



Chandler, Welcome to Our Community!

To assist you in planning festivals and events in our city, Chandler has compiled this helpful handbook for hosting festivals and events. Inside you will find information on Chandler event venues, directions on how to file applications for event permits and licenses, and all of the answers to your questions about security, emergency medical services, clean-up, insurance requirements, and more. Our Chandler departments have worked hard to streamline the event permitting process while continuing to provide vital services that help make your event safe and successful.


This handbook also contains a Special Events Application and everything you need to know and do to host a Special Event in Chandler. You will also find a helpful list of contact names and numbers and a list of city services and resources that can help you plan your event.

The City of Chandler encourages the production of community events and will assist applicants in ensuring that these events are clean, safe and beneficial to our citizens. It is our hope that your event will enhance our city and bring credit to your organizations.

Please feel free to contact me at my office at (480) 782-2665 or via e-mail at [Hermelinda.Llamas@chandleraz.gov](mailto:Hermelinda.Llamas@chandleraz.gov) if you have any questions.

This Handbook will be helpful as you plan the festivals and events that contribute so much to the excitement of Chandler. Thanks for all you are doing to make Chandler the best place to work, live and play!

Sincerely,

  
Hermelinda Llamas  
Special Events Coordinator

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# SECTION 1

# SPECIAL EVENT PERMIT

## DEFINING WHAT IS A SPECIAL EVENT

Any event/activity that will be...

- Held in a public venue/property
- Using outdoor public spaces
- Will affect private and/or public property or right-of-way
- Inviting public participation/patronage (with or without charge)

...A Special Event Application must be submitted to the City of Chandler Recreation Division.

Examples of Special Events that must submit a Special Event Application:

- Events/Activities
  - Athletic/Racing Event
    - Run
    - Walk
    - Skate
    - Cycle
    - Combination of Any Kind
  - Bike or Chandler Skate Park Event
  - Parade, March or Procession
  - Static Event
    - Concert
    - Rallies
    - Exhibition
    - Pageant
    - Fair or Rodeo
    - Street Festival
    - Farmers' Market
    - Circus or Carnival
  - Event or Function on Public Park Property
  - Extension of Premises when Additional Area is Public Property

## ADDITIONAL SERVICE REQUEST REQUIRING SPECIAL EVENT APPLICATION

City of Chandler services being requested beyond those the city provides its citizens under ordinary, everyday circumstances will require a Special Event Application to be submitted.

- Activities or Services
  - Fireworks
  - Food Sales
  - Street Closings
  - Canopies over 800 sq. ft.
  - Tents over 400 sq. ft. with sidewall
  - Performances or Sound Systems
  - Equipment – generators, stages, etc.
  - Alcoholic Beverage Sales (public property only)
  - Etc.

## WHERE CAN A SPECIAL EVENT BE HELD

Events/activities may take place in a number of approved areas within the City of Chandler.

**Please Note:** Locations not listed are unable to entertain a special event.

- On Public Right-of-Way or Property
  - Streets
  - Canals
  - Sidewalks
  - Alleys
- On City Property
  - Parks
    - Tumbleweed Park
      - Pavilions
      - Festival Area
    - Arrowhead Park
      - Pavilions
    - Chuparosa Park, Desert Breeze Park, Folley Park, Pima Park
      - Pavilions
    - Espee Park
      - Pavilions
    - Snedigar Sportsplex
      - Chandler Skate Park
  - Special Use Areas
    - Downtown Library Plaza
    - Downtown East Event Area
    - Main Park
    - Red Shed Theater
    - Multipurpose Fields West, NW & NE
    - Amphitheater
    - Bike Park
    - Dr. A.J. Chandler Park – West and East
    - Paseo Vista Dog Park

# WHO CAN APPLY FOR A SPECIAL EVENT

Any person or organization that wishes to hold an activity/event (as defined on page 3) for public or private attendance within the City of Chandler will need to apply.

## **Business/Promoter**

Any private or revenue-based organization wanting to hold an event in the City of Chandler on public property and earning any profit from the activity/event will be considered a commercial event. Profit may be a result from admission, liquor sales, etc.

An event wishing to sell and/or distribute liquor must acquire a nonprofit 501(c)(3) organization to apply and secure a liquor license for the event. This nonprofit (501(c)(3)) organization must receive 25% of the profit from the activity/event in accordance with the State of Arizona statute.

### *The chosen nonprofit organization*

- *Is required to submit a City and State liquor application and pay the appropriate fees.*
- *Supply the required limits for the Certificate of Insurance. Limits will vary based on event.*

It is the responsibility of the business/promoter to know who the nonprofit organization is when application is submitted for review of the event.

## **Nonprofit Organizations – 501(c)(3)**

Nonprofit organizations are recognized by the City of Chandler as organizations with federal 501(c)(3) filing status. This filing status must be current and in good standing. These organizations may produce an event either individually or with the assistance of other organizations.

Nonprofit organizations with federal 501(c)(3) status, physically based within the city limits of the City of Chandler are eligible for a 50% discount on specified fees.

- In order for the discount to be applied, the nonprofit organization will need to provide proof of residency and must be the primary event producer.

## **Extension of Premise**

Any business wishing to extend their business premise onto public property for any duration of time will need to apply for a Special Event Permit. Business will be subjected to the same application process and fees as any other event.

### **Please Note:**

- Extension of premise event applications are exempted from the benefactor nonprofit 501(c)(3) organization policy.
- Business will retain all profit generated.
- No nonprofit fee discount will be allowed for business acquiring a nonprofit organization for the event.

# SECTION 2

# APPLICATION PROCESS

Anyone who plans to host a Special Event (as defined in Section 1 of this handbook) in the City of Chandler must follow the application procedures outlined below.

**No special event may be held and no person, group, sponsor or organization shall hold, promote, sponsor, or stage a special event without first obtaining a special event permit pursuant to this chapter. (Ord. No. 2979, § 3, 8-26-99)**

Please Note:

IF YOU ARE PLANNING AN EVENT AT EITHER THE BIKE OR SKATE PARK COMPLEX, PLEASE REFER TO SECTION 4 FOR THE APPLICATION PROCESS AND REGULATIONS SPECIFIC TO THE SKATE AND BIKE PARKS

Please Note:

**Prior to approving the Special Event Application, the first nine (9) steps listed below must be completed and approved in order for the special event permit to be issued.**

## **Beginning the Process**

The application process can begin up to twelve (12) months from the event date. The minimum times are listed below:

### *Re-Occurring Events*

**Minimum of 3 months in advance**

**Minimum of 5 months in advance\***

### *First Time Events*

**Minimum of 4 months in advance**

**Minimum of 6 months in advance\***

\*Required for events requesting three (3) or more continuous miles of city right-of-way use (example - 5K, 10K, Marathon, Parade, etc.).

However, special events involving a political march or rally, or other exercise of rights guaranteed by the First Amendment of the United States Constitution or Article II, Section 6, of the Arizona Constitution, shall be filed not less than fourteen (14) calendar days prior to the date of the event. For good cause, the Special Event Committee may waive the filing deadlines.

## **Application Process**

- 1) Check for facility/location availability by phoning the Special Events Office at 480-782-2665.

### **Please Note:**

- An inquiry of availability does not guarantee that the date is reserved for your group.
- All facility reservations are on a first come-first serve basis.
- Park facilities are available to rent 12 months in advance from the date of event.

- 2) If a facility/location is available, complete the Special Event Application in Appendix A.

### **Please Note:**

- All areas are required to be filled in prior to submitting the application.
- Special Event Permit applications must be legible, printed or typed and completed in ink.
- Incomplete applications will not be accepted.

- 3) Submit your Special Event Application and non-refundable application fee to the City of Chandler Special Events Coordinator.

Application Fees must accompany the completed Special Event Application at time of submission. Special Event Applications submitted without the application fee will not be processed.

Applications may be mailed or dropped off at the Chandler City Hall between the hours of 8 a.m. and 5 p.m., Monday through Friday, excluding official City of Chandler holidays.

### Mailing Address

Special Events Coordinator  
City of Chandler Recreation Division  
Mail Stop 500  
P.O. Box 4008  
Chandler, AZ 85244

### Drop-Off Location

Special Events Coordinator  
City Hall – Lobby Reception Desk  
175 E. Arizona Ave.  
Chandler, AZ 85225

- 4) Once the Special Events Coordinator receives the application, the date requested will tentatively be held for your event.
- 5) The applicant will receive either a phone call or email on application status and whether the Special Events Committee will review the submitted application.
- 6) If the Special Events Committee accepts application for review, a meeting review time will be provided to applicant to attend and present event before the Special Events Committee.

**Please Note:**

- Events taking place in the Downtown Chandler Enhanced Municipal Services District will need to attend a meeting with the Downtown Chandler Community Partnership prior to attending the Special Event Committee Review Meeting (see Section 3 for more information)
- Attendance at the Special Event Committee Review Meeting is MANDATORY.
- Review Meetings only take place twice a month.
- Applications will not be considered for approval until presentation is made.

**ACCEPTANCE OF YOUR APPLICATION FOR REVIEW SHOULD IN NO WAY BE CONSTRUED AS FINAL APPROVAL OF YOUR REQUEST.**

- 7) After the Special Events Committee reviews the proposed event, it has 15 business days to approve or deny the application. Applicant will receive application status by email from the Special Events Coordinator.
- 8) If the application is approved, the applicant may move forward on producing the event:
  - Payment for the event location, if needed, must be paid for by date stated in the approval notification.
  - The following forms, should they apply must be submitted according to the deadlines set at the Special Events Committee meeting:
 

○ Road Restrictions and Closure Permit	○ Vendor List
○ Traffic Control Plan	○ Certificate of Insurance
○ Neighborhood Notification	○ Canopy/Tent Permit

**Please Note:**

  - If any forms or information are not provided by the deadline(s), the Special Event Committee can revoke the application approval for the event.
- 9) Once all the required forms and payments have been received and approved, the applicant will receive the Permit to conduct the approved event.
- 10) Permit must be at the event site and readily accessible for review if asked to be seen by a City of Chandler Official.
- 11) Final invoice for outstanding costs will be sent to the Event Chairperson no later than 60 days from the completion of the event for expenses of City Services.
- 12) Permit Holder must submit a financial report of expenses and revenues from the event to the City of Chandler Special Events Coordinator within 90 days of the event. **(Only applies to business/promoter events with a nonprofit benefactor.)**
- 13) The Event Chairperson may receive event notes from the Special Events Committee within 60 days from the completion of the event.

