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# TOWN OF JEROME, ARIZONA

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

Permit # J26-0051

## 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 Or /

Date Submitted: 3/3/26 Fee: 50.00 Date Paid: 3/3/2026

Payment:  Check # \_\_\_\_\_  C.C.  Cash

Town Manager  
Approve  Date: \_\_\_\_\_

Public Works  
Approve  Date: \_\_\_\_\_

Zoning  
Approve  Date: \_\_\_\_\_

Planning  
Approve  Date: \_\_\_\_\_

Building Department  
Approve  Date: \_\_\_\_\_

Special Event Fee Schedule

Application Fee: \$25.00  
Permit Fee: \$25.00  
Total Fee: \$50.00

# Special Event Permit Application

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## 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). Insurance to be provided one event approval is received.
- 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).  
Will get a letter from Fire Chief if necessary regarding tent placement and safety securing. Will also provide a letter from the Police Chief if necessary regarding traffic flow.

### Applicant Information

Applicant's Contact Information

Name of Applicant Anastasia Darrah Date: 3/3/26

Name of Organization/Sponsor Jerome Chamber of Commerce

Federal Tax or 501 (c)(3) Number \_\_\_\_\_

Business Mailing Address PO Bo;

City Jerome State AZ Zip 86331

Business Email ani.jeromechamber@gmail.com

Business Phone # 928-642-5020 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 Anastasia Darrah Phone 928-642-5020

Name Heather Hakola Phone \_\_\_\_\_

Emergency contact for Event\*

Name Anastasia Darrah Phone 928-642-5020

\*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 4th Annual Jerome Music & Art Festival

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

Start: Date: 6/27/2026 Time 10:00AM End: Date 6/27/26 Time 9:00PM

Start: Date: 6/28/26 Time 10:00AM End: Date 6/28/26 Time 6:00Pm

Start: Date: \_\_\_\_\_ Time \_\_\_\_\_ End: Date \_\_\_\_\_ Time \_\_\_\_\_

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Set-Up Date/Time: From 6/26/26 8:00AM To 6/26/26 4:00PM  
Date Time Date Time

Tear-Down Date/Time: From 6/29/26 8:00AM To 6/29/26 4:00PM  
Date Time Date Time

Number of expected/estimated Participants 2-3,000 approximately

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

*Please briefly describe the event:*  
4th installment of Jerome Music & Art Festival - A 2 day festival featuring local musicians and artists. The Goal is to support local businesses, offer a family friendly enriching environment, and highlight local talent.

\_\_\_\_\_

\_\_\_\_\_

### 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 & Middle 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.*

## 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:

Reasonable amplification concentrated in the parks sufficient only to reach attendees in the immediate vicinity, utilizing professional equipment and oversight.

*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 List of vendors and TPTs to be provided by 5/27/2026

*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.*

Tent structures will require weights and will be inspected for safety and security.

## Special Event Access

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

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)

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

YES  NO

*We can place them by the basketball courts as done previously. Or in the middle park where they may have better use.*

*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 have a clean up crew aiding in picking up trash during the event, and all efforts will be made to minimize the impact on the Town Crew.

*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 have discussed the event with multiple businesses and residents. We have also posted on the local facebook page, and have received a very positive response.

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Incorporated 1899

**TOWN OF JEROME, ARIZONA**  
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.

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Name of Applicant: Jerome Chamber Of Commerce - Anastasia Darrah

Address: PO Box K, Jerome AZ 86331

Telephone: 928-642-5020

If applicant is an organization, list officers:

Name	Address	Telephone
Anastasia Darrah	Prescott, AZ 86301	928-642-5020
Michele Sharif	Jerome, AZ 86331	
Heather Hakola	Jerome, AZ 86331	

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 and Sunday, June 27 & 28, 2026

Rain Date: \_\_\_\_\_

Hours of Use: 6/27 8:30AM - 9:30PM & 6/28 9:00AM - 5:30PM Approximate # of people: Approx 2-3,000

*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.*

Anastasia Darrah

Signature

3/3/2026

Date of application

Anastasia Darrah

Print Name

Address

928-642-5020

Telephone

## Special Event Hold Harmless and Indemnification Agreement

I, Anastasia Darrah for Chamber of Commerce (Permittee/Company Name), shall, through the signing of this Agreement, in consideration for the issuance of a Special Event Permit 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 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 Town, Permittee or any other person, and 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. Permittee's obligations under the preceding sentence 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 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, it's officials, officers, employees, agents, volunteers or invitees may be exposed to, or infected by, by participating in the named 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 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.

