



TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331
(928) 634-7943 FAX (928) 634-0715

Founded 1876
Incorporated 1899

STAFF SUMMARY REPORT

FROM: Brett Klein, Town Manager/Clerk

ITEM: Item: Special Event Permit Workshop

MEETING DATE: May 13, 2025

Summary:

Staff have thoroughly examined the Special Event Permit Code language and conferred with legal counsel in an attempt to make minor modifications that would clear up any ambiguity related to the advertisement to the general public, admission or registration fee, and offering food, drink, goods or merchandise for sale subsections. In addition, another goal of the proposed changes was to afford event venues the opportunity to forego the special event permit process in certain instances if it is a holder of a Town of Jerome Business License for the same.

The proposed changes are as follows to Section 10-3-2 Permit Required.

Unless otherwise exempted by Section 10-3-7, a Special Event Permit is required for any event, occasion, or activity:

- 1. that could be reasonably expected to attract 125 or more people or to which 125 or more people will be invited;*
- 2. that will occur on a Town right-of-way or on property owned or leased by the Town;*
- 3. that will feature outdoor amplified sound;*
- 4. that will utilize tents or canopies outside;*
- 5. that will obtain or require a State of Arizona Special Event Liquor License; or*
- 6. that will fall outside the traditional business activities if the hosting business holds a Town of Jerome Business License, or any other hosting / sponsoring applicant, and features one or more of the following:*
 - a. advertisement for attendance by the general public;*
 - b. an admission or registration fee;*
 - c. food, drink, or merchandise for sale or in exchange for a donation.*

Fiscal Impact:

Recommendation:

Discuss possible amendments to the Town's Special Event Code language and provide staff direction for future Council action.