



Special Event Handbook

Shaping a new
tomorrow, today.



SPECIAL EVENT PERMITS

A Special Event includes the following activities held on town property, and each of these must apply for a Special Event permit in the Town of Gilbert: carnival, circus, rodeo, fair, festival, exhibition, fireworks display, farmer's market, special event series, swap meet, auction, parade, public assembly, and sidewalk sale or parking lot event. A block party is not a special event, but it requires a block party permit from the town. Please visit <https://www.gilbertaz.gov/home/showdocument?id=37032> for more information on block parties.

- Special Event Application Fee: \$50.00
- Special Event Permit Fee: \$100.00 permit fee per day

(maximum \$500 for multiple day special events)

A Special Event Permit is needed for any festival or event held on Town of Gilbert property that will include one or more of the following:

- Event may require town services and resources that go beyond what the Town routinely provides under normal circumstances
- Event is open to the public
- Event has more than 500 attendees at one time
- Event requires a special event liquor license or another license or permit

A Special Event Permit is needed for any festival or event held on private property that will include one or more of the following:

- Event requires a state-issued temporary extension premises liquor license, a special event liquor license, or another license or permit
- Event is open to the public
- Event has the potential for a closure or blocking of a street or sidewalk
- Event has more than 500 attendees at any one time

How do I obtain a Special Event Permit?

Special Event Permits can be obtained by following these (5) steps:

1. Secure a site for your event

- If you are planning to hold your event at a Town of Gilbert Park or Special Event site, please check for facility availability by phoning the Special Event Division: 480-503-6200
 - *Note: Inquiring about site availability does not guarantee that the date is reserved for your group*
- If you are planning to hold your event on private property not owned by the applicant, please secure the space with the owner and obtain the property owner's written permission on Page 8 of the application.

2. Submit the Special Event Permit Application

- After securing the event site with the appropriate owner, submit a Special Event Permit Application to the Town of Gilbert Special Event Division. Once the application is received by the Special Event Division, the date requested will tentatively be held for your event. The Special Event Permit Application is available online at www.gilbertaz.gov/specialevents

- Depending on an event's type, size, and features, the Special Event Division may require an applicant to apply for additional permits and licenses, and to submit event maps, proof of insurance, and other information before a Special Event Permit can be issued.
- To avoid a late fee, all applications for a Special Event Permit must be submitted at least 60 days prior to an event. Applications will be accepted as early as 12 months before the date of the event.
- All Special Event Permit applications must be accompanied with a non-refundable application fee of \$50.00 (made payable to "Town of Gilbert"). If the application is found to not qualify for a Special Event Permit, the application fee will be refunded.

3. Application is Reviewed

Once a complete Special Event Permit application is submitted by the Event Promoter, the Special Event Coordinator will forward copies of the completed application to the Special Event Task Force for their approval. The Special Event Task Force is comprised of the following Town of Gilbert departments and other various agencies:

- | | |
|-------------------------|-------------------------------------|
| ▪ Public Works | ▪ Risk Management |
| ▪ Parks | ▪ Solid Waste |
| ▪ Recreation | ▪ Environmental and Safety |
| ▪ Police | ▪ Town Attorney |
| ▪ Community Development | ▪ Local Business Owners (as needed) |
| ▪ Fire and Rescue | |

4. Prepare for Special Event Task Force Meeting

A Town of Gilbert Special Event Coordinator will contact the applicant to set up a date for the Event Promoter to make a presentation before the Special Event Task Force.

- Each Event Promoter is expected to be prepared to present their event by giving a brief description of event details.
- During and/or after your presentation, members of the Special Event Task Force will have a question and answer period to clarify details. If more information is needed regarding your event, the event requester will be re-scheduled to come back for another Special Event Task Force Meeting prior to approval.
- If your event will be held on private property, a copy of your event's lease or written permission of the private property owner(s) must be submitted with the application.

5. Permit is Issued

- Once all fees, maps, permits, licenses, certificates of insurance, and other required information have been received from the applicant and approved, the Special Event Task Force will issue a Special Event Permit for your event. No changes to maps, vendor lists, or event activities may be made to the event once your application has been approved. Please remember that all vendor business licenses and insurance certificates must be submitted **10 business days** prior to the event. Approved vendors will be listed on the permit.

TIMELINE FOR PLANNING YOUR SPECIAL EVENT

These deadlines are the minimums set by permitting agencies. Securing permits and licenses as far in advance as possible is recommended.

6-12 Months Prior to Hosting a Special Event

- Download the Special Event Permit Application.
- Check availability of your preferred venue.
- Request venue date by preparing and submitting a Special Event Permit application to the Special Event Division along with the \$50.00 non-refundable fee.