# SECTION 3

# HOSTING AN EVENT IN DOWNTOWN CHANDLER

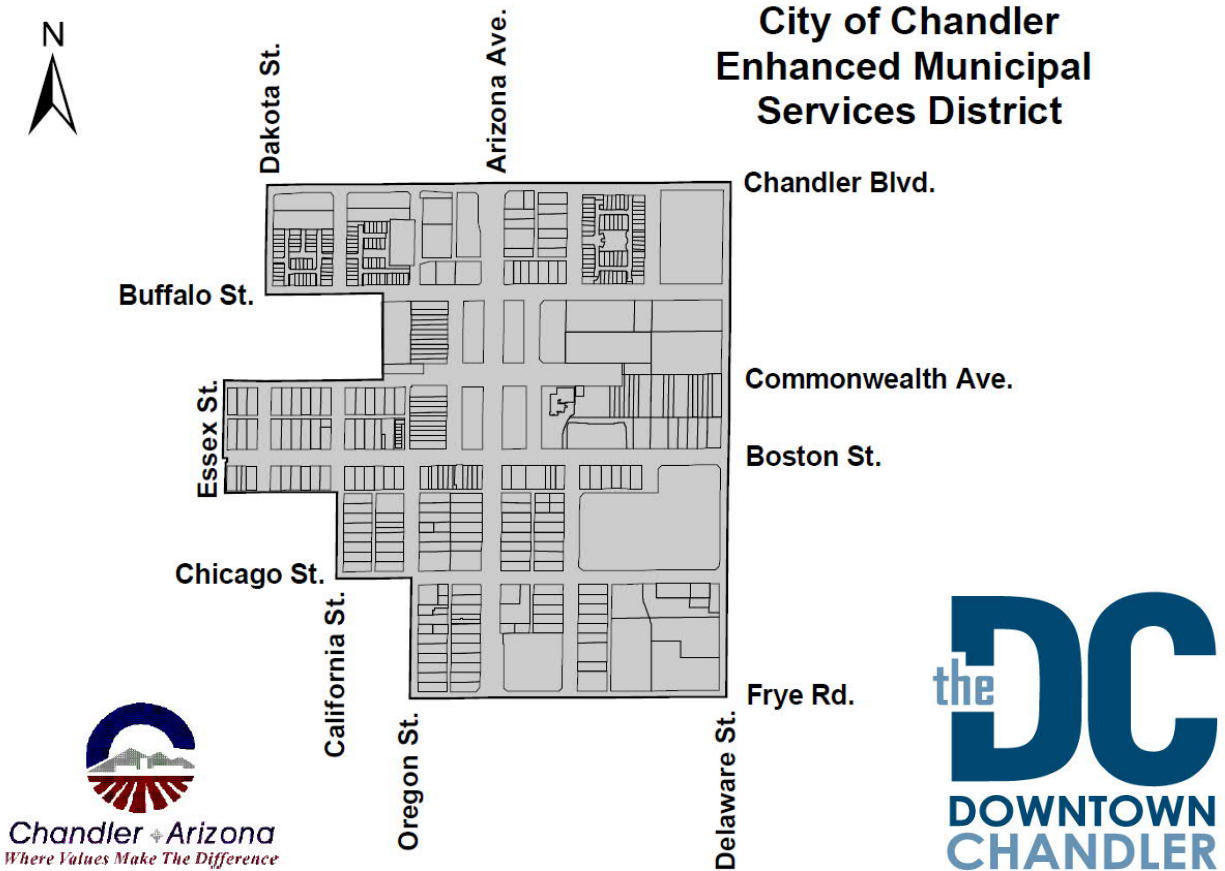
Events wishing to take place in the Downtown Chandler Enhanced Municipal Services District will need to have their proposed event reviewed by the Downtown Chandler Community Partnership (DCCP). This review process must be done prior to the application being presented to the Special Events Committee.

The DCCP is a not-for-profit corporation whose mission is to mobilize leadership and resources to advance the development of downtown Chandler as a regional destination for shopping, dining, living, culture, and the arts. It works to provide enhanced marketing and promotion, safety and beautification of the downtown area beyond what is done by the City of Chandler and downtown merchants. The DCCP is comprised of downtown business owners and staff, public volunteers, and City of Chandler representatives that oversee the interests of all parties through committees and a board of directors.

In an effort to enhance the event experience for all activities that take place within the Downtown Chandler Enhanced Municipal Services District, the DCCP review process allows the downtown business an opportunity to express concerns regarding the potential impact an event may have on their business or the downtown area. It also allows the event organizer to address any concerns prior to the final planning phases of the event. This review process is **not an approval method** for the event, but a forum to discuss issues and come up with solutions to satisfy all parties.

Applications must be submitted by the 15<sup>th</sup> of each month in order for sufficient review time by the downtown merchants. Applications received prior to the 15<sup>th</sup> of each month will then be scheduled for the next available DCCP meeting on the last Wednesday of the month. Applications will also be scheduled for the Special Events Committee meeting at the same time. Should an application not make the deadline, it will be scheduled for the following month's meetings.

The Downtown Chandler Enhanced Municipal Services District is bordered on the north by Chandler Blvd; the south by Frye Road; the east by Delaware St.; and the west through Dakota, California, and Oregon Streets.



# SECTION 4

# SPECIAL EVENT FEES

## Special Event Application Fees

Submitting the application...		
60 days or more prior to Event Date	\$50.00 (Residents*)	\$68.00 (Non-Residents)
59 days or less prior to Event Date	\$100.00 (Residents*)	\$135.00 (Non-Residents)

**Please Note:**

- Without exception, all events submitting an application are required to pay the fee.
- Application fees are non-refundable.
- All events (regardless of attendance) are charged the same for the special event application.

## City Service Fees

Tent/Canopy Permit			
• A canopy/tent is 801 sq ft & above	\$170 (for 1 <sup>st</sup> tent/canopy); \$40 (for each additional one)		
• A canopy/tent is 800 sq ft & below	Permit Needed – No Charge		
Fireworks Inspection & Permit	\$250 per event		
Carnival & Fair Permit	\$125 per event		
• Includes amusement events, trade shows, vehicle displays			
Open Burn Permit	\$85.00 per event paid by Producer		
• Includes open flame torches, open flame, candle and bonfire			
• Any grill using one (1) seven gallon propane tank or less will not be subject to a fee			
Fire/Emergency Medical Response			
Response Rates			
4-person Apparatus	\$1680 plus administrative costs (additional hourly personnel charges may apply)		
2-person Apparatus	\$840 plus administrative costs (additional hourly personnel charges may apply)		
1-person Apparatus	\$420 plus administrative costs (additional hourly personnel charges may apply)		
Emergency Medical Stand-By			
Firefighter	\$46 per hour		
Equipment	\$175 per event		
Fire Prevention Stand-By	\$52 per hour		
Administrative Charge	10% of the charges assessed		
Tax & License	\$50 each Transaction Privilege Tax License (TPT) per Year		
	Mobile Food Unit License – Contact Tax & Licensing		
Police Officer	\$53.13 per hour (2 hour minimum)		
Police Officer Supervisor	\$67.29 per hour (2 hour minimum)		
Police Officer Workers Compensation	\$2.00 per employee per hour		
Police Officer City Patrol Vehicle	\$6.00 per employee per hour		
Special Event Liquor	\$25 per day per event		
	(The state will charge an additional \$25 per day per event when paperwork is submitted)		
Extension of Premises Liquor License	\$25 per day per event		
		<b><u>Residents*</u></b>	<b><u>Non-Residents</u></b>
Restroom Supply Reimbursement	\$50 per event day	\$68 per event day	N/A
Event Cleaning Deposit: 500 guests or less	\$250 per event	\$338 per event	\$375 per event
Event Cleaning Deposit: 501 guests or more	\$500 per event	\$675 per event	\$750 per event
Canopy/Tent Staking Deposit	\$250 per tent/canopy	\$338 per tent/canopy	\$375 per tent/canopy

\*Residents may be a business, nonprofit or individual producer who resides within the City of Chandler city limits.  
 \*\*Commercial rates apply to residents and non-residents who charge the public admission into the event and/or are selling alcohol



## Event Equipment Rental & Staff Fees

	<u>Residents*</u>	<u>Non-Residents</u>	<u>Commercial**</u>
Showmobile Stage***#	\$325.00 per event	\$439.00 per event	\$488.00 per event
Portable Stage***#	\$325.00 per event	\$439.00 per event	\$488.00 per event
Showmobile/Portable Stage Deposit	\$150.00 per event	\$203.00 per event	\$225.00 per event
Portable Bleachers***#	\$500.00 per event	\$675.00 per event	N/A
Event Equipment Labor Delivery/Pick-up^	\$35.00/hour/person	\$48.00/hour/person	\$53.00/hour/person
Park Maintenance (Non-Facilities): After Hours^^	\$35.00/hour/person	\$48.00/hour/person	\$53.00/hour/person
Downtown Electrician: Pre-Schedule Onsite Event Day	\$51.00 per hour	\$69.00 per hour	\$77.00 per hour
Facilities Maintenance: After Hours^^	\$45.00 per hour	\$61.00 per hour	\$68.00 per hour
Restroom Staff	\$27.00 per hour	\$37.00 per hour	\$41.00 per hour
Trash Container	\$17 per container	\$23 per container	N/A

## Special Event Site Fees

	<u>Resident*</u>	<u>Non-Resident</u>	<u>Commercial**</u>
Dr. A.J. Chandler Park – West/East (Event Hours)***%	\$180.00 per hour	\$243.00 per hour	\$270.00 per hour
Dr. A.J. Chandler Park – West/East (Set-up/Teardown Hours)	\$30.00 per hour	\$41.00 per hour	\$45.00 per hour
Dr. A.J. Chandler Park – Stage Plaza (Event Hours)***%	\$280.00 per hour	\$378.00 per hour	\$420.00 per hour
Dr. A.J. Chandler Park – Stage Plaza (Set-up/Teardown Hours)	\$30.00 per hour	\$41.00 per hour	\$45.00 per hour
Downtown East Event Area (Event Hours)***%	\$460.00 per hour	\$621.00 per hour	\$690.00 per hour
Downtown East Event Area (Set-up/Teardown Hours)	\$50.00 per hour	\$68.00 per hour	\$75.00 per hour
Bike/Skate Parks***	\$70.00 per hour	\$95.00 per hour	\$105.00 per hour
Paseo Vista Dog Park	\$20.00 per hour	\$27.00 per hour	\$30.00 per hour
Open Grass Space – Community & Regional Parks	N/A	N/A	\$30.00 per hour
Run/Walk Park Race Route	\$100.00 per route	\$100.00 per route	\$150.00 per route
Loss of Public Use - Parking Spaces	\$1.00 per space	\$2.00 per space	\$3.00 per space

