



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

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

Permit # J24-0032

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: 9/23/24 Fee: \$25.00 Date Paid: 9/24/24
 Paid via: Check # 411666 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	<u>\$25 per day</u>	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).
- 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 Dylan Jung Date: 9/23/24

Name of Organization/Sponsor Chamber of Commerce

Federal Tax or 501 (c)(3) Number _____

Business Mailing Address Jerome Chamber of Commerce _____

City _____ State _____ Zip _____

Business Email _____

Business Phone # 928-202-8144 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 Ginger Mackenzie Phone # _____

Name Ingrid Sarris Phone # _____

Emergency contact for Event*

Name Dylan Jung Phone # 928-202-8144

*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 Light Up the Mountain

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

Start: Date: 11/30 Time 3pm End: Date 11/30 Time 9:00 pm

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

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

Set-Up Date/Time: From 11/30 Noon To 11/30 9:30pm
Date Time Date Time

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

Number of expected/estimated Participants 100-200

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

Please briefly describe the event:

LUM will feature live music and school choir on the town steps, as well as a reading and announcements from the upper park. We will plug in the Christmas lights close to 9pm for the finale.

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? Upper Park

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.

*We will hang 2-3 banners along the fence to the Upper Park.

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:

Small PA system for announcements and reading, and small PA for band.

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:

The Chamber will work with JFD to properly install Christmas lights.

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)

Upper park area and regular walkways will be open as usual. We will also help direct attendees to the 300 level parking area in social and print media.

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 help to clean up any excess trash created during this event.

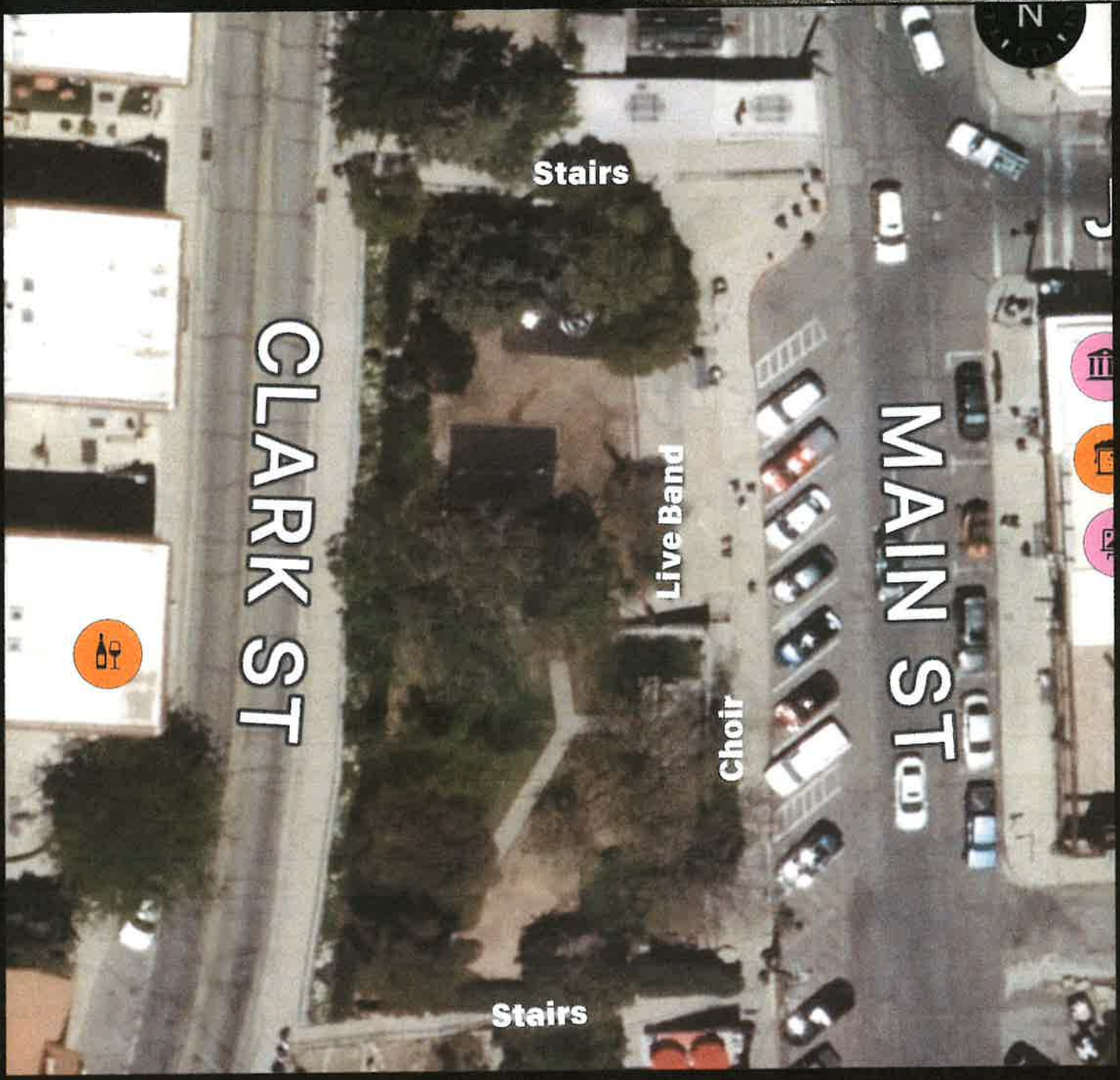
Cleanup of the site(s), including removal of all waste and temporary structures, must be completed by 10:00 a.m. of the morning following the end of the Special Event. Please refer to and comply with Jerome Town Code, section 9-1, Garbage and Trash Collection.

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.

We will be promoting the event through social media, local press, as well as the Town of Jerome newsletter.



CLARK ST

MAIN ST

Stairs

Live Band

Choir

Stairs

Light Up the Mountain

Saturday, November 30, 2024 • 3-9pm

Upper Park & town steps [siterra.org](http://www.siterra.org)

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



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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: Dylan Jung (Jerome Chamber of Commerce)

Address: 1579 E Sierra Dr. Cottonwood, AZ 86326

Telephone: 928-202-8144

If applicant is an organization, list officers:

Name	Address	Telephone
Ginger Mackenzie	Jerome, AZ	
Ingrid Sarris	Clartdale, AZ	
Dylan Jung	Cottonwood, AZ	

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: Saturday, November 30th

Rain Date: ~~_____~~ Sunday, Nov. 31st?

Hours of Use: 3 - 9 pm Approximate # of people: 100 - 200

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.

Dylan Jung
Signature

9/23/24
Date of application

Dylan Jung
Print Name

Address

Telephone

Special Event Hold Harmless and Indemnification Agreement

I, Dylan Jung (Jerome Chamber of Commerce) [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 23rd day of September, 2024.

Signature: 

Printed Name: Dylan Jung

Witness Signature: 

Printed Name: Michele Stanif