



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: 1/29/2024 Fee: N/A 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		

Applicant Information

Applicant's Contact Information

Name of Applicant Scott Hudson Date: 1/24/24
Name of Organization/Sponsor Jerome Historical Society
Federal Tax or 501 (c)(3) Number 86-0145678
Business Mailing Address PO Box 156
City Jerome State AZ Zip 86331
Business Email Administrator@JeromeHistoricalSociety.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 Scott Kolu Phone _____

Name Scott Hudson Phone _____

Emergency contact for Event*
Name Scott Kolu 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 Jerome's 125th birthday celebration

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

Start: Date: 3/8/24 Time _____ End: Date _____ Time _____

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 _____

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

Please briefly describe the event:

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 (parade)

If yes, which property? City streets & Spook Hall

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:

Blue Tooth speaker @ the Bartlett rooms
Background music for Memorial @ the Bartlett

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)

Traffic directed during parade

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:

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.

Special Event Hold Harmless and Indemnification Agreement

I, Jerome Historical Society ([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 24 day of January, 2024

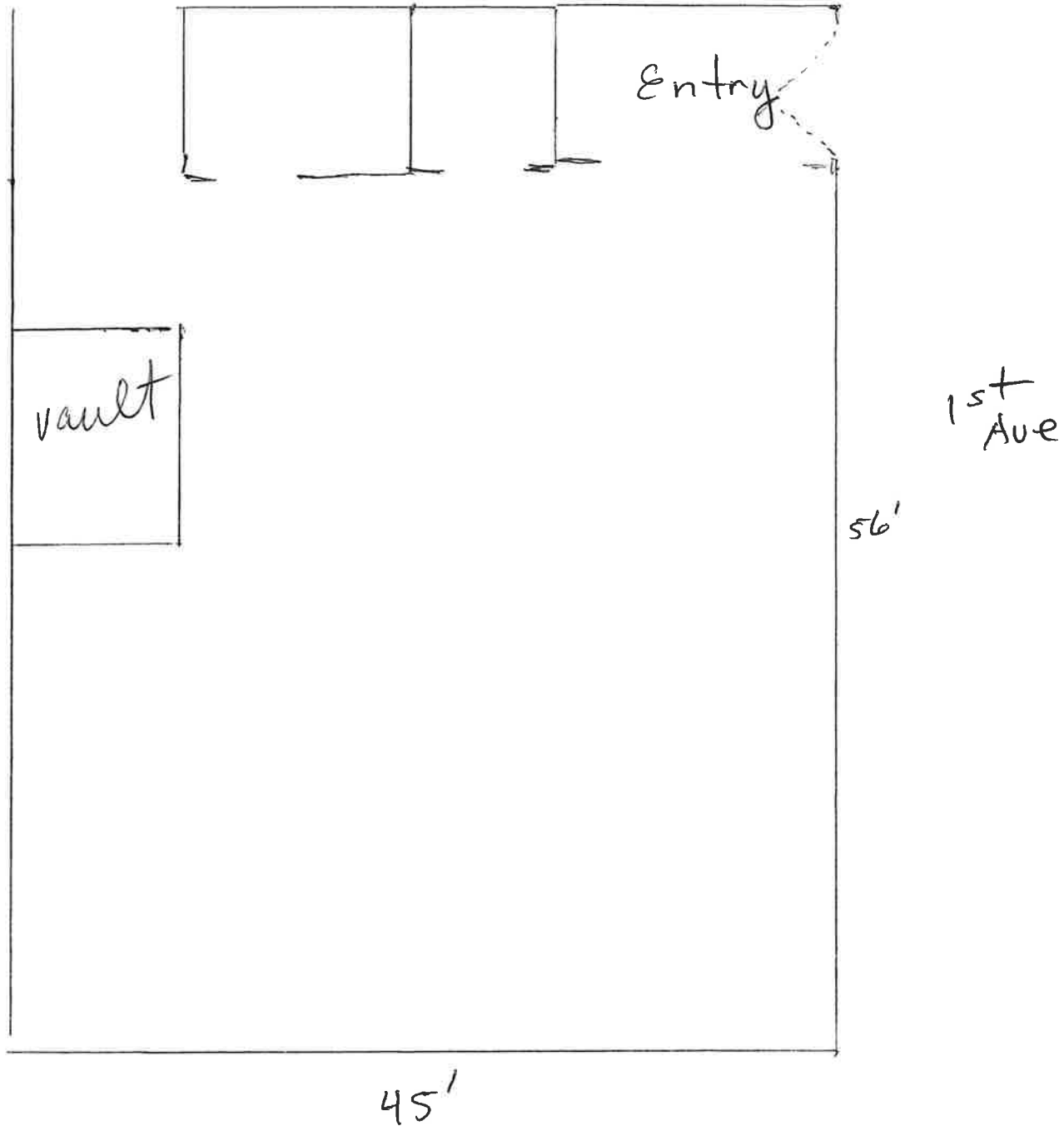
Signature: Scott Hudson

Printed Name: Scott Hudson

Witness Signature: Kristen Muenz

Printed Name: Kristen Muenz

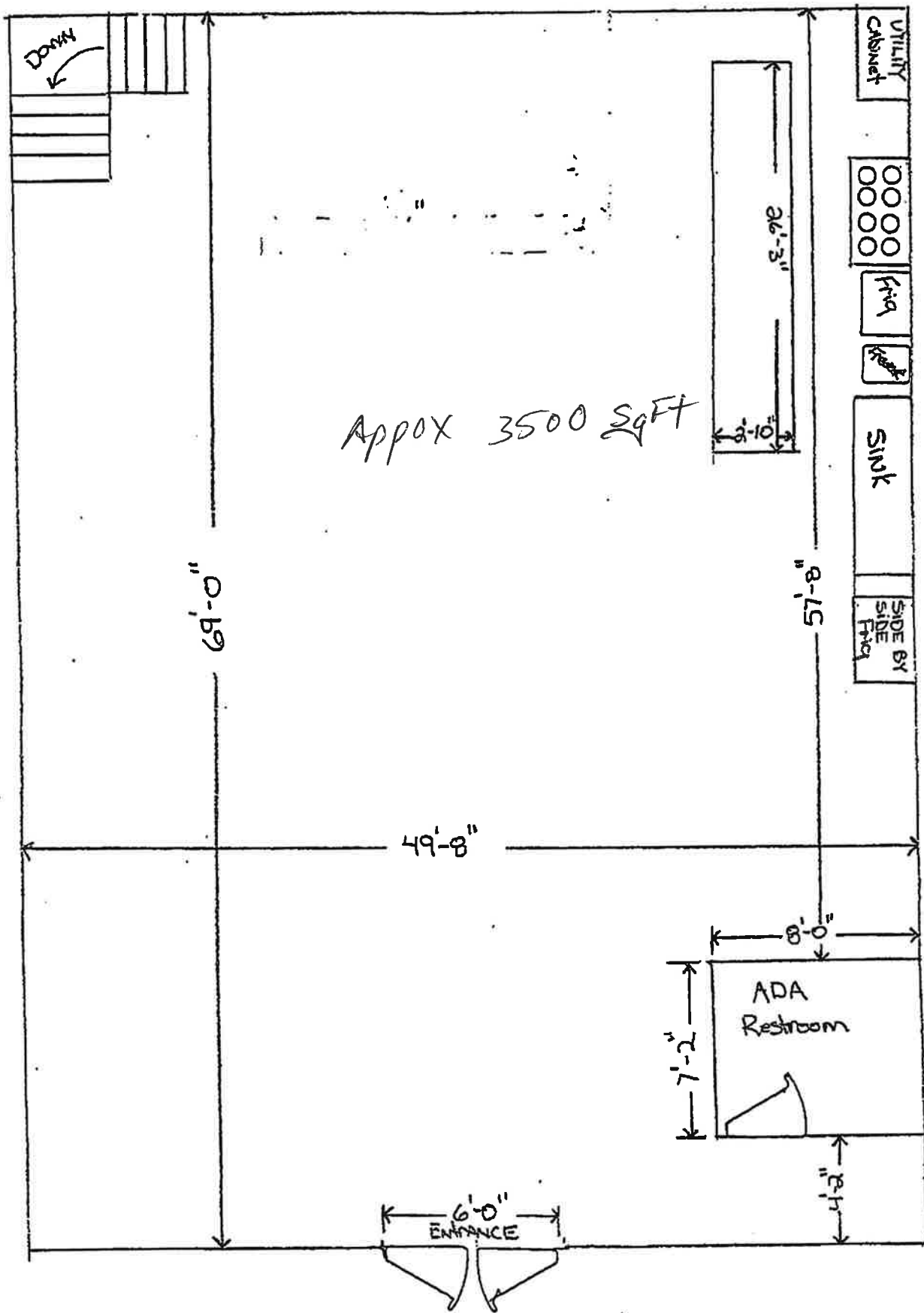
Bartlett Hotel Rooms



Bartlett
Hotel

210 Main St.

SPOOKHALL INTERIOR LAY-OUT





Jerome Fire Department

P.O. Box 1025 Jerome, AZ 86331 Tel. (928) 649-3034 Fax (928) 649-3039
e-mail: adminjeromefd.org

January 25, 2024

To whom it may concern,

Jerome Fire Department supports the Jerome Historical Society and their want to celebrate the town of Jerome's 125-year birthday parade on March 9, 2024. The Fire Department will also participate in the parade supplying Fire apparatus and personnel.

