

67-SE-2016

253 - PA - 2016

Purpose: Thank you for choosing Scottsdale as the location for your event. The purpose of the Pre-Application submittal and Special Events Committee meeting, is for the applicant and City Staff to discuss the proposed special event request and the information that is necessary for City Staff to process an application that complies with all rules, regulations and best practices for a safe event.

Submittal: You may submit your application online or in person at the One-Stop-Shop located at 7447 East Indian School Road. Please note that there is an \$87 nonrefundable submittal fee for the application. All checks shall be payable to "City of Scottsdale"; checks and credit cards are also accepted.

Scheduling: After this packet has been accepted at the One-Stop-Shop, a staff member will contact the Applicant within five (5) Staff Working Days to schedule a meeting with the Special Event Committee. Generally, a meeting is scheduled within five (5) to fifteen (15) Staff Working Days from the date of the submittal. Meetings are held Wednesdays beginning at 9 am at Current Planning, 7447 E. Indian School Rd. The committee is comprised of representatives of various city departments with differing areas of expertise. The meeting is informal and you can ask questions, solicit suggestions, and even modify your event plans. Once an application is approved, the Special Event Permit fee is \$105 for events on private property and \$159 for events on public property. The permit fee is separate from your \$87 submittal fee.

Public Information: Please note the information you provide becomes public information.

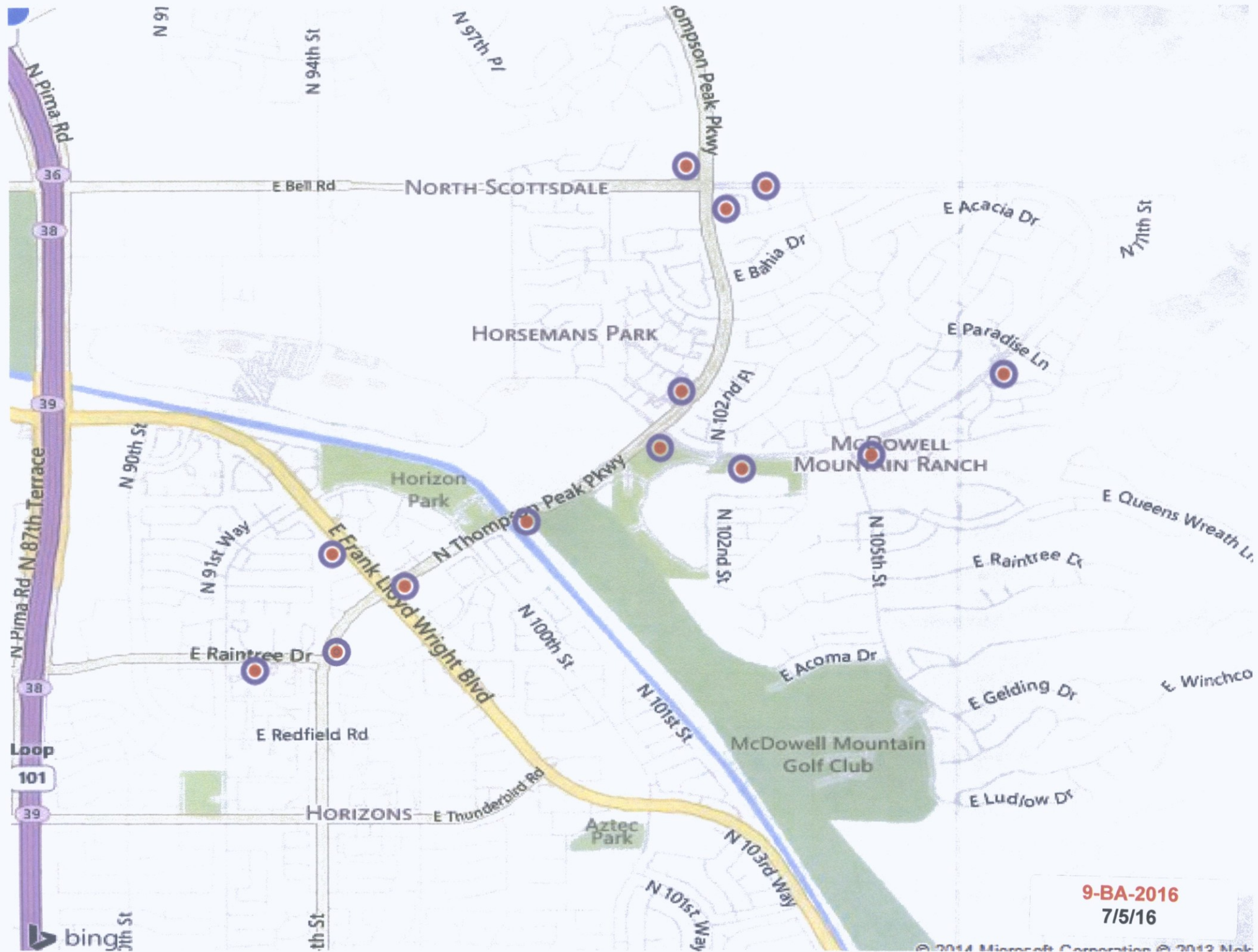
Contact Information	
Applicant Name: (person's Name)	Aaron Shearer
Mobile Phone:	4257855400
E-mail:	admin@greenbeeproduce.com
Organization or Business Name	Green Bee Produce
Holding Event:	
On-Site Person Responsible for Event Operations:	Aaron
Mobile Phone:	4257855400