60 Days Prior to Hosting a Special Event

- Obtain all appropriate insurance for your Special Event. Certificates of insurance are required from event promoters, fireworks and pyrotechnics vendors, food, retail and alcohol vendors, carinal ride and inflatable operators, etc. must be submitted to the Town of Gilbert Special Event Division (see insurance requirements on pages 20-21).
- Apply for a Town of Gilbert Business License. A Gilbert business license will be needed from the event promoter, all food vendors, and any other vendors selling products/service or taking orders for products/services at the event. A transient merchant business license may be purchased for the event day if the merchant does not have a current Gilbert Business License (see Business License Requirements on page 10).
- Prepare for Special Event Task Force Meeting (see page 3).
- Prepare applications for all other permits and licenses required for your particular event, including the examples below:
 - **Tents and Canopies:** If you plan to erect a tent or temporary structure over 400 square feet in size, you must fill out **Document H: Temporary Structure and Equipment Form** in the application and identify the location on the site map. Set up and delivery dates must also be identified on the application (see Tent and Temporary Structures on page 6 of this handbook and page 16 of the application). It is the responsibility of the event promoter to assure that all tents, canopies, and umbrellas are weighed down appropriately, to prevent injury.
 - **Liquor License(s):** If you plan to **serve or sell** alcoholic beverages at your event, you must apply for a Temporary Special Event Liquor License or an Extension of Premises/Patio Permit to the Special Event division, along with a required Certificate of Insurance (see Arizona Department of Liquor License and Control on page 18-19).
 - **Maricopa Temporary Permit:** If you plan to **serve or sell** food or drinks at your event (other than prepackaged), you must apply for a Temporary Permit through Maricopa County Environmental Services Department (see Maricopa County Environmental Services Requirements on page 9).
 - **Street Closure:** If you plan on closing any public streets as part of your event, you must request permission from the Town of Gilbert Public Works/Traffic Engineering Department (see Use of Street, Sidewalk, and Public Right-of-Way on page 13).
 - **Fireworks/Pyrotechnics Permit (Sec. 14-51):** If you plan to have fireworks or pyrotechnic displays at your event, the company that will be performing the fireworks/pyrotechnic display must apply for a Fireworks/Pyrotechnics Permit to the Gilbert Fire and Rescue Department (see Fireworks and Pyrotechnic Displays on page 15).

Site Plan Map Requirements

- Event site plans shall include distances or measurements (noted in feet).
- A fire lane of 20 feet must be maintained to allow access within 150 feet of all areas of event site. Fire lanes will be reviewed and approved by the Fire and Rescue Department.
- All entry and exit points for the event must be marked and kept clear at all times.
- Any events that have fencing or other means of segregation must have a minimum of **two** exits.
 - Exits must be a minimum of 16 feet wide and labeled as Emergency Exit.
 - Labeling must conform to Town of Gilbert Fire and Rescue Department regulations.
 - Exits may be closed during the event but must not be locked.
- The plan must include the following items:
 - locations of all canopies, tents, stages, platforms, bleachers, dance floors, etc.
 - locations of all inflatable activities and/or rides
 - locations of all electrical supply and service (permanent and portable generators)
 - locations of all entrances, exits, and emergency exits as well as all fencing and barricades that will be used
 - locations of all booth spaces, including food trucks/booths (fixed and mobile)
 - location of first aid tent/area and lost & found property area(s)
 - location of all dumpsters and trash receptacles
 - location and layout of tables, chairs, picnic tables, etc. that will be used
 - location of all parking areas, including attendee, ADA, supplier, volunteer, rideshare, bikes, etc.
 - location of any unpaved/dirt lot areas used for event activities or parking
 - permanent and portable restroom facilities, as well as wash stations
 - signage and banners that will be hung or installed
 - affected streets, alleys, and rights-of-way, including those that will be closed

Please note: fire lanes must be kept open at all times to allow fire trucks to respond to an emergency.

For further information, please contact Brent Taysom or Denise Merdon.

