

Special Event Exhibits

- Exhibit A- Special Event Fees & Deposits
- Exhibit B- Definitions
- Exhibit C- Special Event Vendor License
- Exhibit D- Tenant User Liability Insurance Program (TULIP) User
- Exhibit E- Fire Department Special Event application
- Exhibit E-1- Fire Department Special Events Handbook
- Exhibit F- Department of Liquor License & Control – Special Event
- Exhibit G- Yavapai County Special Event – Health Services
- Exhibit H- Camp Verde Town Code, Chapter 9 Business Regulations
- Exhibit I- Site map for Soccer Field
- Exhibit J- Site map for Community Center- Gymnasium
- Exhibit K- Site map for Town Hall Parking area
- Exhibit L- Blank Site Map
- Exhibit M- Public Works – Street Division Traffic & Safety application
- Exhibit N- Facility – Field Rental Request
- Exhibit O- Banner Pole Policy & Application

Additional Forms

Special Event Permit Application

Notification of Event to be Held in Town Limits

Participating Vendor Report Form

SPECIAL EVENT FEES & DEPOSITS 2010

	Class A Non-Profit, Civic Organizations	Class B Individuals and groups not for profit	Class C For Profit Organizations
Key Deposit	\$110.00 per key	\$110.00 per key	\$110.00 per key
Cleaning/Security/Damage Deposit	500.00	\$500.00	\$500.00
Application Fee		N/A	N/A
Banner Pole Deposit	No charge	\$50.00	\$50.00
Banners	No charge	N/A	N/A
Business License-Regular	No charge	\$25 Application Fee and \$15 per year	\$25 Application Fee and \$15 per year
Business License-New-inspection and set up	No charge	\$50.00	\$50.00
Business License-Casual	No charge	\$25.00 per day	\$25.00 per day
Special Event Vendor	No charge	\$25.00 per Event	\$25.00 per Event
Fencing	No charge	\$5.00 per panel	\$10.00 per panel
Special Event Permits Annually		\$100.00	\$100.00
One-Time Special Event Permit		\$50.00	\$50.00
Security-Off Duty Officers		\$50.00 per hour per officer Minimum of two officers	\$50.00 per hour per officer Minimum of two officers
Tent Lighting		\$50.00	\$50.00
Stage	No charge	\$150.00	\$200.00
Ramada/Vendor Electric	No charge	\$100.00	\$150.00
Use of Water		\$20.00	\$40.00
Kitchen (1 or 2 day event)	No charge	\$25.00 per day	\$50.00 per day
Gym (1 or 2 day event)	No charge	\$75.00 per hour	\$140.00 per hour
Gym Floor Preparation		\$65.00	\$65.00
Room 206 & 207	No charge	\$25.00 per day	\$50.00 per day
Traffic Control Plan		\$100.00	\$100.00
Room 204	No charge	\$25.00 per day	\$50.00 per day
Temp. Use Permit-If applicable-Zoning Clearance		\$75.00 per event	\$75.00 per event
PA Systems, extension cords, water hoses, cash registers, tables & chairs are not available			

Local Rental Resources:

Verde Valley Rental Cottonwood, AZ 928-634-8531	Red Rock Rental Sedona, AZ 928-282-5313	Arizona Tents & Events Phoenix, AZ 602-252-8368
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EXHIBIT B

Definitions

A. "Canvasser or solicitor" means any person, whether a resident of the Town or not, traveling either by foot, wagon, automobile, motor truck, or any other type of conveyance from place to place, from house to house or from street to street taking or attempting to take orders for sale of goods, wares and merchandise, personal property of any nature whatsoever for future delivery or for services to be furnished or performed in the future, whether such person is collecting advance payments on such sales or not, provided that such definition shall include any person who, for himself or for another person, hires, leases, uses or occupies any building, structure, tent, railroad car, boat, hotel room, lodging house, apartment, shop, or any other place within the Town for the sole purpose of exhibiting samples and taking orders for future delivery.

B. "Peddler" means any person, whether a resident of the Town or not, traveling by foot, wagon, automobile, or any other type of conveyance from place to place, from house to house or from street to street carrying, conveying or transporting goods, wares, merchandise, meats, fish, vegetables, fruits, garden truck farm products or provisions, offering and exposing the same for sale or making sales and delivering articles to purchasers, or a person who, without traveling from place to place, shall sell or offer the same for sale from a wagon, automotive vehicle, railroad car or other vehicle or conveyance. It is further provided that a person who solicits orders and, as a separate transaction, makes delivery to purchasers as a part of the scheme or design to evade the provisions of this chapter shall be deemed a peddler subject to the provisions herein contained. The word "peddler" shall include the words "hawker" and "huckster".

C. "Transient merchant," "itinerant merchant," or "itinerant vendor" means any person, whether owner or otherwise, whether a resident of the Town or not, who engages in a temporary business of selling and delivering goods, wares and merchandise within the Town, and who, in furtherance of such purpose, hires, leases, uses or occupies any building, structure, motor vehicle, tent, railroad car, boat, hotel room, lodging house, apartment, shop, or any street, alley or other place within the Town for the exhibition and sale of such goods, wares and merchandise, either privately or at public auction, provided that such definition shall not be construed to include any person, firm or corporation who, while occupying such temporary location, does not sell from stock but exhibits samples only for the purpose of securing orders for future delivery. The person so engaged shall not be relieved from complying with the provisions of this permitting process merely by reason of associating temporarily with any local dealer, trader, merchant, or auctioneer or by conducting such transient business in connection with, as a part of or in the name of any such local dealer, trader, merchant, or auctioneer.

D. "Special Event" includes the temporary sales and displays by street vendors, craft shows, fair booths, and similar operations usually associated with a special event or holiday.

E. "Charitable organization" means any person that is or holds itself out to be organized or operated for any charitable purpose, or any person that solicits or obtains contributions solicited from the public. This definition shall not be deemed to include (i) any church or convention or association of churches, primarily operated for nonsecular purposes and no part of the net income of which inures to the direct benefit of any individual; (ii) any political party any political campaign committee or political action committee or other political committee required by state or federal law to file a report or statement of contributions and expenditures; or (iii) any authorized individual who solicits, by authority of such organization, solely on behalf of a registered or exempt charitable organization or on behalf of an organization excluded from the definition of charitable organization.

F. "Charitable purpose" means any charitable, benevolent, humane, philanthropic, patriotic, and the purposes of influencing legislation.

G. "Charitable sales promotion" means advertised sales that feature the names of both the commercial co-venturer and the charitable or civic organization and which state that the purchase or use of the goods, services, entertainment, or any other thing of value that the commercial co-venturer normally sells, will benefit the charitable or civic organization or its purposes. To qualify as a charitable sales promotion, the consumer must pay the same price for the thing of value as the commercial co-venturer usually charges without the charitable sales promotion and the consumer retains the thing of value.

H. "Civic organization" means any local service club, veterans' post, fraternal society or association, volunteer fire or rescue groups, or local civic league or association of 2 or more persons not organized for profit but operated exclusively for educational or charitable purposes as defined herein, including the promotion of community welfare, and the net earnings of which are devoted exclusively to charitable, educational, recreational or social welfare purposes.

I. "Commercial co-venturer" means any person who (i) is organized for profit, (ii) is regularly and primarily engaged in trade or commerce, other than in connection with soliciting for charitable or civic organizations or charitable purposes, and (iii) conducts an advertised charitable sales promotion for a specified limited period of time.

J. "Contribution" means any gift, bequest, devise or other grant of any money, credit, financial assistance or property of any kind or value, including the promise to contribute, except payments by the membership of an organization for membership fees, dues, fines, or assessments, or for services rendered to individual members, and except money, credit, financial assistance or property received from any governmental authority.

K. "Federated fund-raising organization" means any federation of independent charitable organizations that have voluntarily joined, including but not limited to a United Fund or Community Chest, for purposes of raising and distributing money for and among themselves and where membership does not confer operating authority and control of the individual agencies upon the federated group organization.

L. "File with the Town Clerk" means depositing the originals of the documents required to be filed, along with the payment of the appropriate fee(s) and all supporting documents with the Town Clerk.

M. "Fund-raising expenses" means the expenses of all activities that constitute or are an integral and inseparable part of a solicitation.

N. "Membership" means those persons to whom, for payment of fees, dues, assessments, etc., an organization provides services and confers a bona fide right, privilege, professional standing, honor or other direct benefit, in addition to the right to vote, elect officers, or hold offices. The term "membership" shall not include those persons who are granted a membership upon making a contribution as the result of solicitation.

O. "Parent organization" means that part of a charitable organization which coordinates, supervises or exercises control over policy, fund raising, and expenditures, or assists or advises one or more chapters, branches or affiliates.

P. "Person" means any individual, organization, trust, foundation, association, partnership, corporation, society, or other group or combination acting as a unit.

Q. "Professional fund-raising counsel" means any person who for a flat fixed fee under a written agreement plans, conducts, manages, carries on, advises or acts as a consultant, whether directly or indirectly, in

connection with soliciting contributions for, or on behalf of, any charitable or civic organization, but who actually solicits no contributions as a part of such services. A bona fide salaried officer or employee of a registered or exempt charitable organization or the bona fide salaried officer or employee of a registered parent organization shall not be deemed to be a professional fund-raising counsel.

R. "Professional solicitor" means any person who, for a financial or other consideration, solicits contributions for, or on behalf of, a charitable or civic organization, whether such solicitation is performed personally or through his agents, servants, or employees or through agents, servants, or employees specially employed by, or for a charitable or civic organization, who are engaged in the solicitation of contributions under the direction of such person, or any person who, for a financial or other consideration, plans, conducts, manages, carries on, advises or acts as a consultant to a charitable or civic organization in connection with the solicitation of contributions but does not qualify as a professional fund-raising counsel. A bona fide salaried officer or employee of a registered or exempt charitable organization or a bona fide salaried officer or employee of a registered parent organization shall not be deemed to be a professional solicitor.

S. "Sale," "sell" and "sold" mean the transfer of any property or the rendition of any service to any person in exchange for consideration, including any purported contribution without which such property would not have been transferred or such services would not have been rendered.

T. "Solicit" and "solicitation" mean the request or appeal, directly or indirectly, for any contribution on the plea or representation that such contribution will be used for a charitable purpose, including, without limitation, the following methods of requesting such contribution:

1. Any oral or written request;
2. Any announcement to the press, over the radio or television, or by telephone or telegraph concerning an appeal or campaign to which the public is requested to make a contribution for any charitable purpose connected therewith;
3. The distribution, circulation, posting or publishing of any handbill, written advertisement or other publication which directly or by implication seeks to obtain public support; or
4. The sale of, offer or attempt to sell, any advertisement, advertising space, subscription, ticket, or any service or tangible item in connection with which any appeal is made for any charitable purpose or where the name of any charitable or civic organization is used or referred to in any such appeal as an inducement or reason for making any such sale, or when or where in connection with any such sale, any statement is made that the whole or any part of the proceeds from any such sale will be donated to any charitable purpose.

U. "Solicitation" as defined herein, shall be deemed to occur when the request is made, at the place the request is received, whether or not the person making the same actually receives any contribution.

SPECIAL EVENT VENDOR LICENSE

TOWN OF CAMP VERDE

473 S Main Street #102
Camp Verde, AZ 86322
(928) 567-6631

Web site: www.cvaz.org

Special Event Vendor #: _____

Application date: _____ Name of Event: _____

Event Date/s: _____

Name of Business/Organization _____

Type of Business/Promotion: _____

Location of Event: _____

Mailing Address (complete): _____
Address Town/City Zip

Telephone #: _____ Cell #: _____ Drivers License Number: _____
Must provide copy of ID

Emergency Contact: _____

All vehicles used: _____
Vehicles & license plates #

Nature of Business: Retail Service Food Service Non-Profit Civic Organization

State Tax Number: _____

Has applicant been convicted of any crime, misdemeanor or violation of any municipal laws and the nature of the offense and the punishment or penalty assessed therefore?
 No Yes (explain) _____

Fee Schedule: \$25.00 per event

Other _____

I hereby certify that the statements made herein have been examined by me and are to the best of my belief and knowledge, true and complete.

