



LARGE SPECIAL EVENT APPLICATION

SEP # _____

A Large Special Event means an event expected to draw more than 1000 people or exceeds 4 days in duration. A Special Events Emergency Contingency Plan (SEECP) will be required for events exceeding 500 patrons.

Note: This application must be submitted to the Special Event Coordinator at least 120 days (4 months) prior to event date. Special Event Permit fees are due at submittal.

Section 1: Applicant Information

Event Title _____

Special Event Owner/Sponsor ("Owner"): _____

(This will be the name listed on the insurance.)

Address: _____ City: _____ St: _____ Zip: _____

Email address: _____

*Telephone: _____ Cell: _____

Web Address: _____

Contact Person (Coordinator): _____

Section 2: Property Information

Event Location Name: _____

Property Owner _____

Address: _____ City: _____ St: _____ Zip: _____

Phone Number _____ Email _____

Parcel Number (s): _____

Current Property Use: _____

Section 3: General Event Information

Purpose and Description: _____

Event Category (check ALL that apply):

- Event categories including Bicycle/Foot Race, Fireworks, Carnival/Amusement Rides, Circus, Concert/Performance, Dance, Festival/Celebration, Wine tasting/food, Inflatable/Jumpers, Market/Sales, Parade, Motorized vehicle race, Tent Revival, Art Show, and Other.

Please attach a site plan(s) showing all pertinent event features such as parking areas, tents, structures, vendor locations, location of portable restrooms and showers, carnival rides, camping areas, security staging, medical stations, helipads, ingress and egress routes, major adjacent streets or highways, railroads or washes, band or recreational centers, seating areas, and fireworks shows. Be as complete and detailed as possible as this will explain the layout of your event to many departments.

Event Start Date: _____ Event End Date: _____

Event Hours of Operation: _____

Setup Date: _____ Time: _____ Dismantle Date: _____ Time: _____

Anticipated Attendance: Per Hour (peak) _____ Per Day total: _____

Is there entertainment associated with your event? **Yes** **No**

If yes, please indicate the types of entertainment

(Check all that apply):

Live Music

Disc Jockey (DJ)

Children's Activities

Theatrical Performance

Dancing

Other: _____

Will there be ADA accessible parking and pedestrian aisles throughout your event? The aisle should include accessibility to food areas, restrooms, and parking lots? **Yes** **No**

Will you be constructing any temporary structures for your event such as stages, towers, bleachers or platforms?

Yes No

Will you have any tents? **Yes** **No** what sizes and how many of each? _____

Does your event require electricity? **Yes** **No**

What type of electrical will be supplied?

Metered

Generators (how many? _____)

Extension cords

Spider box

Section 4: Public Works-Street or Right-of-Way Information

Does your event utilize any State, County or City rights of way, causing any detours or closures? **Yes** **No**
(You may be required to obtain a Rights-of-Way permit from each jurisdiction.)

If yes, please **ATTACH** a traffic control plan, which indicates all streets you are requesting to use and/or close. Date(s) of use: _____

Does your event utilize a state highway for access or as part of the event? **Yes** **No**

If yes, a copy of the Arizona Department of Transportation (ADOT) permit must be included with this application.

At the discretion of the Public Works Department, applicant may be required to provide the following:

- Site map/route map of event including date and time of event.
- Traffic control plan in concurrence with the latest edition of the Manual on Uniform Traffic Control Devices (MUTCD). Include the name and number of the person responsible for the set up and maintenance of traffic control.
- Proof of insurance.
- Contact information for event emergency contact.

Section 5: Air Quality Information

Will your event utilize any dirt or graveled roadways, entrances, or parking areas (including overflow)?

Yes No If "yes", complete the Air Quality Special Event Checklist available at:

<http://www.pinalcountyz.gov/AirQuality/Documents/Dust/Special%20event%20application.pdf>

Call 520-866-6929 for more information.

Section 6: Alcoholic Beverage Information

Will participants be allowed to bring alcoholic beverages to your events? Yes No

Does your event utilize on site **SALE** of alcoholic beverages? Yes No

If yes to either of the above questions, please select all that apply: Liquor/Spirits Beer Wine

Have **State** permits for selling alcohol been applied for? Yes No

Information regarding a liquor license can be found at <http://www.azliquor.gov/licensing/>.

Has permission been granted by property owner to allow sales of alcohol on site? Yes No

Section 7: Environmental—Food

Will your event have any food booths where food is being prepared/cooked? Yes No

If yes, how many food booths? _____

Which of the following services will be supplied to or utilized by the food vendors?