Brent Taysom

Special Event Coordinator

480-503-6253

90 E. Civic Center Drive

Gilbert, AZ 85296

Brent.Taysom@gilbertaz.gov**Denise Merdon**

Special Event Supervisor

480-503-6240

90 E. Civic Center Drive

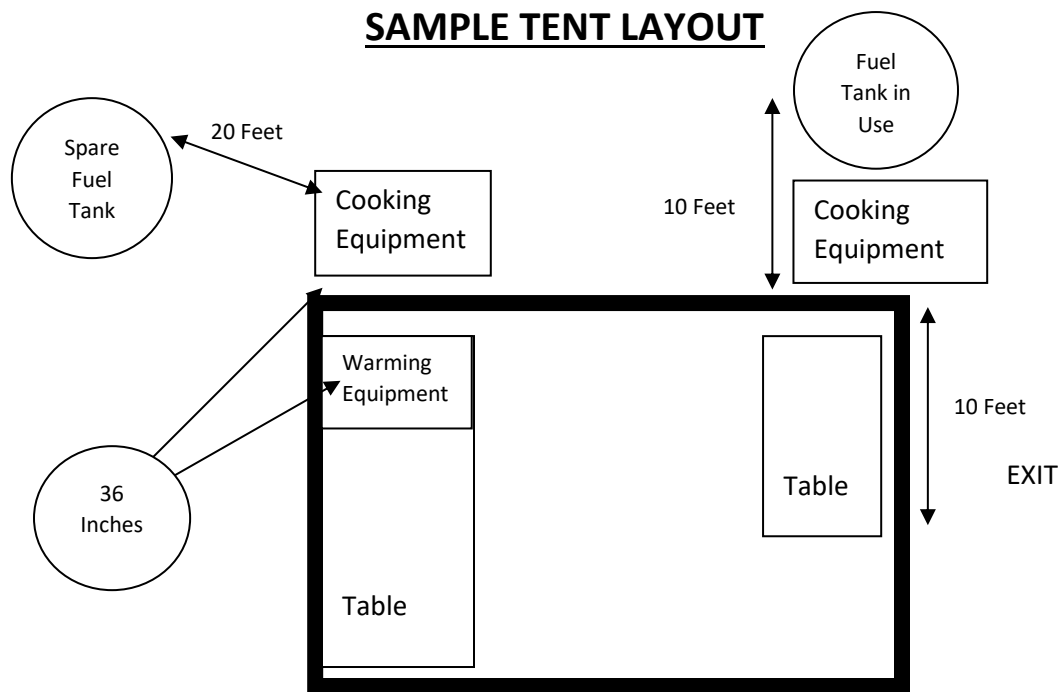
Gilbert, AZ 85296

Denise.Merdon@gilbertaz.gov

TENTS AND TEMPORARY STRUCTURES

- Event Promoters are required to have the tent rental company secure the necessary permits; it is recommended that you contact Arizona 811 prior to any tent being constructed.
- Any open or enclosed structure - whether it has sides or not - constructed of fabric or pliable material supported by a structure is defined as a tent.
 - All tents in excess of 400 square feet require a permit.
 - Certain exceptions are available and will be evaluated based upon submitted information.
 - All tents must be stamped or labeled as fire resistant from the manufacturer.
 - Faded or sun damaged tent material shall not be permitted or must have a recertification label for the flame resistance.
- All tent layouts (single or next to each other) may not exceed more than 700 square feet without a minimum of a 12-foot fire break between them.
 - Distances must include all support ropes and structures.
 - All tents shall be set a minimum of 20 feet from all lot lines, buildings, parking lots, vehicles or other mechanical engines.
- All tents shall be braced/staked/roped to withstand weather and prevent against collapse.
 - All staking shall be in accordance with manufacturer recommendations.
 - Documentation of anchoring requirements shall be provided to the Gilbert Fire and Rescue Department for all permitted tents.
 - All tent stakes shall be hammered completely into the ground.
 - All guy wires, ropes, stakes and other support members shall not cross or be within 2 (two) feet of an exit discharge at a height of less than eight (8) feet.
 - All enclosures, including tents and vendor areas, shall meet egress requirements as set forth in the fire code.
 - All exits shall be kept unobstructed despite weather conditions.
- All permitted tents require a floor plan for items to be used inside them.
 - All decorative material shall be flame retardant material or treated with a flame retardant in an approved manner.
 - Material shall be labeled or documentation shall be provided to the Gilbert Fire and Rescue Department.
- Combustible materials (such as hay, saw dust, shavings, etc.) shall have a minimum of a 20-foot clearance from the tent and may not be used in the tent. All dead vegetation or combustible material which may be on the ground shall be removed to within 30 feet of the tent.
- Smoking shall not be permitted in any tents and approved “No Smoking” signs shall be posted.
- Fireworks shall not be used within 100 feet of tents, unless the tents themselves are selling fireworks and then they shall not be used within 300 feet of the tent.
- No cooking may be done under a tent.
 - The warming of foods using solid flammables or enclosed gas burners may be allowed, provided that all warming appliances are a minimum of 36 inches from the outer perimeter of the tent.
 - All open flame or other devices emitting flame, fire or heat, or any flammable or combustible liquids, gas, or other cooking device must be done a minimum of 36 inches outside of the outer edge of the tent perimeter.
 - Any tents which have cooking around them shall be separated from other tents or structures by a minimum of 20 feet.
 - Tents with warming or cooking in or around them must have a minimum of 1 exit that is 10 feet from all open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, or other cooking devices.

- Carpet scraps/remnants or other approved materials are to be placed beneath cooking equipment.
- All fuel sources in use must be kept a minimum of 10 (ten) feet from the perimeter of the tent.
 - There shall be no storage of any additional fuel (not in use) within 20 feet of a tent.
 - All propane or fuel tanks shall be adequately protected to prevent tampering, damage by vehicles or other hazards and shall be located in an approved location.
 - Portable propane tanks shall be secured to prevent unauthorized movement.
 - All propane or other fuel sources must have pressure relief valves facing away from the tent.
 - No fuel may be refilled on site during open hours without prior authorization.
- Each tent shall have a minimum of 1 (one) 2A-10BC rated fire extinguisher.
 - If any cooking apparatus produces grease laden vapors, then a K class fire extinguisher is also required.
 - All fire extinguishers shall have a current tag showing service by a licensed contractor within the last 12 months.



Concession/Food Trailers and Vendors

- A concession trailer fire safety inspection is required. Documentation of current (within 6 months) inspections of all fire protection systems located within the trailer must be available on site.
- All tents and trailers that will involve cooking are required to have a fire extinguisher with current service tags. A minimum of 2 fire extinguishers are required for all concession trailers (K type and 2A-10BC).
- All concession trailers must only be occupied by essential staff, and they must be over the age of 16.

Electrical Services/Generators

The Town of Gilbert does not provide electrical equipment at all public venues. Event producers should consult directly with the Special Event Coordinator to discuss all electrical needs for an event and plan on securing their own electrical needs. The event producers should work with the Special Event Coordinator to show electrical service information on the Site Map of the event.

- The event promoter should provide their own generators, light towers, spider boxes or extension cords for events.
- Event producers must obtain permission from the Town of Gilbert to tap into any Town property power source if/when available or permitted.
- All generators shall be separated from any temporary structures or tents by at least 20 feet.
 - They shall be protected from the public by fencing, enclosure or other approved means.
 - They shall be grounded in accordance with manufacturers specifications.
- All generators may not be refueled during times of public operation without prior authorization from the Gilbert Fire and Rescue Department.
- All extension cords and power bars shall be UL approved, not be pinched, frayed, cut or cracked and must be of 3 wire grounded type. They shall be secured or placed so as not to be a hazard, obstruction, or located in areas where water may accumulate.
- All power bars shall be plugged directly into single cords and may not be plugged into other multi-plug devices.
- All lighting shall be specifically manufactured for the intended use.
 - Open light bulbs strung from wire shall not be approved unless they have been designed for that purpose and all manufacturer hanging guidelines are met.
 - Light fixtures shall only be used with lamps of the size intended by the manufacture.
 - All hanging lights or cords shall not cross egress paths less than 8 feet from the ground.

