



City of Cottonwood

"Inspiring a Vibrant Community"

Contact Information

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150 S 6th St. Cottonwood, AZ 86325

Phone Number: 928-639-3200

City of Cottonwood SPECIAL EVENT PERMIT APPLICATION		
Name of Applicant:		Event Title:
Organization Name (if applicable):		Primary Contact:
Email Address:		Phone Number:
Name of Organization Sponsoring Event (if any):		
Address:		Alternative Phone Number:
Insurance and Site Plan: All applicants will be required to provide a site plan or sketch showing property location in relation to surrounding properties. Applicants will also be required to present a valid certificate of insurance in the amounts and types determined by the city and naming the City of Cottonwood as additional insured, will be required.		
SECTION 1: EVENT INFORMATION		
Purpose of Event:		Estimate of Anticipated Attendance:
Event Location:		
Date of Event:	From: am/pm	To: am/pm
<u>Will your event include any of the following?</u>		
Food Vendors/ Retail Exhibitors?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Tents or Canopies?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Open Flames/Cooking?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Musical Entertainment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Use of Generators?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Banners/Decorations/Signs?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Barricades?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Temporary Fencing?	<input type="checkbox"/> Yes <input type="checkbox"/> No	



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Description of event activities (be specific). Please provide a list of all retail/food vendors and include the business name, contact name, and telephone number. All food/retail vendors must have a current City of Cottonwood Business License; all food vendors must have a current Yavapai County Health Department permit, if required by applicable county regulations. (Attach additional sheets if necessary):

SECTION 2: SUPPLEMENTAL INFORMATION

Describe the following items. Please attach any additional information if necessary.

Parking Plan:

Event Security:

Sanitation/Restroom Facilities:

SECTION 3: ALCOHOL

Will alcohol be sold?

☐ Yes ☐ No

If yes, the appropriate Liquor License must be approved by the Arizona Department of Liquor Licenses and Control. Submit applications to the City of Cottonwood at least 30 days prior to event.

Park Consumption of Beer/Wine?

☐ Yes ☐ No

If yes, please obtain a separate alcohol permit from Cottonwood Parks and Recreation. A valid government issued I.D. is required. The permit is for consumption only and doesn't allow for sale of alcohol.

SECTION 4: TRAFFIC CONTROL

If an event requires a partial closure of traffic access points such as roads, parking lots, sidewalks or streets, an approved Traffic Control Plan will be required for any special event. A Traffic Control Plan must include vehicle/pedestrian traffic control, detour routes and directional signs, the time periods of the closure for any street, sidewalk, alley, right-of-way, parking lot or other public access area. Notice of the closure must be posted 72 hours prior to event with appropriate Uniform Traffic Control Devices.

Will barricades be set up and removed from City streets?

☐ Yes ☐ No

Set up Time Frame:

Removal Time Frame:

Barricade Company:

Company Phone:

Contact Name:

SECTION 5: INDEMNITY AND HOLD HARMLESS

By submitting this application and to the fullest extent allowed by law, the applicant agrees to waive and release the City of Cottonwood and its officers, elected and appointed officials, employees, agents, representatives, or volunteers from and against any and all claims, costs, liabilities, expenses, or judgments, including attorney's fees and court costs (collectively "Claims"), arising out of or related to the activities of the permitted Special Event and also agrees to indemnify and hold harmless the City from and against any and all Claims arising out of or related to the activities



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of the permitted Special Event unless such Claims are caused solely by the negligence, gross negligence or willful misconduct of the City, its officers, elected and appointed officials, employees, agents, representatives, or volunteers.

SECTION 6: PUBLIC SAFETY

Depending on the size of the event, the Cottonwood Police Department may require a security plan to be submitted and may set the number of officers/security personnel to be required. Private Security companies must be licensed and bonded in the State of Arizona. For events including liquor, the organizer will be required to use off-duty police officers. Depending on the size of the event, the Cottonwood Fire Department may require the event organizer to contract for EMT or Paramedic services. I understand that, in the event of inclement weather, the City reserves the right to determine that certain City-owned property may be unsafe or unusable for a Special Event, in which instance the City may amend or withdraw the Special Event Permit.

Permit Holder Initials: _____

SECTION 7: CERTIFICATION

I hereby certify that: (i) I am the applicant filing this application as listed in Section 1; (ii) I am authorized to execute this application on behalf of any organization listed herein; and (iii) the statements made in this application are true and complete to the best of my knowledge. I FURTHER CERTIFY THAT I HAVE READ CHAPTER 7 OF THE COTTONWOOD CITY CODE TITLED "SPECIAL EVENT PERMITS" AND THE SECTION OF THIS APPLICATION TITLED "INDEMNITY AND HOLD HARMLESS" AND I AGREE TO BE BOUND BY THEIR TERMS. I understand that intentional omissions or falsification of information may result in denial of this application or subsequent revocation of the Special Event Permit.

Applicant Signature: _____

Date: _____