



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.

- Application and all supporting information **must** be submitted at least **30 days prior** to the event.
- There will be a Fee due at the time of application submission.
- For questions regarding Special Event Permits, please contact Jerome Town Hall at (928) 634-7943.

		<i>Town Use Only</i>	
Date Submitted:	<u>11/25/2023</u>	Fee:	<u>25</u>
		Date Paid:	<u>11/28/2023</u>
		Paid via:	<input checked="" type="checkbox"/> Check # <u>4717</u> <input type="checkbox"/> C.C. <input type="checkbox"/> Cash
<i>Special Event Approvals</i>			
Town Manager:			
Approve <input type="checkbox"/>	Deny <input type="checkbox"/>	Date: _____	Comments: _____
*Fire Inspector:			
Approve <input type="checkbox"/>	Deny <input type="checkbox"/>	Date: _____	Comments: _____
*Zoning Administrator:			
Approve <input type="checkbox"/>	Deny <input type="checkbox"/>	Date: _____	Comments: _____
*Police Chief:			
Approve <input type="checkbox"/>	Deny <input type="checkbox"/>	Date: _____	Comments: _____
*Building Inspector/Public Works:			
Approve <input type="checkbox"/>	Deny <input type="checkbox"/>	Date: _____	Comments: _____
<i>*Other approvals as needed based on scope of event.</i>			

575 Special Event 1/2 1.2.23

Applicant Information

Name of Applicant Ginger Mackenzie Date: 11/28
(Individual Person)
Name of Organization/Sponsor Jerome chamber
Federal Tax or 501 (c)(3) Number 86-0642740
Applicant's Mailing Address P.O. BOX K
City Jerome State AZ Zip 86331

Applicant's Contact Information

Email Gingermackbusiness@gmail.com
Business Phone # 928 284 8053 Cell Phone # _____
Emergency Contact for Date of Event
Name Ginger Phone # 928 284 8053

Event Information

Name of Event Town Christmas Party
Date/Dates of Event- if event is longer than two (2) consecutive days, formal approval by Town Council will be required:

Set-Up Date/Time: 12/16 From 2 pm To 6 pm
Tear-Down Date/Time: 12/16 From 9:00 pm To 10:00 pm
Number of expected Participants 70
Will an admission or registration fee be charged? YES NO Fee _____
Please describe the event:
Food & music For
The community.

Event Information Continued

Will the Special Event take place on property owned or leased by the Town of Jerome?

YES NO If yes, which property? _____

If no, what is the **physical address** for the event? _____

260 Hull Avenue

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.

Special Event Access

Please include a description of the primary access routes to the property and available parking for the crowds anticipated. Special traffic control may be required for larger events.

Street Access & Large
Parking Lot very
near by. most people
will walk to the
Party!

Food and Beverage

Will Alcohol be Sold? YES NO

If yes, please submit approval documents from the Arizona Department of Liquor Licenses and Control.

Will Food be Sold? YES NO

If yes, please submit approval documents from the Yavapai County Health Services Department.

*Separate permits or approvals may be required by County or State agencies.
Documentation of all applicable approvals must be provided prior to event.*

Provisions for Noise, Trash, and Signs

Will there be outdoor, amplified sound at the event? YES NO

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.

Please describe outdoor/amplified sound to be used:

Will there be outdoor lighting, or other electrical needs? YES NO

Please describe:

Will trash be created during the Special Event? YES NO

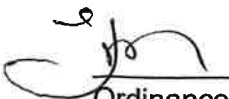
Cleanup of the site, including removal of all waste and temporary structures, must be completed by 10:00 a.m. of the morning following the end of the Special Event. Please comply with Jerome Town Code, section 9-1, Garbage and Trash Collection.

Will the Special Event require signage? YES NO

All signage must comply with Section 509 of the Jerome Zoning Ordinance. A separate sign permit is not required for Special Event signs.

Please describe all needed signage:

Special events conducted within the Town shall be in compliance with applicable Town ordinances and State and County regulations.

 (initials) I acknowledge that I have read and understood the Special Event Ordinance for the Town of Jerome and will comply with all applicable regulations.

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. 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).
- 5. List of all businesses (dba), contact information and proof of Transaction Privilege Tax License (TPT) or exemption status for every vendor that will be attending the Special Event for the purpose of selling food, drink, or retail sales of any kind, or promotion of their own business or another.
- 6. Liquor License (if applicable).
- 7. Health Department Approval (if applicable).
- 8. All other permits required by County or State Agencies.
- 9. Permit filing fee.
- 10. Written approval from Police Chief/Fire Inspector (if applicable).

SECTION 2 What type of security and control measures will you take to prevent violations of liquor laws at this event?
(List type and number of police/security personnel and type of fencing or control barriers, if applicable.)