Throughout the duration of this Agreement, Permittee shall pay for and maintain in full force and effect all insurance as required in the application, 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 at his/her/its sole cost. The fact that insurance 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 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 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 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 2nd day of March, 2026

Signature: \_\_\_\_\_

Printed Name: Anastasia Darrah

Witness Signature: \_\_\_\_\_

Printed Name: Michele Sharrif

# Event Description/Overview

The Jerome Music & Art Festival will be held 6/27-6/28.

The plan is to have bands start around 11am Saturday and have the last band take the stage no later than 8pm. On Sunday bands will start at 11am and the last band will take the stage no later than 4pm.

We aim to have stage set up on Friday, 6/26, however Verve Tents & Events may need to set up one day earlier, on Thursday 6/25.

Tear down of the stages will take place on 6/29. The main stage will be located in the upper park using amplified sound run by a professional and using professional grade equipment at a reasonable volume, keeping with the standard that have been set by previous years' events. The stage area will be no smaller than 16 x16, and no larger than 20x20. It will be concentrated in the center of the park as close to the stone wall as possible, while not impeding on any walkways, avoiding sprinklers, and not causing damage to the trees and foliage.

The tent covering stands appx 15ft tall. If at all possible, we would request that the tree branches in the center of the park be trimmed within reason to help accommodate the tent so that both the tent material and the surrounding foliage be completely protected during set up and throughout the festival. We will work with Verve Tents & Events to determine the safest location for the stage while respecting the park.

We plan to operate an additional 10x10 anchored pop-up tent to house merch and water for guests.

We would also like to reserve the right to add one additional 10x10 tent to the upper park as an incentive to sponsors, to be provided and anchored with oversight by the Chamber of Commerce.

The Upper Park will also feature "Art in the Park" with up to 6 easel set ups for local artists, dispersed safely around the park, with care to not impede any walking traffic.

Additional musician accommodations will be found at the Spirit Room, the New State building, 240 Hull Ave, Mimi's gallery, Spook Hall, and additional private businesses that have authority, capacity, and proclivity to host a small musical group. Spirit Room and New State building will likely host amplified music complimentary to the size and capacity of the space they are using. The individual business locations, including Spook Hall, will host smaller musical groups that operate acoustically or have one small amplifier.

If we are able to obtain the funding and support, we would like to add an additional stage to the middle park. The stage would be located and the same size as the previous year, approximately 8ft x 12ft with a compatible tent covering. This site would operate similarly to the Upper Park, featuring amplified sound run by professionals using professional