Water Electricity Grease disposal Garbage disposal Appropriate Fire Extinguishers

Propane

You will be required to submit to Pinal County Environmental Health **at least 2 weeks prior to the event** temporary food booth permits for each food vendor. NOTE: If you are using any food vendors from outside Pinal County, they will be required to obtain temporary food vendor permits also. <http://pinalcountyz.gov/EnvironmentalHealth/Pages/Documents.aspx>

Section 8: Aquifer Protection-Sanitation

Will there be portable showers at this event? Yes No Will there be portable restrooms on site? Yes No

If yes, # of showers: _____ Fully contained? Yes No Grey water removal? Yes No

Will permanent structure restrooms be utilized for this event? Yes No

If yes, please provide the number of fixtures: Toilets _____ Urinals _____ Sinks _____

Will restrooms be provided in adjacent building (s)? Yes No

Total number of: portable restroom units: _____ ADA portable restroom units _____ Portable Restroom Unit Provider: _____

Total number of trash cans: _____ Dumpsters _____

Please ATTACH an agreement between your organization and portable restroom provider that includes the number of restrooms to be provided. Please note that for events held in parks, portable restrooms must be removed in a timely manner after the event.

Section 9: Fireworks, Open Fire and Camping Information

Does your event include the use of fireworks (i.e. fireworks, rockets, lasers, or other pyrotechnics)? Yes No

If yes, you will be required to obtain a fireworks permit from Pinal County Board of Supervisors prior to all fireworks exhibitions. Please describe pyrotechnics use: _____

Will your event have overnight camping? Yes No Number of campsites: _____

Will your event include any open fires (i.e. campfires, bonfires, etc)? Yes No

Note: Bonfires require a government agency sponsor; campfires must be less than 3 feet in diameter and 2 feet in height. Please describe types of fires that are planned:

***If your event will have fireworks and/or open fires you will be required to have on-site fire protection services from a fire department. Please provide a signed copy of the fire protection services contract with this application.

Section 10: Security and Medical Plan

Have you contacted Pinal County Sheriff's Office (PCSO) regarding the requirements for obtaining Deputies or private security staff to provide security for your event? Yes No

Do you have a contract in place for their services? Yes No

Please include a copy of all contracts with this application. Note: PCSO may require you to sign a contract for their services.

Number of PCSO personnel: _____ Number of private security personnel: _____

Has the sponsor contracted with a medical provider, such as an ambulance provider, a fire department or a private medical provider, for medical support for your event? Yes No

***If yes, please provide a copy of all contracts from the medical providers. The contracts must include 24 hour emergency contact information for on-site medical supervisors; number, size and operation hours of the medical stations; number of ambulances; number of personnel and work schedule; type of medical equipment and supplies utilized by medical personnel for the event.

Emergency contact for medical service provider DURING event: Name _____ Number _____

Please indicate the following:

Total number of medical personnel for the event: _____ Number of Paramedics: _____

Number of EMTs: _____ Number of ambulances: _____ Number of helipads: _____ GPS coordinates of helipads: _____

Number of medical stations: _____ *Medical station shall provide basic necessities such as water, a place to lie down, a tent for protection, heating and/or cooling, etc.*

Mobile Medical Teams (a medical team = 1 Paramedic and 1 EMT)

Number of foot teams: _____ Number of cart teams: _____ Number of bike teams: _____

Please note that Emergency Management and Public Health will work with you to create an efficient medical and emergency plan for your event.

Section 11: Insurance Requirements

The Pinal County Risk Manager, at Risk Manager's sole discretion, will determine insurance requirements for a Special Event following receipt of a Special Event Application/Permit. Insurance requirements apply to Special Event vendors, amusement ride companies and fireworks producers, their contractors and subcontractors as well as Special Event Owners/Sponsors. Requirements will depend, including but not limited to, on hazards and exposures associated with the specific Special Event.

Minimum required insurance shall be provided by companies licensed in the State of Arizona with a current AM Best, Inc. rating of A VII or better. Pinal County, its employees, volunteers and officials shall be named additional insured on all insurance policies except workers' compensation, and, except for automobile liability, Pinal County's additional insured status shall include premises liability and products/completed operations.

Coverage's shall be primary and non-contributory with respect to any other insurance available to Pinal County, its employees, volunteers and officials and shall include a waiver of rights of recovery or subrogation against Pinal County, its officials, volunteers and employees without limitation for any and all claims, damages, losses, liabilities or expenses relating to, arising from, resulting from, or alleged to have arisen or resulted from, this Special Event.

