



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>  |   |
| <i>Town Manager:</i>  |   |
| Approve <input checked="" type="checkbox"/> Deny <input type="checkbox"/>   | Date: <u>3/29/23</u> Comments: _____      |
| <i>*Fire Inspector:</i>   |   |
| Approve <input checked="" type="checkbox"/> Deny <input type="checkbox"/>   | Date: <u>3-22-23</u> Comments: _____      |
| <i>*Zoning Administrator:</i>   |   |
| Approve <input checked="" type="checkbox"/> Deny <input type="checkbox"/>   | Date: <u>3/21/23</u> Comments: _____      |
| <i>*Police Chief:</i>   |   |
| Approve <input type="checkbox"/> Deny <input type="checkbox"/>  | Date: _____ Comments: _____               |
| <i>*Building Inspector/Public Works:</i>  |   |
| 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>86 064 2740</u>                   |              |                            |
| Applicant's Mailing Address           | <u>P.O. Box K</u>                    |              |                            |
| City                                  | <u>Jerome</u>                        | State        | <u>AZ</u> Zip <u>86331</u> |
| Applicant's Contact Information       |                                      |              |                            |
| Email                                 | <u>dylan.jeromechamber@gmail.com</u> |              |                            |
| Business Phone #                      | <u>928-634-2900</u>                  | Cell Phone # | <u>928-202-8144</u>        |
| Emergency Contact for Date of Event   |                                      |              |                            |
| Name                                  | <u>Ginger Mackenzie</u>              | Phone #      | <u>928-284-8053</u>        |

### Event Information

|   |  |    |                 |
|---|--|----|-----------------|
| Name of Event   | <u>Art in the Park</u>   |    |                 |
| Date/Dates of Event- if event is longer than two (2) consecutive days, formal approval by Town Council will be required:  | <u>4/29/23</u>   |    |                 |
| Set-Up Date/Time:   | From <del>8am</del> <u>8am</u>   | To | <u>5pm 4/29</u> |
| Tear-Down Date/Time:  | From <u>5pm</u>  | To | <u>6pm 4/29</u> |
| Number of expected Participants   | <u>15-20</u>   |    |                 |
| Will an admission or registration fee be charged? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> Fee | <u>_____</u>   |    |                 |
| Please describe the event:  | <u>This will be the 2nd Art in the Park event we have put on through the Chamber. It involves artists setting up easels in the park to paint live, as well as live music performances from 2 acts. We hope to have a food truck set up in metered parking area that we'll pay for, for the duration of the event. The last event had many people looking for food as most restaurants were full and on long waiting lists.</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.

*main steps and side access points that are regularly a part of the park. We won't block any access points.*

### 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 will submit all forms.*

*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: Musical acts will be amplified respectfully, to not be too loud. Noon - 5pm.*

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

*Please describe: Less lighting and more for amplification. Artists will be setting up easels in the park as well.*

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 hung around the upper park.*

**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.



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.

\*\*\*\*\*

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

Address: 310 Hill Ave. Jerome, AZ 86331

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

If applicant is an organization, list officers:

| Name            | Address    | Telephone    |
|-----------------|------------|--------------|
| Ginger Mabezzie | Jerome     | 928-284-8053 |
| Ingrid Scrips   | 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: 4/29/23      Rain Date: \_\_\_\_\_

Hours of Use: Noon - 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

1579 E. Sierra Dr. Cottonwood, AZ  
Address

928-202-8144  
Telephone

**HOLD HARMLESS AGREEMENT**

I, Jerone Chamberlain (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 Jerone Chamberlain in the Town of Jerome during the period 4/29/23 thru 4/30/23.

Signed this 2<sup>nd</sup> day of March, 2023.

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

Name (print): \_\_\_\_\_

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

\*\*\*\*\*

### 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). *on file and valid*
- 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).