

# Special Event Information Sheet

Licensing Office:  
55 North Center Street  
Mailing Address:  
PO Box 1466  
Mesa, Arizona 85211-1466  
480-644-2316 Telephone  
480-644-3999 Fax  
[www.mesaaz.gov](http://www.mesaaz.gov)



## General Information

A Special Event is a temporary use in all zoning districts which:

1. Is intended for purposes of entertainment, education, commercial promotion, or cultural, religious, ethnic, or political expression.
2. Is conducted on public or private property on a site or in an area which may not be specifically zoned, authorized, or otherwise approved for such use on a permanent basis.
3. Is carried on in a temporary structure, or outside.
4. May occur in conjunction with an existing permitted use or as a separate activity.
5. Includes parades, sporting events, circuses, fairs, carnivals, festivals, religious revivals, political rallies, vehicle shows and displays, and similar recognized temporary activities
6. Shall not include wedding and funeral ceremonies, holiday boutiques, elections, private yard sales, Christmas tree and pumpkin sales lots, and charity car washes.

If you plan to organize a special event in the City of Mesa, please complete the application, site plan and appropriate attachments. Answer each question with as much detail as possible. Return application and related information to:

In person:  
Licensing Office  
55 N. Center Street  
Mesa, AZ 85201

By Mail:  
Licensing Office  
PO Box 1466  
Mesa, AZ 85211

The application process time can take from 30 to 90 days depending upon the scope of the event. Please be sure you apply early. Our recommendation is to apply prior to doing any advertising for the event.

The **fees** for a special event are \$100.00 per day with a maximum fee of \$300.00. There is also a \$2.00 tech fee per application. **These fees are non- refundable and payable upon application submittal.** If an event is going to be for more than 4 days you must obtain a Special Use Permit (see [Attachment E](#) for requirements).

### Make sure:

- ✓ Your application is signed and dated
- ✓ You have included the payment with the application
- ✓ You have completed all sections of the application
- ✓ You have all required County and State permits
- ✓ All the following required documents are submitted with your application:

Yes

☐  
☐  
☐  
☐  
☐  
☐  
☐  
☐  
☐  
☐  
☐  
☐  
☐

N/A

- ☐
- IRS 501(C) tax exempt letter (if applicable)
- 
- ☐
- Certificate of Insurance
- 
- ☐
- [Attachment A](#)
- Fire Safety
- 
- ☐
- [Attachment B](#)
- Liquor Licensing
- 
- ☐
- [Attachment C](#)
- Fireworks
- 
- ☐
- [City of Mesa Pyrotechnics Operators List](#)
- 
- ☐
- [Attachment D](#)
- Parade Questionnaire
- 
- ☐
- [Attachment E](#)
- Special Use Permit
- 
- ☐
- [Attachment F](#)
- Streets/Traffic
- and**
- traffic control/barricade plan.
- 
- ☐
- [Attachment G](#)
- Entertainment/Vendors
- 
- ☐
- [Letter of Approval](#)
- approval by property owner for use of the property during the event.
- 
- ☐
- Site-Plan drawn to scale – must provide all required information.

# Special Event License Application

Licensing Office  
55 North Center Street  
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Mesa, Arizona 85211-1466  
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480-644-3999 Fax  
[www.mesaaz.gov](http://www.mesaaz.gov)



\$100.00/day Application Fee  
\$300.00 max. Application Fee  
\$2.00 Tech Fee – Code 0375

Date of Application \_\_\_\_\_

License Application # \_\_\_\_\_

Is the proposed event sponsored or co-sponsored by the City of Mesa? (Y/N) \_\_\_\_\_

If yes, who is the City contact person? \_\_\_\_\_

**Note:** If the City is sponsoring or co-sponsoring this event, it is recommended that you coordinate completion of this license application with the appropriate staff member.

EVENT NAME \_\_\_\_\_

EVENT ADDRESS/LOCATION \_\_\_\_\_

EVENT DATES \_\_\_\_\_

EVENT TIMES \_\_\_\_\_

EVENT DESCRIPTION \_\_\_\_\_

## Applicant/Promoter Information

\_\_\_\_\_  
Name of Applicant/Promoter

( ) ( ) ( )  
\_\_\_\_\_  
Day Phone Number Fax Number Cell Phone Number

\_\_\_\_\_  
Mailing Address City State Zip

\_\_\_\_\_  
E-Mail Address Web Address

Please list any professional event organizer, event service provider, or commercial fund-raiser hired by you that is authorized to work on your behalf to plan, produce and/or manage your event.