Original copies of certificates of insurance and additional insured endorsements must be received by Pinal County Risk Management at least fifteen (15) working days prior to the event.

Minimum insurance requirements for any Special Event requiring a Special Event Application/Permit are listed below. Additional insurance or insurance limits and conditions may be required at the sole discretion of the Pinal County Risk Manager. The minimum insurance requirements of Pinal County do not limit the indemnity provisions of this Special Event Application/Permit and agreements. Pinal County does not represent that the minimum required insurance is adequate to protect the interests of any Special Event Owner/Sponsor, producer, vendor, their contractors or subcontractors or any other person or entity.

MINIMUM INSURANCE REQUIREMENTS:

Commercial General Liability (occurrence form) including products/completed operations, premises liability, broad form property damage and contractual liability:

| | |
|--------------------------|---|
| Small Event: | \$1,000,000 per occurrence, \$2,000,000 products/completed operations aggregate, \$2,000,000 general aggregate |
| Large Event: | \$3,000,000 per occurrence, \$6,000,000 products/completed operations aggregate, \$6,000,000 general aggregate |
| Very Large Event: | \$5,000,000 per occurrence, \$5,000,000 products/completed operations aggregate, \$10,000,000 general aggregate |

Other liability insurance if applicable:

Liquor Liability:

| | |
|----------------------------------|--|
| Small Event: | \$1,000,000 per occurrence, \$2,000,000 products/completed operations aggregate, \$2,000,000 general aggregate |
| Large Event: | \$3,000,000 per occurrence, \$6,000,000 products/completed operations aggregate, \$6,000,000 general aggregate |
| Very Large Event: | \$5,000,000 per occurrence, \$10,000,000 products/completed operations aggregate, \$10,000,000 general aggregate |
| Fireworks production: | \$3,000,000 per occurrence, \$6,000,000 products/completed operations aggregate, \$6,000,000 general aggregate |
| Carnival/amusement rides: | \$3,000,000 per occurrence, \$6,000,000 products/completed operations aggregate, \$6,000,000 general aggregate |

Automobile Liability Insurance: Covering any automobiles or trucks used for the event: \$1,000,000 combined single limit including hired and non-owned auto

Workers' Compensation Insurance: Statutory limits and including Employer's Liability insurance of \$1,000,000 each accident, \$1,000,000 each disease and \$1,000,000 disease policy limits

INDEMNIFICATION

In consideration of the approval of a Special Event Application/Permit by Pinal County, to the fullest extent permitted by law, the Special Event Owner/Sponsor ("Owner") shall indemnify, defend, save and hold harmless Pinal County, its officials, agents, employees and volunteers ("County") without limitation from and against any and all claims, actions, liabilities, damages, losses, or expenses including but not limited to court costs, attorneys' fees, and costs of claim processing, investigation and litigation relating to, arising from, resulting from or alleged to have arisen or resulted from, the Special Event or caused, or alleged to have been caused, in whole or in part, by the acts or omissions of the County or Special Event Owner/Sponsor or any of their officials, owners, directors, employees, agents, contractors, subcontractors, invitees, participants or volunteers. It is agreed that Special Event Owner/Sponsor will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. Special Event Owner/Sponsor agrees to waive all rights of subrogation against County for losses arising or resulting from the Special Event.

OTHER GENERAL RISK MANAGEMENT REQUIREMENTS:

County Property: This Special Event Application/Permit is for Pinal County property and shall not be construed as authorization for use of adjacent private or public property, grounds or land. Special Event Owner/Sponsor shall be responsible for obtaining all necessary permits or agreements.

Damage to Pinal County Property: Special Event Owner/Sponsor will promptly compensate or reimburse Pinal County the full amount of any damage to, or loss of use of, Pinal County buildings, facilities, grounds, lands, water or property caused by Special Event Owner/Sponsor, its officers, officials, employees, members, guests, invitees or participants. Compensation or reimbursement to Pinal County shall also include, but not limited to, restoration, clean-up, abatement, remedial action, legal fees and expenses or fines.

Damage to Special Event Owner/Sponsor Property: Pinal County shall not be responsible for loss of, damage to, or loss of use of tangible or intangible property of Special Event Owner/Sponsor, its officers, officials, employees, members, guests, invitees or participants.