Signature / Print name Title Date

All operators of booths or vendor displays shall prior to setting up a display area:

1. Obtain any necessary health or regulatory permits required by law.
2. Obtain the written permission of the property owner for the operation.
3. Certificate of Insurance required (must be submitted with application)

For office use only:	
<input type="checkbox"/> Approved by Town _____	Date: _____
<input type="checkbox"/> Denied by Town _____	Date: _____

Town of Camp Verde Presents the Tenant User Liability Insurance Program How-To Guide

Your local government has enrolled in a program which allows you, the "user" of a municipal facility, school, or other local government property, to secure cost effective liability insurance that provides protection for you as well as the governmental entity. The Tenant User Liability Insurance Program (TULIP) is a General Liability Policy written in the name of the tenants and/or users of the local government facility or venue.

The Town of Camp Verde is a registered user of the TULIP program through your pool, the National League of Cities (NLC), and HUB International New England via Entertainment Brokers International. Their assigned unique Entity ID-Code is: 0501-273.

How it works:

1. Log on to www.ebi-ins.com/tulip
2. Enter the Entity ID-Code listed above or use the entity drop down menu
3. Select the Type of "Event" or: "Activity" from the drop down window, e.g. wedding or festival.
4. Answer the questions that follow such as:

<input type="radio"/> Have you held this event before?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="radio"/> If yes, were there any losses or claims?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="radio"/> Will there be armed private security at this event or activity? (Off duty police not included)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Select the Event date or dates on the calendar by clicking on the day of event (if multiple regularly scheduled dates, select all of these).
6. At this point you are able to receive a quick quote by clicking on:

Get our premium now with **Quick Quote**

7. If you would now like to proceed and purchase the coverage, please complete the requested *Contact & Credit Card Information*, and coverage is automatically bound.
8. A Certificate of Insurance is issued and sent via email, in your Name or Organization's Name, with a Certificate automatically sent via email to your local government.

If you experience technical difficulties or have questions about the eligibility or classification of your event, please contact *Entertainment Brokers International* at 1-800-507-8414 (8:30AM 5:00PM PST)



Camp Verde Fire Department

EXHIBIT E

26 W. Salt Mine Rd.
P.O. BOX 386 • CAMP VERDE, AZ 86322-0386
BUSINESS 567-9401 • EMERGENCY 567-4123 OR 911

SPECIAL EVENT PERMIT APPLICATION

Fill Out ALL Requested Information, On BOTH Pages, PLEASE PRINT or type

Event Site Location
Building or Site Name
Address
Town or City Zip Code

Applicant Information - Print or Type
Applicant's Company Name:
Contact Person: Position:
Address:
City: State: Zip: E-mail:
Phone Number: Fax:

Occupancy/Use of Tent
Assembly Mercantile Storage Other
Type of Event How Many Days Is Event Running
Date of Event Date & Time Ready For Inspection

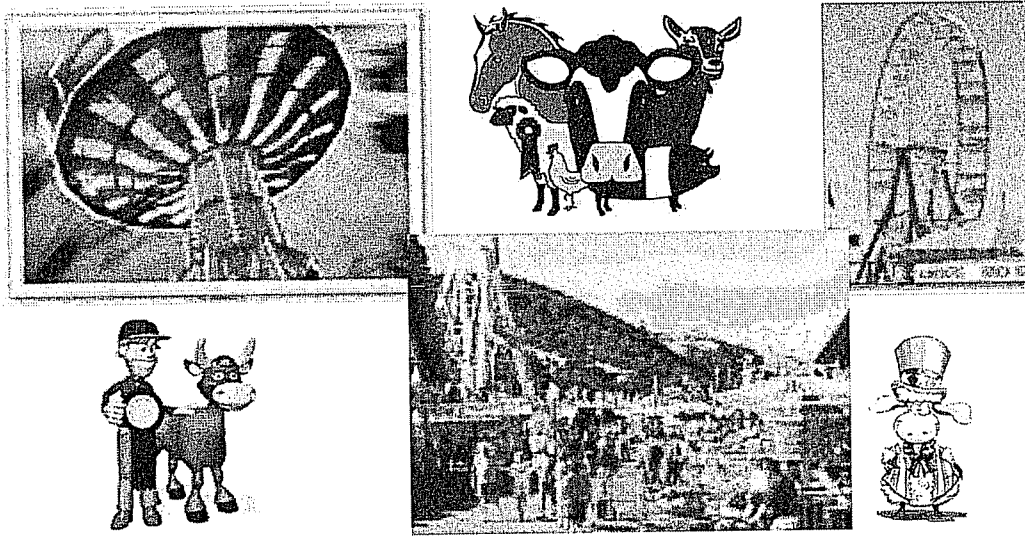
Tent Information
Single Site or Multiple Sites Tent Square Footage
Number of Exits Occupant Load Tent Fabric Fire Resistance Certificate required at inspection.
Tent Occupied In Hours of Darkness Yes No
Location of Nearest Building (10'min.) 20' Fire Lane Maintained Yes No
Site Plan Drawn to Scale Yes No Fire Extinguishers Yes No
Exit Signs & Emergency Lights Yes No Electrical Power Provided Yes No
Heating Appliances Yes No If Yes, Fuel Type and Location
Cooking Appliances Yes No If Yes, Fuel Type and Location
LP Gas Cylinders are at Least 5' From Tent Yes No N/A
Arrangement of Seating Chairs Tables & Chairs Bleachers None

A Site Plan must be submitted showing location of tents, buildings, access and property lines of site.

Suspension of Permit: Any permit issued shall become invalid if the authorized work is not commenced within six months after issuance of the permit, or if the authorized work is suspended or abandoned for a period of six months after the time of commencing the work.

Section 2: Special use or event Permit Fees: The items below require a permit through the Camp Verde Fire Department as per the currently adopted fire and life safety codes. Those organizations with intergovernmental agreements will not be required to pay fees for special events. However, inspections are required.

Bonfires	Per Event	\$0
Carnivals and Fairs	Per Event plus Stand-by Fees (Fees rate to be calculated)	\$40.00
Explosives (Blasting Operations)	Per Operation	\$50.00
Fireworks – Public Display	Per Event / Prior Shoot plus Stand-by Fees (Fee rate to be calculated)	\$40.00
Special Events	Per Event plus Stand-by Fees (Fee rate to be calculated)	\$40.00



Fire Safety Requirements

**For
Camp Verde Outdoor and Indoor Events Involving:
Assemblies, Carnivals, Fairs, Exhibitions, and Tents**

2007

CAMP VERDE FIRE SAFETY REQUIREMENTS

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Introduction

This booklet outlines the fire safety practices found in the Fire and Building Codes adopted by the Town of Camp Verde and the Camp Verde Fire District.

Purpose

This booklet consolidates and summarizes fire safety requirements, to be used by event promoters. Several positive outcomes will be accomplished by those who comply with the procedures outlined.

- The promoter can use this booklet to advise vendors of the fire safety requirements for each event.
- Event delays and upset vendors will be avoided.
- Consistent application of the code and inspection requirements year-to-year.
- This booklet is a tool to assist the promoter in laying out the event and creating a detailed floor or site plan that will be reviewed by the Fire District.
- During the Fire District review of the permit application, if the floor or site plan does not comply with specific safety codes, the promoter will be advised of necessary changes that must occur before the event begins.

General Information

1. Call the Camp Verde Fire Prevention office at (928) 567-9401 or the Building Division at (928) 567-8514 to find out if an event requires a permit if this booklet is unclear.
2. All events must comply with the contents of this booklet, whether or not a permit is required. The Fire and Building Codes apply to all events.

Permit Definitions

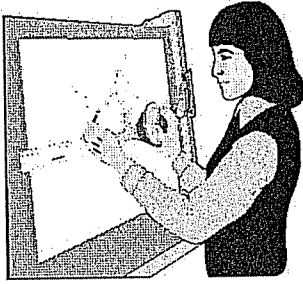
Assembly: the temporary gathering of 50 or more persons for such purposes as deliberation, education, instruction, worship, entertainment, amusement, drinking, and dining. **A special event permit is required.**

Carnival: a mobile enterprise principally devoted to offering amusement or entertainment to the public in, upon, or by means of temporary structures, rides or any combination of both. **A permit is always required.**

Fair: an enterprise principally devoted to the exhibition of products of agriculture or industry in connection with the operation of amusement rides or devices, or concession stands. **A permit is always required.**

Exhibition: an event in which the display of products or services is organized to bring together the provider and user of the products or services. **A special event permit is required.**

Tent or Canopy: a temporary structure, enclosure or shelter constructed of fabric or pliable material supported by any manner. **A permit is required when a tent exceeds 1,500 square feet or when a canopy exceeds 2,000 square feet.**



1. Seating and/or Site Plans for Indoor or Outdoor Events

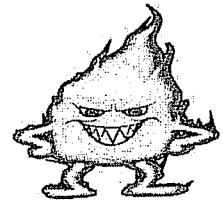
Detailed plans will eliminate most of the problems that occur when a Fire Inspector does an inspection. Promoters with events that require a permit must attach a scaled or detailed floor or site plan to the permit application. A plan will assist the Fire Department in determining if the event will be safe and in compliance with codes.

The plans **must show** the following (provide what is applicable).

- The location and width of all exit doors, aisles in large exhibitor areas, and the main event aisle ways.
- The location, size, and identification number of exhibits, booths, cooking booths, and other displays spaces.
- The location and **size** of propane (LPG) containers.
- The location and width of the fire lanes and the location of fire hydrants.
- The distance from tents to property lines, fences, and structures.
- The location of fire extinguishers, exit lighting, and exit signs.

2. Candles and Other Open Flame Use

Candles and other open flame devices have been the cause of many fires. Listed below are the permitted and safe uses of open flame devices.



- Food preparation will limit flammable liquid use to 1 oz. containers or 1 quart containers that limit flow to 1 oz.
- If the preparation is at the table, a wet towel will be available to smother a possible fire.
- Class 1 and 2 flammable liquids (like kerosene and gasoline) and propane shall not be used for decorative lighting indoors.
- Use approved liquid or solid fuel non-spill containers for decorative lighting. Decorative lighting shades must be non-combustible.
- Candelabra with flaming candles shall be secured in place and located away from combustibles and people.

3. Combustible Materials and Waste Disposal

Combustible merchandise being displayed should be limited to a reasonable quantity. Reserve supplies shall be kept in closed containers and stored neatly. Waste materials, such as empty cardboard boxes and packing materials, must be removed from the exhibit area daily. Promoters shall ensure that trash pickup is provided for the event and the exhibitors daily.

4. Cooking Equipment and Food Warming Devices

Listed below are approved cooking/warming appliances:

- Microwave and electric ovens
- Electric steam tables
- Electric cook top griddles
- Electric single well deep fat fryer or wok



Natural gas cooking appliances meeting the requirements below:

1. Piping materials, shut off valves, and connections used to attach the appliance to the building's

- natural gas system shall be inspected and approved by the Camp Verde Building Division.
2. During the Fire Department's inspection, the inspection approval document from the Camp Verde Building Division must be available for review.
 3. Gas fired appliances shall be placed on a non-combustible surface. If the manufacturer's instructions require the equipment to be vented to the outside, it must be done

Single-well cooking equipment using cooking oils shall:

1. have lids for immediate use to cover and smother a fire
2. be limited to 288 sq. inches of cooking surface
3. be placed on a non-combustible surface
4. be separated from other single-well cooking equipment by a minimum horizontal distance of 2 ft.

Multi-well deep fat frying equipment is **prohibited** unless an approved self-contained hood and ventilation, and suppression system is provided.

