



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>March 21, 2023</u>	Fee: <u>25-</u>	Date Paid: <u>3/21/23</u>
		Paid via: <input type="checkbox"/> Check # _____	<input checked="" type="checkbox"/> C.C. <input type="checkbox"/> Cash
<i>Special Event Approvals</i>			
Town Manager:			
Approve	<input checked="" type="checkbox"/>	Deny	<input type="checkbox"/>
Date:	<u>3/29/2023</u>	Comments:	_____
*Fire Inspector:			
Approve	<input checked="" type="checkbox"/>	Deny	<input type="checkbox"/>
Date:	<u>3-22-23</u>	Comments:	_____
*Zoning Administrator:			
Approve	<input checked="" type="checkbox"/>	Deny	<input type="checkbox"/>
Date:	<u>3/21/23</u>	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 (Individual Person)	<u>Dylan Jung</u>	Date:	<u>3/21/23</u>
Name of Organization/Sponsor	<u>Jerome Chamber of Commerce</u>		
Federal Tax or 501 (c)(3) Number	<u>86 0642740</u>		
Applicant's Mailing Address	<u>P.O. Box 12</u>		
City	<u>Jerome</u>	State	<u>AZ</u>
		Zip	<u>86331</u>
Applicant's Contact Information			
Email	<u>dylan.jeromechamber@gmail</u>		
Business Phone #	<u>928-634-2900</u>	Cell Phone #	<u>928-202-8144</u>
Emergency Contact for Date of Event			
Name	<u>Ginger Nachezie</u>	Phone #	<u>928-284-8053</u>

### Event Information

Name of Event	<u>Jerome Music &amp; Arts Festival</u>		
Date/Dates of Event- if event is <b>longer than two (2) consecutive days</b> , formal approval by Town Council will be required:			
Set-Up Date/Time:	From	<u>8am 6/10/23</u>	To _____
Tear-Down Date/Time:	From	<u>5pm</u>	To <u>7pm 6/11/23</u>
Number of expected Participants	<u>15</u>		
Will an admission or registration fee be charged?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	Fee _____
Please describe the event: <u>This will be the 1st annual Music &amp; Arts Festival, which will include several other venues or locations in town. Town park will be used throughout the day to showcase painters, as well as a few musical acts. We plan to end the event by 9 on Saturday, and by 5pm on Sunday.</u>			

**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.

*We plan to leave normal access points to the park open.*

**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. *Food truck in metered parking area.*

*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: Moderate amplification for 3-4 musical acts each day.*

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

*Please describe: Normal access to power in Upper Park.*

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: Banners around Upper Park area.*

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

DS (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.

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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. 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 should be submitted at least 30 days prior to the event.

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

Address: 310 Hull Ave. Jerome, AZ 86331

Telephone: 928-634-2900 or 928-202-8144 (Dylan)

If applicant is an organization, list officers:

Name	Address	Telephone
Ginger MacKenzie	Jerome	928-284-8053
Ingrid Sarris	Jerome	928-266-5701
Dylan Jung	Cottonwood	928-202-8144

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)  
 COUNCIL CHAMBERS (Parcel 401-10-002)

Date of Use: 6/10-6/11      Rain Date: \_\_\_\_\_

Hours of Use: 11am-9pm/11am-5pm      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 and the laws of the State of Arizona which govern such usage.

[Signature]  
Signature

Dylan Jung  
Print Name

3/21/23  
Date of application


1574 E. Sierra Dr. Cottonwood, AZ 86326  
Address

928-202-8144  
Telephone

**HOLD HARMLESS AGREEMENT**

I, Jerome Chamber of Commerce (Dylan Jung), 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 work performed by Jerome Chamber in the Town of Jerome during the period 6/10/23 thru 6/11/23.

Signed this 21<sup>st</sup> day of March, 2023.

Signature: 

Name (print): Dylan Jung

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