

TEMPORARY SALES AND PROMOTIONAL EVENTS HANDBOOK





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To assist you in the planning of your Temporary Sales and Promotional Event (TSPE) we have compiled this helpful handbook for your reference. Inside you will find information on what qualifies as a TSPE, how to complete and submit your application, helpful contact information, and examples of additional documentation. We have worked diligently to streamline the permitting process while continuing to provide vital information that helps to make your event safe and successful.

TEMPORARY SALES AND PROMOTIONAL EVENT

Temporary Sales and Promotional Event (TSPE) is a special event that deviates from the permitted use of the space. Approved TSPE permitted events cannot exceed a total of 48 calendar days in any calendar year.

Types of events include:

- Seasonal vendors (fireworks, Christmas tree lots, and pumpkin patches)
- Activities promoting a special event, product, merchandise or other promotion
- Food Truck Events (Exceeding 3 Trucks)**
- Sidewalk Sales, Farmer's Markets, Marketplaces, etc.
- Extension of Premise
- Other events on private, nonresidential property
- Parking Lot/Sidewalk Extension
- Temporary Extension or Special Events Liquor Sales

Or any combination but not limited to the above items

**Please note that <u>ALL</u> food trucks and food truck events, regardless of the number of food trucks in attendance, are still <u>REQUIRED</u> to have a Chandler Fire Department inspection prior to operating within the City of Chandler **

- Applications must be submitted 60 days prior to the event.
- The Permitting Committee reviews, approves, denies, or conditionally approves all submissions.
 - All submitted application must be approved and permitted three weeks prior to the scheduled event.
 - For specific details related to TSPEs please reference Chandler City Code <u>Chapter 32-6</u>.



HOW TO APPLY

- 1. Complete the TSPE application.
 - a. Items required as part of the application
 - i. Site Property Owner Permission Letter
 - ii. Site Map
 - iii. Certification of Insurance (COI)
 - iv. General Fire Form
 - v. Signed Covenant of Indemnification

Sections not relevant to proposed event, put "N/A"

- 2. Email completed application packet to TSPE@chandleraz.gov
- 3. Upon committee review additional documents may be requested of the applicant, with corresponding deadlines.
 - Open Flame Permit and Fee (Fire)
 - Food/Beverage Vendor Application (Fire)
 - Canopy or Tent Application and Fee (Fire)
 - Generator Permit Application (Building)
 - Liquor License and Fee (Tax and License)
 - Vendor Registration Sheet including Transaction Privilege Tax Number and City Business Registration Number, if applicable (Tax and License)
- 4. Pay all applicable Fire Fees.
- 5. Pay all applicable Liquor Fees.

For questions, inquiries, and concerns, please contact:

Amanda Jensen (TSPE Primary Contact) Special Events Sr. Specialist TSPE@chandleraz.gov (480) 782-2649

TSPE Timeline Flowchart

60 Days

Completed Application, Site Map, Property Owner Permission Letter, and COI must be submitted to TSPE@chandleraz.gov

> 45 Days

Applicant receives results of review and is provided with additional items and deadlines needed to completed approval process



All outstanding items are due. Liquor Application is due to Tax and Licensing



Application is approved and permit is issued contingent upon fire inspection; if required.



If applicable, Neighborhood Notification must be distributed.

Enjoy your event

***If your Liquor License application is submitted to Tax and Licensing less than 30 days prior to event, your application is NOT guaranteed approval

CERTIFICATE OF INSURANCE (COI) ACORD CERTIFICATE OF LIABILITY INSURANCE

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PROPERTY OWNER PERMISSION LETTER



EXAMPLE

| November 4, 2022 | Event Name |
|---|--|
| City of Chandler 235 S. Arizona Avenue Chandler, AZ 85225 | Property Location |
| Re: | Property Location |
| To Whom It May Concern: | L |
| As property manager for tapproves ending February 12, 2023. The scattached. | on commencing February 9, 2023 and cope of event shall be contained to the parcel as |
| Any questions, please call me. | |
| Sincerely, | Event Name |
| | |
| | Property Owner Name/Signature |
| | Phone Number |

SITE MAP: EXTENSION OF PREMISE



SITE MAP: PARKING LOT

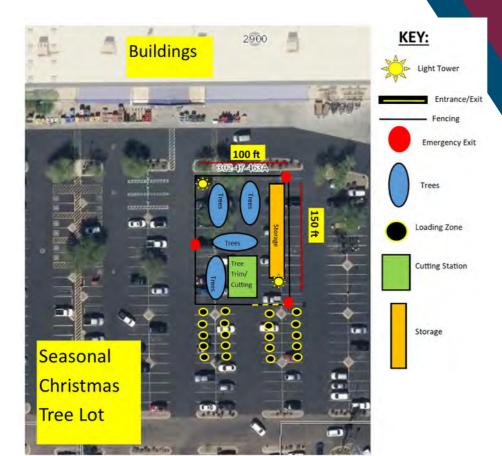
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Event



SITE MAP: SEASONAL



SITE MAP: CARNIVAL/FAIR