Propane/butane use is **prohibited** indoors.

Extinguisher Required

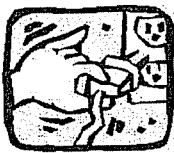
A 2A:10BC fire extinguisher and wet towel shall be available in each cooking area and a "Type K" extinguisher if deep fat frying or Woks are used.

5. Decorative Materials (not display merchandise)

Decorative materials are used to make a vendor area more attractive or interesting. The following requirements apply to decorative materials:

- Combustible decorative materials shall be flame resistant, excluding table covers.
- Wood less than 1/4" thick shall be treated with a flame-retardant coating.
- Foam plastic objects including mannequins, murals, and signs shall cover less than 10% of a wall, ceiling, or floor area.

Note: Tablecloths do not need to be flame resistive.



6. Electrical Cords, Protection, and Use

Outdoor events will require an electrical permit from the Camp Verde Building Dept. A permit is required for portable wiring and equipment for carnivals, exhibition, fairs, and similar attractions.

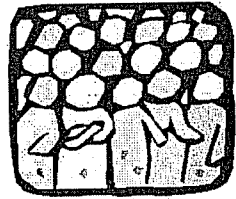
Unprotected electrical cords are prone to damage. A damaged cord can be the cause of a fire resulting from an electrical short and injuries or death can occur from electrocution. To maintain a safe environment, apply the following criteria to the use of electrical type cords:

Not Permitted: Household, small thin type extension cords. Spliced cords or home made receptacles

- Cords subjected to foot or equipment traffic shall be protected from damage.
- Cords 3/8" or less in diameter shall be covered with hard plastic "office cord covers" or an approved alternate method.
- Cords equal to or larger than 3/8" in diameter shall use a plywood ramp style cover, or an approved alternate method.
- All **cord covers** must be secured in place using tape, nails, or other methods.
- Based on definitions, extension cords can have end connectors with multiple female receptacles and can be extended from a receptacle, power tap, or another extension cord.

7. Existing Occupant Loads Assigned to a Structure

A building or room used for exhibits, entertainment, feeding or instructing more than 50 people is assigned an occupant load, that is, a maximum number of people permitted inside the area. It is the responsibility of the promoter and the building owner to see that the maximum number of people allowed in the area is not exceeded.



Pre-established occupant load limits shall be maintained by the facility management and promoter.

The code provision of using “standby personnel” for the sole purpose of maintaining the pre-established occupant load limit may be a requirement for selected permits.

8. Exhibit Booth and Display Requirements

- The travel distance within a booth or a vendor’s exhibit area to an accessible exit aisle shall not exceed 50 ft.
- Booths constructed of combustible materials, foam, wood (< 2” x 4”), cloth, and/or *plastic tarps shall comply with items 5 and 11* (flame retardants).
- Booth, table and display areas shall be clearly marked so exhibits do not occupy or extend into exits and aisles. *Do not block exit doors or fire alarm horns and pull stations, and fire extinguishers.*
- Vehicles, RVs, boats, and tents having over 100 sq. ft. of roofed area shall be provided with an approved smoke detector(s) unless all fire ignition sources, such as batteries and power sources are disconnected during non-supervised times.



9. Exits and Aisle Use

It is important that all exits are available for use by men, women, and children at all times and especially during a fire, or other emergency.

Aisles and exits shown on the approved floor or site plans shall be kept clean, clear, and free from obstructions. Easels, signs, displays, and other objects shall not encroach into aisles and exits from the booth, display, or stage areas.

Facility exits, stairs, corridors, and vestibules shall not be used in any way except for exiting. ***Do not block exit doors.***

10. Fire Extinguishers

Many events have an abundance of combustible merchandise, displays, and decorations. Fires have occurred at events because of electrical shorts, a heat source (light bulbs) too close to combustible materials, and cooking fires. When a fire is small, a fire extinguisher can usually put out the fire. The following criteria provide reasonable fire suppression capability.

Each event shall have portable extinguishers, the **minimum size** must be a U.L classification **2A 10BC** and cooking areas using oil must have a **40BC**, and when deep fat frying or using Woks a “**Type K**” is required.

Extinguishers shall have a **current service tag** (serviced within the last 12 months), and be visible and accessible in the booth at all times.

Event promoters shall **use the following matrices** to determine the placement criteria for portable extinguishers. After the criteria are determined the extinguisher locations shall be drawn on the site plan.

Portable Extinguisher Matrix for Indoor Events			
Type of Event	Extinguisher Placement Requirements X indicates the event requirement		
Select the category that most resembles your event.	Maximum foot travel distance to extinguishers, 75'.	Maximum foot travel distance to extinguishers, 50'.	Option: Promoter may opt to have every vendor provide an extinguisher.
Animal show with or without display vendors		X	X
Antique show		X	X
Boat show with or without display vendors		X	X
Book show	X		
Career fair	X		
Cooking booths using oil	Every cooking booth shall have one 40BC portable extinguisher, deep fat frying or the use of Woks require a Type K extinguisher		
Concert, graduations, similar people events	X		
Craft show or flea markets		X	X
Gem, gun, knife, or railroad shows with minimal display combustibles	X		
Industrial equipment show, without fueled equipment	X		X
Industrial equipment show, with fueled equipment		X	X
Motorhome/RV show		X	X
Vehicle shows		X	X
Note: These are minimums and during the review of the permit application the reviewer may determine additional portable extinguishers are required.			

Portable Extinguisher Matrix for Outdoor Events

Type of Event	Extinguisher Placement Requirements		
	X indicates the event requirement		
Select the category that most resembles your event. If the category is not shown, consult with the Fire Marshal's office.	Maximum foot travel distance to extinguishers, 75'.	Maximum foot travel distance to extinguishers, 50'.	Option: Promoter may opt to have every vendor or booth have an extinguisher.
Carnival midways	X		X
Carnival rides	Every ride shall have at least one 2A 10BC portable extinguisher		
Cooking booths using oil, any event	Every cooking booth shall have at least one 40BC portable extinguisher, deep fat frying or the use of Woks require a Type K extinguisher		
Fair midways	X		X
Fireworks	Every discharge area shall have at least one 2A 40BC extinguisher		
Street markets or fairs	X		X
Tents, see section 16			
Note: These are minimums and during the review of the permit application the reviewer may determine additional portable extinguishers are required.			

11. Flame Retardants and Flame Resistive Materials

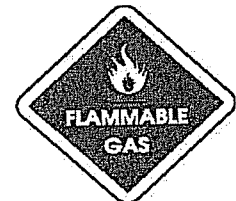
Flame retardants are used to treat different types of materials so fire spread by these materials will be inhibited. Some materials cannot be treated, such as most plastic tarps. Flame retardants that are applied by the booth vendor to a booth's combustible construction and decorative materials (see item 5) will require the booth vendor to provide the flame retardant product information to the Fire Department upon inspection.



Flame resistive materials must be accompanied with a label, package wrapper declaring the material to be flame resistive, or other proof of flame resistive treatment.

12. Propane, Use of

Propane gas used indoors is extremely hazardous. Several high-dollar loss fires have occurred because propane gas leaked from its container and equipment connections have caught fire. Extreme care must be taken when changing propane gas cylinders.



Indoor Use

The use of propane inside of buildings is **prohibited except for:**

There is special cooking equipment approved (listed) by U.L. The equipment is limited to the use of two 10 ounce bottles of butane. This equipment is permitted to be used in the City of Camp Verde. For demonstrations and public exhibitions (not cooking), propane containers are limited to

12 pound water capacity and 20 feet separation between containers.

Outdoor Use

Propane cylinders less than 500 water gallons in size must be at least 10' from any structure. Propane cylinders 500 water gallons in size must be at least 25' from the structure (not allowed under building eaves). Propane cylinders must be set on a firm foundation or be adequately secured and protected from potential damage.

13. Seating, Use of Chairs

Seating plans for chair arrangements in a structure or tent must be provided as outlined in Item 1. If the number of chairs exceeds 300, the chairs must be bonded together in groups of three or more. In the case of emergency exiting from the area, the bonded chairs will be less likely to be tipped-over or scattered about, thereby not becoming exit obstructions.



14. Tents and Canopies, Outdoor Use

Any tent exceeding 1,500 sq. ft. or canopy exceeding 2,000 sq. ft. must get a permit from the Fire Marshal's office. ***According to Item 1 in this booklet, tented events will need a site plan and large tents will need a floor plan.*** When applicable apply the following items:

- Tents and canopies shall be roped, braced, and anchored.
- Tents and canopies shall be made of fire-retardant material, floor covering, and decorative materials shall be flame retardant.
- Post "No Smoking" signs inside.
- No open flame devices are allowed inside.
- Provide one "2A-10BC" (5 lb.) fire extinguisher (FE) for every 3,000 sq. ft. of floor area and within 75' travel distance, **and at least one "Type K" fire extinguisher is to be within 30' of every cooking area deep fat frying or using Woks.**
- Fire lanes must be maintained to within 150 feet of any exhibit. Fire lane shall be a minimum of 20 feet in width and have a minimum unobstructed height of 13 feet 6 inches.
- Tents and canopies must be 20' from any building or property line.
- Tents and canopies with up to 199 people must have two 6' exits; with 200-499 people, there must be three 6' exits; with 500-999 people, there must be four 8' exits; and with 1,000-2,000 people, there must be five 10' exits, and add an exit for each 1,000 people. All exits must be evenly spaced around the tent perimeter. The **number of occupants** is determined by taking the floor area of the tent and divide by 15 (for an exhibit or tables and chairs) or divide by 7 (for chairs only) or by 5 (for standing only) for the event.
- Provide exit signs at each exit. Exit signs must be lighted and have a second source of power if the tent has a capacity of over 100 people.

15. Tents and Canopies, Outdoor Use for Cooking Booths

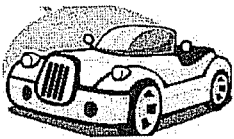
In addition to tent criteria in item number 14:

- Cooking booths must have 10' of clearance on two sides.
Appliances with open-flame cooking tops, fryers, skillet frying, and WOKS can not be located in a tent or under a canopy.



Exception Woks, and open flame cooking may occur in a booth constructed as follows. Refer to drawing examples at the end of this document.

1. Use non-combustible siding and roofing materials to construct the main booth or
 2. The main booth has a metal hood that vents out the top of the booth and the hood perimeter extends a minimum of 6" beyond all edges of cooking appliances.
- When using Woks or when deep fat frying, each booth must have a **"Type K"** fire extinguisher. Booths with other types of cooking must have a 40BC type fire extinguisher. Fire extinguishers must have a tag attached showing the fire extinguisher was serviced within the last twelve months.
 - Propane or flammable liquids must not be stored inside.
 - Propane cylinders less than 500 water gallons in size must be **at least 10' from the booth.** Propane cylinders 500 water gallons in size must be **at least 25' from any booth.**



16. Vehicles

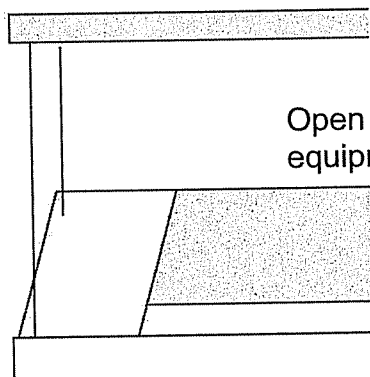
Most buildings were never built with the intention of putting gas fueled vehicles inside. Because of the amount of flammable fuel a vehicle can contain, the codes considered the hazard and will only allow vehicles to be displayed within structure if the following conditions are met:

- Batteries shall be disconnected or use a disconnect switch.
- Fuel tanks shall be locked or sealed to prevent tampering.
- Vehicles shall not block or obstruct exits.
- Refueling and fuel storage shall occur outside of a structure in an approved area.
- Vehicles shall contain no more than 5 gallons of gas.