## EVENT ORGANIZER (IF USING A PROFESSIONAL EVENT ORGANIZER, COMPLETE THIS SECTION)

\_\_\_\_\_  
Name Company Name

\_\_\_\_\_  
Address City State Zip

( ) ( ) ( )  
\_\_\_\_\_  
Day Phone Number Fax Number Cell Phone Number

\_\_\_\_\_  
E-Mail Address Web Address

## EVENT INFORMATION

### DATE/TIME

(Circle One)

(Circle One)

Setup Day/Date\_\_\_\_\_ From\_\_\_\_\_ AM PM To\_\_\_\_\_ AM PM  
First Day of Event Day/Date\_\_\_\_\_ From\_\_\_\_\_ AM PM To\_\_\_\_\_ AM PM  
Second Day of Event Day/Date\_\_\_\_\_ From\_\_\_\_\_ AM PM To\_\_\_\_\_ AM PM  
Third Day of Event Day/Date\_\_\_\_\_ From\_\_\_\_\_ AM PM To\_\_\_\_\_ AM PM  
Fourth Day of Event Day/Date\_\_\_\_\_ From\_\_\_\_\_ AM PM To\_\_\_\_\_ AM PM  
Dismantle Day/Date\_\_\_\_\_ From\_\_\_\_\_ AM PM To\_\_\_\_\_ AM PM

Note: Any more than 4 days may require a Special Use Permit.

### ANTICIPATED ATTENDANCE

Per day breakdown: First Day #\_\_\_\_\_ Second Day #\_\_\_\_\_ Third Day #\_\_\_\_\_ Fourth Day #\_\_\_\_\_  
Total\_\_\_\_\_

### LOCATION DESCRIPTION

☐ Parking Lot ☐ Residential Property ☐ Downtown Overlay District  
☐ Commercial Property ☐ Public Thoroughfare (street/sidewalk/alley) ☐ Park/Sports Facility  
☐ School/Church ☐ Vacant Lot  
☐ Other \_\_\_\_\_

What type of area is being used: paved, asphalt, rock, etc.? \_\_\_\_\_

If more than four (4) events have been held at a site outside of the [Downtown Overlay District](#) in a calendar year, a special use permit is required.  
(See [Attachment E](#))

### EVENT HISTORY

Yes No

☐ ☐ Has this event been held in the past? If so, how many years have you been holding this event?

Yes No

☐ ☐ Has this event ever been held at another location? If yes, please provide the appropriate references:

Date(s) Location(s) Contact Name Phone Number

## EVENT FEATURES

If events include any of the following or parking lot usage, a detailed site plan must be submitted (see site plan instructions).

Yes ☐ No ☐

**Right of Way Usage**

Will the event require any closures or restrictions of streets, sidewalks, or alleys?

If yes, [Attachment F](#) and a traffic control plan must be completed and submitted with this application. For information on traffic control plans, call Traffic & Streets at 480-644-2160. If the closure involves private property or a parking lot please submit a [Letter of Approval](#) from the property manager/owner.

Yes ☐ No ☐

**Parade**

If yes, Attachments [D](#) and [E](#) must be completed and submitted with this application.

Yes ☐ No ☐

**Tents/Canopies**

Tent size: \_\_\_\_\_

Canopy size: \_\_\_\_\_

If yes, see [Attachment A](#) for detailed information.

NOTE: Tents over 400 sq. ft. (i.e. 20x20) and canopies over 1200 sq. ft. (i.e. 30x40) require permits from the City of Mesa Fire Department. Please refer to attachment A.

Yes ☐ No ☐

**Open Flames/Cooking**

If yes, see [Attachment A](#) for detailed information.

Yes ☐ No ☐

**Temporary Fencing**

If Yes, All Fencing **Must** Be Shown On The Site Plan, indicating entry/exit points, dimensions, type & height, where security will be posted and complete the following information:

Fencing Company \_\_\_\_\_ Contact \_\_\_\_\_ Phone \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Yes ☐ No ☐

**Electrical Services/Generators**

If yes, see [Attachment A](#) for detailed information.

Yes ☐ No ☐

**Liquor**

If yes, [Attachment B](#) and [AZ Department of Liquor Application](#) must be completed and submitted with this application. Proof of additional insurance is required.