1 _____ Number of Police 1 _____ Number of Security Personnel Fencing Barriers

Must explain security measures: We will have a police officer at the door to insure no one walks out with alcohol.

SECTION 3 What is the purpose of this event?

On-site consumption Off-site (auction/wine/distilled spirits pull) Both

How is this special event going to conduct all dispensing, serving, and selling of spirituous liquors?
Check one of the following boxes. (R-19-318)

- A) Special Event being held on an **unlicensed** premises will require approval and signature by the Local Governing Body on page 3. (If checked move to section 4)
- B) Will this event be held on a currently licensed premises and within the already approved and licensed area?
(**Must attach a letter from the licensed premises with an explanation of the option checked below**)

Name of Business

License Number

Phone (Include Area Code)

Place license in non-use - *Special Event Licensee selling all alcohol without retailer involvement*
Must attach letter from the location suspending license for duration of special event

Dispense and serve all spirituous liquors under retailer's license – *Business operates normally, minimum of 25% of gross revenue from alcohol sales is donated to licensee*

Dispense and serve all spirituous liquors under special event - *The special event licensee is in charge of selling alcohol that was purchased or donated by the special event licensee. The retailers existing alcohol inventory must be separated from any alcohol used during the special event. **Must attach letter from the location suspending license for duration of special event***

Split premise between special event and retail location - *Both the special event licensee and the retailer will conduct sales of alcohol. (These sales will be done in separate areas. If alcohol is donated or purchased by the special event licensee it must be in a separate area than the alcohol that is dispensed by the licensed retailer.)*

Off Sale only - Wine/Distilled Spirits Pull, Live or Silent Auctions – *Retailer will still be permitted to conduct all normal sale and service of alcohol.*

SECTION 4

1. Has the applicant been convicted of a felony, or had a liquor license revoked within the last five (5) years?

Yes No If yes, attach letter of explanation.

2. How many special event days have been issued to this organization during the calendar year? 0

3. Is the Organization using the services of a Special Event Contractor? (A licensee can utilize the services of a special event contractor who may purchase and sell alcohol on behalf of the licensee. If no special event contractor is listed, the licensee is responsible for the sales and service of alcohol.)

Yes No If yes, please provide the Name of the Special Event Contractor: _____

4. Is the organization using the services of a series 6, 7, 11, or 12 licensee to manage the sale or service of alcohol?
(Licensees who hold a series 6, 7, 11, or 12 license are automatically qualified to be the special event contractor)

Yes No if yes, please provide the Name of Licensee: _____ License #: _____

5. List the name of the Individual or Organization that will receive revenues, **MUST EQUAL 100 PERCENT.**

Attach additional sheet if necessary.

Name: The Jerome Chamber of Commerce Percentage: 100%
 Address: 260 Hull Avenue Jerome AZ 86331
Street City State Zip
 Name: _____ Percentage: _____
 Address: _____
Street City State Zip

Please read A.R.S. § 4-203.02 Special event license; rules and R19-1-205 Requirements for a Special Event License.

ALL ALCOHOLIC BEVERAGE SALES MUST BE FOR CONSUMPTION AT THE EVENT SITE ONLY.

NO ALCOHOLIC BEVERAGES SHALL LEAVE A SPECIAL EVENT UNLESS THEY ARE IN AUCTION WINE OR DISTILLED SPIRITS PULL SEALED CONTAINERS OR THE SPECIAL EVENT LICENSE IS STACKED WITH WINE /CRAFT DISTILLERY FESTIVAL LICENSE.

SECTION 5 License premises diagram. The licensed premises for your special event is the area in which you are authorized to sell, dispense or serve alcoholic beverages under the provisions of your license. Please attach a diagram of your special event licensed premises. Please show dimensions, serving areas, fencing, barricades, or other control measures and security position.



If the special event will be held at a location without a permanent liquor license or if the event will be on any portion of a location that is not covered by the existing liquor license, this application must be approved by the local governing body before submitting to the Department of Liquor Licenses and Control. Please contact the local governing board for additional information.

APPLICANT SIGNATURE

Declaration:
 I, (Print Name) Ginger Flaherty, declare under penalty of perjury that I am authorized to submit this application. I have read the contents of this application, and to the best of my knowledge believe all statements made on this application to be true, correct and complete.