## Community Park Fees

<b>Arrowhead Park</b>			
<b>Pavilions</b>			
Northwest	Southeast		<u>Resident*</u> \$8.00 per hour
Lions			<u>Non-Resident</u> \$11.00 per hour
			\$23.00 per hour
<b>Chuparosa Park</b>			
<b>Pavilions</b>			
Honeysuckle	Nectar		<u>Resident*</u> \$8.00 per hour
			<u>Non-Resident</u> \$11.00 per hour
<b>Desert Breeze Park</b>			
<b>Pavilions</b>			
Acacia	Mesquite	Palo Verde	<u>Resident*</u> \$16.00 per hour
			<u>Non-Resident</u> \$22.00 per hour
<b>Espee Park</b>			
<b>Pavilions</b>			
Imperial	Rio Grande	Sunset Limited	<u>Resident*</u> \$8.00 per hour
			<u>Non-Resident</u> \$11.00 per hour
<b>Folley Park</b>			
<b>Pavilions</b>			
Poppy	Lupine	Thistle	<u>Resident*</u> \$8.00 per hour
Chia	Bahia	Mirasol	<u>Non-Resident</u> \$11.00 per hour
Memorial			\$23.00 per hour
			\$32.00 per hour
<b>Pima Park</b>			
<b>Pavilions</b>			
Agave	Aloe Vera		<u>Resident*</u> \$8.00 per hour
			<u>Non-Resident</u> \$11.00 per hour

\*Residents may be a business, nonprofit or individual producer who resides within the City of Chandler city limits.

\*\*Commercial rates apply to residents and non-residents who charge the public admission into the event and/or are selling alcohol

\*\*\*City of Chandler based nonprofit organizations are eligible for a 50% discount

% Discount of 20% applies to businesses in good standing and pay into the EMSD

#2 individuals are required to deliver/pick-up stages

^Rates apply to deliveries outside regular business hours – 6am to 1:30pm M-F

^^2 hour minimum required for all calls

# Tumbleweed Park Fees

	<u>Resident*</u>	<u>Non-Resident</u>	<u>Commercial**</u>
<b>Main Park***</b>	\$1,500.00 per day	\$2,025.00 per day	\$2,250.00 per day
<b>Festival Area***</b>	\$700.00 per day	\$945.00 per day	\$1,050.00 per day
<b>Red Shed Theater***</b>	\$300.00 per day	\$405.00 per day	\$450.00 per day
<b>Road Closure***</b>	\$500.00 per day	\$675.00 per day	\$750.00 per day
<b>Parking Field A, B, or C***</b>	\$2,500.00 each/event	\$3,375.00 each/event	\$3,750.00 each/event
<b>Restroom Staff</b>	\$27.00 per hour	\$37.00 per hour	\$41.00 per hour
<b>Park Maintenance Staff</b>	\$35.00 per hour	\$48.00 per hour	\$53.00 per hour
<b>Loss of Public Use - Parking Spaces</b>	\$1.00 per space	\$2.00 per space	\$3.00 per space
<b>Pavilions</b>	<u>Resident*</u>	<u>Non-Resident</u>	
City Land	\$8.00 per hour	\$11.00 per hour	Red Barn
Critter Land	\$8.00 per hour	\$11.00 per hour	Blue Barn
Honey Locust	\$8.00 per hour	\$11.00 per hour	Green Barn
Pecan	\$8.00 per hour	\$11.00 per hour	Sugar Beet
Alfalfa	\$8.00 per hour	\$11.00 per hour	Gila Monster
Cottonwood	\$8.00 per hour	\$11.00 per hour	Coyote
Sunflower	\$8.00 per hour	\$11.00 per hour	Cork Oak
Roadrunner	\$8.00 per hour	\$11.00 per hour	
San Tan	\$16.00 per hour	\$22.00 per hour	South Mountain
McDowell Mountain@	\$56.00 per hour	\$76.00 per hour	
<b>Multipurpose Fields West, NW &amp; NE</b>	\$11.00 per hour	\$15.00 per hour	

\*Residents may be a business, nonprofit or individual producer who resides within the City of Chandler city limits.  
 \*\*Commercial rates apply to residents and non-residents who charge the public admission into the event and/or are selling alcohol  
 \*\*\*City of Chandler based nonprofit organizations are eligible for a 50% discount  
 @ 4 hour minimum required for use of area

## SECTION 5

## PAYING YOUR FEES

### Special Event Application Fees

- 1) Without exception, all events submitting an application are required to pay the fee.
- 2) Application fees are **NON-REFUNDABLE**.
- 3) Payment must be made by credit card, money order or cashiers check.
- 4) All events (regardless of attendance) are charged the same rate for the special event application.

**Please Note:**

- All Special Event Applications must be accompanied with a non-refundable application fee.
- Cashier check or money order made payable to “City of Chandler”.
- Credit cards are also accepted – MasterCard, Visa or American Express.
- To avoid higher fees, all applications for a Special Event Application must be submitted at least 60 days prior to an event.

### Fire Department – City Services Fees

- 1) Fees associated with permits and services rendered by the City of Chandler Fire Department are **NON-REFUNDABLE**.
- 2) Payment must be made by money order or cashiers check made payable to “City of Chandler” or by electronic payment when available.
- 3) Payment must be submitted to the City of Chandler Fire Department, 151 E. Boston St., Chandler, AZ 85225 between the hours of 8am-5pm Monday-Friday prior to the event.
- 4) Payments for the following must be made 14 days prior to the event date
  - a. Tent/Canopy Permit
  - b. Fireworks Inspection & Permit
  - c. Carnival & Fair Permit
  - d. Open Burn Permit
- 5) Payment for the following will be invoiced after the event/services are completed
  - a. Fire/Emergency Response

### Tax & License – City Services Fees

- 1) Fees cannot be paid until the Special Event Tax License has been completed and submitted
- 2) Payment must be made by money order or cashiers check made payable to “City of Chandler”.
- 3) Payment can be done in person or online
  - a. In Person
    - i. Visit City Hall, 175 S. Arizona Ave. – Utilities Services, 1<sup>st</sup> Floor between the hours of 8am-5pm Monday-Friday
  - b. Online
    - i. Visit [www.chandleraz.gov/etax/](http://www.chandleraz.gov/etax/)
    - ii. Please Note: You can only make a payment when the application is submitted online

### Police Department – City Services Fees

- 1) Payments must be made by or prior to two (2) weeks of the event date.
- 2) Checks must be made out for the following:
  - a. Individual Officer
    - 1) Checks for each officer must be made payable **to each individual**
    - 2) Checks must be mailed to the following address:
      1. Chandler Police Department, Attn: Extra Duty Coordinator, Mail Stop 303, P.O. Box 4008, Chandler, AZ 85244
      2. Please place all individual checks in one envelope
  - b. Worker’s Compensation Fee and Police Officer City Patrol Vehicle Fee
    - 1) Checks must be made payable to the **City of Chandler**
    - 2) Checks must be mailed to the following address:
      1. City of Chandler, Attn: Accounting, Mail Stop 702, P.O. Box 4008, Chandler, AZ 85244

# SECTION 6

# BIKE & SKATE PARK APPLICATION PROCESS

The City of Chandler is home to two of the newest extreme sports complexes in Arizona. Espee Park is home to the Bike Park, while Snedigar Sports Complex is home to the Skate Park. Applicants interested in holding an event at either complex will need to review this section on how to go through the application process.

## Bike/Skate Parks Rules and Regulations

- 1) The City of Chandler reserves the right to limit the number of competitions/events held at Espee Bike Park and Snedigar Skate Park annually.
  - a. No more than three (3) competitions/events will be permitted to occur at the Espee Bike Park and Snedigar Skate Park in one calendar year.
  - b. Both parks are utilized heavily by youth sports groups and the general public renting pavilions and ball fields. Due to the limited parking available, scheduling is our biggest concern in the approval process.
- 2) Facility Operation Hours
  - a. Espee Bike Park
    - i. Winter Hours (October-April)
      - A. Seven Days A Week 8:00 a.m. – 10:15 p.m.
      - B. Closed Last Wednesday of Each Month for Maintenance 8:00 a.m. – 3:30 p.m.
    - ii. Summer Hours (May-September)
      - A. Seven Days A Week 6:30 a.m. – 10:15 p.m.
      - B. Closed Last Wednesday of Each Month for Maintenance 6:30 a.m. – 3:30 p.m.
  - b. Snedigar Skate Park
    - i. Winter Hours (October-April)
      - A. Seven Days A Week 8:00 a.m. – 10:30 p.m.
      - B. Closed Last Wednesday of Each Month for Maintenance 8:00 a.m. – 3:00 p.m.
    - ii. Summer Hours (May-September)
      - A. Seven Days A Week 6:30 a.m. – 10:30 p.m.
      - B. Closed Last Wednesday of Each Month for Maintenance 7:00 a.m. – 3:00 p.m.
- 3) Events can last no longer than ten (10) hours.
  - a. This time limit will include set-up and clean-up hours.
- 4) Events permitted in facilities
  - a. Espee Bike Park
    - i. BMX Bike Competitions
    - ii. Showcases or Related Activities
      - At no time will skateboard or scooter events or activities be permitted in the facility in accordance with current Chandler City Code 31-2-3.
  - b. Snedigar Skate Park
    - i. Showcases or Related Activities
      - At no time will bicycles or scooter events or activities be permitted in the facility in accordance with current Chandler City Code 31-2-3.
- 5) \$500.00 cleaning deposit is required for all events held in the Bike/Skate Park.
  - a. This deposit includes the areas of the parking lots and all areas of use.
  - b. Permit Holder is responsible for keeping the area clean and litter free.
  - c. Staff will recommend a partial or full refund depending on the condition of the facility at the conclusion of the event.
  - d. **A credit card is required for the deposit and must be paid no later than 72 hours from the approval of the event.**
- 6) Any stickers placed on fixtures at the park during the event or backing left on the grounds will result in loss of the entire cleaning deposit.

Permit holder, event management or anyone associated with the event are NOT Permitted to hand out, toss, or include in award packages stickers from their vendors and/or sponsors.