Section 12: Signature

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief. I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under the Pinal County Special Event Ordinance, and I understand that this application is made subject to the rules and regulations established by Pinal County. I agree to comply with all other requirements of the County, State and Federal Government and any other applicable entity that may pertain to the use of the Event venue and the conduct of the Event

Special Event Owner/Sponsor ("Owner"): (Print) _____

Signature: _____ Date: _____

Pinal County Special Event Coordinator: _____ Date: _____

Chairman
Pinal County Board of Supervisors

ATTEST:

Clerk of the Board

Revised 4/2021



PROPERTY OWNER/AGENT AUTHORIZATION FORM

I (property owner) _____

hereby authorize (owner's agent) _____

To make application to Pinal County for the following (description of work) _____

Assessor Parcel Number: _____

Name of RV/PM/MH Park (if applicable): _____

Lot or Space # (if applicable): _____

Physical Address: _____

City/Town: _____ State: AZ Zip: _____

By signing this Form, I acknowledge and agree that I am not released from responsibility for: (1) the payment of any and all fees associated with the issuance of any permits, orders, notices or other approvals ("Approvals") by Pinal County pursuant to my agent's application; (2) the satisfactory completion of all work authorized by such Approvals in compliance with all applicable county, state and federal laws, codes, rules, regulations and requirements; and (3) correcting any violations of the terms and conditions of such Approvals issued by Pinal County pursuant to my agent's application.

Property Owner: _____

Phone Number: _____

By (signature): _____

Email: _____

Name: _____

Date: _____

Title: _____

COMMUNITY DEVELOPMENT

Air Quality Special Event Checklist

This constitutes a checklist of issues that pertain to the duty to take reasonable precautions to prevent fugitive dust, required by District Rules §4-2-020 thru 4-2-050. While this review may assist, actual compliance with those "reasonable precaution" obligations can only be assessed by observation during the event. Additional measures may be requested and enforcement action may result if actual measures taken do not measure up to the "reasonable precaution" standard.

Applicant's Name (Please type or print)

Name of the Event (Please type or print) Company Name (Please print)

On site contact name (this person must be available on site during the event)

On site contact cell phone number **Parcel # for Event Location**
 Book Map Parcel

Address of event City Zip Code

Applicant's Signature Date

DESCRIPTION OF EVENT

- Please provide the dates of your event:
- Please provide the time of day for each event:
- How many people are expected to attend?
- How large of an area will be utilized for the event? (Square footage or acreage)
- How large of an area will be utilized for parking? (Square footage or acreage)
- What type of surface is the parking area? Paved Dirt Other
- What type of surface are the roads leading to the event? Paved Dirt Other
- What length of **dirt** road will be utilized by people attending the event? (miles)

CONTROL MEASURES & WORK PRACTICES

1. Will water trucks be used? Yes No

2. Where will these water trucks be used?

◆ Length (miles) of road to be watered:

◆ Square footage or acreage of parking area to be watered:

◆ Amount of other areas to be watered:

3. List the size of each water truck to be used. (Gallons)

1 2 3 4 5 6

4. List the schedule for each water truck. (Time of day or attach a schedule)

1 2 3 4 5 6

5. How will the water trucks be filled? (Example: On site well, fire hydrant, Central Arizona Project water)

6. Have the appropriate permits/permissions been obtained for the water usage? Yes No

7. Will dust palliatives or soil stabilizers be used? Yes No If yes, list type/trade name:

8. How large of an area will soil stabilizers be applied to?

(Miles, square footage, acreage, or attach a map)

Describe location

9. Describe any additional control measures. (Example: Plant grass in parking areas)

10. How large of an area will these additional control measures be applied to?

(Miles, square footage, acreage, or attach a map)

Describe location

PINAL COUNTY AIR QUALITY USE ONLY

The control measures listed appear to be sufficient, although additional control measures may be requested during the event.

The control measures listed do **not** appear sufficient. The additional control measures listed below will be required.

Reviewer's Signature

Date

Environmental Health/Food

Must have completed **Special Event Notification Form**

Any **Food Vendor Applications** must be delivered to:

Environmental Health Services

Attn: Crystal Zane

971 Jason Lopez Circle, Bldg. D

Florence, AZ 85132

Delivered in person is preferred (**minimum of 2 weeks prior to event**)

Mail to: Environmental Health Services

Attn: Crystal Zane

P.O. Box 2945

Florence, AZ 85132

Environmental Health Services Special Event Notification

(To Be Completed by Event Coordinator)

Note: Temporary Food Booths are allowed only at special events no longer than 14 consecutive days. Events must have approval of the local municipality or Pinal County Community Development.

Name of Event: _____

Event Duration: _____ to _____
Month/Day/Year Month/Day/Year

Hours of Operation: _____

Note: Food Vendors should be set up and ready for inspection two hours prior to event.