Yes ☐ No ☐

**Fireworks**

If yes, [Attachment C](#) and a [City of Mesa Pyrotechnics Operators List](#) must be completed and submitted with this application. Proof of additional insurance is required.

Yes ☐ No ☐

**Carnival/Rides**

Please indicate the number of rides \_\_\_\_\_

Amusement Company \_\_\_\_\_ Contact \_\_\_\_\_ Phone \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Proof of additional insurance is required.

Yes ☐ No ☐

**Inflatables/Air Balloons**

Entertainment Company \_\_\_\_\_ Contact \_\_\_\_\_ Phone \_\_\_\_\_ Street \_\_\_\_\_  
City \_\_\_\_\_ Zip \_\_\_\_\_

Proof of additional insurance is required if using City property.

Yes ☐ No ☐

**Entertainment**

Is there live entertainment, performers or use of a stage?

If yes, [Attachment G](#) must be completed and submitted with this application.

Yes ☐ No ☐

**Concessionaires/Vendors**

Will there be concessionaires/vendors at the event selling food and/or other goods? \_\_\_\_\_

If yes, [Attachment G](#) must be completed and submitted with this application.

Additionally, a vendor list, including vendor name, business name, and address must be submitted to [licensing.enforcement@mesaaz.gov](mailto:licensing.enforcement@mesaaz.gov) 2 weeks before and after the event.

Yes ☐ No ☐

**Trash & Recycling Services**

Do you have a company handling the trash and recycling services for your event?

If "Yes", please provide the following information:

Vendor/Service Provider \_\_\_\_\_ Contact \_\_\_\_\_ Phone \_\_\_\_\_

Company Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

If "No" the City of Mesa's Solid Waste Management Department is able to provide trash and recycling services for your event, please call 480-644-3671 for information.

Yes ☐ No ☐

**Portable Restrooms**

Per [Maricopa County Health Code](#), Chapter II, Section 6, Regulation 5b:

At any public gathering for any commercial, religious or public event where adequate permanent toilet facilities are not provided on the immediate premises as required by State law, suitable approved sanitary toilet facilities of the water-flushed or chemical type adequate for the estimated attendance, shall be located within two hundred (200) feet of such gathering, with the minimum of 1 per 100 attendance or as required by the Health Officer.

Total number of portable restrooms \_\_\_\_\_

Number of ADA accessible portable restrooms (10% of total # must be ADA) \_\_\_\_\_

Company \_\_\_\_\_ Contact \_\_\_\_\_ Phone \_\_\_\_\_ Street \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ If you are not providing portable restrooms, please explain why \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

For Office Use Only:

**APPLICANT STATUS/PROCEEDS/REPORTING**

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Corporation/Organization Name

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**State of Incorporation****Tax ID #****State Sales Tax#****Yes No**☐☐

Is the Promoter a commercial entity?

**Yes No**☐☐Is the Promoter a bona fide tax exempt, nonprofit entity? If yes, you must attach to this application a copy of your IRS 501(C) tax exemption letter providing proof and certifying your current tax exempt, nonprofit status.**FEES:**

Are patron admission fees required?

**Yes**☐**No**☐

Cost \_\_\_\_\_

Are vendor fees required?

**Yes**☐**No**☐

Cost \_\_\_\_\_

Are participant fees required?

**Yes**☐**No**☐

Cost \_\_\_\_\_

Event security is the responsibility of the applicant. After reviewing the event application, the City may require the use of private security staff and/or off-duty police officers for the event. If off-duty police officers are required, the applicant must provide the following information to include with the application before an event permit will be issued. This service is at the expense of the applicant.

**Yes No**☐☐Will the event be requesting off-duty Mesa police officers? To schedule off-duty police officers, call Extra Duty at 877-606-1212 or submit an online request at <https://www.extra-duty.com/hire-an-officer.html>. Officers must be scheduled a minimum of three weeks prior to the event.

Number of police officers to be contracted \_\_\_\_\_ Police Contact \_\_\_\_\_

**Yes No**☐☐

Will the event be using private security? If yes, please provide the following:

The City of Mesa only allows security companies that are licensed and bonded in the State of Arizona.

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Security Company

---

AZ Dept. of Public Safety Identification Number

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Address

City

State

Zip

---

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Security Company Contact PersonPhone Number

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Number of personnel contracted \_\_\_\_\_

Describe your security plan including crowd control, venue safety, overnight security, security personnel shifts, etc. or attach the plan to this application\_\_\_\_\_

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## CHECKLIST

Before submitting your application, make sure you review the following checklist to ensure your application is complete.