  - a. All stickers placed on fixtures at the park during the course of the event are to be removed by the event organizer at the conclusion of the event.
  - b. Any stickers left to be removed by the Parks and Recreation Staff will be charged back to the deposit fee.
- 7) Permit holder, event management or anyone associated with the event are NOT Permitted to toss or throw giveaways into the crowd.
  - a. Giveaways of any kind will need to be handed out from a stationary location in which guests approach the location if interested in the item(s).
  - b. All giveaways must be done through some sort of organized raffle promotion or given to every participant and spectator at entry to the event.
- 8) Live music is not permitted at the event.
- 9) Pre-recorded music is allowed at levels that are not to disturb the remaining areas of the park.
  - a. All music must not contain obscene or foul language and must not promote violence, aggression, or destruction.

- 10) Parks have limited power in each of the areas. Permit holder may need to bring in additional power sources to the event.
- 11) Permit Holder at no time is allowed to bring in foreign objects into the park for the purpose of performing tricks, jumps, or any other activity associated with the event.
  - a. The parks are to be used in the manner that it was built and not altered in any way whatsoever.
- 12) At no time are alcoholic beverages or glass bottles permitted at the event. This includes parking areas and surrounding areas.
- 13) Events held in these parks should be dedicated to providing a positive event atmosphere for all in attendance while promoting safety at the event for participants and spectators.

Anyone who plans to host a Special Event (*as defined in Section 1 of this handbook*) in the City of Chandler must follow the application procedures outlined below.

No special event may be held and no person, group, sponsor or organization shall hold, promote, sponsor, or stage a special event without first obtaining a special event permit pursuant to this chapter. (Ord. No. 2979, § 3, 8-26-99)

**Beginning the Process**

The application process can begin up to twelve (12) months from the event date. The minimum time frames are listed below:

*Re-Occurring Events*

**Minimum of 3 months in advance**

*First Time Events*

**Minimum of 5 months in advance**

- 1) Check for facility/location availability by phoning the corresponding park contact.
 

Espee Bike Park	Jenifer Clouse	480-782-2908
Snedigar Skate Park	Teo Ruiz	480-782-2704

**Please Note:**

- An inquiry of availability does not guarantee that the date is reserved for your group.
- All facility reservations are on a first come-first serve basis.
- Park facilities are available to rent 12 months in advance from the date of event.

- 2) If a facility/location is available, complete the Special Event Application and Bike/Skate Park Supplement in Appendix A and B

**Please Note:**

- All areas are required to be filled in prior to submitting the application.
- Special Event Permit applications must be legible, printed or typed and completed in ink.
- Incomplete applications will not be accepted.

- 3) Submit your completed Special Event Application, Bike/Skate Park Application and application fee to the City of Chandler Park Contact – Espee Bike Park: Jenifer Clouse or Snedigar Skate Park: Teo Ruiz.

Application Fees

60 days or more prior to Event Date	\$50.00 (Residents)	\$68.00 (Non-Residents)
59 days or less prior to Event Date	\$100.00 (Residents)	\$135.00 (Non-Residents)

Application Fees must accompany the completed Special Event Application at time of submission. Special Event Applications submitted without the application fee will not be processed.

Applications may be mailed or dropped off at the corresponding park facility office. For applications being dropped off, please call the facility contact person to make an appointment.

Espee Bike Park Special Event Applications and Fees

**Mailing Address**  
 Jenifer Clouse, Recreation Coordinator  
 City of Chandler Recreation Division  
 Mail Stop 503  
 P.O. Box 4008  
 Chandler, AZ 85244

**Drop-Off Location**  
 Jenifer Clouse, Recreation Coordinator  
 Tumbleweed Recreation Center  
 745 E. German Rd.  
 Chandler, AZ 85286

Snedigar Skate Park Special Event Applications and Fees

**Mailing Address**

Teo Ruiz, Recreation Coordinator  
City of Chandler Recreation Division  
Mail Stop 502  
P.O. Box 4008  
Chandler, AZ 85244

**Drop-Off Location**

Teo Ruiz, Recreation Coordinator  
Snedigar Recreation Center  
4500 S. Basha Rd.  
Chandler, AZ 85248

**Please Note:**

- All Special Event Applications must be accompanied with a non-refundable application fee. Cashier check or money order made payable to “City of Chandler”.
  - Credit cards are also accepted – MasterCard, Visa or American Express.
  - To avoid higher fees, all applications for a Special Event Application must be submitted at least 60 days prior to an event.
- 4) Once the Park Contact receives the application, the date requested will tentatively be held for your event at the appropriate location.
  - 5) Your completed Special Events Application will then be sent to the Special Events Coordinator and the Special Events Committee to review the application.
  - 6) The applicant will receive either a phone call or email on application status and whether the Special Events Committee will review the submitted application.
  - 7) If the Special Events Committee accepts application for review, a meeting review time will be provided to applicant to attend and present event before the Special Events Committee. During the presentation, the Park Contact will also be present.

**Please Note:**

- Attendance at the Special Event Committee Review Meeting is MANDATORY.
- Review Meetings take place twice a month.
- Applications will not be considered for approval until presentation is made.

**ACCEPTANCE OF YOUR APPLICATION SHOULD IN NO WAY BE CONSTRUED AS FINAL APPROVAL OF YOUR REQUEST.**

- 8) If application is approved, the applicant may move forward on producing the event:
  - Payment for the event location, if needed, must be paid for by date stated in the approval notification.
  - The following forms must be submitted by the deadlines set at the Special Events Committee meeting:

○ Road Restrictions and Closure Permit	○ Certificate of Insurance
○ Traffic Control Plan	○ Canopy/Tent Permit
○ Neighborhood Notification	○ Cleaning Deposit
○ Vendor List	
- 9) Once all the required forms and payments have been received and approved, the applicant will receive the Permit to conduct the approved event.
- 10) Permit must be at the event site and readily accessible for review if asked to be seen by a City of Chandler official.
- 11) Final invoice for outstanding costs will be sent to the Event Chairperson no later than 60 days from the completion of the event for expenses of City Services.
- 12) Permit Holder must submit a financial report of expenses and revenues from the event to the City of Chandler Special Events Coordinator within 90 days of the event. **(Only applies to business/promoter events with a nonprofit benefactor.)**
- 13) The Event Chairperson may receive event notes from the Special Events Committee within 60 days from the completion of the event.

# SECTION 7

# SPECIAL EVENTS COMMITTEE

The Special Event Committee meets the first Thursday of every month. This committee will review and determine if an event will take place in the City of Chandler.

**Attendance by the Event Chairperson at the Special Event Committee Meeting is MANDATORY for all applications submitted.**

Helpful tips to prepare for the Special Event Committee Meeting:

- Each event chairperson is expected to be prepared to present their event by giving a brief description of event details.
- The Event Chairperson needs to bring sixteen (16) copies of any additional materials not submitted with application to pass out to the members of the committee.
- During and/or after your presentation, members of the Special Event Committee may have questions regarding event details. If more information is needed regarding your event, the Event Chairperson will be re-scheduled to come back for another Special Event Committee meeting prior to approval.
- If any portion of your event will be held in or 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.
- It is in the best interest of the event to have a representative from each organization co-producing the event present at the meeting.
- Have any questions for the committee readily available.

**Please Note:** Staple all items together for easy distribution.

*Once all fees, maps, permits, licenses, certificates of insurance and other required information are received and approved from the Event Chairperson, the Special Event Committee will issue a permit for your event.*

## Committee Members

Communications & Public Affairs

Jim Phipps, Public Information Officer  
480-782-2225 Office 480-782-2713 Fax  
[Jim.Phipps@chandleraz.gov](mailto:Jim.Phipps@chandleraz.gov)

Downtown Chandler Community Partnership

Beth Fiorenza, Executive Director  
480-855-3539 Office 480-855-3378 Fax

Fire Department

Joe Silva, Fire Prevention Specialist  
480-782-2157 Office 480-782-2125 Fax  
[Joe.Silva@chandleraz.gov](mailto:Joe.Silva@chandleraz.gov)

Battalion Chief Roger Vigil, Fire Operations  
480-782-2169 Office 480-782-2150 Fax  
[Roger.Vigil@chandleraz.gov](mailto:Roger.Vigil@chandleraz.gov)

Mayor's Committee for People with Disabilities

Joan Barron 480-963-7182  
[jhbarron@cox.net](mailto:jhbarron@cox.net)

Neighborhood Resources

TBD, Neighborhood Preservation Manager  
480-782-4319 Office 480-782-4350 Fax  
[Malcom.Hankins@chandleraz.gov](mailto:Malcom.Hankins@chandleraz.gov)

Park Maintenance

Benn Hernandez, Maintenance  
480-782-2752 Office 480-782-2560 Fax  
[Benn.Hernandez@chandleraz.gov](mailto:Benn.Hernandez@chandleraz.gov)

Police Department

Sergeant Mike Stewart  
480-782-4800 Office 480-782-4880 Fax  
[Michael.Stewart@chandleraz.gov](mailto:Michael.Stewart@chandleraz.gov)

Lieutenant Scott Veach  
480-782-4843 Office 480-782-4222 Fax  
[Lucas.Hunt@chandleraz.gov](mailto:Lucas.Hunt@chandleraz.gov)

Recreation Division

Hermelinda Llamas, Special Events Coordinator  
480-782-2665 Office 480-782-2713 Fax  
[Hermelinda.Llamas@chandleraz.gov](mailto:Hermelinda.Llamas@chandleraz.gov)

Tiffanie Hawkins, Marketing & Communications Coordinator  
480-782-2910 Office 480-782-2929 Fax  
[Tiffanie.Hawkins@chandleraz.gov](mailto:Tiffanie.Hawkins@chandleraz.gov)

Legal/Risk Management

Claudia Rohrs, Risk Services Coordinator  
480-782-2375 Office 480-782-2379 Fax  
[Claudia.Rohrs@chandleraz.gov](mailto:Claudia.Rohrs@chandleraz.gov)

Tax & License

Vicki Mercer, Tax & License Representative  
480-782-2293 Office 480-782-2343 Fax  
[taxspecialevent@chandleraz.gov](mailto:taxspecialevent@chandleraz.gov)

Tax & License Representative  
480-782-2280 Office  
[taxspecialevent@chandleraz.gov](mailto:taxspecialevent@chandleraz.gov)

Traffic

Abe Murua, Traffic Engineering Inspector  
480-782-3477 Office 480-782-3444 Fax  
[Abraham.Murua@chandleraz.gov](mailto:Abraham.Murua@chandleraz.gov)



# SECTION 8

# EVENT GUIDELINES

Event guidelines are provided to make your event planning easier by knowing what is expected of the Event Chairperson/producing organization and what policies will be enforced. Please review and use them to assist you in the event planning.