Type of Event:

- Special Event** – a transitory public gathering that takes place at a specific location for a specific purpose that is associated with a fair, carnival, parade, circus, public exhibition, holiday celebration, or trade show.
- Tasting Event** – events including but not limited to wine tastings, BBQ competitions, and chili cook-off's, in which an entrance fee entitles the consumer to food service in conjunction with the event and where there is no point of sale directly at the booths.
- Grand Opening** – one-time events celebrating the opening of a new business.
- Fundraiser** – one-time events where funds are raised for bona-fide charitable organizations.
- Transitory Sporting Event** – one-time events such as annual soccer tournaments, baseball playoffs, etc.

Event Location: _____

Event Location Address: _____

Event Contact Person / Food Coordinator: _____ **E-Mail:** _____

Sponsoring Organization: _____ **Phone #:** _____

Sponsoring Organization Address: _____

Expected Number of Mobile Food Vendors with annual permits from Pinal County Environmental Health: _____

Expected Number of Temporary Food Booths: _____

Please note which services that will be provided to vendors and how it will be provided:

- Water _____
- Waste Water Disposal _____
- Electricity _____
- Grease Disposal _____
- Garbage _____
- Toilets # _____

Please include a map of the event site with the location of all food booths, restroom facilities, animal venues such as petting zoos, and hand washing areas indicated.

Note: All Temporary Food Booth Vendors and a list of Mobile Food Vendors (with Pinal County permit numbers) must be received two weeks prior to the event.

FOR DEPARTMENTAL USE ONLY

EFT- _____

Date Application Reviewed: _____ Application Reviewed By: _____

Approval: Recommended Denied

Notes (Reason for Denial): _____



| | |
|---------------------|-------|
| FOR OFFICE USE ONLY | |
| EFT - | _____ |
| EHTB- | _____ |
| REC'D - | _____ |

Environmental Health Services Temporary Food Booth Application

Name of Event: _____ Dates of Event: _____

Location/Address at the Event: _____ Setup Time: _____

Temporary Food Booths should be ready for inspection at least one hour prior to the event start.
This application is not considered unless it is in conjunction with an approved special event.

Temporary Food Booth Information

Name of Food Booth: _____

Owner Name: _____

Owner Address: _____

Owner Phone: (_____) _____ Email: _____

I hereby consent to inspection by Pinal County Environmental Health Services. I acknowledge that receipt and retention of this Permit depends on compliance with Law.

Signature of Applicant: _____ Date Signed: _____

Menu and Food Preparation Procedures

All advance food preparation and storage must be done in a permitted food establishment in Arizona. **No home storage or preparation is allowed.** Indicate below where food will be stored and/or prepared. Left overs must be discarded daily.

Name of Establishment: _____ Contact Person: _____ Phone #: _____

Address: _____ County: _____ Permit #: _____

List foods and check all food preparation procedures that will be done in advance at a permitted food establishment.

| FOOD | Thaw | Cut/ Assemble | Cook, Bake, or Smoke | Cool | Cold Hold | Re-Heat | Hot Hold | Portion/ Package | Store |
|------|------|------------------|-------------------------|------|--------------|---------|-------------|---------------------|-------|
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

List foods and check all food preparation procedures that will be done at the event.

| FOOD | Cold Hold | Cook/ Grill | Re-Heat | Hot Hold | Assemble | Other (explain) |
|------|--------------|----------------|---------|-------------|----------|-----------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |

How will cold food be kept below 41° F? (e.g., meats, poultry, seafood, dairy products)

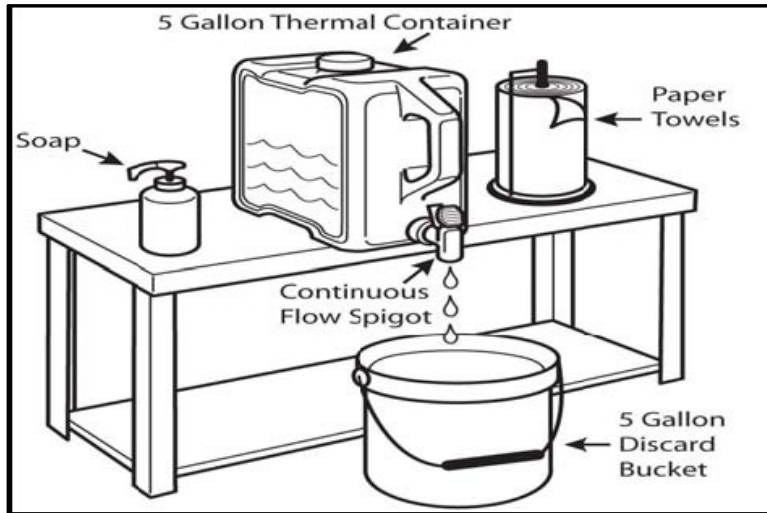
- Ice Chest # _____
 Refrigerator

How will food be kept above 135° F? (cooked, ready to serve meat, poultry, rice, vegetables, etc.)

