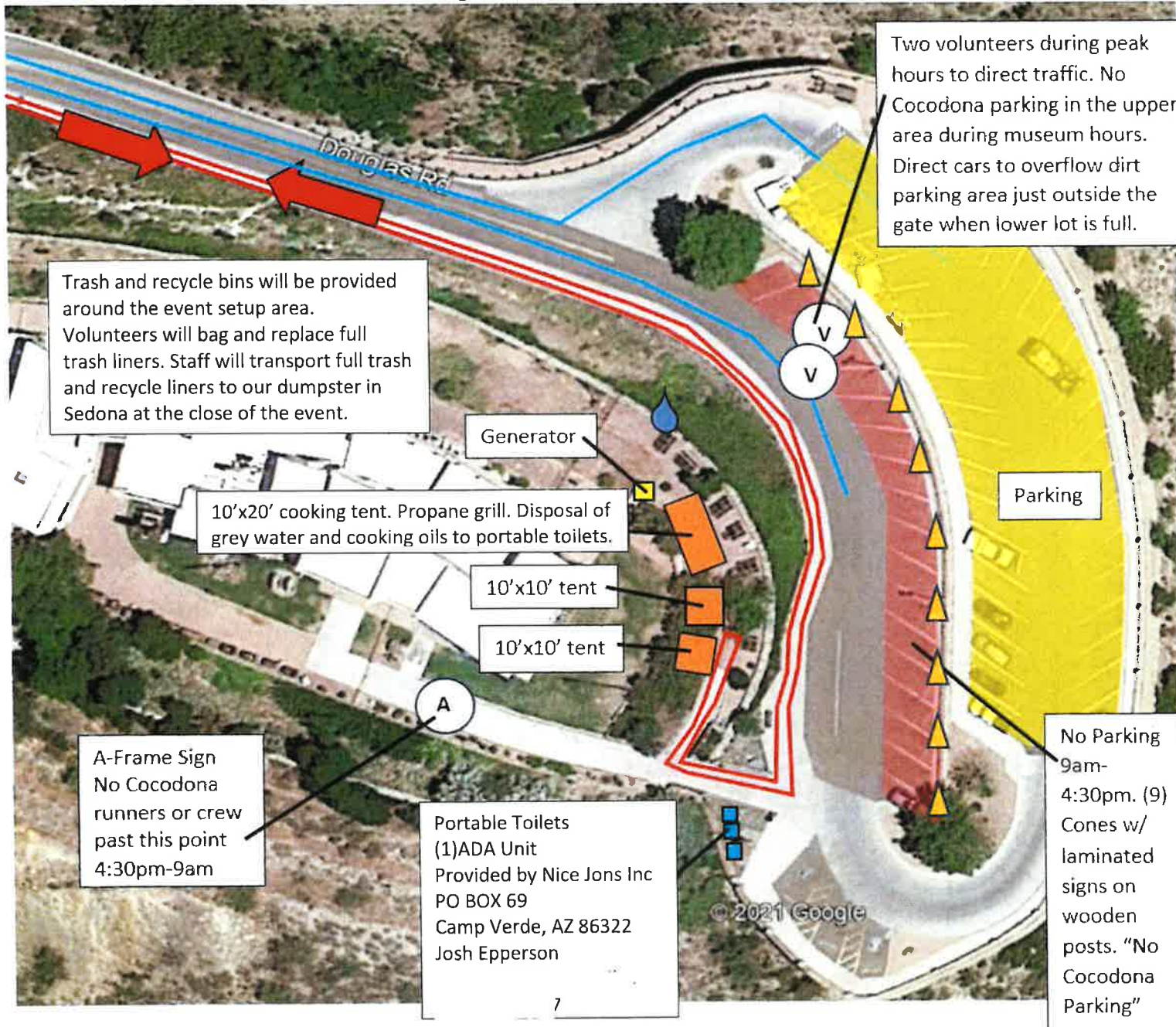
Course signage will be a combination of street stickers (see below for example), pin flags, and flagging tape. All will be promptly removed following the last runners.



Arizona Rangers will be placed at 2 locations between 6:45am – 7:30am on May 7th. Aravaipa will follow up with Chief Muma to coordinate.

- Jerome Ave and Main St
- Jerome Ave and Hull Ave





Special Event Hold Harmless and Indemnification Agreement

I, Aravaipa Running (*[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 18 day of October, 2024.

Signature: Steven Aderholt

Printed Name: Steven Aderholt

Witness Signature: Erika Snyder

Printed Name: Erika Snyder