Appendix for Item 15: Examples of cooking booth construction or configurations that would be approved for use. The size, design or appearance is not being represented by the drawing only the concept of a cooking booth that will be safe and in compliance with the International Fire Code.

Appliances with open-flame cooking tops, fryers, skillet frying, and WOKS can not be located in a tent or under a canopy. Open-flame cook tops are burners with visible flames that heat or make contact with Woks, skillets, pans, etc. A secondary hard lid covering the appliances, made of fire-resistive material, and separated by a minimum of 3 feet behind the main booth and from adjacent tents or canopies can be used.

Option 1: Open Flame Cooking with no frying or deep fat frying.



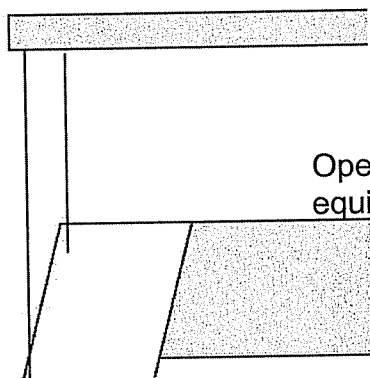
Flame retardant canopy

Open flame cooking equipment

Noncombustible material for booth siding that extends 6" above the open flames

Option 2: Open Flame

Cooking with no frying or deep fat frying.



Flame retardant canopy

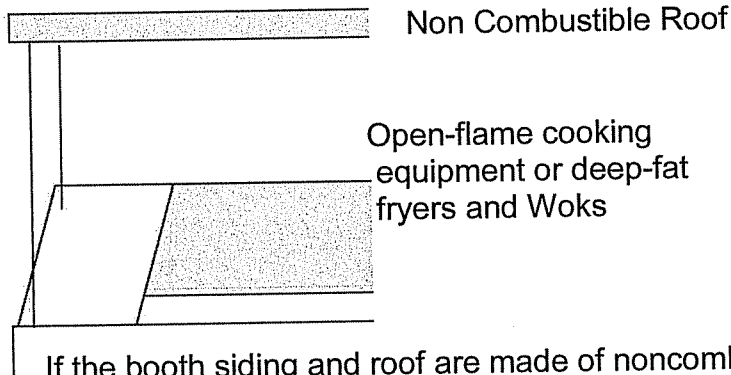
Open flame cooking equipment

3 sided metal shield, 12" above cooking surface and 6" clear space between shield and siding

Noncombustible material for booth siding that extends 6" above the open flames.

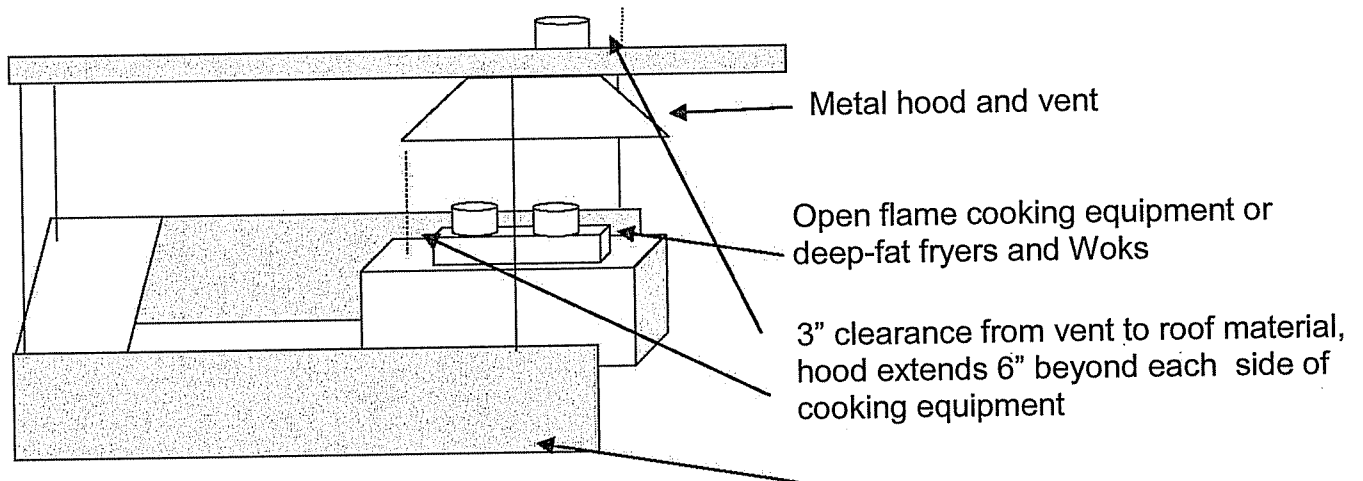
Refer to the following drawings for **additional configuration options** for open flame equipment, deep-fat frying or the use of Woks.

Option 3: Open-Flame Cooking or deep fat frying.



If the booth siding and roof are made of noncombustible materials i.e., metal, cement board, sheetrock, etc, then open-flame, deep-fat frying or WOK type equipment can be used in the booth. The booth framework can be of wood.

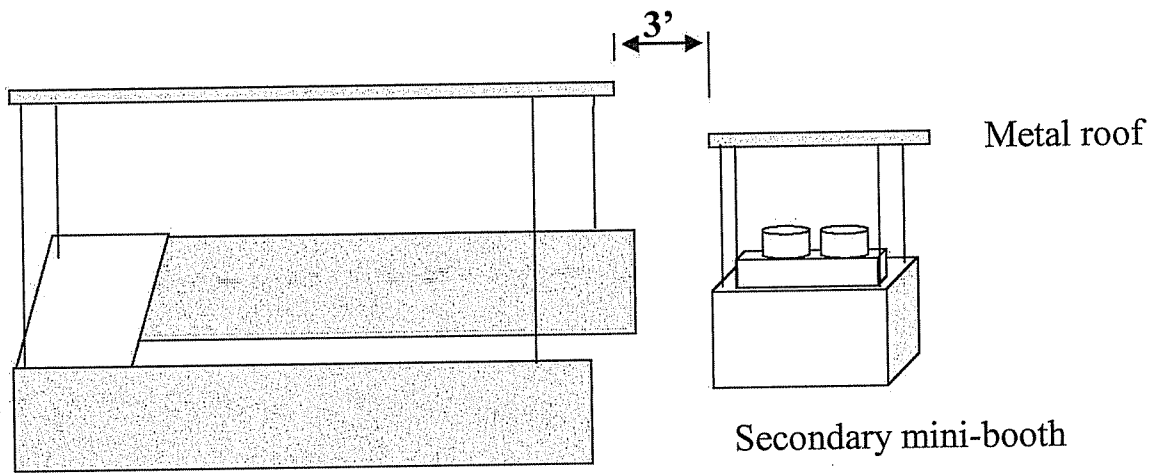
Option 4: Open-Flame Cooking or deep fat frying and Woks.



A booth can be made of fire retardant treated combustible material e.g., wood, fabric, etc, if:

1. It has a metal hood that vents a couple feet above the roof.
2. The hood extends at least 6" beyond the perimeter of the cooking equipment.
3. The hood vent has at least 3" clearance from the roofing material unless a double-walled vent is used.
4. 12" clear space must be maintained between the cooking equipment and the sides of the booth unless the shield is used from Option 2 then 6" is permitted.

Option 5: Open-Flame Cooking or deep fat frying and Woks.



A booth made of fire retardant treated combustible material e.g., wood, fabric, etc, but without a hood and vent cannot have open-flame, deep-fat fryers or WOK type equipment under the booth roof covering or near its sides.

That type cooking equipment can be used if it is separated at least 3' from the sides and roof of the main booth and adjacent booths. The roof covering for the secondary mini-booth must be metal if located within 3' to 5' of the primary booth. Even if it is further away, it is not recommended to use fabric or other combustibles for that roof covering.

**SERIES: 15 SPECIAL EVENT LICENSE (Temporary) Non-transferable
On-sale retail privileges**

PURPOSE:

Allows a charitable, civic, fraternal, political or religious organization to sell and serve spirituous liquor for consumption only on the premises where the spirituous liquor is sold, and only for the period authorized on the license. This is a temporary license.

ADDITIONAL RIGHTS AND RESPONSIBILITIES:

The applicant for a special event license must request a special event application from the Department and file the application with the governing body of the city or town, or Board of Supervisors of an unincorporated area of a county (where the special event is to take place) for approval or disapproval. Some local governing bodies may require approximately 60 days prior notice.

If the application is approved by the local authority, and the event meets the requirements for granting the license, the Director will issue a special event license to the qualifying organization.

Qualifying organizations will be granted a special event license for no more than ten (10) days in a calendar year. Events must be held on consecutive days and at the same location or additional licenses will be required. The license is automatically terminated upon closing of the last day of the event or the expiration of the license, whichever occurs first.

The qualified organization must receive at least twenty-five percent (25 %) of the gross revenues of the special event liquor sales.

A person selling spirituous liquor under a special event license must purchase the spirituous liquor from the holder of a license authorized to sell off-sale; *except that*, in the case of a non-profit organization which has obtained a special event license for the purpose of charitable fund raising activities, a person may receive the spirituous liquor from a wholesaler as a donation.

AVERAGE APPROVAL TIME: One (1) to seven (7) days.

PERIOD OF ISSUANCE:

Issued for no more than a cumulative total of ten (10) days in a calendar year. A special event may be held for more than one (1) day, but it must be held on consecutive days and at the same location or additional licenses will be required.

FEES: \$25.00 per day.

ARIZONA STATUTES AND REGULATIONS:

ARS 4-203.02, 4-244, 4-261; Rule R19-1-228, R19-1-235, R19-1-309.

ARIZONA DEPARTMENT OF LIQUOR LICENSES & CONTROL

800 W Washington 5th Floor
Phoenix AZ 85007-2934
(602) 542-5141

400 W Congress #521
Tucson AZ 85701-1352
(520) 628-6595

APPLICATION FOR SPECIAL EVENT LICENSE

Fee = \$25.00 per day for 1-10 day events only A service fee of \$25.00 will be charged for all dishonored checks A.R.S.

NOTE: THIS DOCUMENT MUST BE FULLY COMPLETED OR IT WILL BE RETURNED.
PLEASE ALLOW 10 BUSINESS DAYS FOR PROCESSING.

DLLC USE ONLY

**Application must be approved by local government before submission to Department of Liquor Licenses and Control. (Section #20) LICENSE #

1. Name of Organization: _____

2. Non-Profit/I.R.S. Tax Exempt Number: _____

3. The organization is a: (check one box only) CJ Charitable CJ Fraternal (must have regular membership and in existence for over 5 years)

Civic Political Party, Ballot Measure, or Campaign Committee

CJ Religious

4. What is the purpose of this event? _____

5. Location of the event: _____

Address of physical location (Not P.O. Box) City County Zip Applicant must be a member of the qualifying organization and authorized by an Officer, Director or Chairperson of the Organization named in Question #1. (Signature required in section #18)

6. Applicant: Last _____ First _____ Middle _____ Date of Birth _____

7. Applicants Signature _____

Street City State Zip

8. Phone Numbers: () _____ Site Owner # Applicant's Business # Applicant's Home #

9. Date(s) & Hours of Event: (Remember: you *cannot* sell alcohol before 10:00 a.m. on Sunday)

Date _____ Day of Week _____ Hours from _____ A.M. _____ P.M.

To _____ A.M. _____ P.M. Day 1: Day 2: Day 3: Day 4: Day 5: Day 6: Day 7: Day 8: Day 9: Day 10:

10. Has the applicant been convicted of a felony in the past five years, or had a liquor license revoked?
DYES NO (attach explanation if yes)

11. This organization has been issued a special event license for days this year, including this event (not to exceed 10 days per year).

12. Is the organization using the services of a promoter or other person to manage the event? _____ YES ___ NO
If yes, attach a copy of the agreement.

