

**City of Sierra Vista**  
**Community Event Permit Application**



*Submission of this application does not constitute approval of your event for this year nor subsequent years.*

**APPLICANT INFORMATION**

**Applicant Name:**

**Organization and/or Co-Hosts:**

**Street Address:**

**Day/Work Phone:**

**Cell Phone:**

**Email Address:**

**Best method, day and time for contact:**

**EVENT INFORMATION**

**Name of Event:**

**Address/Event Location:**

**Requested Event Date(s):**

*1<sup>st</sup> Choice*

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
MM DD YYYY

*2<sup>nd</sup> Choice*

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
MM DD YYYY

**Event Start Time:**

**Event Set Up Time: <sup>\*1</sup>**

**Event End Time:**

**Event Tear Down/Clean Up End Time: <sup>\*1</sup>**

<sup>\*1</sup> Additional days for event set up/ tear down must be added to the permit request.

**Estimated Attendance <sup>\*2</sup>:**

<sup>\*2</sup> Events which significantly underestimate attendance numbers may be subject to additional fees.

**General Description and Purpose of Event:**

*Example: Festival, Dance, Art Show, Expo, Block Party. Be detailed/avoid the word "fundraiser" alone.*

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**EVENT INFORMATION**

1.) Is this an Annual Event?  Yes  No

2.) If Yes, # of years has this Event been held? # of Yr(s) \_\_\_\_\_  
     a.) What has been the past attendance? Approximate # \_\_\_\_\_  
     b.) Previous location event was held? \_\_\_\_\_

3.) Will the event be held in a City Park or on a City Street?  Yes  No

4.) Are you requesting a Road or Driveway Closure?  Yes  No

5.) Will alcohol be served?  Yes  No *\* if yes please complete the following section*

    a.) Will there be a fee for alcohol?  Yes  No

    b.) Have you applied for a Temporary Liquor License from the AZ State Liquor Board?  Yes  No

    c.) Have you arranged for security as required by the AZ State Liquor Board?  Yes  No

    d.) If Yes, Who will be providing security? \_\_\_\_\_

6.) What type of barrier/enclosure will be used to establish the contained alcohol consumption area?

*Example: 6' chain link fence, 3 1/2' lattice or picket fence, 4' construction fence*

**Containment barrier/enclosure/fence be set up and removal**

Set Up Date: \_\_\_\_\_

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Approx Time: \_\_\_\_\_

Removal Date: \_\_\_\_\_

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Approx Time: \_\_\_\_\_

Vendor/Supplier

7.) Will the event be utilizing tents, canopies, or other structures?  Yes  No

If yes, please list the location, number and size, and planned anchoring method for each tent, canopy or structure .

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**Indemnity Statement**

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understood, and agreed to abide by the rules and regulations governing the proposed special event under the City of Sierra Vista Municipal Code. I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Manager or the City Manager's designee. I agree to comply with all other requirements of the city, county, state, federal government, and any other applicable entity which may pertain to the use of the event venue and the conduct of the event. In the event that a possessory interest subject to property taxation is created by virtue of this use permit, I agree to pay all possessory interest taxes and the City shall not be liable for the payment of such taxes. I further agree that the payment of any such taxes shall not reduce any consideration paid to the City pursuant to this use permit. I agree to abide by these rules, and further certify that I, on behalf of the Organization, am also authorized to commit that Organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to the City of Sierra Vista.

As a condition to the issuance of a temporary Special Event Permit, the licensee shall indemnify and hold the City harmless from claims, demand or cause of action which may arise from activities associated with the special event, and from all costs, attorneys' fees, expenses, and liabilities incurred with respect to any such claim or action. The Applicant hereby assumes all risk of damage to property or injury to persons which may arise in connection with the special event, from any cause other than the City of Sierra Vista's gross negligence, and the Applicant hereby waives all claims in respect thereof against the City of Sierra Vista.

I, \_\_\_\_\_, Applicant, do solemnly swear subject to criminal penalties for false swearing, that the statement and answers made by me to the foregoing questions in this application for a City of Sierra Vista Special Event Permit, are true, and no false or fraudulent statement or answer is made herein to procure the granting of such license.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
(City representative)

\_\_\_\_\_  
Date

**Send Completed Application Packets to:**

**By Mail or in Person:**

Oscar Yrun Community Center  
Attn: Event Permit Application  
3020 E. Tacoma Street  
Sierra Vista, AZ 85635

**By email:**

EventPermit@SierraVistaAZ.gov