Tourism and Events
7506 E. Indian School Rd. Scottsdale, AZ 85251
480-312-7177

2/11/2016

9-BA-2016
7/5/16

EVENT INFORMATION						
<input checked="" type="checkbox"/> Event Name: Green Bee Produce Farmers Market						
<input checked="" type="checkbox"/> Will the event occur on City of Scottsdale property or in a public street (right-of-way) Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>						
<input checked="" type="checkbox"/> Event Address: 16116 McDowell Mountain Ranch Road						
<input checked="" type="checkbox"/> Event Website (required if available): www.greenbeeproduce.com						
<input checked="" type="checkbox"/> Event Description (or attach narrative): Farmers Market						
Event Includes Outdoor Music? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>						
Event Details Dates and Times						
	Date	Event Start Time	Event End Time	Event Set Up Start Time	Event Clean Up Complete Time	Estimate Attendance per Day
Monday						
Tuesday		Every Sunday	tentative dates			
Wednesday		10/15,16,23,30	2/5,12,19,26	6/2,11,18,25		
Thursday		11/6,13,20	3/5,12,19,26			
Friday		12/4,11,18	4/2,9,23,30			
Saturday		1/8,15,22,29	5/7,21			
Sunday		9am	1pm	7am	2pm	unknown
Total Anticipated Attendance:						
SPECIAL EVENT SITE PLAN						
<input checked="" type="checkbox"/> Site Plan: A detailed site plan is required—applications will not be processed without it. Attach separate document(s). Site plans should clearly show the location of the event, areas used for parking, fencing, entry/exit points, tents/canopies (include dimensions), stages (include dimensions), generators, bars, tables/chairs, portable restrooms, signs, etc. A route map is required for distance events such as walks, runs, rides, and parades. Useful mapping resources include (print and draw on map): <u>Maricopa County Assessor</u> & City of Scottsdale <u>Digital Map Center</u>						



9-BA-2016
7/5/16

Site Map/Setup

Market

McDowell
Center

→ New York State
Department of
Environmental
Conservation

Aaron,

This is to notify you that you may resume your farmers markets in our parking lots as you previously have done when your matters with the City of Scottsdale have been resolved.