13. List all people and organizations who will receive the proceeds. Account for 100% of the proceeds. THE ORGANIZATION APPLYING MUST RECEIVE 25% OF THE GROSS REVENUES OF THE SPECIAL EVENT LIQUOR SALES.

Name _____ Percentage

Address-- _____

Name _____ Percentage

Address-- _____ (Attach additional sheet if necessary)

14. Knowledge of Arizona State Liquor Laws Title 4 is important to prevent liquor law violations. If you have any questions regarding the law or this application, please contact the Arizona State Department of Liquor Licenses and Control for assistance.

NOTE: ALL ALCOHOLIC BEVERAGE SALES MUST BE FOR CONSUMPTION AT THE EVENT SITE ONLY. "NO ALCOHOLIC BEVERAGES SHALL LEAVE SPECIAL EVENT PREMISES."

15. What security and control measures will you take to prevent violations of state liquor laws at this event?
(List type and number of security/police personnel and type of fencing or control barriers if applicable)

--#Security personnel _____ Barriers
#Police Fencing

16. Is there an existing liquor license at the location where the special event is being held? DYES NO If yes, does the existing business agree to suspend their liquor license during the time period, and in the area in which the special event license will be in use? DYES NO
(ATTACH COPY OF AGREEMENT)

Name of Business

Phone Number

..L-1-=-0"-~:-

17. Your licensed premises is that area in which you are authorized to sell, dispense, or serve spirituous liquors under the provisions of your license. The following page is to be used to prepare a diagram of your special event licensed premises. Please show dimensions, serving areas, fencing, barricades or other control measures and security positions.

18. I, declare that I am an Officer/Director/Chairperson appointing the
(Print full name)
applicant listed in Question 6, to apply on behalf of the foregoing organization for a Special Event Liquor License.

X _____ (Signature) (Title/Position) (Date) (Phone#)

State of County of The foregoing instrument was acknowledged before me this

Day Month Year

My Commission expires on: (Date) (Signature of NOTARY PUBLIC)

THIS SECTION TO BE COMPLETED ONLY BY THE APPLICANT NAMED IN QUESTION #6

19. I, declare that I am the APPLICANT filing this application as
(Print full name) listed in Question 6. I have read the application and the contents and all statements are true, correct and complete.

State of County of X The foregoing instrument was acknowledged before me this

(Signature)

Day Month Year

My commission expires on: (Date) (Signature of NOTARY PUBLIC)

You must obtain local government approval. City or County *MUST* recommend event and complete item #20. The local governing body may require additional applications to be completed and submitted 60 days in advance of the event. Additional licensing fees may also be required before approval may be granted.

LOCAL GOVERNING BODY APPROVAL SECTION

20. I, _____ hereby recommend this special event application
(Government Official) (Title)

on behalf of _____
(City, Town or County) **FOR DLLC DEPARTMENT USE ONLY** (Signature of OFFICIAL) (Date)

Department Comment Section:

(Employee) (Date)

APPROVED DISAPPROVED BY:

(Signature) (Date)

SERIES: 15 SPECIAL EVENT LICENSE (Temporary) Non-transferable
On-sale retail privileges

PURPOSE:

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PERIOD OF ISSUANCE:

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Civic Political Party, Ballot Measure, or Campaign Committee

CJ Religious

4. What is the purpose of this event? _____

5. Location of the event: _____
Address of physical location (Not P.O. Box) City County Zip Applicant must be a member of the qualifying organization and authorized by an Officer, Director or Chairperson of the Organization named in Question #1. (Signature required in section #18)

6. Applicant: Last _____ First _____ Middle _____ Date of Birth _____

7. Applicants Signature _____
Street City State Zip

8. Phone Numbers: () _____ Site Owner # Applicant's Business # Applicant's Home #

9. Date(s) & Hours of Event: (Remember: you *cannot* sell alcohol before 10:00 a.m. on Sunday)

Date _____ Day of Week _____ Hours from _____ A.M. _____ P.M.
To _____ A.M. _____ P.M. Day 1: Day 2: Day 3: Day 4: Day 5: Day 6: Day 7: Day 8: Day 9: Day 10:

10. Has the applicant been convicted of a felony in the past five years, or had a liquor license revoked?
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11. This organization has been issued a special event license for days this year, including this event (not to exceed 10 days per year).

12. Is the organization using the services of a promoter or other person to manage the event? _____ YES ___ NO
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Name _____ Percentage

Address-_____

Name _____ Percentage

Address-_____ (Attach additional sheet if necessary)

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NOTE: ALL ALCOHOLIC BEVERAGE SALES MUST BE FOR CONSUMPTION AT THE EVENT SITE ONLY. "NO ALCOHOLIC BEVERAGES SHALL LEAVE SPECIAL EVENT PREMISES."

15. What security and control measures will you take to prevent violations of state liquor laws at this event?
(List type and number of security/police personnel and type of fencing or control barriers if applicable)

--#Security personnel _____ Barriers
_#Police Fencing

16. Is there an existing liquor license at the location where the special event is being held? DYES NO If yes, does the existing business agree to suspend their liquor license during the time period, and in the area in which the special event license will be in use? DYES NO
(ATTACH COPY OF AGREEMENT)

Name of Business Phone Number

17. Your licensed premises is that area in which you are authorized to sell, dispense, or serve spirituous liquors under the provisions of your license. The following page is to be used to prepare a diagram of your special event licensed premises. Please show dimensions, serving areas, fencing, barricades or other control measures and security positions.

18. I, declare that I am an Officer/Director/Chairperson appointing the
(Print full name)
applicant listed in Question 6, to apply on behalf of the foregoing organization for a Special Event Liquor License.

X _____ (Signature) (Title/Position) (Date) (Phone#)

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Day Month Year

My Commission expires on: (Date) (Signature of NOTARY PUBLIC)

THIS SECTION TO BE COMPLETED ONLY BY THE APPLICANT NAMED IN QUESTION #6

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(Print full name) listed in Question 6. I have read the application and the contents and all statements are true, correct and complete.

State of County of X The foregoing instrument was acknowledged before me this

(Signature)

Day Month Year

My commission expires on: (Date) (Signature of NOTARY PUBLIC)

You must obtain local government approval. City or County *MUST* recommend event and complete item #20. The local governing body may require additional applications to be completed and submitted 60 days in advance of the event. Additional licensing fees may also be required before approval may be granted.

LOCAL GOVERNING BODY APPROVAL SECTION

20. I, _____ hereby recommend this special event application
(Government Official) (Title)

on behalf of _____
(City, Town or County) **FOR DLLC DEPARTMENT USE ONLY** (Signature of OFFICIAL) (Date)

Department Comment Section:

(Employee) (Date)

APPROVED DISAPPROVED BY:

(Signature) (Date)

YAVAPAI COUNTY COMMUNITY HEALTH SERVICES

ENVIRONMENTAL HEALTH

Dear Special Event Organizer/Coordinator

To aid you in complying with state and county laws regarding food and beverages and general event sanitation you should read the following carefully to see what your responsibilities may be regarding your planned special event:

- 1 Regardless of whether food and/or beverages will be served you will need to complete a "Special Event Coordinator Information Sheet" (enclosed) and file it with Yavapai County Community Health Services at least six weeks prior to your scheduled event. There is no fee for this process. Any changes to your application will need to be filed not later than seven days prior to your event.
- 2 All vendors of food and/or beverages of any kind will need to complete the "Special Event Application" regardless of their non-profit status or whether food and/or beverage is being sold or given away. Special Event License Applications for vendors can be mailed or emailed to you or the vendor, or found on the Yavapai County web site. For most, there will be a fee. Non-profit organizations wishing to receive a fee reduction will need to come to the department and complete a "Fee Reduction Application". All applications must be completed and on file at least three weeks prior to the event. Failure to submit application in a timely manner may be grounds for disapproving an application.

Please be sure to transmit the above information (you may make copies of applications) to ANY AND ALL FOOD/BEVERAGE VENDORS OF ANY KIND.

For questions, DON'T WAIT, give us a call. We want your event to be successful and your role in making the process run smoothly is critical.

Sincerely,

Cecil F. Newell, R.S.
Environmental Health Unit Manager

YAVAPAI COUNTY COMMUNITY HEALTH SERVICES
Environmental Health

SPECIAL EVENT COORDINATOR INFORMATION SHEET

- A Special Event Information sheet (attached) is required from the event coordinator or food/beverage chairperson. All information is due to Yavapai County Community Health Services six (6) weeks prior to the event. Please include any information about foods provided by your organization for the vendors.
- Please copy and distribute the enclosed Special Event Application Pack to ALL food and beverage vendors. It is extremely important all vendors receive the S.E. Application Pack and return the completed "yellow" pages to our department well in advance of the event.
-
- All food and/or beverage concessions run by your organization are also required to have temporary food service licenses Please submit a completed license application and the required license fee *per booth*, including the hospitality booth/tent.

Note: Only those vendors dispensing bottled water or canned soda (unopened, from an approved source) are exempt from obtaining a temporary food service license. All other vendors, regardless of product, are required to obtain a license and pay the required license fee per booth.

- A Yavapai County special event license is effective for 14 consecutive days only and for one location only, and for one celebration or special event.

Send information to:

- 1090 Commerce Drive, Prescott, AZ 86305 (928) 771-3149 FAX (928) 771-3369
- 3212 N. Windsong, Prescott Valley, AZ 86314 (928) 583-1015 FAX (928) 771-3379
- 10 S. Sixth Street, Cottonwood, AZ 86326 (928) 639-8138 FAX (928) 639-8179

General Event Information

Name of Event _____ Sponsoring Organization _____

Date(s) _____ to _____ Time(s) _____ to _____

Location _____
Facility Name _____ Address-Physical Location _____

Brief Description of Event Site Conditions: (i.e. dirt, grass, pavement)

Estimated event attendance _____

Additional Event Information

Anticipated number of food and beverage booths/concessions _____

Restroom facilities for patrons Public Restrooms Chemical Toilets Quantity to be supplied _____

Will an approved water source be available for food vendors? Yes No

What method of wastewater disposal will be provided for food vendors? _____

How _____

Contact Information

Event Coordinator – Food & Beverage Chairman OR responsible individual

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

Scheduled food and beverage concession meetings _____

Supplemental Information

Are dumpsters provided? _____ Where? _____

List of food and beverage vendors Enclosed Will mail/fax by _____

Map-Location of Temporary Food Vendors: Enclosed Will mail/fax by _____

Application prepared by _____

SPECIAL EVENT LICENSE APPLICATION PACKAGE FOR YAVAPAI COUNTY INSTRUCTIONS

Please call (928)771-3149 Prescott office, or (928) 639-8138, Cottonwood office, or (928) 583-1015, Prescott Valley if you have any questions or need assistance with any part of this application.

Submit the following at least three weeks prior to the special event.

- 1 Completed license application, both sides.
- 2 Exterior photograph of booth or mobile food unit *and* floor plan of interior of booth or mobile food unit.
- 3 Check or money order for one of the following licenses. \$ 137.00 Temporary food booth. \$ 137.00 Mobile food unit -one time event.
- 4 Return the completed YELLOW forms to Yavapai County Community Health Services. Retain the BLUE forms for your own use at the event.
5. *There will be a \$55.00 late fee assessed for any application/fee that is not submitted 48 hours (M-F, working days only) prior to the start of the event*

DEFINITIONS

TEMPORARY FOOD BOOTH means a temporary food establishment at which food or beverage is provided in conjunction with a fair, rodeo, exhibition, or similar event for not more than 14 consecutive days at the same location and same event.

MOBILE FOOD UNIT means a self-propelled or trailer mounted establishment in which food or beverages are composed, compounded, processed, or prepared and from which the food is vended, sold, given away or dispensed.

POTABLE WATER means water that is drinkable and comes from an approved source.

HOT HOLDING means maintaining food continuously at 130° F or above. Acceptable equipment: steam table, crock-pot, hot holding cabinet.