## Guidelines

- Events held at Community Parks need to be concluded by 9pm.
  - This will allow enough time to clean up prior to the parks' closing time of 10:30pm.
- Event Parking
  - Neighborhood streets are prohibited from being used for event parking.
- Amplified Sound Levels
  - Monitor sound levels so as it does not disturb other park users or the surrounding community.
  - Amplified sound levels are not to exceed 85 decibels at anytime during the event at Community Parks.
  - Complaints received from the surrounding neighbors/community may result in the sound levels being turned down or shut off by the discretion of Public Safety.
- Loading and Unloading
  - There is **NO DRIVING ON or WITHIN THE PARK/EVENT AREA** without city staff supervision.
  - Loading and unloading needs to be done from parking lot and/or streets when possible.
  - Minimal driving within specific areas of the park/event area is permitted and must be supervised and pre-approved by City of Chandler staff.
  - Please do not set up your booth/area while unloading your vehicle.
    - If pre-approved by City of Chandler staff to drive onto the park, please unload your vehicle first, then return to designated area to set-up your booth/area or designated spot.
  - Quickly unload your vehicle and proceed to park in the assigned area given to you by event producers.
    - If no area has been assigned, only park in legal parking areas.
    - Please do not park in areas designated NO PARKING - your vehicle will be ticketed and/or towed.
  - Vehicles approved to re-enter the park/event area will not be allowed to load supplies within the park until at least ½ hour after event closing time or until City of Chandler staff determines it is safe to do so.
  - Only City of Chandler authorized vehicles are permitted on park property.
  - If vehicles are approved to be driven onto the park/event grounds, **there is a 10-ton/ 20,000 pound weight limit per vehicle. NO EXCEPTIONS!!**
- Staking
  - **NO STAKING** of any kind in the ground is permitted unless a permit for a tent/canopy 801 sq. ft. or above is needed and approved by the Chandler Fire Department
  - Should the Chandler Fire Department require staking for a permitted tent/canopy - a \$500 deposit is needed by credit card and will only be charged if damage is done by the staking on public property.
  - All tents, staging, balloons, signs, etc. **MUST** be weighted down using sandbags, water or some other form of weight.
  - Not all areas of the parks or special use sites are available for staking.
- Event Chairperson must be on site for deliveries, set up and complete tear down.
  - Failure to abide will result in full or partial future events being denied use of city property in the future.
- Emergency Access
  - A 20' fire lane must be accessible at all times within the event area.
- Cleaning Deposit
  - All events will need to provide cleaning deposit
  - The deposit amounts will depend on the attendance size of the event
  - A \$250 or \$500 deposit is needed by credit card and will only be charged if the event area is not cleaned to the City's satisfaction.





## Fireworks and Pyrotechnic Displays

If a festival or event is going to include a “Public Display of Fireworks” or the use of Pyrotechnics or Special Effects before a Proximate Audience, an event producer must apply for and obtain a Fireworks/Pyrotechnics Permit from the Chandler Fire Prevention Office.

Fireworks displays and pyrotechnic special effects shall be under the direct supervision of a licensed pyrotechnic operator who is employed by a licensed fireworks/pyrotechnic company.

Fireworks and pyrotechnic special effects shall comply with Chapter 33 of the International Fire Code and NFPA standards. Fireworks used by the general public are illegal in the State of Arizona.

The permit shall be lawful for that purpose only. No permit granted herein shall be transferable.

### **Public Display of Fireworks Application Process includes:**

- Complete the application in Appendix D
- A map/layout indicating the drop zone area for the display and the shell sizes to be used.
- Provide certificate of insurance, which must be approved by the city Risk Manager (see Insurance Requirements, Section 14)
- Mail or hand deliver the application, the map/layout, and the certificate of insurance, and total payment costs for permit(s) to the address on the bottom of the application; which must be paid no later than 14 days prior to event
- After the application is received, the Chandler Fire Department will conduct a review
- The applicant will be called when approved and provided information:
  - An inspection is required at the time of set-up. This time will be scheduled with the applicant.
  - The permit will be issued at the time of inspection

**\*\*See Appendix F – Fire Services Supplemental Information for additional requirements**

### **Fees:**

Fireworks Inspection & Permit                      \$250 per event

### **For further information, contact:**

City of Chandler Fire Department, 151 E. Boston St., Chandler, AZ 85225

Phone: 480-782-2121                      Email: Fire.Prevention@chandleraz.gov

## Carnivals & Fairs

Carnivals, fairs, and amusement rides are allowed at events with the approval of the Fire Department shall comply with the International Fire Code and NFPA standards.

In order for the rides to operate, they shall have the following:

- A current certification of inspection
- Wind tolerances for each ride on site
- A certificate of insurance naming the City of Chandler as an additional insurer
- A fire extinguisher on each ride with a current year inspection tag attached to each extinguisher

### **Fees:**

Carnivals & Fairs Permit                                      \$125.00 per event

### **For further information, contact:**

City of Chandler Fire Department, 151 E. Boston St., Chandler, AZ 85225

Phone: 480-782-2121                      Email: Fire.Prevention@chandleraz.gov

## Vehicle Display

A Vehicle Display Permits is needed for placing a vehicle for display inside a building or under a canopy of a building.

### **Vehicle Display Application Process includes:**

- Applications for permits shall be made in writing and total payment costs for permit(s) shall be paid no later than 14 days prior to event
- After the application is received, the Chandler Fire Department will conduct a review
- The applicant will be called when approved and provided information:
  - An inspection is required at the time of set-up. This time will be scheduled with the applicant.
  - The permit will be issued at the time of inspection

Vehicle Display Permits shall be lawful for that purpose only. No permit granted herein shall be transferable.

### **Fees:**

Vehicle Display Permit                      \$125 each

### **For further information, contact:**

City of Chandler Fire Department, 151 E. Boston St., Chandler, AZ 85225  
Phone: 480-782-2121      Email: [Fire.Prevention@chandleraz.gov](mailto:Fire.Prevention@chandleraz.gov)

## Vendor Booths

Listed below are minimum requirements for all vendors participating in events in the City of Chandler.

### **Event Producer Requirements:**

- Must notify all vendors of all their requirements.
- A map/layout indicating the locations of all vendors. The map/layout must include:
  - A legend that identifies each booth by number.
  - A list attached with the booth numbers must then correspond to the assigned vendors business name, contact name and event day phone number.

### **All Booth Requirements:**

- Tents must be secured by appropriate measures as required by the City of Chandler.

### **Food Booth Requirements:**

- All tents are required to have a fire extinguisher with current year inspection tags.
- Booths with deep fryers are required to have Class K fire extinguishers and a fire suppression system (hood and duct system) with current six month inspection tags.

**PLEASE NOTE: Sales of fireworks at events are not allowed. Anyone found selling fireworks will be asked to remove them from the event.**

### **For further information, contact:**

City of Chandler Fire Department, 151 E Boston St., Chandler, AZ 85225  
Phone: 480-782-2121      Email: [Fire.Prevention@chandleraz.gov](mailto:Fire.Prevention@chandleraz.gov)

## Open Burn & Flames

Events wishing to have activities or vendor booths needing or wanting open burns and flames at their event will be required to apply for an Open Flame Permit through the City of Chandler Fire Department.

An Open Flame Permits may apply to any of the following: open flame in assembly occupancies, bon fires, agricultural burns, use of candles, use of flame producing equipment, or any other type or use of open flame in any setting.

Event producers are responsible for all aspects of the application process and payment of permit fee for all vendors/participants within the event:

1. Event producers assume ALL RRESPONSIBILITY for one event permit
  - i. Event producers will pay for one open flame permit for the entire event
  - ii. This one open flame permit will cover all open flame units at the event
  - iii. Event producer must complete and submit one open flame application stating they are the permit holder
  - iv. Event producer must complete and submit one open flame application form for each food vendor he/she will have at the event
    1. Each vendor must complete and submit the open flame application to the event producer in order to participate in the event
  - v. All approval information will be conveyed solely to the event producer and it's the producer's responsibility to convey it to their vendors

Applications for permits shall be made and submitted in writing no later than 14 days in advance of the date of the event.

- The permit shall be lawful for that purpose only
- No permit granted herein shall be transferable

### **Open Flame Application Process includes:**

- Application in Appendix E
  - Applies to each food vendor at the event
- A map/layout indicating the location of where the open flame unit will be
- Mail or hand deliver the application and map/layout to the address on the bottom of the application
  - Payment for permit must be done no later than 14 days prior to event
- After the application is received, the Chandler Fire Department will conduct a review
- The applicant will be called when approved and provided information:
  - Safety requirements will be emailed to applicant (any additional)
  - An inspection is required at the time of set-up. This time will be scheduled with the applicant.
  - The permit will be issued at the time of inspection.

**\*\*See Appendix F – Fire Services Supplemental Information for additional requirements**

### **Fees**

Open Burn Permit                      \$85.00 per event paid by Producer

Any grill using one (1) seven gallon propane tank or less will not be subject to a fee

### **For further information, contact:**

City of Chandler Fire Department, 151 E Boston St., Chandler, AZ 85225  
Phone: 480-782-2121              Email: Fire.Prevention@chandleraz.gov

## Inflatable Bouncers

Inflatables bouncers are welcomed in the City of Chandler. As a safety measure, any event producer wishing to have inflatables of any type will need to provide the following information:

- A map/layout showing location and name of inflatable(s)
- Manufacturer safety specifications for wind tolerance levels and securing mechanisms
- Certificate of insurance from the company providing the equipment naming the City of Chandler as an additional insurer

### **For further information, contact:**

City of Chandler Fire Department, 151 E Boston St., Chandler, AZ 85225  
Phone: 480-782-2136              Email: Fire.Prevention@chandleraz.gov

## Festival Enclosed Alcohol Areas

Events wishing to serve alcohol must go through the necessary process to obtain a liquor permit in order to serve at the event. With the approval and permits to host an alcohol related event, the drinking area will need to be enclosed with fencing to be compliant with City and State Regulations. The City of Chandler Fire Department may require additional provisions depending on the suggested layout of the area.

### Beer Garden Requirements

- A map/layout indicating all elements of the area
  - Fence line of area with type of fencing and height
  - Perimeter fence line with linear measurements
  - Entrances/exits for the public
  - Entrances/exits for staff only, if applies
  - Tents/canopies for vendors within the area
  - Light towers or generators within the area
  - Tables/chairs used for public seating within the area
  - Stages or entertainment taking place within the area
  - Security staff – the placement and number of individuals
  - Open flame units locations within the area
  - Emergency Exits, as needed
- Occupancy load for area will be determined by the City of Chandler Fire Department and must be maintained by the event producer
- Area must have emergency exits. Emergency exits are based on the square footage of the fenced-in area, which must meet the requirements of Chapter 10 Table 1019.1 of the International Fire Code.
- Emergency exits must be provided with exit signs to include the following features:
  - Signs must be visible in all directions
  - Signs must be posted at all exits
  - Color and design of lettering on the sign needs to be in high contrast with the background
  - Gates, fencing panels or barriers are not permitted at the exits. Caution tape is permitted.
- **STAKING** will be done according to the City of Chandler requirements.