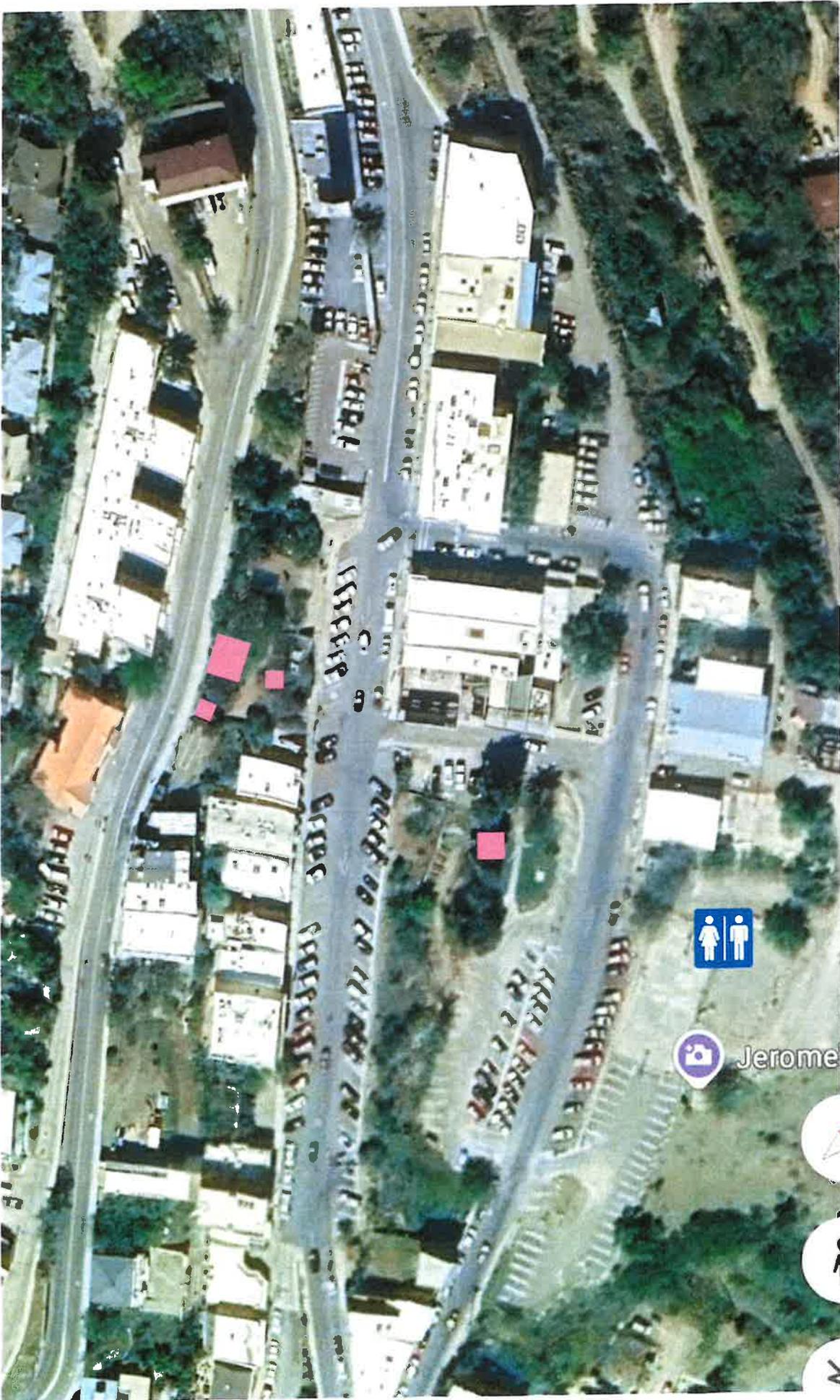
equipment. The middle park would also host a 10 x 10 pop up tent featuring a free/by-donation kids crafts station. Overflow for "Art in the Park" will also be added if demand for artist participation is sufficient. This will add an additional 4 easels to be set safely and with care around the middle park.

Vendors will be located in Spook Hall and the Bartlett hotel, all required to obtain a TPT license. We will have TPT confirmation to the town by 5/31/26.

2 porta potties and a hand wash sink can be added to either the lower level near the basketball courts, as has been done in previous years, or next to the middle park occupying one parking space closest to the park/garden. The porta potty company will need to drop off the receptacles Friday before the event and pick up Wednesday following the event.

We will coordinate with Police and Fire departments regarding safety and parking for the festival. As in previous years, we will request that Freeport McMoran allow us to use the dirt lot next to the 300-level parking as overflow parking to accommodate the influx of visitors. Additionally, we will communicate with the town shuttle regarding the festival and influx of traveler's and potential for working later on Saturday if willing/needed.

All planning for the event will be done with care and consideration to the town and it's residents.