Carnival Rides

All carnival rides or other amusements with any type of fire safety equipment or life safety systems are required to be inspected by the Gilbert Fire and Rescue Department prior to allowing public use. All power supplies and electric panels must be inspected by the Development Services Department prior to use.

For further information, please contact Tim Simanton or Erik Zavala

Tim Simanton

Gilbert Fire Marshal
85 E. Civic Center Drive
Gilbert, AZ 85296

Tim.Simanton@gilbertaz.gov

Erik Zavala

Gilbert Development Services - Inspections
90 E. Civic Center Drive
Gilbert, AZ 85296

Erik.Zavala@gilbertaz.gov

MARICOPA COUNTY ENVIRONMENTAL SERVICES REQUIREMENTS

If food or drink (other than pre-packaged items) will be served at a festival or event, the event producer must obtain a Temporary Permit from the Maricopa County Environmental Services Department. The Maricopa County Environmental Services Department is the regulatory authority that issues Temporary Permits for food and beverage concessions at special events. It is the Department's responsibility to regulate the food sold at these events. If food or drink is not prepared and handled in a sanitary manner, the public's health may be at risk.

Requirements:

In order to sell or give away any food or beverage product at an event, you are required to apply for a Temporary Permit and pay an associated permit fee. Please read the following Food and Beverage Vendor Checklist for additional requirements and information. The Guide to Temporary Food Service at Special Events and Application for Temporary Permit may be filled out on-line, downloaded and printed.

- A completed (pages one and two) application and \$85.00 permit fee per booth must be submitted seven days prior to the start of the event. All payments must be Arizona checks or money orders. Please make checks payable to MCESD.
- The Temporary Food Service Establishment permit will be issued at the event after a passing inspection has been completed. Please refer to the Guide to Temporary Food Service at Special Events for the requirements. **Inspectors can no longer accept payments for Temporary Food Service Establishment permits on site at events. All permits must be paid for by vendors in advance.**
- Only those vendors selling bottled water or canned soda (unopened, from an approved source) are exempt from obtaining a Temporary Permit. All other vendors, regardless of product, are required to obtain a permit and pay the required fee per booth.
- Those individuals who currently possess a valid Maricopa County Mobile Food, Pushcart, Food Peddler or Catering permit are not required to pay the permit fee, however, a copy of the permit is required.

Note: It is the event producer's responsibility to read over the guidelines to determine whether a Temporary Permit is required for any food vendors at their event. If you are not in compliance with Maricopa County Environmental Services Department, it should be noted that a health inspector **could shut down your food operation the day of the event**. If this should occur, the Town of Gilbert will not be held liable for loss of income, or refund of vendor fees.

For questions or requests for additional information, please see below for contact information:

Maricopa County Environmental Health Department

1001 N. Central Avenue, Suite 300

Phoenix, AZ 85004

Phone: 602-506-6824

Fax: 602-506-6862

SpecialEvents@mail.maricopa.gov

Applications and guidelines can be downloaded at the following link:

<https://www.maricopa.gov/DocumentCenter/View/6283/Temporary-Event-Permit-Application-PDF>

BUSINESS LICENSING

Businesses: event promoters, sponsors, vendors (retail products), and amusement operators

- All Gilbert based businesses must have a Standard Business License:
 - \$35 Standard Business License (fee with initial application); \$15 renewal fee
- All non-Gilbert based businesses have two options for licensing:
 - \$55 Annual Transient Merchant Business License; \$55 renewal fee
 - \$15 Single Event Transient Merchant License*

Food Vendors

- All Gilbert based food vendors must have Mobile Food Vendor Business License
 - \$55 Mobile Food Vendor Business License; \$55 renewal fee
- All non-Gilbert food vendors have two options for licensing:
 - \$55 Mobile Food Vendor Business License; \$55 renewal fee
 - \$15 Single Event Transient Merchant License*

Food trucks must be inspected by either the Town of Gilbert Fire Department or show proof of an inspection from any other fire department within Arizona within the last 12 months.

**Single Event Transient Merchant License is only applicable for events with a Town issued Special Event Permit*

All license fees are non-refundable. Please allow 10 business days for processing of annual licenses. Single Event Transient Merchant Licenses can be purchased over the counter.

Apply or renew your license here: <https://www.gilbertaz.gov/business/business-registration-and-licensing>

What is taxable income at a special event?

- Fees for use of spaces by vendors
- Rental of space or equipment by vendors
- Food/beverage sales
- Product sales
- Carnival activities or amusement rides
- Advertising fees (signs, banners)

Event producers should be aware that any unlicensed retail activity will result in the removal of the violators the day of the event and will be noted for future events proposed by the promoter.

All vendor paperwork, including insurance and business licenses, **must be submitted 10 business days before the event**. The event promoter is responsible for submitting this information on **Document D: Vendor/Sponsor Information Checklist** (page 12 of the application) as well as emailing each Vendor/Sponsor's insurance certificate and business license to the Town of Gilbert Event Coordinator, Brent Taysom (Brent.Taysom@gilbertaz.gov).

For further information regarding business licensing, please contact Mark Kerrigan:

Mark Kerrigan

Administrative Support Supervisor
480-503-6798
90 E. Civic Center Drive
Gilbert, AZ 85296
Mark.Kerrigan@gilbertaz.gov

SIGNS/COURSE MARKINGS AND BANNERS**Sign Requirements**

All special events shall be allowed up to two (2) on-site banners and up to four (4) off-premise traffic directional signs, subject to the following Sign Code and regulations:

- Signs and banners may not be installed in any way that will obstruct public streets and sidewalks.
- Installation of any event signage or banners cannot create an obstruction for public streets and/or sidewalks.
- Two (2) on-site banner signs, each no greater than 40 square feet in area, may be placed on the site, within the boundaries of the special event.
- Sign/banner locations must be depicted on the site plan for the event.
- All signage/banners must be removed at the conclusion of the event.