#### **For further information, contact:**

City of Chandler Fire Department, 151 E Boston St., Chandler, AZ 85225  
Phone: 480-782-2121      Email: [Fire.Prevention@chandleraz.gov](mailto:Fire.Prevention@chandleraz.gov)

## Emergency Medical Services

EMS coverage may be required for special events with the following guidelines:

- To ensure that patrons attending a particular festival or special event are provided sufficient emergency medical coverage;
- City of Chandler Fire Department will assist event producers to determine EMS staffing required, based on the history of the event, the expected number of patrons, special need concerns, risk factors and the nature of the event;
- City of Chandler Fire Department reserves the right to refuse coverage at an event if minimal staffing requirements are not mutually agreed upon, or if inadequate notice is given regarding coverage needs.

Anyone requesting/required to have the City of Chandler Fire Department EMS will be asked to enter into a contract with the City of Chandler that defines the dates, times and number of units that will be needed. It should also set forth the costs for those services. You will be billed for EMS staffed by Fire Fighters.

### Fees

Emergency Medical Stand-By:

Firefighter \$46 per hour

Equipment \$175 per event

### Logistic Requirements

For larger events or more complex events, an event producer may be responsible for providing necessary equipment, examples below:

- 20 x 20 Tent
- 3 Sidewalls for Tent
- Large first aid sign on tent exterior
- EVAP cooler or AC (Months from April to October)
- One port-a-john adjacent to the tent, partitioned off
- Six chairs & two tables
- Ice chest, ice and water (amount of ice and water will vary depending upon weather)
- Interior lighting
- Heaters (may be required in winter season)

City of Chandler Fire Department officials reserve the right to require the producer of a festival or event to provide hydration stations (non-alcoholic beverages) at an outdoor event. The number of hydration stations required will be based on the anticipated size of the event and expected attendance.

If a mass casualty occurs at an event, causing large numbers of event patrons to need medical attention, the producer of the festival or event shall bear the costs of additional personnel and equipment required at the rates listed in Section 4 under Fire/Emergency Medical Response – Response Rates.

#### **To schedule EMS staff and further information, contact:**

City of Chandler Fire Department, 151 E Boston St., Chandler, AZ 85225  
Phone: 480-782-2136      Email: [Fire.Prevention@chandleraz.gov](mailto:Fire.Prevention@chandleraz.gov)

# SECTION 10

# TRAFFIC CLOSURES/RESTRICTIONS

An event chairperson 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 request permission from the City of Chandler Traffic Engineering Division at least (90) days before an event. In addition, ADOT will require an application for an encroachment permit if freeway ramps or right-of ways are closed (see below for instructions on how to obtain ADOT permits). Street closings and placement of barricades/signage on City of Chandler streets and rights-of-way must be coordinated with and approved by the Traffic Engineering Division. If an event requires closure of streets or public rights-of-way, proper barricades, signage, and public notification are required.

All signage and barricades must comply with the Manual of Uniform Traffic Control Devices. To ensure that event producers are in compliance with the City of Chandler, an approved barricade company will be responsible for placement and removal of all barricades and signage before and after an event. Event producers will be responsible for all costs incurred to rent, insure, and transport barricades to and from an event site. The private barricade company must submit a traffic control plan to the Traffic Engineering Division and Chandler Police.

The City of Chandler may request that event chairperson notify affected businesses and/or residents if the upcoming event will require street closing(s) and/or send a Street Closing press release and camera-ready Site Map to all media at least two weeks prior to an event.

Obtain ADOT permits visit: [www.azdot.gov](http://www.azdot.gov) or call 602-712-7521.

The forms needed include:

- Instruction sheet and drainage requirements
- Encroachment Permit (The encroachment permit will print out as two sheets, but must be turned in two-sided).

The following must be submitted 6 weeks prior to the event.

- The drainage requirements need to be turned in, but if it does not apply to your event, place N/A in all needed slots.
- Certificate of insurance (the requirements are on the instruction sheet).
- 2 set of traffic plans (obtain from City of Chandler Traffic, Abe Murua).

**\*\*See Appendix G – Road Restrictions and Closure Permit**

**For further information, contact:**

Abe Murua

Traffic Engineer Inspector

215 E. Buffalo St. Suite 203

Chandler, AZ 85225

Phone: 480-782-3477

Fax: 480-782-3444

Email: [Abraham.Murua@chandleraz.gov](mailto:Abraham.Murua@chandleraz.gov)

If public property, including public streets and rights-of-ways, will be used to vend products, food or drinks at an event, a **Tax License** must be obtained from the City of Chandler Tax and License Division.

### **For-profit Vendors**

- All vendors are required to maintain a Regular Transaction Privilege Tax (TPT) License.
- The approved license package includes a tax return for the reporting of tax due.
- Tax forms are monitored and vendors who have not remitted taxes from prior events cannot be issued a new license until this responsibility has been met.

**Please Note:** A home-based business is required to obtain a home zoning clearance.

### **Nonprofit Vendors**

- Are required to have a Nonprofit Solicitors permit for the event, if the Nonprofit is located in Chandler or receives funds of \$5000 or more in a calendar year within Chandler
- A Nonprofit Solicitors permit application should be completed and submitted to the Tax and License division along with the organization's most recent exempt letter from the IRS that designates their 501(c) standing.

### **Vendor (for-profit or nonprofit) have a current license or permit with the City of Chandler...**

- They will need to provide their license/permit number to the event organizer.
- Maintain a copy of the City license/permit at their booth or sales location at all times.
- Mobile Food Unit - Food establishment designed to be readily movable from which food is composed, compounded, processed or prepared and from which food is vended, sold or given away may be required to obtain/pay for a license to operate at a Special Event. The license application process may include additional paperwork and inspections of the unit which requires a longer lead time to complete than a week. To see if a Mobile Food Unit license is needed, contact a Tax & Licensing representative.

### **Displaying Products**

- Vendors merely displaying products, services or merchandise where NO sales are made, no orders taken and no obligations incurred are not required to have a license or permit, if the business or company does not reside in the City of Chandler.

### **Event Chairperson's Responsibilities**

- Vendor list must include food, merchandise, nonprofits, displays and informational vendors.
- Must provide Tax and License Division with a list of participating vendors no later than fourteen (14) business days prior to event.
- 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 that particular sponsor/promoter.

Per Section 32-4.1(I) of the Chandler City Code vendors not in possession of the appropriate licenses or permits will not be allowed to participate in the special event.

### **Completing the Vendor Application**

- Approved vendors for the event, may complete the appropriate forms either in person or online
- In person
  - Complete either the Temporary License or Regular Transaction Privilege Tax (TPT) License
  - Vendors who are Individuals, Sole Proprietorship, or Husband and Wife business will also need to complete the License Application Supplement form.
  - Bring forms to: City Hall, 175 S. Arizona Ave. – Suite A, 1<sup>st</sup> Floor between the hours of 8am-5pm Monday-Friday
- Online
  - Go to [www.chandleraz.gov/etax/](http://www.chandleraz.gov/etax/) and click on the tab for New License
  - Proceed to complete the appropriate application and make the payment
  - For vendors who are Individuals, Sole Proprietorship, or Husband and Wife business will also need to complete the License Application Supplement form.
    - This form will need to be mailed to: 175 S. Arizona Ave, 3<sup>rd</sup> Floor, Mail Stop 701, Chandler, AZ 85225

### **See Appendix H- Special Event Vendor Registration Form**

### **Fees**

- Nonprofit Solicitors License Vendors – No Charge
- For-profit TPT License – \$50.00 per year
- MFU License – Please contact Tax & Licensing for costs

**Please Note:** All fees are non-refundable and subject to change.

### **For further information, contact:**

Tax & License

175 S. Arizona Ave, 3<sup>rd</sup> Floor, Mail Stop 701, Chandler, AZ 85225

Phone: 480-782-2280

Fax: 480-782-2343

Email: [taxspecialevent@chandleraz.gov](mailto:taxspecialevent@chandleraz.gov)

If food or drink (other than pre-packaged) will be served at a festival or event, event producers and/or vendors must obtain a Health Permit from the Maricopa County Health Department.

The Maricopa County Environmental Services Department is the regulatory authority that issues "temporary food service establishment" 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 Food Service Establishment" permit and pay the associated permit fee. The Guide to Temporary Food Service at Special Events and Application for Temporary Food Service Establishment 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 no later than seven days prior to the start of the event.
- Applications submitted late will be assessed an additional \$50.00 charge.
- Applications may also be submitted by email to the address below.
- All payments must be Arizona checks, credit cards or cash. Please make checks payable to MCESD.
- Check the Maricopa County Environmental Services Department website at the address below to find payment locations.
- **Inspectors can no longer accept payments for Temporary Food Service Permits on site, at events. Vendors must pay for all permits in advance.**
- Only those vendors selling bottled water or canned soda (unopened, from an approved source) are exempt from obtaining a Temporary Food Service permit. All other vendors, regardless of product, are required to obtain a permit and pay the required fee per booth.
- To get all the necessary information on obtaining a permit and its requirements, see the Maricopa County Environmental Services Department website or contact them directly.

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

**Please Note: As of January 1, 2011 the Maricopa County Environmental Services Department has new forms and these forms must now be used. They will not accept any other versions of the forms.**

#### **For questions or requests for additional information, contact:**

Special Events Coordinator  
Maricopa County Environmental Health Department  
Phone: 602-506-6978  
Email: [specialevents@mail.maricopa.gov](mailto:specialevents@mail.maricopa.gov)

Applications and guidelines can be downloaded at: <https://www.maricopa.gov/EnvSvc/EnvHealth/SpecProg/SpecEvents.aspx>



If you plan to serve alcohol beverages at your event, a city issued Special Event or Extension of Premise Liquor Permit may be required. If your group is requesting to sell and/or serve alcoholic beverages, you must first get approval from the City of Chandler Special Event Committee.