COLD HOLDING means maintaining food continuously at 41°F or lower. Acceptable equipment: refrigerator, freezer, ice chests.

MINIMAL FOOD BOOTH AND MOBILE FOOD UNIT (MFU) REQUIREMENTS

1. Overhead protection, three side walls and flooring is required for food booths. Doors for MFU's must self-close. Screening of openings may also be required. Booths selling only commercially prepackaged foods may not need to meet the booth requirements..
2. Accurate long stem thermometer, which reads from 0°F. to 220°F.
3. A dishwashing set-up consisting of three basins for a wash, rinse, sanitize, set-up.
4. Chlorine bleach or other approved sanitizer (iodine or quaternary ammonium) must be used in the sanitizing solution for utensils & equipment AND sanitizing counters & tables. Chlorine test strips or test kit for the approved sanitizer.
5. Approved hand washing facilities with clean running water, soap, paper towels (separate from the dishwashing set-up), and a container to catch and hold wastewater.
6. All foods, ice for drinks, and water must come from approved sources. Ice scoops require handles.
7. Covered garbage or waste can.
8. Applicant and staff need to have current Yavapai County Foodworker Certificates.
9. Any off-site food preparation (if applicable) must take place in a facility approved by the Health Services. This requires a completed and approved Commissary Agreement form.

PLEASE KEEP THIS SHEET FOR YOUR RECORDS DATE SUBMITTED: _____

YAVAPAI COUNTY COMMUNITY HEALTH SERVICES

SPECIAL EVENTS: NOTATION FOR FOOD VENDORS OF PRE-PACKAGED FOOD ONLY.

If the food you are dispensing is completely commercially pre-packaged, you will not be doing *ANY* food preparation and foods are non-potentially hazardous, you may not need to pay the fee for a special event license. If the only food you are preparing is popcorn without flavorings or coatings, a license fee will not be required.

However, you will need to fill out the application and answer the questionnaire on the back of the application and return them to us so we can issue you a license.

Examples of pre-packaged foods are:

Bottled water

Canned soda

Sealed Ready-to-Eat commercially pre-packaged foods: potato chips/snacks, candy bars, etc.

Sealed Pre-packaged foods: nuts, spices, jam/jellies, dried fruit, pickles/olives, beefjerky, etc.

This information **MAY NOT** apply to your business if you are doing any **food sampling**. Please call us for information regarding sampling.

If you have any questions about the products you plan to dispense, please call us!

1090 Commerce Dr.
Prescott, AZ. 86305
(928) 771-3149
(928) 771-3369 FAX

3212 N. Windsong
Prescott Valley, AZ. 86314
(928) 583-1015
(928) 771-3379 FAX

10 S. Sixth St.
Cottonwood, AZ. 86326
(928) 639-8138
FAX (928) 639hB179

ENVIRONMENTAL HEALTH
YAVAPAI COUNTY COMMUNITY HEALTH SERVICES
Application for Special Event License¹

The undersigned assumes complete responsibility for the business to be carried out on the premises for which this application for a license is being sought. The undersigned agrees that all business in said premises will be conducted in full compliance with all sanitary regulations applicable thereto and with all county, state, and local laws, rules and ordinances pertaining thereto.

Applicant Signature Date

The following is for use by YCCHS as acknowledgement of application, receipt of fee payment, application approval/denial and/or comments.

Amount Paid: Date: Receipt No. Check#:

Additional information needed:

Approval with reservations:

Questions:

Application approval or

denial:

1090 Commerce Drive, Prescott, AZ 86305, (928) 771-3149, FAX (928) 771-3369
3212 N. Windsong, Prescott Valley, AZ 86314, (928) 583-1015, FAX (928) 771-3379
10 South Sixth Street, Cottonwood, AZ 86326, (928) 639-8138, FAX (928) 639-8179

Notification:

² Yavapai County is large with many fairs, festivals, and special events each year. Please tell us exactly which one you are planning to attend, the location and (if applicable) the space number. Please submit a separate application for each event. ³ The name under which your records will be filed for future reference.

QUESTIONNAIRE

Please answer all the following questions, complete the application on the reverse side, and return to Health Services with the license fee. A simple menu -only one or two foods -with few preparation steps (for example: basic cook-and-serve) works best. Complex food preparation is inappropriate for an outdoor setting and will not be approved.

1. List all menu items including drinks. _____

2. Will all foods be prepared onsite at the event? Yes ___ (if yes, skip to item #3)

No ___ (if no, attached a copy of a completed and signed Commissary Agreement with the licensed food kitchen where food preparation will take place, including the dates and times of food preparation) Complete the following.

How will prepared food(s) be kept hot or cold before and during transportation to the Event?

3. Describe equipment to be used at the event:

Cold holding _____ for menu items _____

Hot holding _____ for menu items _____

Cooking _____ for menu items _____

4. Who will be responsible for checking food temperatures and supervising food handling practices?

5. How will potable drinking water be obtained during the event? _____

6. How will wastewater be disposed of during the event?

Sewer Holding Tank Other _____

7. Do workers have current Yavapai County Foodworker certificates? Yes No
If no, call for information on scheduled classes or alternatives.

PLEASE SCALE YOUR BOOTH OR MOBILE UNIT PLAN BELOW: THIS
MUST BE RETURNED WITH YOUR COMPLETED APPLICATION FORM. FLOOR
PLAN

Will you be using gloves? Circle one: YES NO

Will you bring extra utensils so you don't have to wash dishes in the booth? Circle one: YES NO

Please Print

Name of Booth or MFU _____

Name of Event _____ Date of Event _____

Name of Applicant _____

ENVIRONMENTAL HEALTH COMMISSARY AGREEMENT

By signing his or her name, each party enters into a binding legal contract that cannot be changed except by renegotiation and execution of a new agreement. The signed agreement will remain binding for the term of the mobile off site owner's current Health Services license but under no circumstance for longer than one year. Change in ownership of the mobile/offsite business or in ownership of the commissary or violation of the terms of the agreement will void this contract and result in cessation of the mobile of site business. Resumption can take place only after a new agreement is negotiated and executed.

MOBILE/OFFSITE BUSINESS OWNER'S DECLARATION: I agree to utilize the commissary facility listed below for the following:

1. Food preparation:
2. Storage of all foods, paper goods, beverages and consumables
3. Washing/sanitizing of equipment and utensils.
4. Potable water source
5. Wastewater disposal
6. Special considerations:

Date	Business Name	Address
Print Name	Phone Number	License Number
Signature		
<p>COMMISSARY OWNER'S DECLARATION: I agree that my establishment has facilities capable of supporting the above mobile/offsite business requirement and I will make my facilities available for the support of the mobile/offsite business</p>		
Date	Business Name	Address
Print Name	Phone Number	License Number
Signature		
<p>HEALTH SERVICES ACCEPTANCE:</p>		
Signature	Title	Date

FormsiCommissaryAgree 7-07

1090 Commerce Drive * Prescott, AZ 86305-3700 (928) 771-3122 (928) 771-3369 FAX
 3212 N. Windsong Drive, Second Floor * Prescott Valley, AZ 86314 (928) 583-1000 (928) 771-3379 FAX 10
 South 6th Street * Cottonwood, AZ 86326 (928) 639-8130 (928) 639-8179 FAX

**YAVAPAI COUNTY COMMUNITY HEALTH SERVICES
SPECIAL EVENTS CHECKLIST**

***CHECKLIST FOR FOOD BOOTH OPERATOR
PLEASE RETAIN THIS CHECKLIST FOR YOUR OWN USE***

1090 Commerce Dr.
Prescott, AZ. 86305
(928) 771-3149
(928) 771-3369 FAX

3212 N. Windsong
Prescott Valley, AZ. 86314
(928) 583-1015
(928) 771-3379 FAX

10 S. Sixth St.
Cottonwood, AZ. 86326
(928) 639-8138
FAX (928) 639hB179

1.			
2.			
How w _____ _____			
3.			
4			

Food Temperatures (should check hot and cold holding every 2 hours):

Food Item	Temperatures		

SANITIZING

Food contact surfaces such as cutting boards need to be sanitized throughout the day to control cross-contamination.

A container with a solution of 100-200 ppm chlorine bleach must be prepared upon opening. (use 2 capfuls of bleach for every gallon of water). Change the sanitizer as often as necessary to keep it from dropping below 50 ppm (use test strips to check).

Food contact surfaces such as counters and cutting boards need to be sanitized throughout the day to control cross contamination.

A container with a solution of 100-200ppm chlorine bleach must be prepared upon opening. (use 2 capfuls of bleach for every gallon of water). Change the sanitizer as often as necessary to keep it from dropping below 50 ppm (use test strips to check).

BOOTH CONSTRUCTION

Every temporary food booth must have:

3 FULL SIDES (walls) that protect the interior from weather and wind blown dust.

A WATER RESISTANT ROOF (Top).

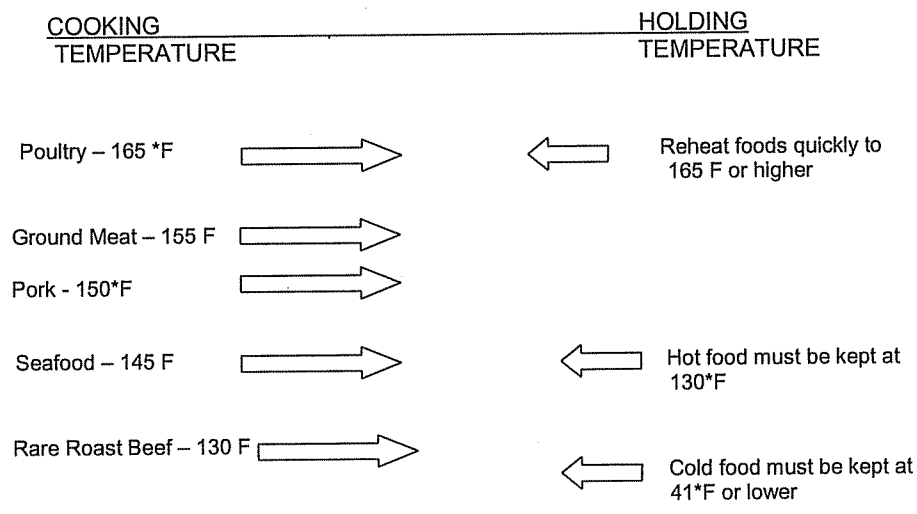
A CLEANABLE AND STURDY FLOOR

Booths cannot be placed directly over dirt or grass unless plywood or a plastic tarp is used for the floor.

Enclose the front of the booth from the bottom of the service counter down to the ground.

Use the front of the booth for food service only, not for food preparation.

Exposed food items placed on the front service counter require a food guard or cover.



DISHWASHING

The utensils and equipment used in food and beverage service are required to be washed and sanitized.

Proper sanitation requires the use of a three-step procedure.

Three adequately sized containers must be set up.

The first container is used for washing and contains hot water and dish soap.

The second container is hot rinse water.

The third container is used for sanitizing. The minimum concentration is 50-100 ppm chlorine bleach. (Use 1 capful of bleach for every gallon of water).

After completing the three steps, all utensils and equipment must be air-dried.

Change the water and replace the wash, rinse and sanitizing solution in the containers frequently to keep the process effective.

FOOD SERVICE

All food must be from an approved source.

Home canned foods or preparation of food in the home is not allowed.

All food preparation must take place on-site and inside the temporary food establishment. Food prepared off-site must be done in an approved food establishment.

Grills or other cooking equipment may be located outside the booth to comply with local fire codes.

HAND WASH FACILITY

Hands must be kept clean.

Provide a hand wash facility
and use it frequently.

Provide:

5 GALLON CONTAINER with warm water.

THE SPIGOT OR SPOUT must be adjustable to control the flow of water and provide a steady water stream while the hands are being washed.

CONTAINER FOR CATCHING WASTE WATER,

SOAP,

PAPER TOWELS.