Completed

N/A

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> <a href="#">Attachment A</a> – Fire Safety  |
| <input type="checkbox"/> | <input type="checkbox"/> <a href="#">Attachment B</a> – Liquor Licensing   |
| <input type="checkbox"/> | <input type="checkbox"/> <a href="#">Attachment C</a> – Fireworks  |
| <input type="checkbox"/> | <input type="checkbox"/> <a href="#">City of Mesa Pyrotechnics Operators List</a>  |
| <input type="checkbox"/> | <input type="checkbox"/> <a href="#">Attachment D</a> – Parade Questionnaire   |
| <input type="checkbox"/> | <input type="checkbox"/> <a href="#">Attachment E</a> – Special Use Permit   |
| <input type="checkbox"/> | <input type="checkbox"/> <a href="#">Attachment F</a> – Streets/Traffic <b>and</b> traffic control/barricade plan.                 |
| <input type="checkbox"/> | <input type="checkbox"/> <a href="#">Attachment G</a> – Entertainment/Vendors  |
| <input type="checkbox"/> | <input type="checkbox"/> <a href="#">Letter of Approval</a> – approval by property owner for use of the property during the event. |
| <input type="checkbox"/> | <input type="checkbox"/> Site-Plan drawn to scale – must provide all required information.   |
| <input type="checkbox"/> | <input type="checkbox"/> Certificate of Insurance.   |

## HOLD HARMLESS AND INSURANCE

### INDEMNIFY AND HOLD HARMLESS

I voluntarily waive, release, discharge, indemnify and hold harmless the City of Mesa, its employees, supervisors, appointed officials, agents, representatives and volunteers from all claims for all injuries to event attendee(s) no matter how severe.

### INSURANCE

You will be notified within (7) seven working days from the date the city received the application if proof of insurance will be required for your Special Event. If proof of insurance is required, your event or activity will not be approved or scheduled until your Certificate(s) of Insurance has been approved by a City of Mesa designee and is on file with the City.

It is suggested that you make the insurance requirement your first priority. You are encouraged to have your Certificate(s) prior to any event promotions.

Certificates of Insurance are required prior to the issuance of the Special Event License. NO EXCEPTIONS.

### AFFIDAVIT OF APPLICANT

I certify that the information contained in this application is true and correct to the best of my knowledge and belief and that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under the City of Mesa Municipal Code and I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Manager or the City Manager's designee. Applicant agrees to comply with all other requirements of the City, County, State, Federal Government and any other applicable entity, which may pertain to the use of the Event venue and the conduct of the Event. In the event that a possessory interest subject to property taxation is created by virtue of this use permit, I agree to pay all possessory interest taxes and the City shall not be liable for the payment of such taxes. I further agree that the payment of any such taxes shall not reduce any consideration paid to the City pursuant to this use permit. I agree to abide by these rules, and further certify that I, on behalf of the Promoter, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the City of Mesa.

Print Name of Applicant/Promoter (if applicable)\_\_\_\_\_

Title\_\_\_\_\_

Signature\_\_\_\_\_Date\_\_\_\_\_

Print Name of Professional Event Organizer (if applicable)\_\_\_\_\_

Title\_\_\_\_\_

Signature\_\_\_\_\_Date\_\_\_\_\_



**SPECIAL EVENT SITE-PLAN**  
**(Site-Plan must be submitted with this application.)**

Required information (all that apply to this event): Show proximity to buildings/structures, streets, dimensions, tents/canopies, security stations, fencing including height and type, fire features, inflatables, stage location, and any obstacle course.

**Providing all the required information will ensure prompt application processing.** The same diagram can be submitted with both the City and State application.

A "bird's eye view" may replace the Special Event Site-Plan. Please include all the above required information. Visit the following link for an example <http://goo.gl/maps/J78rb>



# Special Event Letter of Approval



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[Special Event Forms &  
Information](#)

Date: \_\_\_\_\_

Property Manager or Owner Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Special Event Name and Location: \_\_\_\_\_

\_\_\_\_\_

Requested Closure Date(s) and Time: \_\_\_\_\_

\_\_\_\_\_

As property manager/owner for the commercial property address listed above, I acknowledge I have been informed by the promoter of the Special Event that a request to close off the area during the special event has been submitted to the City of Mesa. Possible conflicts or impacts on the surrounding businesses have been addressed.

\_\_\_\_\_  
Signature of Property Manager/Owner