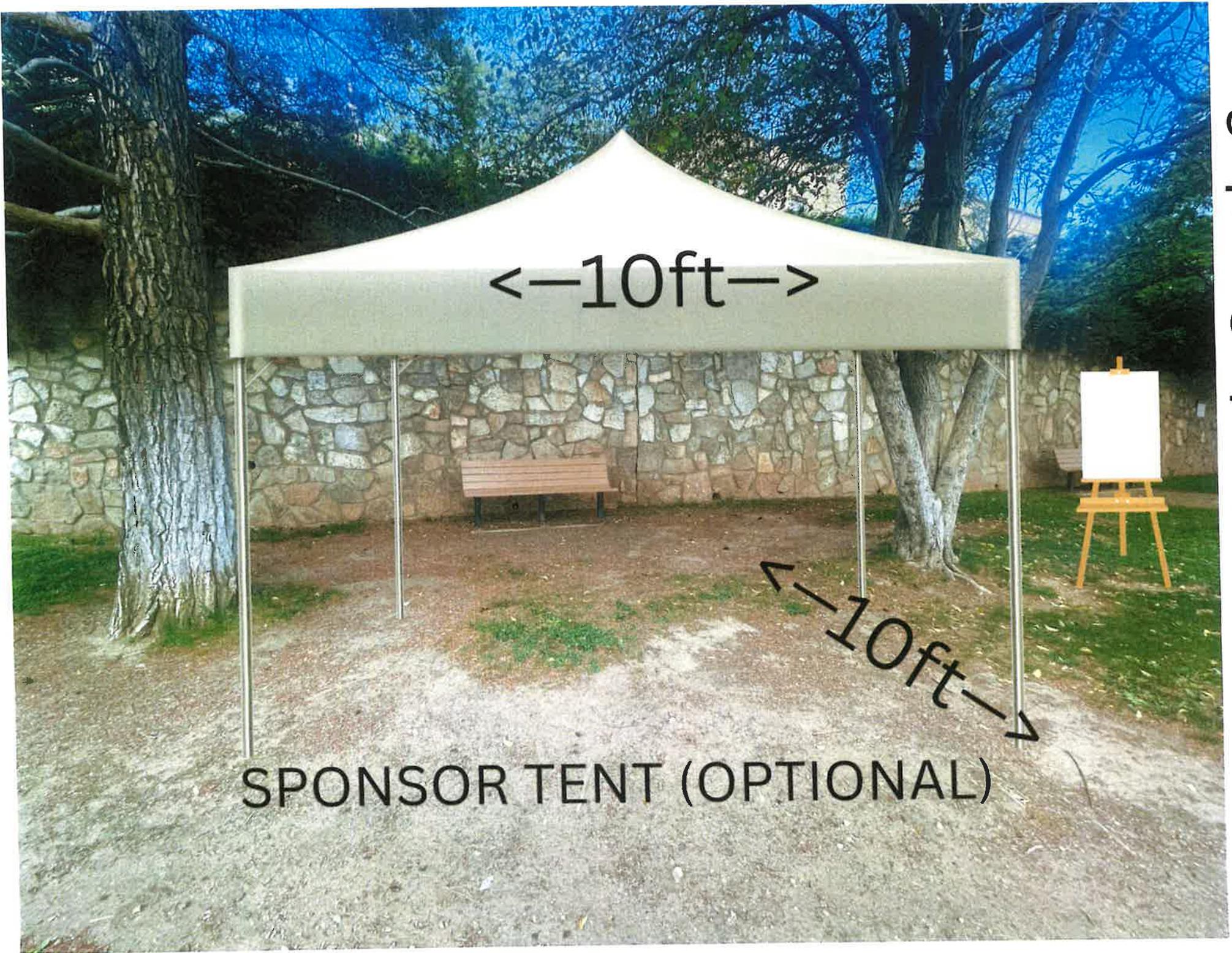
## Town Map

 Stage & tent locations

 Porta potties



STAGE



<—10ft—>