Approved Course and Field Markings

Event producers wanting to mark the sidewalk, asphalt, or desert trails for their event must follow the guidelines listed below:

- Paint: only white, water-based turf marking paint is permissible.
 - Field paint is only permitted on fields or dirt trails, not on sidewalks or asphalt.
- Chalk: only lining chalk or marking gypsum is permissible on sidewalks or asphalt.
 - Most hardware and home improvement stores carry these products.

For further information, please contact Lorrie DeOrio:

Lorrie DeOrio

Code Compliance

480-503-6834

90 E. Civic Center Drive

Gilbert, AZ 85296

Lorrie.DeOrio@gilbertaz.gov

WASTE MANAGEMENT PLAN

The event promoter is responsible for having a waste management plan in place.

Please remember to include the following in the event clean-up plan:

- All trash accumulations within tents and event area shall be removed regularly to keep area clear of debris and hazards.
- All trip hazards shall be abated or marked to prevent public access.
- A drawing or site map of the festival or event area, showing the types and locations of dumpsters and individual trash receptacles.
- The location(s) where all waste, including cooking oils and gray water, will be disposed of in an approved manner.

If an event producer fails to clean up a venue adequately or causes damage to Town of Gilbert property or facility, the Town of Gilbert will use the event deposit to cover the costs to clean and repair the damaged property. If this occurs, the Town of Gilbert may also deny an application for a future Special Event Permit.

Event producers are responsible for prompt cleanup and removal of debris from all Town of Gilbert streets, right of ways, affected property owners' sidewalks, steps and alcoves including time after event tear down is complete. Event producers are responsible for clean-up from when the set up begins until tear down crews have finished and have vacated the event area.

Recycle Program

1. Event promoter will be responsible monitoring recycling container.
2. A list of acceptable recycling materials can be provided at the Special Event Task Force Meeting.
3. Event promoter can schedule training with Recycle Program staff.
4. Event promoter should consider the following before committing to the Recycle Program:
 - Recycling is a voluntary option for promoters willing to participate in the program.
 - Set a standard in advance to maximize your recycling and waste reduction efforts!
 - For larger events, you may need to rent a dumpster and/or other containers.
 - Discounted rates for equipment, delivery and pick up services through The Town of Gilbert Environmental Services Department are listed below.
 - For events expected to generate a high volume of recyclables, you will need to rent a recycling dumpster if you wish to recycle it.

Town of Gilbert can provide upon request the following list of cleaning equipment and services to events for the rates quoted:

90 Gallon Refuse Can	\$15.00
90 Gallon Recycle Can	No Charge if NOT contaminated (if contaminated, \$5.50)
Roll-Off Dumpster: 25 yard	\$158.00 plus \$29.00 per ton landfill fee
Roll-Off Dumpster: 40 yard	\$158.00 plus \$29.00 per ton landfill fee
Restroom Cleaning	\$30 per cleaning

Solid Waste Management Department
 4760 S. Greenfield Road
 Gilbert, AZ 85297
 Phone: 480-503-6400

Outreach Specialist – Recycle Program
 Environmental Services Recycling Department
 4760 S. Greenfield Rd, Bldg. A, Gilbert, AZ 85297
 Phone: 480-503-6459 Fax: 480-503-6150

USE OF STREET, SIDEWALK, OR PUBLIC RIGHT-OF-WAY

An event producer who wants to host an event that will involve closing a public right-of-way or involve a state-maintained right-of-way (street, sidewalk or alley) must submit a Traffic Engineering Application, including a Traffic Control Plan to the Special Event Coordinator at least (60) days before an event.

- The Traffic Engineering Application can be found here: <https://www.gilbertaz.gov/home/showdocument?id=6637>
- Street closings and placement of barricades and signage on Town of Gilbert streets and rights-of-way must be coordinated with and approved by the following Town departments: Traffic Engineering, Police Department, Parks and Recreation and any other town services that may be affected.
- If an event requires closure of streets or public rights-of-way, proper barricades and signage are required.
- All staffing requirements needed for proper traffic control work shall be determined by the Town of Gilbert Traffic Engineer and Gilbert Police, at the expense of the event promoter.

The Town of Gilbert requires event promoters notify affected businesses and/or residents if an upcoming event will require street closing(s). The event producer will be notified at the Special Event Task Force Meeting is business or resident notification will be required. All notifications will be at the expense of the event promoter.

Listed below are the procedures to request a road closure and/or barricades:

- To request a road closure, lane reduction and/or barricades, submit a Special Event Application to the Special Event Division a minimum of *90 days prior* to your event indicating your road closures and/or barricades.
- Street closures and restrictions will be reviewed on a case by case basis.
- This information will be sent to the Special Event Task Force for their review.
- In addition, on the Traffic Control Plan, you must show where barricades and signs will be placed at the event.

Fees:

- \$150 Traffic Control Plan Review
- \$40 per hour (3-hour minimum) On-site Public Works staff for Traffic Control supervision.

For further information, please contact Russ Gordon:

Russ Gordon

Traffic Engineering

480-503-6737

90 E. Civic Center Drive

Gilbert, AZ 85296

Russell.Gordon@gilbertaz.gov

EVENT SECURITY

It is the responsibility of an event producer to provide adequate security for an event. The type and location of the event, presence of alcoholic beverages, crowd size and other factors will determine the amount of security needed.

After reviewing the event application, the Town of Gilbert Special Event Task Force may require an event producer to provide private security or hire off-duty police officers for security, traffic control, and/or crowd control.

