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

Founded 1876
Incorporated 1899

Permit # J26-0059

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: 10/29/24 Fee: 100 Date Paid: 10/29/24
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 — No Fee
Town Sponsored/Co-Sponsored — No Fee
Film Permits — Fee based on production type
$25 per day — Special Event Liquor License — $75
Special Event Permit — $100

Applicant Information

Applicant's Contact Information

Name of Applicant Scott Hudson Date: Oct 29/26

Name of Organization/Sponsor Jerome Historical Society

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

Business Mailing Address PO Box

City Jerome State AZ Zip 86331

Business Email Scott@JHS.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 Mary Beth Barr Phone ____

Name ____ Phone ____

Emergency contact for Event*

Name Scott Hudson 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 Hopkins Celebration of life

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

Start: Date: 12/30/26 Time 5pm End: Date 12/30/26 Time 10pm

Start: Date:_____ Time_____ End: Date_____ Time_____

Start: Date:_____ Time_____ End: Date_____ Time_____

Set-Up Date/Time: From 12/29/26 (Date) 8m (Time) To _____ (Date) _____ (Time)

Tear-Down Date/Time: From 12/31/26 (Date) 8m (Time) To _____ (Date) _____ (Time)

Number of expected/estimated Participants 150

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

Please briefly describe the event:

Steve Hopkins celebration of life

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? _____

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 * Alcohol will be present but not sold or given 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:

_____

_____

_____

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)

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:

Trash will be taken to the dump.

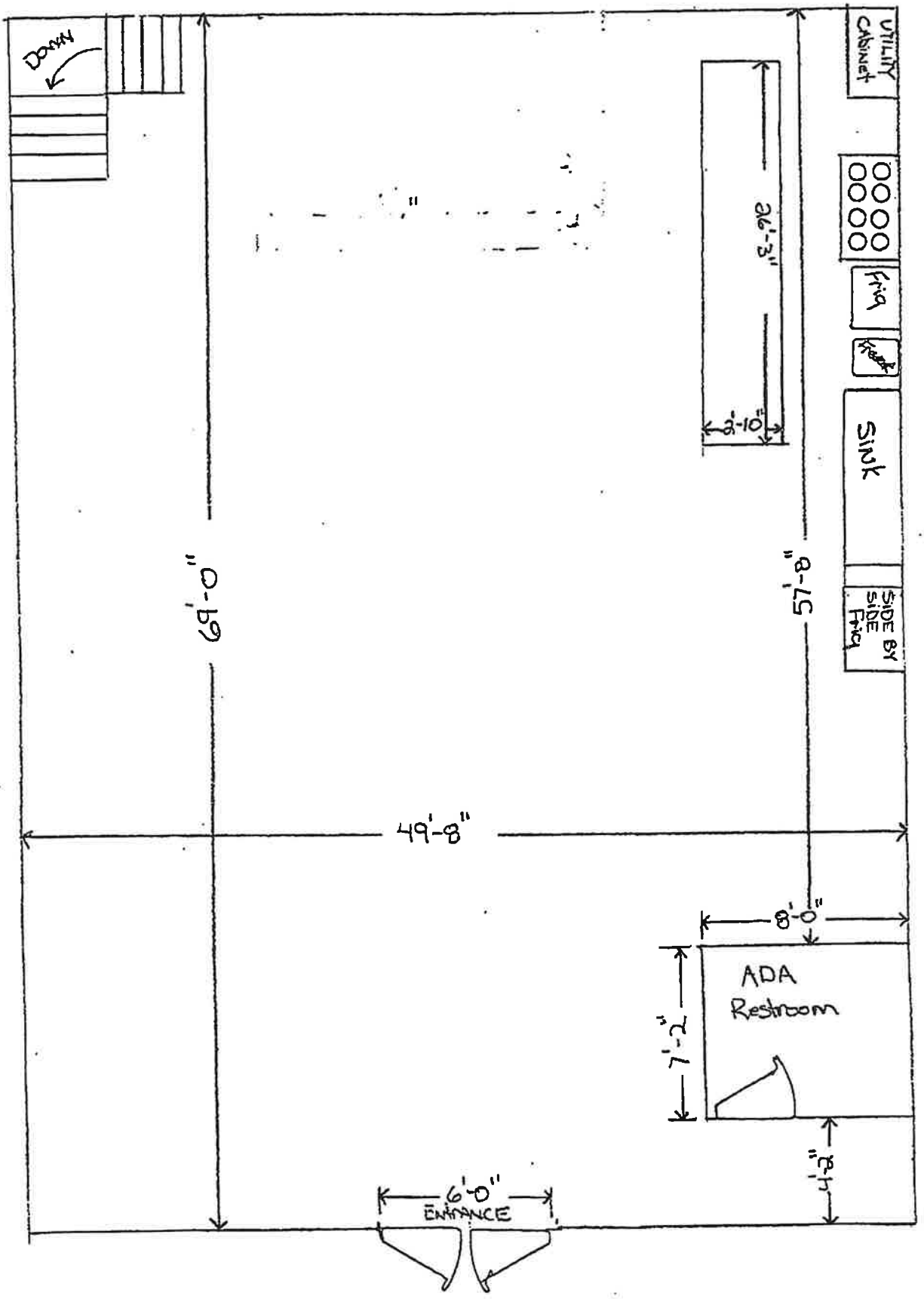
Cleanup of the site(s), including removal of all waste and temporary structures, must be completed by 10:00 a.m. of the morning following the end of the Special Event. Please refer to and comply with Jerome Town Code, section 9-1, Garbage and Trash Collection.

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.

SpookHall Interior Layout



Spook Hall lower level