* Wood Fires may be used for cooking, but not hot holding

- Electric Roasters # _____
 Propane Stove Burners # _____

Portable hand sinks are preferred. Minimum hand-washing facility inside booth must consist of:



Utensils, cutting boards, etc. must be washed, rinsed, and sanitized in a three compartment sink setup.

*Formula for sanitation solution: one (1) tablespoon of fresh bleach for every gallon of water

Food Booth Enclosure/Concession Trailer:

- Food Booth (With screening, overhead covering and floor)
 Tent (screening on 4 sides, covered ground, concrete pad, or asphalt, overhead covering, and 1 door)
 Concession Trailer or Mobile Food Unit

Water Supply: _____

Wastewater Disposal: _____

Power Source: _____

Food Worker Training

Food workers at special events must have food service worker certification by completing a food service worker sanitation course or test prior to working at an event. At least one employee that has supervisory and management responsibility and the authority to direct and control food preparation and service shall be a certified food protection manager who has passed a test that is part of an accredited program. See <http://www.pinalcountyaz.gov/EnvironmentalHealth/Pages/FoodServiceTraining.aspx> for more details.

Name of Certified Food Protection Manager: _____



FOR DEPARTMENTAL USE ONLY

Special Event Name: _____ Special Event Number: EFT- _____

Date Application Submitted: _____ Application Received By: _____

Lawful Presence Determined By: _____

Reviewed By: _____ Date of Review: _____

Permit Number: EHTB- _____ Date Assigned: _____

Approval: Recommended Denied

Notes (Reason for Denial): _____

A.R.S § 11-1604. Prohibited acts by county and employees; enforcement; notice

- A. A county shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or delegation agreement. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.
- B. Unless specifically authorized, a county shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.
- C. This section does not prohibit county flexibility to issue licenses or adopt ordinances or codes.
- D. A county shall not request or initiate discussions with a person about waiving that person's rights.
- E. This section may be enforced in a private civil action and relief may be awarded against a county. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a county for a violation of this section.
- F. A county employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the county's adopted personnel policy.
- G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.

ENVIRONMENTAL HEALTH SERVICES

SPECIAL EVENT REQUIREMENTS

A Special Event is defined as a “temporary event or activity to which the public is invited, with or without an entrance fee”, and meets any of the following criteria:

1. Is different from the usual use of the property where the event is being held and requires the approval of at least two County departments by permits or inspections.
2. Requires approval of three or more County departments by permits or inspections.

“Small Special Event” is an Event typically attracting less than 1000 participants, including spectators, vendors, actors, entertainers, workers, and any other people who will be on the event site.

“Large Special Event”, and deals with crowd levels of 1000 people or more, or be an event which simply lasts more than 4 days. This event would typically involve at least 3 county agencies for coordination, and would have to be approved by the Board of Supervisors prior to permit issuance.

We require event organizers of small events (fee \$10) to submit an application no less than 60 days prior to the event and of large events (\$150) to submit at least 120 days prior to the event.

If the event involves consumption of alcohol you may be required to obtain a special event liquor license permit from the Pinal County Board Of Supervisors, these permits are separate from the Special Event permit, but must be obtained as a requirement prior to issuing the Special Event Permit.

Since a liquor license is regulated by the State of Arizona, this service is provided by the Board only. A liquor license is required any time you are serving alcohol to the public for sale. (Not for a private party) If your event is already taking place at a facility that includes the serving of alcohol, but you are expanding into an outside patio for the day, you will still need an extended patio liquor license prior to receiving your Special Event permit. You may be required to obtain a [special event liquor license](#) or a [fireworks permit](#) from the [Pinal County Board of Supervisors](#). Both of these permits are separate from the Special Event permit, but must be obtained as a requirement prior to issuing the Special Event Permit.