You may request to hire off-duty police officers for security through the Off-Duty Management web-based service, [OfficerTRAK®](#), or by calling the toll-free number below. Organizations that have recurring needs for off-duty officers can establish an account and schedule billing cycles with off-duty management. If your event is taking place on or utilizing Town of Gilbert property, then Gilbert PD off duty officers must be used.

Off-duty police officers may be available for events at the following rates with a 3-hour minimum:

Officer	\$66.00 per hour
Sergeant	\$77.00 per hour
Lieutenant	\$88.00 per hour
Vehicle (if needed/required)	\$7.70 per hour

The Town of Gilbert Off Duty PD will not be used for the following needs at events:

- Security for VIPs and celebrities
- Stage security
- Overnight security or security outside event hours
- Private parking lot security
- Security for event equipment, trailers, supplies, etc.

Requirements for Private Security Company

If you will be using a private security company for your event, please keep in mind that the Town of Gilbert only allows security companies that are licensed and bonded in the State of Arizona.

For further information, please contact Lisa Clark or Lt. Brian Blunt:

Lisa Clark

Gilbert Police Department
480-635-7601
lisa.clark@gilbertaz.gov

Lt. Brian Blunt

Gilbert Police Department
480-635-7278
Brian.Blunt@gilbertaz.gov

<https://odm.officertrak.com/Gilbert-AZ-PD>

Off Duty Management 24/7 toll free at 1-877-636-8300

FIRE WORKS AND PYROTECHNIC DISPLAYS

A separate fireworks permit must be obtained for any fireworks to be present, used, or sold during the event. Fireworks include any professional display and/or consumer products. Airborne lanterns such as Chinese lanterns are prohibited from being released.

Fees

- Fireworks/Pyrotechnics Permit is \$416.00 per location.

Firework displays and pyrotechnic special effects must be under the direct supervision of a licensed pyrotechnic operator who is employed by a licensed fireworks/pyrotechnic company, along with a certificate of insurance which must be approved by the Town of Gilbert Attorney (See Insurance Requirements on pages 20-21).

Fireworks and pyrotechnic special effects must comply with the International Fire Code and NFPA standards.

To obtain an application or for further information, contact Tim Simanton:

Tim Simanton

Gilbert Fire Marshal

480-503-6351

85 E. Civic Center Drive,

Gilbert, AZ 85296

Tim.Simanton@gilbertaz.gov

SPECIAL EVENTS EMERGENCY MEDICAL SERVICES STANDARD

Fees

Emergency Medical Services:

- \$65.00 per hour/staff* – 3-hour minimum

**The event promoter will be responsible for cost recovery, includes personnel costs and all necessary operating supplies, equipment, and medical direction.*

Designated medical service coverage may be required for special events with the following guidelines:

- To ensure that patrons attending a special event are provided enough emergency medical coverage while minimizing impact on community service levels.
- Gilbert Fire & Rescue Department will assist event promoters to determine staffing required, based on expected number of patrons, special need concerns, risk factors, and the nature of the event.

When the event promoter chooses to have the Gilbert Fire & Rescue Department personnel provide the requested or required medical services, they will need to identify the needs on the Special Event application.

Requirements

Evaluating EMS Needs of an Event:

Designated Emergency Medical Services are based upon criteria of attendance numbers or any extenuating circumstances, such as alcohol and/or weather. Attendance numbers will be based on the total number of people at an event at the same time, not the overall attendance number.

Gilbert Fire and Rescue Community Division's Deputy Chief will make recommendations based on any extenuating circumstances of the event. Below are examples of what may be required.

- Less than 2,000 people and no extenuating circumstances = **No EMS Required**
 - Service requirements imposed by the event promoter's insurance coverage or professional standards other than what is required by Gilbert may be recommended.
- Greater than 2,000 people = **Recommendation** of 1 EMS Team with utilization of walking or car based on accessibility, circulation, and on-site travel distance of the service team.
- Greater than 5,000 people = **EMS Required**. Evaluation of event by Gilbert Fire and Rescue Community Division's Deputy Chief with a minimum of 1 EMS Team with utilization of Walking, Cart, or Vehicle based on accessibility, circulation, and on-site travel distance of the service team.
- Greater than 10,000 people = **EMS Required**. Evaluation and recommendation will be made by Gilbert Fire and Rescue Community Division's Deputy Chief based on details of event, including size of location and any extenuating circumstances.

When the event attendance exceeds what was initially stated in the event promoter's application and exceeds the capacity of the initial required EMS team, the event promoter will be responsible for the increase in medical service levels to provide adequate medical coverage for the special event.

If a special event meets the attendance requirements for EMS, the promoter has the option of using Gilbert Fire & Rescue to provide the services or contract with another qualified entity.

- **An EMS** will require one Arizona State certified paramedic and one Arizona State certified Emergency Medical Technician.
- The EMS team will have a full set of advanced life support gear on site and with them that meets all of the Arizona Department of Health Services Bureau of Emergency Medical Services standards.
- The EMS team must have a medical director that oversees them as required by Arizona Department of Health Services.
- If the location of the special event covers a large geographical area, the EMS team will need to have a way to provide a timely response to all areas of the event, either by bikes or motorized transportation that can maneuver through crowds without any delay.
- The EMS must be able to demonstrate the ability to provide the services outlined below in **“Emergency Medical Services.”**
- An EMS will be required to be dedicated to the special event. They will not be in service or able to respond to other calls for service outside of the special event.

