

# Special Event Permitting Chart

## Private Property Events

(any property not owned, leased or maintained by the Town)

Will the event require/involve any of the following? :

More than 500 attendees at any one time; or

A state-issued temporary extension premises liquor license, a special event liquor license or another license or permit; or

Have a potential closure or blocking of a street or sidewalk;

YES



Special Event Permit is required

NO



Special Event Permit is NOT required

## Town Property Events

(all properties owned, leased and/or maintained by Gilbert)

Will the event require involve any of the following? :

More than 500 attendees at any one time; or

Require a special event liquor license or another license or permit; or

Have a potential adverse impact to Town property; or

Require town services/resources\* that go beyond what the town routinely provides under ordinary circumstances.

YES



Special Event Permit is required

NO



Special Event Permit is NOT required but a park permit MAY be required\*\*

### Other Permits that may be required for your event:

**Fireworks Permit**-Gilbert Fire Prevention -480-503-6300

### **Arizona State Alcohol Permit**

Arizona State Liquor Board Administrator- 602-542-9789  
Town of Gilbert Development Services 480-503-6700  
or Town of Gilbert Parks and Recreation-480-503-6200

**Maricopa County Special Event Permit**-(602)506-6978

**Traffic Control Permit**- Public Works-480-503-6400

### Other Licenses that may be required for your event:

**Business License**-Development Services-480-503-6700

### \*Town Required Inspections (examples):

**Stages, Trussing, Carnival Rides, Generators**  
Development Services-Building Inspection

**Food Truck/Vendors and Tents larger than 400sq/ft.**  
Gilbert Fire Prevention

### \*Town Resources (examples):

**Police**- Streets closure or traffic control

**Traffic Engineering**- Streets closures

**Parks**- Trail/Park prep, Park Staffing

**Fire/EMT**- Medical and Emergency Services

\*\* Call Parks and Recreation at 480-503-6200 to determine if a park permit is required and for more information about Special Event permit