SPECIAL EVENT REQUIREMENT LIST

Aquifer Protection:

- Porta Jon contract
- ADA Porta Jon's
- Site plan outlining the location of all porta-johns

Air Quality:

- Application
- Air Quality Permit
- Water truck available on-site
- Area needs to be pre-watered for dust control
- Treat dirt areas with a chemical stabilizer or preventing people from accessing unsterilized areas.
- Events that plan on allowing or having campfires or bonfires will also be subject to certain restrictions and permitting requirements

Alcohol (Liquor License):

- Application Submitted to Clerk of the Board
 - In order to allow adequate time for processing, applications must be submitted to Clerk of the Board at least 30 days in advance

Building Safety:

- Owner Authorization Form
- Application needs to be submitted in person (*two sets of site plans required*), or Online.
- Maps: We will need a site map(s) of the event indicating the following:
 - Food and event booths
 - Medical station
 - Medical/fire ingress/egress routes
 - Existing structures, including any fencing
 - Temporary structures (e.g., tents, stage(s), bleachers, etc.)
 - Location for security command post
 - Identify ADA parking on site plan
- Show generators
- Fire Prevention plan
- If vendors:
 - Will they have generators
 - Fire extinguishers?
 - Need specs on tents
 - Site Plan of Food Tents/Booths
- Will there be a stage or bleachers added?
 - Will need Specs

Environmental Health, Food:

- In order to allow adequate time for processing, complete applications should be submitted at least two weeks prior to the event.
- A list of vendors needs to be provided to the Special Event Coordinator, as well as a map of where each vendor will be located.
- Applicant will need to complete Special Event Notification form
- Food Truck needs to be licensed with Pinal County
- Will need a plan for handling garbage
- Vendors who are not licensed with Pinal County will need to complete <http://pinalcountyz.gov/EnvironmentalHealth/Documents/PermitApplication-TemporaryFoodBooth.pdf>

Fireworks (Pyrotechnics):

- Application Submitted to Clerk of the Board:
- In order to allow adequate time for processing, application must be submitted 30 days prior to the event
 - Proof of appropriate bond or insurance payable to Pinal County.
 - Fireworks Display Site Map
 - List of fireworks to be discharged. The Director of Display for the fireworks company is expected to be licensed and/or trained or have other verification of expertise.
 - Verification from local fire department that they were notified of event, date, location and time.

Public Works:

- Will need a written traffic control plan and a map showing the setup of traffic control, and where all the signs and cones will be located.
- Emergency ingress/egress plan
- Signs requested are:
 - No Parking
 - Special Event Parking
 - Special Event Parking Overflow

Sheriff's Office:

- Security: Please have the applicant indicate the number of security personnel on the application. We will also need a copy of the contract.
- Signed Contract for personnel by ODM (Off Duty Management)
- Traffic Plan
- Emergency ingress/egress plan

Additional Requirements for Large Special Events:

Public Health:

- Medical Plan: Please indicate the number of medical personnel on the application and provide a copy of the contract.
- Will need to provide us with a medical contract signed by applicant and the provider. If there is no formal contract, we would need a letter from the provider.

Emergency Management:

- Security: Please have the applicant indicate the number of security personnel on the application. Copy of the contract.
- A contact person of who will be working the event.
- Medical Plan: Please indicate the number of medical personnel on the application and provide a copy of the contract.
- Maps: We will need a site map(s) of the event indicating the following:
 - Food and event booths
 - Medical station
 - Medical/fire ingress/egress routes
 - Existing structures, including any fencing
 - Temporary structures (e.g., tents, stage(s), bleachers, etc.)
 - Location for security command post
- Emergency Operations Plan
 - Public Safety Meeting to include:
 - Building Safety
 - PCSO
 - Public Works
 - Emergency Management

Risk Management:

- Proof of insurance (insurance certificate, not the entire policy) “Pinal County” must be named as additional insured on certificate (located on the lower left hand corner of the insurance certificate)
- Signed indemnification clause (located on both the large and small event applications)
- Minimum Insurance Requirements:

INSURANCE REQUIREMENTS:

The Pinal County Risk Manager, at Risk Manager’s sole discretion, will determine insurance requirements for a Special Event following receipt of a Special Event Application/Permit. Insurance requirements apply to Special Event vendors, amusement ride companies and fireworks producers, their contractors and subcontractors as well as Special Event Owners/Sponsors. Requirements will depend, including but not limited to, on hazards and exposures associated with the specific Special Event.

Minimum required insurance shall be provided by companies licensed in the State of Arizona with a current AM Best, Inc. rating of A VII or better. Pinal County, its employees, volunteers and officials shall be named additional insured on all insurance policies except workers' compensation, and, except for automobile liability, Pinal County's additional insured status shall include premises liability and products/completed operations.