<—10ft—>

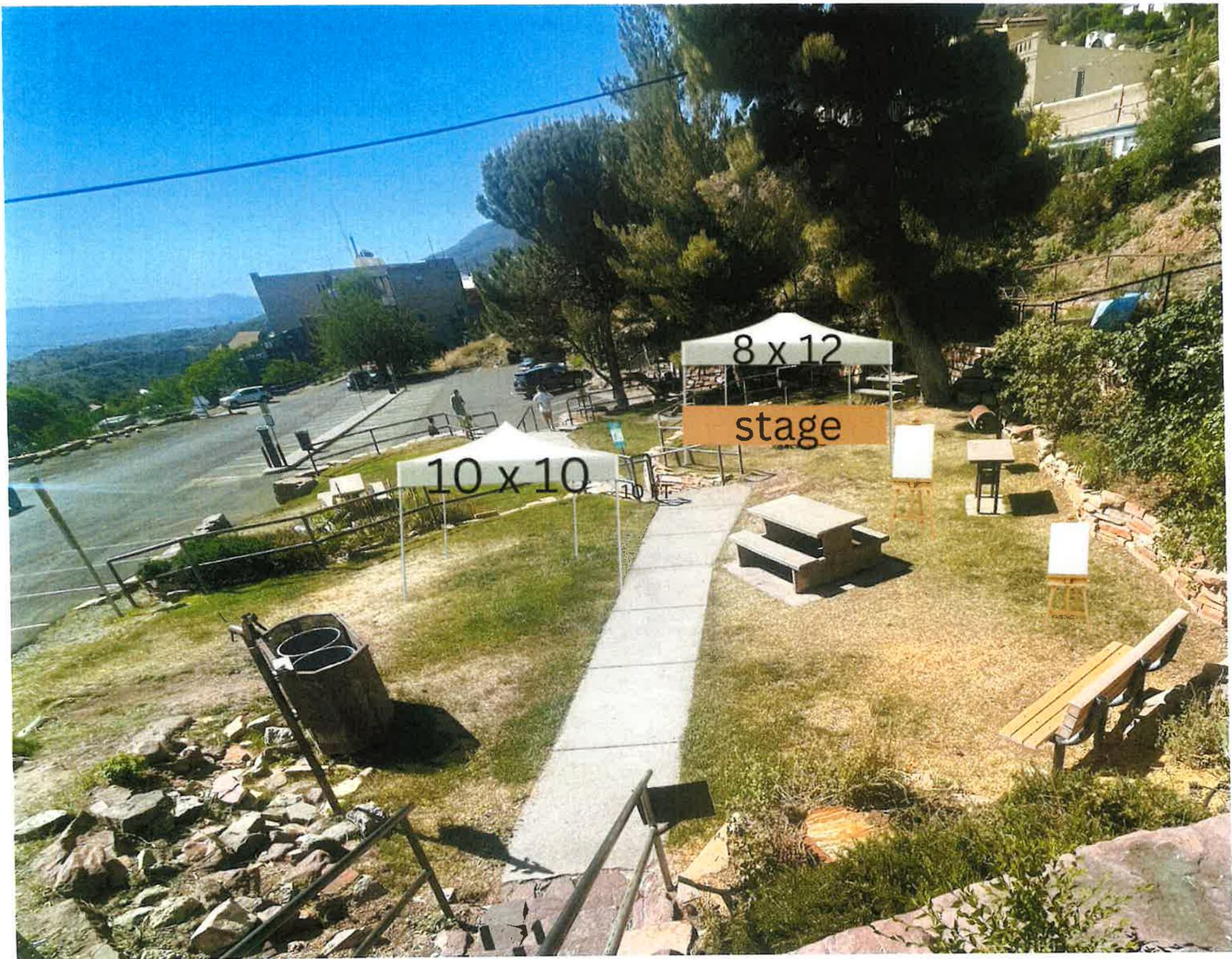
SPONSOR TENT (OPTIONAL)



<-10ft->

MERCH TENT

<-10ft->



Middle Park, 1