**CHAPTER 9
BUSINESS REGULATIONS
Article 9-1
CASUAL BUSINESS LICENSE
(2008-A355)**

- 9-1-1 Definitions
- 9-1-2 License Required
- 9-1-3 Applications
- 9-1-4 Fees
- 9-1-5 Fees for Charitable, Religious or Civic Organizations
- 9-1-6 License to be posted
- 9-1-7 Location Restrictions
- 9-1-8 Undue Noise Prohibited
- 9-1-9 Enforcement by Police Officers
- 9-1-10 Revocation
- 9-1-11 Signs to be Observed

Section 9-1-1 Definitions (2008-A355)

In this article unless the context otherwise requires:

A. "Canvasser or solicitor" means any person, whether a resident of the Town or not, traveling either by foot, wagon, automobile, motor truck, or any other type of conveyance from place to place, from house to house or from street to street taking or attempting to take orders for sale of goods, wares and merchandise, personal property of any nature whatsoever for future delivery or for services to be furnished or performed in the future, whether such person is collecting advance payments on such sales or not, provided that such definition shall include any person who, for himself or for another person, hires, leases, uses or occupies any building, structure, tent, railroad car, boat, hotel room, lodging house, apartment, shop, or any other place within the Town for the sole purpose of exhibiting samples and taking orders for future delivery.

B. "Peddler" means any person, whether a resident of the Town or not, traveling by foot, wagon, automobile, or any other type of conveyance from place to place, from house to house or from street to street carrying, conveying or transporting goods, wares, merchandise, meats, fish, vegetables, fruits, garden truck farm products or provisions, offering and exposing the same for sale or making sales and delivering articles to purchasers, or a person who, without traveling from place to place, shall sell or offer the same for sale from a wagon, automotive vehicle, railroad car or other vehicle or conveyance. It is further provided that a person who solicits orders and, as a separate transaction, makes delivery to purchasers as a part of the scheme or design to evade the provisions of this chapter shall be deemed a peddler subject to the provisions herein contained. The word "peddler" shall include the words "hawker" and "huckster".

C. "Transient merchant," "itinerant merchant," or "itinerant vendor" means any person, whether owner or otherwise, whether a resident of the Town or not, who engages in a temporary business of selling and delivering goods, wares and merchandise within the Town, and who, in furtherance

of such purpose, hires, leases, uses or occupies any building, structure, motor vehicle, tent, railroad car, boat, hotel room, lodging house, apartment, shop, or any street, alley or other place within the Town for the exhibition and sale of such goods, wares and merchandise, either privately or at public auction, provided that such definition shall not be construed to include any person, firm or corporation who, while occupying such temporary location, does not sell from stock but exhibits samples only for the purpose of securing orders for future delivery. The person so engaged shall not be relieved from complying with the provisions of this chapter merely by reason of associating temporarily with any local dealer, trader, merchant, or auctioneer or by conducting such transient business in connection with, as a part of or in the name of any such local dealer, trader, merchant, or auctioneer.

D. "Special Event" includes the temporary sales and displays by street vendors, craft shows, fair booths, and similar operations usually associated with a special event or holiday.

Section 9-1-2 License Required (2008-A355)

It is unlawful for any peddler, solicitor, canvasser, transient merchant, itinerant merchant, or itinerant vendor to engage in such business within the corporate limits of the Town without first obtaining a Casual Business license in compliance with the provisions of this chapter. This article shall also govern all special event sales and operations within the Town limits. This article does not apply to participants of Town Events who have paid booth fees, garage sales, auctions, sidewalk sales, student fund raising sales, and bake sales that occur less than three (3) times per year; events occurring more than three (3) times per year must obtain a Casual Business License. This article also does not apply to licensed retail businesses that conduct occasional off-site sales events, such as car and recreational vehicle shows and home shows. However, off-site sales may require zoning clearance.

Section 9-1-3 Applications (2008-A355)

A. Applicants for a Casual Business License under this chapter must file with the clerk a sworn application in writing, on a form to be furnished by the Clerk, which shall give the following information:

1. Name and description of the applicant.
2. Address, legal and local.
3. A brief description of the nature of the business and the goods to be sold and, in the case of products of farm or orchard, whether produced or grown by the applicant.
4. Verification of a Transaction Privilege Tax License.
5. If employed, the name and address of the employer, together with credentials establishing the exact relationship.
6. The length of time for which the right to do business is desired. No Casual Business License shall be issued for a period longer than three (3) consecutive days.

7. If a vehicle is to be used, a description of the same, together with license number of any vehicles to be used in or near the display area or other area of business, and other means of identification.

8. A statement as to whether or not the applicant has ever been convicted of any crime, misdemeanor, or violation of any municipal laws and the nature of the offense and the punishment or penalty assessed therefore.

9. Obtain the written permission of the property owner and tenant, if any, for the operation.

10. Obtain any necessary health or other regulatory permits required by law.

B. No license issued hereunder shall be transferable.

Section 9-1-4 Fees (2008-A355)

A. The license fees for peddlers, solicitors, canvassers, and transient merchants and the application fee provided in Section 9-1-3 shall be determined by resolution of the Council.

B. No fee shall be required of any resident of the Town of Camp Verde selling products of the farm or orchard actually produced by the resident.

Section 9-1-5 Fees for Charitable, Religious or Civic Organizations (2008-A355)

There shall be no fees for charitable, religious, or civic organizations. It shall be the duty of the Clerk to determine if the organization making the application is a charitable, religious, or civic organization and that the individual making the application is a member of the organization. The determination by the Clerk may be appealed to the Town Manager, which may at his discretion decide such appeal or refer it to the Council.

Section 9-1-6 License to be Posted (2008-A355)

The license issued by the Clerk shall be posted in a conspicuous place if the licensee is using a vehicle or a building in his business and otherwise must be kept by the person and exhibited at any time upon request.

Section 9-1-7 Location Restrictions (2008-A355)

No peddler, canvasser, or transient merchant shall locate on the public street or property, and must have written permission of a property owner for private property. It is unlawful for any peddler, canvasser, or transient merchant to operate in any stationary location, to operate within three hundred feet of a public school ground, or to operate in any congested area where such operation might impede or inconvenience the public or cause traffic or parking hazards. The judgment of a law enforcement officer exercised in good faith shall be deemed conclusive as to whether the area is congested or the public impeded or inconvenienced.

Section 9-1-8 Undue Noise Prohibited (2008-A355)

No licensee, nor any person on the licensee's behalf, shall shout, make any outcry, blow a horn, ring a bell or use any sound device, including any loud speaking radio or sound amplifying system, for the purpose of attracting attention to any goods, wares, or merchandise which such licensee proposes to sell upon any of the streets, alleys, parks or other public places of the Town or upon any private premises in the Town where sound of sufficient volume is emitted or produced that is capable of being plainly heard upon the public thoroughfares.

Section 9-1-9 Law Enforcement (2008-A355)

It shall be the duty of any law enforcement officer of the Town to enforce the provisions of this article.

Section 9-1-10 Revocation (2008-A355)

The Clerk after notice for any of the following causes may revoke permits and licenses issued under the provisions of this chapter:

- A. Fraud, misrepresentation, or false statement contained in the application for license;
- B. Fraud, misrepresentation, or false statement made in the course of carrying on business;
- C. Any violation of this article;
- D. Conducting business in an unlawful manner or in such a manner as to constitute a breach of the peace or to constitute a menace to the health, safety or general welfare of the public.

Section 9-1-11 Signs to be Observed (2008-A355)

It is unlawful for any peddler, solicitor, canvasser or transient merchant, in the course of his business to ring the doorbell or knock at any building whereon a sign bearing the words "No Peddlers," "No Solicitors," "No Canvassers," "No Transient Merchants," or a similar message is exposed to public view.

**Article 9-3
BUSINESS LICENSES
(2008-A355)**

- 9-3 Definitions
- 9-3-1 Purpose
- 9-3-2 Registration and License
- 9-3-3 Issuance of Business License
- 9-3-4 Payment
- 9-3-5 Posting of Business License
- 9-3-6 License not Transferable
- 9-3-7 Fees
- 9-3-8 Penalty

Section 9-3 Definitions (2008-A355)

- A. "Business" means occupation, work, or trade in which a person is engaged; commercial, industrial, or professional dealings; the buying and selling of commodities; and any commercial store or factory. For the purposes of this article, "Business" also includes those property owners that offer for lease three (3) or more residential units and/or one (1) or more commercial unit(s) that are located within the incorporated limits of the Town of Camp Verde.
- B. "Business Location" means the physical location (address) of the business location. If business location includes more than one parcel, all parcel numbers must be listed on the Application for Business License and receive a Zoning Clearance approval before a Business License will be issued.
- C. "Home Occupation" means an occupation, profession, activity or use located in a residential district, and which uses is merely incidental to the residential use and does not change the character of the neighborhood by externally detectable lighting, noise, odor, or appearance associated with the activity, and is created and operated as a sole proprietorship with no more than one non-residential employee. No storage or use of toxic materials and/or chemicals that are utilized in connection with a Home Occupation are permitted in a residential district.
- D. "Property Owner" means the legal owner of the land/parcel on which the business is conducted.
- E. "Occupier of Land" means a Business Owner that does not own the land/parcel on which the business is conducted.
- F. "Telecommuting" means working from home as an employee or employer by way of electronic transmission devices. Telecommuting does not require a Business License.
- G. "Toxic Materials/Chemicals" mean liquid, aerosol, or solid substances that are harmful, destructive, deadly, or poisonous to human, animal, or fowl.

Section 9-3-1 Purpose (2008-A355)

The Council has determined that it is in the best interest of the public to maintain a list of business activities within the Town to provide contacts for emergency services, directories, compliance with zoning codes, building and fire codes, tax, and/or other ordinances and statutes.

Section 9-3-2 Registration (2008-A355)

It is unlawful for any person, firm, organization, corporation or other entity to engage in business within the corporate limits of the Town without first obtaining a Business License in compliance with the provisions of this chapter.

Section 9-3-3 Issuance of Certificate (2008-A355)

It is the duty of the Town Clerk to prepare and issue a Business License under this article for every person, firm, company, or corporation liable therefore; the period of time covered; the name of the person, firm or corporation for whom issued; the type of business; the location or place of business and verification of privilege tax license.

Section 9-3-3.1 Certificate of Compliance (2008-A355)

No operation of any new business, excluding Home Occupation businesses, will be allowed or Business License issued within the limits of the Town without the issuance of a Certificate of Compliance from the Building Department. The Certificate of Compliance requires a physical inspection of the building to verify that the proposed business activity and building are in compliance with all zoning, building, and fire codes.

Issuance of the Business License does not imply that the Town in any way regulates or warrants the manner in which the operator does business.

Section 9-3-4 Payment (2008-A355)

A. All Business License fees shall be paid at the office of the Town Clerk in such manner as may be specified by the Clerk.

B. Business Licenses are issued for a 12-month period. Annual renewal payments are due on the first day of the month in which the license was first issued. For example, renewal fees for License #000 issued on January 30, 2008 become due on January 1, 2009.

C. The Business License and registration for all businesses which do not pay the required fees within thirty days of their due date will be cancelled. A new application and associated fees will be required to reinstate the Business License.

D. A full fee shall be paid for each fee period or portion of a fee period in which a business is carried on.

E. A separate Business License must be obtained for each branch established or separate place of business in which any business is carried on. If a business location includes more than one parcel, all parcel numbers must be listed on the Application for Business License. All parcels must receive Zoning Clearance approval before a Business License will be issued.

Section 9-3-5 Posting of Certificate (2008-A355)

Every person, firm, company, or corporation, having a Business License under the provisions of this article, shall keep such Business License posted and exhibited, while in force, in some conspicuous part of the place of business. Every person having such Business License and not having a fixed place of business shall carry such Business License with him at all times while carrying on that business for which the same was granted. Every person, firm, company, or corporation having a Business License under the provisions of this article shall produce and exhibit

the same whenever requested to do so by any officer authorized to issue, inspect, or collect by the Town.

