



City of Apache Junction Special Event Application

Please complete and return form to the City of AJ at least 30 days prior to the event.
Return form to: events@apachejunctionaz.gov Call for more info or assistance: 480-474-5080
Event information available at: www.apachejunctionaz.gov/events

Sponsoring organization/business/individual: _____

City of Apache Junction license #: _____ Tax #: _____ Is the organization a non-profit? Yes ___ No ___

Event name: _____ Annual event: Yes ___ No ___

Date(s) of event: _____ Start time: _____ AM / PM End time: _____ AM / PM

Set-up time: _____ AM / PM Take down time: _____ AM / PM

Is the event open to the public? Yes ___ No ___ Total attendance: _____ Peak attendance: _____

Event location: _____

For events on private property, owned by other than the sponsoring party, a letter of permission from owner must be attached to event application. Please note that this application does not override any rules or regulations of the property owner or HOA.

Responsible party: _____ Email: _____ Phone: _____

Mailing address: _____

Insurance company*: _____ Amount: \$ _____ Policy No.: _____

**A certificate of insurance with the city of Apache Junction as an additional insured is required for events held on public property.*

Will the event be benefiting a non-profit organization*: _____

**Proof of non-profit status of applicant or benefiting organization may be required depending on location/event*

Please list any additional sponsors: _____

Will the event include vendors/booths? Yes ___ No ___ How many/types: _____

**All vendors must have a valid city business license and tax license prior to the event & food vendors must meet all Pinal County Health Codes as well as Superstition Fire and Medical District inspection and approval of tent structures and food vendors.*

Are there fees for the event (admission, space rental, parking fees, etc)? Yes ___ No ___ If there are event fees, please give a detailed list of fees: _____

(Depending on size/nature of event a reconciliation form may be required after the event)

Event Activities:

Detailed description of the event/festival (size, location, and activities will determine if other City departments may be involved in the review/approval process; attach additional pages if necessary):

Amplified Music (list DJ): _____ Live Entertainment (list band): _____

Rides (list company): _____ Inflatable (list company): _____

Petting Zoo (list company): _____ Signs / Banners (explain): _____

Parade, run, or other event utilizing city streets: _____

Facilities - Equipment - Services:

Please list any public property impacted*: _____

**Include City or Park facility, public streets, sidewalks, or public rights-of-way*

Please list any equipment you are requesting from Parks & Rec (tables, chairs, barricades, etc): _____

Event Planning:

Please attach an event site plan including streets, entrances & exits, parking, emergency access, tent locations, alcohol/food area and music/DJ area, etc.

Please list your plans for marketing (including social media sites & hashtags):

Please list your plans for security (this item may be required to have a supplemental Safety/Security Plan):

Please list your plans for medical services / first aid:

Please list your plans for clean-up during and after the event:

Please list your plans for restrooms:

Please list your plans for electricity and water:

Please list your plans for parking:

Please list your plans to control dust at the event:

Will there be alcohol at the event?* If yes, please describe in the space below AND mark: Sold Allowed Provided

If alcohol is being sold, a valid state liquor license is required. Applications for special event liquor licenses, or an extension of premises must be submitted to the city clerk's office at least 30 business days prior to the event. Note: If alcohol is not being sold, but is being provided or allowed, a Parks & Recreation Alcohol Permit is required for all events held at a City Park. (Limited facilities allow alcohol).

Site Plan Drawing (or attach a separate sheet/site plan)

I certify that the statements made in this application are true and complete to the best of my knowledge. I further understand, that this application is not final until all check-list items are completed by myself, the responsible party. This form is recommended to be submitted AT LEAST 30 days prior to the event; however, some activities and resources may require additional lead time in order to be approved.

Applicant's Printed Name

Driver's License Number

Applicant's Signature

Date

SPECIAL EVENT CHECKLIST

OFFICIAL USE ONLY
Required **Date Completed**

PRE-EVENT ITEMS

City of Apache Junction Event Application*	✓	
Aerial Site Map diagram of proposed Event*	✓	
Pre-Event Stakeholders meeting		
Certificate of Liability Insurance listing the City as additionally insured with necessary endorsements (others listed: _____)		
Apache Junction City Clerks Office Approvals		
Community Event - Event Sponsor submits all vendor paperwork to City Clerk's Office & applicable vendors pay own temporary Vendor fees, as applicable		
Civic Event - Event Sponsor submits all vendor paperwork to City Clerk's Office & pays \$50/day which covers individual temporary Vendor Application fees		
Alcohol (sold or provided) – Arizona Dept. of Liquor Licenses & Control form (recommend completed at least 30 days prior to event)		
Food (sold or provided) – Pinal County Health Department Requirements		
Apache Junction Police Department Approvals		
Traffic impact assessment/Traffic Control Plan		
Safety & Security Plan		
Security Personnel (may require a paid contract for off-duty AJPD)		
Apache Junction Building Safety Approvals		
Restroom facilities		
Number of gates and/or exits		
Electric requirements/temporary electric		
Apache Junction Public Works Approvals		
PM-10 Dust Control Measures		
Traffic Control Plan and Barricade Company utilized		
Superstition Fire & Medical District Approvals		
Inspection of Tent Structures at event		
Inspection of Food Vendors (temporary food booths, food trucks, etc)		
Medical/First Aid Plan (may require paid contract for SFMD personnel)		
POST-EVENT ITEMS		
Special Event Reconciliation Form (Events sponsored by city)		
Post-Event Wrap Up Meeting with Stakeholders		

City and other officials will review this checklist and mark/notate all items that shall be required for submittal/completion and sign their approval of the event below. This approval is subject to the completion of each of the above marked items.

Agency	Parks & Rec	City Clerk	AJPD	Building Safety	Public Works	SFMD
Contact						
Approval						
Date						