Coverage shall be primary and noncontributory with respect to any other insurance available to Pinal County, its employees, volunteers and officials and shall include a waiver of rights of recovery or subrogation against Pinal County, its officials, volunteers and employees without limitation for any and all claims, damages, losses, liabilities or expenses relating to, arising from, resulting from, or alleged to have arisen or resulted from, this Special Event.

Original copies of certificates of insurance and additional insured endorsements must be received by Pinal County Risk Management at least fifteen (15) working days prior to the event.

Minimum insurance requirements for any Special Event requiring a Special Event Application/Permit are listed below. Additional insurance or insurance limits and conditions may be required at the sole discretion of the Pinal County Risk Manager. The minimum insurance requirements of Pinal County do not limit the indemnity provisions of this Special Event Application/Permit and agreements. Pinal County does not represent that the minimum required insurance is adequate to protect the interests of any Special Event Owner/Sponsor, producer, vendor, their contractors or subcontractors or any other person or entity.

MINIMUM INSURANCE REQUIREMENTS:

Commercial General Liability (occurrence form) including products/completed operations, premises liability, broad form property damage and contractual liability:

Small Event: \$1,000,000 per occurrence, \$2,000,000 products/completed operations aggregate, \$2,000,000 general aggregate

Large Event: \$3,000,000 per occurrence, \$6,000,000 products/completed operations aggregate, \$6,000,000 general aggregate

Very Large Event: \$5,000,000 per occurrence, \$5,000,000 products/completed operations aggregate, \$10,000,000 general aggregate

Other liability insurance if applicable:

Liquor Liability:

Small Event: \$1,000,000 per occurrence, \$2,000,000 products/completed operations aggregate, \$2,000,000 general aggregate

- Large Event:** \$3,000,000 per occurrence, \$6,000,000 products/completed operations aggregate, \$6,000,000 general aggregate
- Very Large Event:** \$5,000,000 per occurrence, \$10,000,000 products/completed operations aggregate, \$10,000,000 general aggregate
- Fireworks production:** \$3,000,000 per occurrence, \$6,000,000 products/completed operations aggregate, \$6,000,000 general aggregate
- Carnival/amusement rides:** \$3,000,000 per occurrence, \$6,000,000 products/completed operations aggregate, \$6,000,000 general aggregate

Automobile Liability Insurance: Covering any automobiles or trucks used for the event: \$1,000,000 combined single limit including hired and non-owned auto

Workers' Compensation Insurance: Statutory limits and including Employer's Liability insurance of \$1,000,000 each accident, \$1,000,000 each disease and \$1,000,000 disease policy limits

INDEMNIFICATION:

In consideration of the approval of a Special Event Application/Permit by Pinal County, to the fullest extent permitted by law, the Special Event Owner/Sponsor ("Owner") shall indemnify, defend, save and hold harmless Pinal County, its officials, agents, employees and volunteers ("County") without limitation from and against any and all claims, actions, liabilities, damages, losses, or expenses including but not limited to court costs, attorneys' fees, and costs of claim processing, investigation and litigation relating to, arising from, resulting from or alleged to have arisen or resulted from, the Special Event or caused, or alleged to have been caused, in whole or in part, by the acts or omissions of the County or Special Event Owner/Sponsor or any of their officials, owners, directors, employees, agents, contractors, subcontractors, invitees, participants or volunteers. It is agreed that Special Event Owner/Sponsor will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. Special Event Owner/Sponsor agrees to waive all rights of subrogation against County for losses arising or resulting from the Special Event.

OTHER GENERAL RISK MANAGEMENT REQUIREMENTS:

County Property: This Special Event Application/Permit is for Pinal County property and shall not be construed as authorization for use of adjacent private or public property, grounds or land. Special Event Owner/Sponsor shall be responsible for obtaining all necessary permits or agreements.

Damage to Pinal County Property: Special Event Owner/Sponsor will promptly compensate or reimburse Pinal County the full amount of any damage to, or loss of use of, Pinal County buildings, facilities, grounds, lands, water or property caused by Special Event Owner/Sponsor, its officers, officials, employees, members, guests, invitees or participants. Compensation or reimbursement to Pinal County shall also include, but not limited to, restoration, clean-up, abatement, remedial action, legal fees and expenses or fines.

Damage to Special Event Owner/Sponsor Property: Pinal County shall not be responsible for loss of, damage to, or loss of use of tangible or intangible property of Special Event Owner/Sponsor, its officers, officials, employees, members, guests, invitees or participants.