Definitions from Arizona Department of Health Services Bureau of Emergency Medical Services

- **Paramedic** means a person who has been trained in a paramedic program, certified by the director or in an equivalent training program, and who is certified by the director to render services pursuant to section 36-2205.
- **Emergency Medical Technician** means an individual who has been certified by the department as an emergency medical technician, an advanced emergency medical technician, an emergency medical technician I-99, or a paramedic.
- **Administrative Medical Direction** means supervision of emergency medical care technicians by a base hospital medical director, administrative medical director, or basic life support medical director. For the purposes of this paragraph, “administrative medical director” means a physician who is licensed pursuant to title 32, chapter 13 or 17 and who provides direction within the emergency medical services and trauma system.
- **Emergency Medical Services** means those services required following an accident or an emergency medical situation:
 - a) For on-site emergency medical care
 - b) For the transportation of the sick or injured by a licensed ground or air ambulance
 - c) In the use of emergency communications media
 - d) In the use of emergency receiving facilities
 - e) In administering initial care and preliminary treatment procedures by emergency medical care technicians

Any Special Event that is not required to have medical designated services should still have a first aid station on site in an appropriate location. The First Aid station should be able to handle any minor medical needs, such as small cuts, scrapes, or minor strains, etc. The First Air station should utilize the 911 systems for any other medical service needs that exceed the capacity and/or scope of the first aid provides. Hydration stations with (non-alcoholic) beverages may be required at a large outdoor event during periods where temperatures contribute to heat related emergencies.

To obtain further information, please contact Gilbert Fire & Rescue Community Division:

Mark Justus

Gilbert Fire and Rescue Community Division - EMS Deputy Chief

480-503-6344

85 E. Civic Center Drive, Gilbert, AZ 85296

Mark.Justus@gilbertaz.gov

ARIZONA DEPARTMENT OF LIQUOR LICENSE AND CONTROL

If you plan to serve alcoholic beverages at your event, a State or Arizona issued Special Event Liquor License or Extension of Premises/Patio Permit may be required. Anyone selling alcoholic beverages at an event held in or on public property at a Gilbert venue must meet the following requirements:

1. Be eligible to sell and/or consume alcoholic beverages in the Town of Gilbert
2. Apply for a Special Event Liquor License or Extension of Premises/Patio Permit through the Town of Gilbert and ultimately from the AZ Department of Liquor License and Control.

Eligibility

Eligibility for obtaining a Special Event Liquor License is determined by A.R.S. 4-203-02. Eligible groups include charitable, religious, fraternal, civic, and political organizations. A Special Event Liquor License allows a charitable, religious, fraternal, civic, or political organization to have alcohol donated to sell and serve spirituous liquor for consumption only on the licensed premises and only for the period authorized on the permit. This is a temporary permit. An applicant must be at least 21 years old and a resident of Arizona to obtain a Special Event Liquor License.

Commercial Organization Requirements:

All commercial organizations partnering with a charity or non-profit organization to serve/sell alcoholic beverages must provide a letter from the charity stating the following:

- The eligible organization and their representative agree to participate as the agent and applicant for the Special Event Liquor License and will receive a minimum 25% of the gross proceeds from the sale of alcoholic beverages, as evidenced by a written agreement provided with the application.

Event Policies for Serving Alcohol

The Town of Gilbert reserves the right to require that the promoter adhere to the following criteria when serving alcohol:

- Any authorized beverages being sold/served at an event must be provided by an authorized wholesaler as a pre-packaged and pre-mixed beverage. Under no circumstances will anyone other than the wholesaler be allowed to pre-mix beverages beforehand and/or during the event to serve to customers.
- If the whole event is fenced, then all patrons consuming alcohol must wear a wristband that is secured to their wrist, identifying that they have provided a valid form of identification showing proof that they are of legal age to consume alcohol.
- Beer gardens (with fencing approved by the Special Event Task Force) are required for events that are not fenced. The purpose of a beer garden is to allow only customers over the age of 21 to enter the area, in which case wristbands would not be required. A valid form of identification showing proof that they are of legal age to consume alcohol must be provided to enter the beer garden.

Special Event Liquor License and Extension of Premises/Patio Permit

The process for applying for both types of licenses is the same except for the fee(s) incurred. Listed below is an outline of the procedures to obtain either a Special Event Liquor License or Extension of Premises/Patio Permit within the Town of Gilbert.

- 1) A copy of an event’s application for a Special Event and/or Extension of Premises/Patio Permit and a Certificate of Insurance must be submitted to Special Event Division at least **60 days prior** to the event (See Insurance Requirements on pages 20-21). Include a check to cover the appropriate license fee, made payable to “Town of Gilbert”. See *chart below for appropriate fee(s)*.
- 2) Once application is submitted, a Special Event representative will schedule you to attend a Special Event Task Force Meeting. Special Event Task Force Meetings are scheduled monthly and are held at the 90 E. Civic Center Drive-Municipal Building II- Room 100.
- 3) At the Special Event Task Force Meeting, either the committee will recommend approval or disapproval of the application.
 - If approved, the applicant is responsible for submitting the application to the AZ Department of Liquor for approval before the scheduled event date.
- 4) AZ Department of Liquor will either approve or disapprove the application.
 - If approved, AZ Department of Liquor will issue an AZ Alcohol License. Applicant must fax (480-503-6204), email or hand deliver a copy of this license to the Town of Gilbert Special Event Division.
- 5) Event Promoter will be responsible for submitting a Certificate of Insurance with and Liquor endorsement on their General Liability policy to the Special Event Coordinator.
- 6) Upon receiving a copy of the Arizona Special Event Liquor License, the Special Event Division will include approval on the Town of Gilbert Special Event Permit.