Section 9-3-6 License not Transferable (2008-A355)

No Business License issued under the provisions of this article shall in any manner be assignable or transferable to any other person, firm, company, or corporation.

Section 9-3-7 Fees (2008-A355)

All businesses liable shall pay a set fee as set forth by the Council by resolution. Fees are non-refundable and are not set on a pro rata basis.

Section 9-3-8 Penalty (2008-A355)

It is unlawful for any person to commence, transact, or carry on any business within the Town without first having obtained a license from the Town or to comply with all provisions of this Chapter. Violations shall be punishable under Chapter 1, Article 1-8 with each day that such business is practiced, transacted or carried on constituting a separate offense. It shall be the duty of any authorized personnel or officer of the Town to enforce the provisions of this chapter.

SPECIAL EVENT
Plot Plan Sketch

EXHIBIT I

SOCCER FIELD
200 x 400

SITE MAP

Ramada

Basket Ball

Play Ground

(This diagram must be completed with the application and submitted with the Special Event Liquor License)

EXHIBIT J

**SPECIAL EVENT
Plot Plan Sketch**

Community Center/Gymnasium

SITE MAP

Community Center Entrance

Back Door

(This diagram must be completed with the application and submitted with the Special Event Liquor License)

SPECIAL EVENT
Plot Plan Sketch

EXHIBIT K

Town Hall Parking Area

SITE MAP

Historical Society

Rooms 204-207

Parking area

Town Administrative Offices

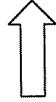
(This diagram must be completed with the application and submitted with the Special Event Liquor License)

SPECIAL EVENT LICENSED PREMISES DIAGRAM
(This diagram must be completed with the application)

Exhibit L

(Show dimensions, serving area, and label type of enclosures and security positions)
Note: Show nearest cross streets, highway, or road if location does not have an address.

SITE MAP



NORTH

TOWN OF CAMP VERDE
PUBLIC WORKS-STREET DIVISION
TRAFFIC & SAFETY

EXHIBIT M

Date of Event: _____

Requested by: _____

Contact Phone Number: _____

Event Location: _____

Requested Assistant: _____

(Road Closure, Barricade Transport & Rent):

Name of Barricade Company responsible for placing and removing all barricades:

Company Name

Contact Person

Address

Phone # _____

TOWN OF CAMP VERDE
USER REQUEST

Parks & Recreation Department
395 S. Main Street
Camp Verde, AZ 86322

Permit # 09-F _____
Phone 928-567-0535
Fax: 928-567-1540

Name of Organization _____

Facility Requested: Room 204 Room 206 & 207 Kitchen Gazebo
 Ramada Butler Baseball Butler Picnic
 Community Center Field Butler Soccer Field Other

Nature of Event: Retail Service Food Service Non-Profit Civic Organization

Certificate of Insurance: Yes No On file Policy Number _____

Person Responsible for activity: _____

Mailing Address _____

Phone: (Home) _____ (Work) _____ (Cell) _____
City State Zip

Date(s) of Use: _____ Time of Event: _____

Date & Time requested for Set-Up: _____

Description of Activity: _____

Estimated number of Attendees: _____ Total Hours of Use _____

Will you be charging an entrance fee? Yes No
Will you be selling food? Yes No
Will you be setting up equipment, decorations, etc.? Yes No
Please give a brief description to any "Yes" Answer: _____

Alcohol is not allowed without a Special Event Liquor License application approved by the Town Council.
Please pick up your trash and remember the park facilities are open to the public. Please be courteous to others.

Rental Fee:	
Rental Fee	\$ _____
Floor Preparation	\$ _____
Light Fee	\$ _____
Electricity	\$ _____
Other	\$ _____
Total Due	\$ _____
Receipt Number:	_____

Deposit: Cleaning Deposit	\$ _____
Key Deposit	\$ _____
Other	\$ _____
Total Due	\$ _____
Receipt Number:	_____

Note: Parks & Recreation Staff must inspect room (s)and/or facility before deposit is returned.

I/We _____, its officers, employees and members shall through the signing of this Agreement by an authorized party or agents, indemnify, hold harmless and defend the Town of Camp Verde 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 of Camp Verde as a result of loss, damage or injury to person or property by reason of any action or omission by the Town of Camp Verde, its agents or employees for the use of Town facilities, fields and recreational facilities.

Applicants Signature _____ Date _____ Approval Signature _____ Date _____



TOWN OF CAMP VERDE
BANNER POLE POLICIES, PROCEDURES
AND
USE APPLICATION

1. APPLICATION – PRIORITIES

- a) The primary use of the municipal banner poles is for the promotion of recreational activities and special events, organized and sponsored by the Town of Camp Verde.
- b) Town activities, Town sponsored groups, and Town agencies will have priority use of the banner poles over other applications. When conflict occurs, use permits held by non-sponsored groups may be cancelled as authorized by the Public Works Director.
- c) The attached application should be completed and received by the Public Works Department at least two weeks before the proposed date of use.
- d) Banners for local activities only will be allowed. These include banners for Town co-sponsored events, school activities, Chamber of Commerce, non-profit groups, individuals, groups or organizations whose purpose is clearly of a non-profit nature and benefits the Town in part or whole.
- e) Banners shall **not** be permitted for religious, political, business or commercial activities.
- f) Application shall be issued to responsible adults only. (21 years of age and older)
- g) The Public Works Director will review all applications, but the Town cannot guarantee that every application will be approved.
- h) Banner poles are located at the corner of Finnie Flat Road and Main Street next to Rain Tunnel Car Wash and on Highway 260 and Oasis Road. Street Light banners are not available for public use.
- i) Town Council sets all fees by Resolution. A deposit is required and will be returned if the Banner is removed within two working days of the event.

2. APPROVAL

- a) All banners must be approved by the Public Works Director.
- b) Banners may not be hung more than two-weeks before the event and must be taken down within two (2) working days following the event.
- c) Banners left more than two days will be taken down by Town staff and discarded. Your deposit will not be refunded.
- d) All permits shall be immediately revocable by the Publics Works Director upon his/her determination that a violation of any rules, Town Code, or other Town ordinances or State Statue has occurred.



APPLICATION FOR BANNER POLE USE

Name of Individual or Group: _____

Person Responsible: _____

Mailing Address: _____

Phone: Home (_____) Work (_____) Cell (_____)

Requested dates of use: _____

Describe Banner: _____

Applicants Signature

Date

Public Works Director Signature

Date

APPROVED NOT APPROVED

Comments: _____

Deposit Required Yes No Receipt # _____

Deposit Refunded Yes No Check Request to Finance _____

Date

**TOWN OF CAMP VERDE
SPECIAL EVENT PERMIT APPLICATION**

General Information

Sponsoring Organization _____

Contact Person(s) (Responsible Party) _____

Home Phone: _____ Work: _____ Cell: _____

Mailing Address: _____

Event Name: _____

Date(s) of Event: _____

Day 1 Start Time: _____ AM/PM End Time: _____ AM/PM

Day 2 Start Time: _____ AM/PM End Time: _____ AM/PM

Day 3 Start Time: _____ AM/PM End Time: _____ AM/PM

Set-up Date: _____

Start Time: _____ AM/PM

Time set for final inspection: _____ AM/PM

Note: if event is held on Town property and you plan a weekend event, you must be ready for the final inspection prior to close of business on the Thursday before your event.

EVENT DESCRIPTION

Provide a detailed description of your event (attach additional sheets of paper if needed):

Event Location(s) (list all facilities to be used including parking lots, buildings, streets, parks, etc): _____

Number of keys requested: _____

Anticipated Attendance: _____

Admission Charge Amount: _____

Describe type of entertainment that will perform at your event: _____

Describe type of Town owned equipment to be used (i.e. tents, sound equipment, amplifiers, stages, arenas, etc.):

Will you have food and beverage vendors? Yes No

Will you have craft vendors? Yes No

Will you need Town utility connections? Yes No

If yes, describe: _____

Will alcohol be served at this event? Yes No

*Note: alcohol sales and consumption on Town-owned facilities is allowed at three (3) specific events – Fort Verde Days, Crawdad Festive, and the Pecan, Wine & Antique Festival.

Will you require street closure? Yes No

If yes, describe: _____

SPONSORS

Is your organization a non-profit or civic organization? Yes No

If yes, describe: _____

If non-profit, provide proof of your non-profit status (i.e. 501(c) 3 number): _____

Describe how your event will benefit the community and/or your organization's mission:

Your Checklist

Have you included all of your paperwork with your application?

- | | |
|---|--|
| <input type="checkbox"/> Special Event Application | <input type="checkbox"/> Event Agreement |
| <input type="checkbox"/> Site Map | <input type="checkbox"/> Street Closure Application |
| <input type="checkbox"/> Certificates of Insurance | <input type="checkbox"/> Certificates of Mechanical Inspection |
| <input type="checkbox"/> Liquor License Application | <input type="checkbox"/> Clean-up Plan |
| <input type="checkbox"/> CVFD Special Event Permit | <input type="checkbox"/> Banner Application |
| <input type="checkbox"/> Deposit(s) | <input type="checkbox"/> Health Department Certificates |
| <input type="checkbox"/> Miscellaneous | |

TOWN OF CAMP VERDE
NOTIFICATION OF EVENT TO BE HELD IN TOWN LIMITS

General Information

Sponsoring Organization _____

Contact Person(s) (Responsible Party) _____

Home Phone: _____ Work: _____ Cell: _____

Mailing Address: _____

Event Name: _____

Date(s) of Event: _____

Day 1 Start Time: _____ AM/PM End Time: _____ AM/PM

Day 2 Start Time: _____ AM/PM End Time: _____ AM/PM

Day 3 Start Time: _____ AM/PM End Time: _____ AM/PM

Set-up Date: _____

Start Time: _____ AM/PM

Time set for final inspection: _____ AM/PM

Note: if event is held on Town property and you plan a weekend event, you must be ready for the final inspection prior to close of business on the Thursday before your event.

EVENT DESCRIPTION

Provide a detailed description of your event (attach additional sheets of paper if needed):

Event Location(s) (list all facilities to be used including parking lots, buildings, streets, parks, etc): _____

Anticipated Attendance: _____

Admission Charge Amount: _____

Describe type of entertainment that will perform at your event: _____

Describe type of equipment to be used (i.e. tents, sound equipment, amplifiers, stages, arenas, etc.):

Will you have food and beverage vendors? Yes No

Will you have craft vendors? Yes No

Will you need Town utility connections? Yes No

If yes, describe: _____

Will alcohol be served at this event? Yes No

*Note: alcohol sales and consumption on Town-owned facilities is allowed at three (3) specific events – Fort Verde Days, Crawdad Festive, and the Pecan, Wine & Antique Festival.

Will you require street closure? Yes No

If yes, describe: _____

SPONSORS

Is your organization a non-profit or civic organization? Yes No

If yes, describe: _____

If non-profit, provide proof of your non-profit status (i.e. 501(c) 3 number): _____

Describe how your event will benefit the community and/or your organization's mission:

Your Checklist

Have you included all of your paperwork with your Notification of Event Form?

- | | |
|---|--|
| <input type="checkbox"/> Notification of Event | <input type="checkbox"/> Event Agreement |
| <input type="checkbox"/> Site Map | <input type="checkbox"/> Street Closure Application |
| <input type="checkbox"/> Certificates of Insurance | <input type="checkbox"/> Certificates of Mechanical Inspection |
| <input type="checkbox"/> Liquor License Application | <input type="checkbox"/> Clean-up Plan |
| <input type="checkbox"/> CVFD Special Event Permit | <input type="checkbox"/> Banner Application |
| <input type="checkbox"/> Deposit(s) | <input type="checkbox"/> Health Department Certificates |
| <input type="checkbox"/> Miscellaneous | |