Anyone selling alcoholic beverages at an event held in or on public property at a Chandler venue must:

- 1) Be eligible to sell alcoholic beverages in the City of Chandler,
- 2) Apply for and be recommended for a Special Event Liquor Permit or Extension of Premise Liquor Permit through the City of Chandler Special Events Committee, City of Chandler City Council and ultimately from the AZ Department of Liquor License and Control.

## Eligibility

Eligibility for obtaining a Special Event Liquor Permit is determined by A.R.S. 4-203-02. Eligible groups include charitable, religious, fraternal, civic and political organizations. A Special Event Liquor Permit allows a charitable, civic, fraternal, political or religious 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 an Alcohol Beverage Permit.

### **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 the event chairperson agrees to participate as the agent and applicant for the Special Event Liquor Permit and will receive a **minimum 50% of the gross** proceeds from the sale of alcoholic beverages, as evidenced by a written agreement provided with the application,
- Verification that a principal of the charity will be on site during hours when liquor is being served.

#### **Please Note:**

- The state requires 25% of gross revenue from alcohol sale is provided to the nonprofit organization. This is in addition to the 25% the City of Chandler regulations require.
- Both areas of revenue transactions should be accounted and reported individually for the event.

## Event Policy for Serving Alcohol

The City of Chandler Special Event Committee reserves the right to require that the event chairperson adhere to the following criteria when serving alcohol:

- Beer gardens (with fencing approved by the SEC) may be required for events that are open to all ages. The purpose of a beer garden would be to allow only customers over age 21 to enter the area.
  - Event layout(s) may be modified/alterd by the SEC to prevent potential security issues for new and/or existing events.

If an event would like to deviate from the criteria mentioned above the applicant would be required to submit a written request to the Special Event Committee for consideration. The Special Event Committee will determine all requirements and standards.

## Applying For A Liquor License

It is recommended the applicant complete the Arizona Department of Liquor License and Control Application for Special Event License, City of Chandler Liquor License Application, and Special Event Licensed Premises Diagram in the Tax and License office with a staff representative 60 days prior to the event to ensure smooth processing.

- Complete Application for Special Event License, City of Chandler Liquor License Application, and Special Event Licensed Premises Diagram and remit \$25.00 per day.
- Tax and License office schedules event for hearing at the next available Council Meeting.
- Application processing (Police, Department, Council Approval)
- By noon of the day following the Council Meeting document is prepared for applicant pick up.
- Applicant can hand carry the Application for Special Event License to the Arizona Department of Liquor License and Control for approval or disapproval.

### **Important Deadlines**

- A minimum of eight weeks is needed prior to Agenda Collections for processing by the Tax and License office before the scheduled Council Meeting. This deadline will be given during the Special Events Committee Review meeting.
- The state requires 15 business days for processing upon approval at the City of Chandler Council Meeting.

## Liquor License Fees

City of Chandler Special Event Liquor License                      \$25 per day per event

Extension of Premise Liquor License                                 \$25 per day per event

\*\*Payment may be made by cash or check. Checks must be made payable to "City of Chandler".

### **For applications and further information, contact:**

#### City

Tax & Licensing Division  
175 S. Arizona Ave., Suite A  
Chandler, AZ 85225  
Phone: 480-782-2280  
Fax: 480-782-2343  
Email: [taxspecialevent@chandleraz.gov](mailto:taxspecialevent@chandleraz.gov)

#### State

AZ Department of Liquor License & Control  
800 W. Washington, 5<sup>th</sup> Floor  
Phoenix, AZ 85007-5141  
Phone: 602-542-5141  
Fax: 602-542-5705  
[www.azliquor.gov/forms](http://www.azliquor.gov/forms)

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 City of Chandler Special Event Committee may require the Event Chairperson to provide private security, hire off-duty police officers, or reimburse the City of Chandler for expenses it incurs by providing on-duty police officers for security, traffic control and/or crowd control.

### **Off-Duty Police Officers**

May be available for events at the following rates:

- Police Officer \$53.13 per hour per officer as determined. 2 hour minimum
- Police Officer Supervisor \$67.29 per hour per officer as determined. 2 hour minimum
- Worker's Compensation Fee \$2.00 per hour per officer
- City Patrol Vehicle Fee \$6.00 per hour per officer

The City of Chandler will not provide on-duty personnel for the following needs at events:

- Gate security
- Beer/alcohol sales security
- Security for VIPs and celebrities
- Security for money handling
- 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 City of Chandler only allows security companies that are licensed and bonded in the State of Arizona. For questions, call the Chandler Police Department.

### **To Schedule An Off-Duty Police Officer**

- Call the Off-Duty Officer Coordinator to begin the process
- The Off-Duty Officer Coordinator will explain the process and begin the paperwork
- Full payment for Officers working the event will need to be paid no later than 2 weeks prior to the event
- Please Note: Changes have been made to the process, so make sure you have a clear idea of the process and what you are responsible for

#### **For further information, contact:**

##### Special Events Police Liaison

Lieutenant Scott Veach

Chandler Police Department

250 Chicago St.

Chandler, AZ 85225

Phone: 480-782-4843

Fax: 480-782-4222

Email: [Lucas.Hunt@chandleraz.gov](mailto:Lucas.Hunt@chandleraz.gov)

##### Off-Duty Officer(s) Coordinator

Ashley Dietz

Chandler Police Department

250 Chicago St.

Chandler, AZ 85225

Phone: 480-782-4204

Fax: 480-782-4222

Email: [Ashley.Dietz@chandleraz.gov](mailto:Ashley.Dietz@chandleraz.gov)

# SECTION 15

# AXILLARY EVENT INFORMATION

## Restroom Facilities

OSHA and the Health Department require that an event producer provide one chemical-type toilet for every 500 people if permanent restroom facilities are not available at an event venue. The City of Chandler highly recommends that an ADA portable restroom, along with a hand washing station also be present when any portable facility is brought in.

The City of Chandler cannot provide portable restroom facilities for events; therefore, an outside rental company must be contacted to provide these facilities.

### Fees

- Restroom Staff - \$27.00 per hour per person (Residents) or \$37.00 per hour per person (Non-Residents)
- Restroom Supply reimbursement - \$50.00 per hour per person (Residents) or \$68.00 per hour per person (Non-Residents)

## Electrical

The City of Chandler Parks Division may be able to provide limited electrical service to special events at specific locations or public venues. Event Chairperson should consult directly with the Special Event Coordinator and Parks Division staff to discuss all electrical needs for their event. *(This includes the number of vendors, amperage needs of each vendor, needs for electrical service for lights, sound systems, etc.)* The event producers should work with these officials to show electrical service information on the Site Map of the event.

- Parks Division cannot provide generators, light towers or extension cords for events.
- Event producers must obtain permission from City of Chandler Parks Maintenance to use any City property power source.
- All cords must be secured throughout the event to avoid a tripping hazard.

## Maintenance/Clean Up

You must describe your clean-up plan in the Special Event application. The clean-up plan must include the following information:

- Show the types and locations of dumpsters and individual trash receptacles on your site plan.
- The names and contact information of individuals and/or groups responsible for cleaning up during and after the festival or event.
- The location(s) where all waste, including cooking oils and gray water, will be disposed of in an approved manner.

**Please Note:** Anyone who disposes of cooking oils, waste or gray water into storm drain sewers or sidewalk openings will be subject to fines and punishments pursuant to Chandler City Code Chapter 45. Prohibition of non-storm water discharges to the public storm drain system Chapter 45-8.

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

Event producers are responsible for prompt cleanup and removal of debris from all City of Chandler streets, right of ways, affected property owners' sidewalks, steps and alcoves including the 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 vacated the event site.

Subject to their availability, the City of Chandler may be able to provide the following equipment and services to events for the rates quoted: 90 Gallon Trash Can (includes disposal by City of Chandler) \$17.00 per can (Residents) or \$23.00 per can (Non-Residents)

### **For further information, contact:**

Hermelinda Llamas, Special Event Coordinator

175 S. Arizona Ave, Mail Stop 500, 4<sup>th</sup> Floor, Chandler, AZ 85225

Phone: 480-782-2665

Fax: 480-782-2713 Email: [Hermelinda.Llamas@chandleraz.gov](mailto:Hermelinda.Llamas@chandleraz.gov)

# Equipment Rentals

The City of Chandler owns stages that can be rented when available.

## Showmobile Stage#

Dimensions: 28 ft. long x 16.5 ft. wide  
 Stands 4 ft. tall  
 Includes a staircase on each side of the stage.

## Portable Stage#

Dimensions: 24 ft. long x 16 ft. wide  
 Stands 4 ft. tall  
 Includes staircase on stage right and 3 side rails.

### Fees

Resident	\$325.00 per event/per day
Nonprofit***	\$163.00 per event/per day
Non-Resident	\$439.00 per event/per day
Commercial**	\$488.00 per event per day
Deposit Resident/Nonprofit	\$150.00 per event (deposit it applied to rental cost of the stage)
Non-Resident	\$203.00 per event (deposit it applied to rental cost of the stage)

## Bleachers

Dimensions: 47 ft. long x 18 ft. wide  
 Stands 12 ft. tall  
 Seating Capacity: 250

### Fees

Resident	\$500.00 per event/per day
Nonprofit***	\$250.00 per event/per day
Non-Resident	\$675.00 per event/per day
Commercial	N/A

## Staff

Staff is required to place the stages and bleachers for each event. The placement of items will be determined by the renter ability to place them where requested.

### Fees

	<u>Residents</u>	<u>Non-Residents</u>	<u>Commercial**</u>
Event Equipment Labor Delivery/Pick-up^	\$35.00/hour/person	\$48.00/hour/person	\$53.00/hour/person
Park Maintenance (Non-Facilities): After Hours^^	\$35.00/hour/person	\$48.00/hour/person	\$53.00/hour/person
Downtown Electrician: Pre-Schedule Onsite Event Day	\$51.00 per hour	\$69.00 per hour	\$77.00 per hour
Facilities Maintenance: After Hours^^	\$45.00 per hour	\$61.00 per hour	\$68.00 per hour

# 2 individuals are required to set up stages  
 ^ Rates apply to deliveries outside regular business hours – 6am to 1:30pm M-F  
 ^^ 2 hour minimum required for all calls  
 \*\*Commercial rates apply to residents and non-residents who charge the public admission into the event and/or are selling alcohol  
 \*\*\*Nonprofits need to reside within Chandler City limits

## Guidelines for Equipment

- Stage/bleachers do not leave the boundaries of Chandler.
- Certificate of insurance must be on file with our department prior to event. City of Chandler must be specified as “additionally insured” (see Insurance, Section 14).
- Any damaged or missing equipment repair costs will be invoiced back to the event organizer. Lack of payment can result in future events being denied.

