



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>10/23/2023</u>	Fee: _____	Date Paid: _____
Paid via: <input type="checkbox"/> Check # _____ <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>		

Applicant Information

Name of Applicant	<u>Dylan Jung</u>	Date:	<u>10/24/23</u>
(Individual Person)			
Name of Organization/Sponsor	<u>Jerome Chamber of Commerce</u>		
Federal Tax or 501 (c)(3) Number	_____		
Applicant's Mailing Address	<u>1 _____ r.</u>		
City	<u>Cottonwood</u>	State	<u>AZ</u> Zip <u>86326</u>
Applicant's Contact Information			
Email	<u>dylan.jeromechamber@gmail.com</u>		
Business Phone #	_____	Cell Phone #	_____
<i>Emergency Contact for Date of Event</i>			
Name	<u>Ginger Mackenzie</u>	Phone #	_____

Event Information

Name of Event	<u>Light Up the Mountain</u>		
Date/Dates of Event-	if event is longer than two (2) consecutive days , formal approval by Town Council will be required:		
	<u>Nov. 26th</u>		
Set-Up Date/Time:	From <u>Nov. 26th</u>	To	<u>10am</u>
Tear-Down Date/Time:	From _____	To	<u>9pm</u>
Number of expected Participants	<u>300</u>		
Will an admission or registration fee be charged?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	Fee _____
<i>Please describe the event:</i>			
Light Up the Mountain will hold to the tradition of lighting up the Upper Park area with Christmas decorations as in years past. Santa and Mrs. Clause will make their usual appearance as well. We will have the Mingus Choir as well as a small band performing on the upper step area.			
All lighting will be hung in accordance to town regulations with the help of Fire Chief Rusty to make sure we're in compliance.			

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? Upper Park

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

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.

Normal access will be allowed into the upper park area as well as surrounding steps. We will help direct traffic flow towards the 300 level parking and use of town shuttle via any promotions, press releases, and social media.

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:

Light amplification will be used for announcements as well as the small band.

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

Please describe:

Christmas lights, as well as led lights (during event only).

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:

2-3 banners will be hung along the Upper Park fence leading up to the event.

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

DJ (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).



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

POST OFFICE BOX 335, JEROME, ARIZONA 86331
(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 must be submitted at least 30 days prior to the event.

Name of Applicant: Dylan Jung (Jerome Chamber of Commerce)

Address: _____

Telephone: _____

If applicant is an organization, list officers:

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

Requesting the use of:

- UPPER PARK (Parcel 401-06-156) 300 LEVEL PARKING LOT (Parcel 401-03-015L)
 LOWER PARK/SLIDING JAIL (Parcel 401-06-075) MIDDLE PARK (Parcel 401-06-015)
 UPPER PARK HORSESHOE AREA (Parcel 401-06-147A)

Date of Use: Nov. 26th Rain Date: _____

Hours of Use: Noon-8pm Approximate # of people: 300

In making this application, the undersigned does hereby agree to comply with all ordinances and regulations of the Town of Jerome and the laws of the State of Arizona which govern such usage.

Dylan Jung
Signature

10/24/23
Date of application

Dylan Jung
Print Name

1579 E. Sierra Dr. Cottonwood, AZ 86326
Address

928-202-8144
Telephone

SPECIAL EVENT HOLD HARMLESS AGREEMENT

I, Dylan Jung (Jerome Chamber of Commerce), 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) Light Up the Mountain in the Town of Jerome during the period Nov. 26th Noon thru Nov. 26th 8pm.

Signed this 24th day of October, 2023.

Signature: Dylan Jung

Name (print): Dylan Jung

Witness: _____