Town of Gilbert Application Fee	\$50 (non-refundable)
State of Arizona Liquor License Fee	\$25 per day/per event
Extension of Premises/Patio Permit	\$35

Fenced Areas with Beer Garden Requirements:

- A site layout map will be required for all Beer Garden areas.
- All tents or temporary structures require a permit and inspection from the Gilbert Fire Dept.
- All fenced areas must meet Fire Department standards and will require an inspection from the Gilbert Fire Dept.

For applications and further information contact Mark Kerrigan:

Mark Kerrigan

Administrative Support Supervisor
480-503-6798
90 E. Civic Center Drive
Gilbert, AZ 85296
Mark.Kerrigan@gilbertaz.gov

Arizona Dept. of Liquor Application

https://azliquor.gov/forms/lic_specialeventapp_access.pdf

INSURANCE REQUIREMENTS

The Town of Gilbert has established insurance requirements for those facility users, vendors, and contractors entering into agreements with the Town of Gilbert for special events and activities. Before commencing use or services under an agreement with the Town of Gilbert, a certificate of insurance that complies with the requirements (see the special event application) must be furnished.

An event producer must comply with the insurance requirements to be able to obtain a Special Event Permit from the Town of Gilbert Special Event Task Force. Event permits will not be issued until all insurance requirements are satisfactorily met.

With reasonable notice to event producers, the Town of Gilbert reserves the right to require insurance of event producers and/or vendors for activities other than those specifically mentioned, or to increase the minimum acceptable limits of liability.

Approval of insurance by the Town of Gilbert does not in any way relieve or decrease the insurance liability of an event producer or vendor. The Town of Gilbert does not represent that the specified limits of liability, coverage or policy forms are enough or adequate to protect the interest or liabilities of the event producer or vendor. **All special event applicants shall name the Town of Gilbert as an “Additional Insured”**, per item one below, on all policy(ies), except workers compensation, and shall reflect this on a Certificate of Insurance.

The event promoter shall obtain certificates of insurance from all vendors participating in the event.

- Vendors must comply with all requirements listed in this section.
- Complete and accurate certificates must be received by the Special Event Division a minimum of ten (10) working days prior to the event.
- Separate certificates of insurance shall be provided by all carnival, amusement companies and firework production companies, as well as any vendor who is bringing equipment onto Town property with the limits shown in this section and shall name the Town of Gilbert as “Additional Insured” as per item one (on the next page under **Insurance Limits**).
- Additional coverage may be required depending upon the nature and scope of the event.

For more information or questions regarding insurance requirements, please contact our Town Attorney office at 480-503-6936. The Attorney’s office reserves the right to evaluate the liability of each event and assess the required insurance limits. Event permits will not be issued until all insurance requirements are satisfactorily met.

Insurance Limits

The certificate must show the following:

- The Town of Gilbert, its agents, officers, employees and volunteers are named as “Additional Insured.” All Certificate of Insurance policies must reflect this except for workers compensation.
- The Town of Gilbert shall be notified at least 30 days prior to cancellation or alteration of any insurance coverage.
- Workers Compensation Policies shall contain a Waiver of Subrogation clause in favor of the Town of Gilbert.
- Commercial General Liability Insurance in the amount of \$1 million (\$1,000,000) each occurrence combined single limit for bodily injury and property damage liabilities.
- \$2 million (\$2,000,000) aggregate.
- General Liability Including:

Bodily Injury	Independent Contractors
Comprehensive Form	Product/Completed Operations Hazard
Premises Operation	Personal Injury
Broad Form Property	Damage

In addition, specific date(s) and location(s) of the event, to include set up and take down, must be stated clearly on the certificate. Certificates must be received no less than ten (10) working days prior to the event.

Other Insurance or Risks

All other risks shall comply with the Additional Insured requirements as stated in item 1 above.

Fireworks Production

- General Liability - \$10,000,000 each occurrence
- Auto Liability - \$1,000,000 combined single limit (each accident)
- Workers Compensation – Arizona Statutory Requirements

Carnival/Amusement Rides

- \$2,000,000 General Liability
- \$1,000,000 Auto Liability
- Workers Compensation – Arizona Statutory Requirements

Sale of Liquor

Liquor Liability Coverage (\$1,000,000 coverage) must be included in the Certificate of Insurance submitted to the Town.

For further information, contact Vicki Kettner:

Vicki Kettner
Office of the Town Attorney
480-503-6194
Vicki.Kettner@gilbertaz.gov

SPECIAL EVENT TASK FORCE**Special Event Division**

Denise Merdon: 480-503-6240

Brent Taysom: 480-503-6253

Gilbert Fire and Rescue – Prevention

Tim Simanton: 480-503-6351

Gilbert Fire and Rescue Community Division - EMS

Deputy Chief Mark Justus: 480-503-6344

Gilbert Police Department

Lt. Brian Blunt: 480-635-7228

Lisa Clark: 480-635-7601

Off Duty Management 24/7: 1-877-636-8300 (toll free)

Parks

Town of Gilbert Parks & Recreation Office: 480-503-6200

Office of the Town Attorney

Vicki Kettner: 480-503-6194

Office of Digital Government – Parks and Recreation

Eva Kirschbaum: 480-364-2552

Code Compliance

Lorrie DeOrio: 480-503-6834

Development Services – Inspections

Erik Zavala: 480-503-6822

Public Works – Traffic Engineering

Russ Gordon: 480-503-6737

Business and Temporary Liquor License

Mark Kerrigan: 480-503-6798

Public Works – Streets

Supervisor – Robert Gordon: 480-503-6428

Public Works – Solid Waste

John Olivan: 480-503-6440

Public Works – Recycle Program

Cris Welch: 480-503-6426