### **For further information, contact:**

Hermelinda Llamas, Special Event Coordinator  
 175 S. Arizona Ave, Mail Stop 500, 4<sup>th</sup> Floor, Chandler, AZ 85225  
 Phone: 480-782-2665 Fax: 480-782-2713 Email: [Hermelinda.Llamas@chandleraz.gov](mailto:Hermelinda.Llamas@chandleraz.gov)

## Signs/Banners

### **Sign Requirements**

Event producers wanting to advertise their event by displaying signage prior and/or during their event must follow the guidelines listed below:

- Signage can only be displayed on-site during a special event.
- Signage must be displayed within the boundaries of the event.
- All signage must be removed from the venue immediately after event is over.

### **Approved Course 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.

Chalk: only lining chalk or marking gypsum is permissible.

Most hardware and home improvement stores carry these products.

### **Banners**

Event producers wanting to display banners on park banner holders must contact the Special Event Office to check for availability and to coordinate scheduling. City sponsored events will receive first priority.

The banner program is available to nonprofit groups only. Banners may not emphasize a political or religious theme. In addition, the name, logo, or slogan of commercial sponsors should not be the predominant element of the design (i.e. more than 20% of the area). Banners should directly relate to the activity or program being promoted.

All signs and banners must meet departmental specifications and be installed in accordance with all rules and regulations. Signs and banners may not be installed in any way that will obstruct public streets and sidewalks.

#### **For further information, contact:**

Hermelinda Llamas, Special Event Coordinator

175 S. Arizona Ave, Mail Stop 500, 4<sup>th</sup> Floor, Chandler, AZ 85225

Phone: 480-782-2665 Fax: 480-782-2713 Email: [Hermelinda.Llamas@chandleraz.gov](mailto:Hermelinda.Llamas@chandleraz.gov)

## Site Maps

Anyone planning to host an event in the City of Chandler must attach a Site Map of the event with the Special Event Application submitted to the Special Events Office.

A Site Map should define the event area and include all of the following features and information, if applicable:

- All affected streets, alleys and rights-of-way, including those that will be closed
- Alternate routes for traffic and buses, if streets are going to be closed
- Location of all barricades and fencing that will be used
- Location of all tents and temporary structures that will be erected
- Location of all vendors – fixed and mobile; informational, merchandise and food
- Sources of electrical supply and service, including permanent electrical power sources and portable generators
- Location of all dumpsters and trash receptacles
- Location and layout of tables, chairs, picnic tables, etc., that will be used
- Location of any stages that will be used or placed
- Entrances and exits
- Designated parking areas, including ADA spaces
- Permanent and portable restroom facilities
- Signage and banners that will be hung or installed
- Location of amplified sound
- Location of amusement and carnival rides/games
- Location of first aid/emergency stations
- Location of liquor distribution and controlled areas
- Location of water services
- Location of open flames and cooking areas
- Location of emergency access routes and exits.

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

# SECTION 16

# INSURANCE

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

An event producer must comply with the insurance requirements to be able to obtain a Special Event Permit from the Special Events Committee. Event permits will not be issued until all insurance requirements are satisfactorily met. With reasonable notice to event producers, the City of Chandler 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 City of Chandler does not in any way relieve or decrease the insurance liability of an event producer or vendor. The City of Chandler does not represent that the specified limits of liability, coverage or policy forms are sufficient or adequate to protect the interest or liabilities of the event producer or vendor.

**All special event applicants shall name the City of Chandler as an “Additional Insured”.** Certificate of insurance **MUST state the following:** “The City of Chandler, its agents, representatives, officers, directors, officials, and employees are additional insureds. Certificate contains severability of interest and waiver of subrogation.” The City should also be listed as a Certificate Holder so that we receive notice if a policy is canceled.

**Please Note:** Application will not be approved if the language above is not on your certificate of insurance.

### Guidelines

- The Special Events Coordinator must receive complete and accurate certificates no later than fourteen (14) working days prior to the event.
- Applicant should obtain certificates of insurance from all vendors participating in this event unless covered under applicant’s insurance policy.
- Vendors must comply with all requirements listed in this section.
- Separate certificates of insurance shall be provided by all carnival and amusement companies and firework production companies with the limits shown in this section and shall name the city of Chandler as “Additional Insured” as described above.
- Additional coverage may be required depending upon the nature and scope of the event.
- Specific date(s) and location(s) of the event, to include set up and take down, must be stated clearly on the certificate.

**Please Note:** Risk Management 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.

<u>Coverage</u>	<u>Basis</u>	<u>Type A</u>	<u>Type B</u>	<u>Type C</u>
Commercial General Liability (CGL) (Additional Insured)	Occurrence Aggregate	\$1,000,000	\$750,000	\$500,000
Automobile Liability (AL) (Additional Insured)		\$2,000,000	\$1,500,000	\$1,000,000
Liquor Liability (Additional Insured)	Occurrence	\$1,000,000	\$1,000,000	\$500,000
	Limits TBD for Events Serving Alcohol			

**For further information, contact:**

Claudia Rohrs  
Risk Services Coordinator  
175 S. Arizona Ave., 2<sup>nd</sup> Floor  
Chandler, AZ 85225

Phone: 480-782-2375 Fax: 480-782-2379

Email: [Claudia.Rohrs@chandleraz.gov](mailto:Claudia.Rohrs@chandleraz.gov)



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C No, Ext):	FAX (A/C No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>GENERAL LIABILITY</b>						EACH OCCURRENCE \$ \$1,000,000
X	COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						MED EXP (Any one person) \$ \$5,000
							PERSONAL & ADV INJURY \$ \$1,000,000
							GENERAL AGGREGATE \$ \$2,000,000
	GENL AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$ \$1,000,000
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						\$
	<b>AUTOMOBILE LIABILITY</b>						COMBINED SINGLE LIMIT (Ea accident) \$ \$1,000,000
	ANY AUTO						BODILY INJURY (Per person) \$
X	ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
X	HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS						\$
	<b>UMBRELLA LIAB</b>						EACH OCCURRENCE \$
	<input type="checkbox"/> OCCUR						AGGREGATE \$
	<input type="checkbox"/> EXCESS LIAB						\$
	DED <input type="checkbox"/> RETENTION \$						
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$ \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ \$ 1,000,000

# EXAMPLE

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The City of Chandler, its agents, representatives, officers, directors, officials, and employees are additional insureds. Certificate contains severability of interest and waiver of subrogation.

Event name, date & location:

### CERTIFICATE HOLDER

The City of Chandler  
Recreation Department  
175 S. Arizona Ave.  
Chandler, AZ 85225  
Attn: Special Events Coordinator

### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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# SECTION 17

# NEIGHBORHOOD NOTIFICATION

The applicant is **required** to notify **all** residents, businesses, places of worship and schools that are impacted by street closures and/or noise related to your event. City staff will determine notification boundaries.

All residents, businesses, places of worship and schools within that boundary area must receive a notification. An example notification format is below. An example notification must be submitted to the Special Events Coordinator for the City of Chandler for review prior to notification delivery. Once approved, the notice must then be mailed or hand delivered to designated impacted areas at least **two** weeks prior to your event (or sooner per the level of impact of the event). Information on the notice should include, but not be limited to; the name of the event, date(s), time(s), location, the assigned Police Sergeants name and phone number (if applicable), type of activity and telephone number of where the public can contact your organization for concerns or issues. Direct phone calls and attendance to neighborhood association meetings may also be required. **Failure to comply with notification requirement may result in the forfeiture of the use of city property for the event. Verification of neighborhood notification will be done by the City of Chandler.**

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(Neighborhood Notification must be printed on card stock, color: goldenrod)

**NAME OF EVENT**

**EVENT DAY/DATE**

**EVENT TIMES**

This notice is to **INFORM** residents, businesses and places of worship that the following street restrictions will be made in order to safely stage the above named event. For concerns about access, please contact (**POLICE LIAISON at XXX-XXX-XXX**). For other concerns or questions please call (**EVENT ORGANIZATION at XXX-XXX-XXX**). Day of the event, call **Non-Emergency Police Line at 480-782-4130**, for any illegal parking complaints or issues with the event.

**EVENT DESCRIPTION AND STREET CLOSURE RESTRICTIONS INFORMATION:** (Please list all of the street closures associated with your event, dates and times of closures).

ADA & Accessibility

ADA stands for Americans with Disabilities Act. It is the responsibility of the event organizer to ensure the event site is accessible to the disabled. Such examples are public sidewalks may not be blocked with tents, portable toilets or other structures; cables or electrical cords must not create an obstacle; ADA accessible parking and portable toilets must be available. Vendors should be prepared to meet any accessibility accommodations.

Applicant/Producer/Sponsor

An entity or organization applying for the event permit and assumes full responsibility for the production of the event including staffing, funding, planning and full liability. The Applicant/Producer/Sponsor is the sole party to communicate with the City of Chandler on all issues related to the event.

Business /Promoter

All entities or organizations without documented non-profit 501(c)(3) status awarded by the federal government (IRS).

Co-Producer

Any entities or organizations that the Applicant/Producer/Sponsor of the event designates as an additional group producing the event. These co-producers must work directly with the Applicant/Producer/Sponsor on all event issues.

Decibel Levels

A decibel is a unit for measuring the relative loudness of sounds. Certain parks and facilities have limitations of sound decibels. Please refer to Section 5.

Event Chairperson

This is the chief officer or a representative of the Applicant/Producer/Sponsor who has been authorized to represent the organization during the special event application process and represent the event through the completion of the all its activities.

This person is the sole contact for the event and its dealings with the City of Chandler.

This person is required to be on site during the duration of the event.

Nonprofit

An entity or organization that has been recognized as tax exempt 501(c)(3) by the Internal Revenue Service and is in good standing. A copy of the IRS tax exemption letter will be required and verified.

Nonprofit Benefactor

An entity or organization that has been recognized as tax exempt 501(c)(3) by the Internal Revenue Service and is in good standing. This organization receives 50% of the gross revenue of an event produced by a business/promoter.

Vendor

An individual, organization, or business which the applicant/sponsor approves to participate in the approved special event by displaying or selling products/information; regardless of selling or providing products/information for free.

# SECTION 19

# CANCELLATION/REFUND POLICY

## Application Fee

The application fee is non-refundable.

## Park Rental Fees

7 to 12 months prior to the event will have 25% withheld from payment

2 to 6 months prior to the event will have 50% withheld from payment

2 months or less prior to the event will have 100% withheld from payment – no refund

## Other City Services

Refunds will be determined by each department and will need to be discussed with each department's representative.