Sincerely,

Carl Whiting
Battalion Chief



Jerome Historical Society, Inc.

P.O. Box 156
Jerome, AZ 86331



Town of Jerome
600 Clark Street
Jerome, AZ 86331

Jerome Chamber of Commerce
310 Hull Avenue
Jerome, AZ 86331

01/25/2024

To Whom It May Concern,

Jerome celebrates its 125th birthday on Friday, March 8, 2024. The Jerome Historical Society, along with members from the Jerome community are putting together a celebration to commemorate this milestone on both Friday and Saturday, March 8 and 9. Events planned over these two days for the benefit of both residents and the public are detailed in our permit application. While much labor and in-kind donations have been secured, the celebration has some out of pocket costs.

The Jerome Historical Society is the fiscal agent for this event and managing the costs involved. We are anticipating costs associated with the town potluck on March 8, and our presentation of Jerome History at the Bartlett Hotel ruins on March 9 of approximately \$2000. The JHS asks both of your organizations, as partners in this celebration of life in Jerome, past, present and future to help defray the costs with a monetary donation at the conclusion of events that weekend. Your help in realizing Jerome's 125th birthday celebration is welcome and appreciated. We look forward to working with you and reveling in this historic milestone together. Thank you for your consideration.

Sincerely,

Scott Hudson
General Manager
Jerome Historical Society
928-634-1066
Scott@JeromeHistoricalSociety.com

TBD



125TH

INCORPORATED
JEROME ARIZONA

TBD

IT'S A (LOCALS) CELEBRATION!

Hello Jerome neighbors,
We are turning 125 in March! Public parade and
Memorial Shrine information to be distributed
separately.

This post is specifically for Jerome locals
to celebrate our birthday with a potluck dinner.



Where: Spook Hall

When: Friday March 8th 6pm

Hosted by:

THE JEROME HISTORICAL SOCIETY

Main dish provided by:

THE HAUNTED GROUP

Dessert provided:

Black Lodge Tattoo

How you can participate:

Be a resident or business owner, and bring a side dish
to share.

Please be timely as there will be speeches by the
Jerome Town Council, as well as a short performance
by Michael Gallagher.

Contact The Jerome Historical Society

TBD

IT'S A CELEBRATION
125TH
INCORPORATED
JEROME • ARIZONA

FOR THOSE WE'VE LOVED



Hello Jerome neighbors, we are turning 125 in March!
Potluck and parade information to be distributed separately. This post is specifically for those we have loved, lost and would care to commemorate.

YOU ARE INVITED TO PARTICIPATE IN MEMORIAL SHRINES

Where: The Bartlett Ruins

When on display: Friday March 8th through Sunday March 10th

How can you participate: Contact Scott or Windy to determine if you are starting a new shrine or participating in an existing shrine.

Contact Windy 480-447-6425 or Scott the shuttle driver 928-821-0133

What is appropriate

A large framed image of the past Jerome citizen that you wish to celebrate. You may also bring items that remind you of that person and what they loved, i.e. their art if they were a Jerome artist, a guitar/instrument if they were a Jerome musician, flowers if they loved flowers. March is nice... or cold... or freezing... or raining... so only bring outdoor safe items (that rodents or weather will not enjoy or harm).

The shrines will be locked up in the Bartlett and viewable from the street above.

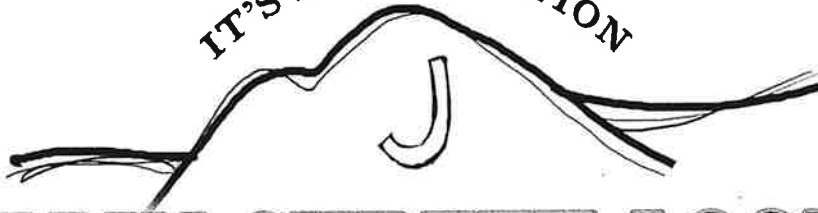
**Drop off to Jerome Heritage Shop any day 11am to 5PM now through Tuesday 3/5/24.
Please make sure you identify any items with your name, phone number, and the person you are creating a shrine for. Pick up will be at Jerome Heritage following the event ending.
Have any other questions, Contact Windy or Scott**

125TH

JEROME ARIZONA
INCORPORATED

JEROME BIRTHDAY PARADE!

IT'S A CELEBRATION



**MAIN STREET LOOP
SATURDAY MARCH 9TH 11AM**

Hosted by:

THE JEROME FIRE DEPARTMENT



How can YOU participate:

Have a car or transportation plan because March weather is unpredictable.

Drive in a car you decorate

For our longtime residents,

make a sign showing your family name and what year your family arrived in Jerome

For our artists, carry one of your works

Contact Scott for more information or ideas 928-821-0133