Signature

LOCAL GOVERNING BODY

Date Received: _____

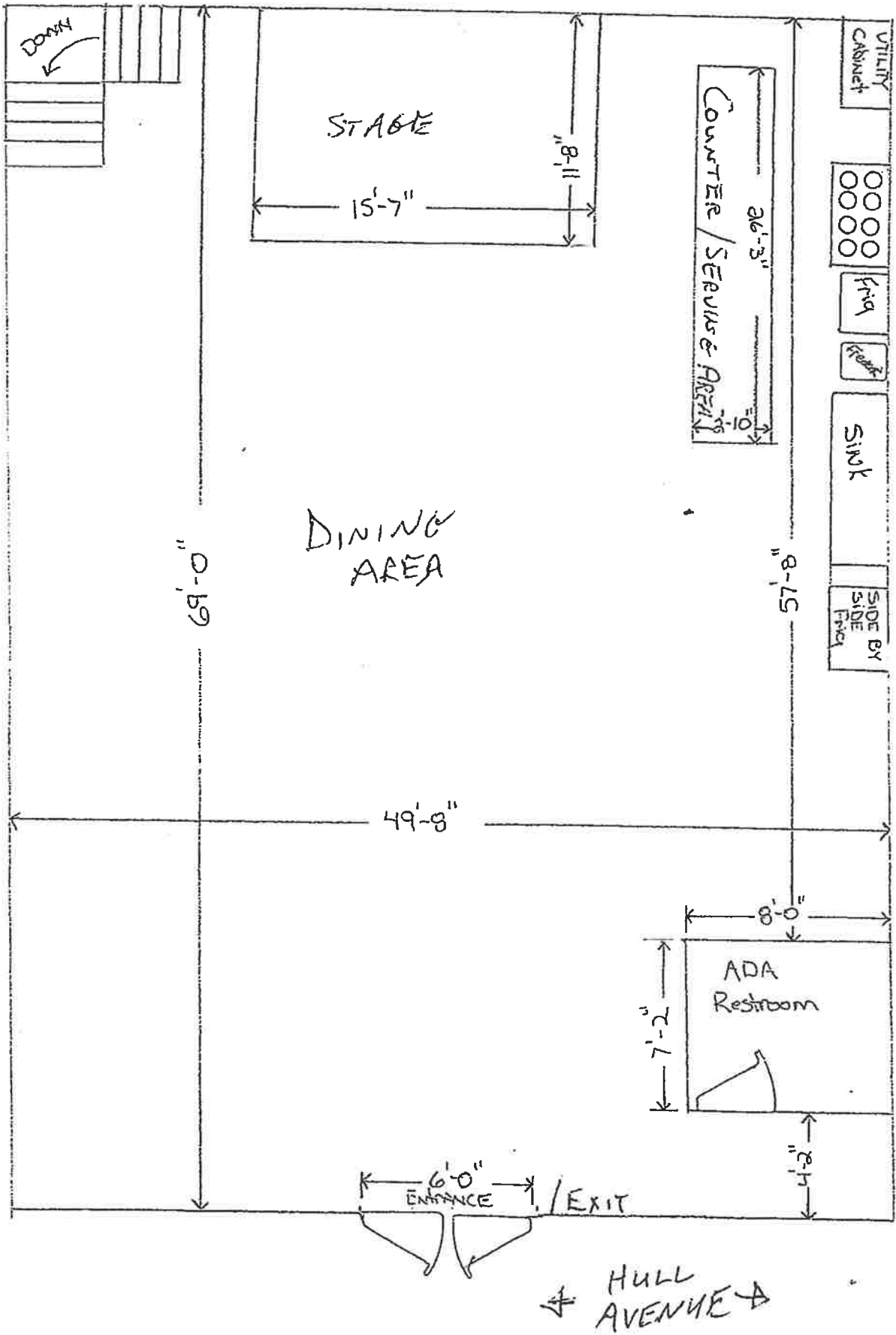
I, _____ recommend APPROVAL DISAPPROVAL
(Government Official) (Title)

On behalf of _____
(City, Town, County) Signature Date Phone

The local governing body (city, town or municipality where the fair/festival will take place) may require additional applications to be completed and submitted. Please check with local government as to how far in advance they require these applications to be submitted. Additional licensing fees may also be required before approval may be granted.

AZDLLC USE ONLY

APPROVAL DISAPPROVAL BY: _____ DATE: _____



SPECIAL EVENT HOLD HARMLESS AGREEMENT

I, Ginger Mackenzie shall, through the signing of this Agreement, indemnify, hold harmless and defend the Town of Jerome, Arizona and its agents and employees from all suits and actions, including reasonable attorneys' fees and all costs of litigation and judgment of every name and description against the Town as a result of loss, damage or injury to person or property during the Special Event named (from page 2 of the Special Event Permit Application) Town Christmas in the Town of Jerome during the period 12/16/23 thru .

Signed this 28 day of November, 2023

Signature: Ginger Mackenzie

Name (print): Ginger Mackenzie

Witness: Bonnie J. [Signature]