Thank you

Michael Woolington, CAAM®

General Manager

McDowell Mountain Ranch Community Association

AAM, LLC

Ph: 480-473-0877

Fax: 480-473-3172

(602) 957-9191 (main line)

INSURANCE

All special events taking place on **City property** require the event holder to carry liability insurance for their own protection as well as insurance protection for the City of Scottsdale. Required coverage and limits will be at the discretion of the Risk Management Division depending on the size and scope of the event. Prior to the issuance of your Special Event Permit, the event producer must submit a Certificate of Insurance with the insurance limits and coverage's shown in the table below are in full force and effect and must name the City of Scottsdale as an Additional Insured. For athletic events (Walking, Running, Swimming, Biking) which include a liability waiver that participants are required to sign, the event sponsor must include in the waiver either the City of Scottsdale by name or by reference as premises owner or property owner. For questions, contact Risk Management at 480-312-2490.

Commercial General Liability (required from all event producers)	\$1,000,000	Each Occurrence
	\$2,000,000	Products – Completed Operations
	\$2,000,000	General Aggregate
Liquor Liability	\$1,000,000	Each Common Cause and Aggregate
OR (depending on event)	\$5,000,000	Each Common Cause and Aggregate

Check one:

- None of my event takes place on city property (city facility, street, sidewalk, right-of-way, etc.).
- All or a portion of my event takes place on city property and I will provide the required insurance.

LIABILITY WAIVER REQUIREMENT: For events (particularly athletic events such as walking, running, swimming and biking) which include a liability waiver to participate, the liability waiver shall waive liability for the City of Scottsdale by name. The City may require liability waivers for events when the nature of the event subjects individual participants to unusual personal risk.

Tourism and Events
7506 E. Indian School Rd. Scottsdale, AZ 85251

PARKING and TRAFFIC

Applicant is responsible for ensuring adequate parking for attendees and for minimizing any negative impacts to adjacent areas. Applicant is responsible for obtaining authorized approval for any private parking areas; a copy of the approval must be included with this application. For events using volunteers for traffic control (e.g., course marshals), event volunteers cannot direct traffic in the street. They may provide guidance from the sidewalk, other pedestrian area, or on a closed street.

The event will include the following (check all that apply):

- Existing public parking (city parking lot, city parking garage, on-street parking)
- On-site parking (may require property owner and/or landlord approval)
- Off-site parking (approval from property manager/owner required)
- Shuttle service from off-site parking areas (attach shuttle plan)
- Valet service (provide a valet parking plan from the valet company)

Valet company: _____

Contact person: _____ Phone number: _____

Contact Tax & License at (480) 312-2400 to obtain a VALET PARKING LICENSE APPLICATION if event valet is proposed on public property.

STREET CLOSURE

Applicant is responsible for hiring a barricade company for any street, alley, lane, or public sidewalk closure. The City of Scottsdale does not provide barricades. Show proposed closures on the Special Event site plan. Any street closures and barricade set-up/removal shall match the approved barricade plan on file. Oversight of barricade set-up is the responsibility of event applicant. Discrepancies or safety issues may result in the delay or cancellation of the event.

The event will include the following (check all that apply):

Sidewalk closure Street Alley Lane closure(s)

Barricade company: _____

Contact person: _____ Phone number: _____

PUBLIC SAFETY

Applicant is responsible for providing a safe and secure event. This includes the event venue, event parking areas, and adjacent areas affected by the event. Applicant must ensure adequate personnel are present to provide general security, maintain order, contain liquor to licensed premises, protect money, provide medical assistance, etc. Depending on the nature of the event, private security personnel and/or off-duty police officers may be required. To hire Scottsdale PD off-duty officers, call 480-312-4385. Any privately hired security must be licensed in the State of Arizona. The Scottsdale Fire Department recommends an emergency medical standby when daily attendance exceeds 5,000 people. Occupancy loads must adhere to that which is set by the Fire Department.

The event will include the following (check all that apply):

Security Personnel

In-house staff and/or volunteers

Hired security personnel

Company name: _____

Contact person: _____ Phone number: _____

Hired off-duty police officers. Estimated number: _____

Scottsdale PD off-duty officers

Other agency name: _____

Contact person: _____ Phone number: _____

Medical Standby

Standby emergency medical staff (paramedics/EMTs)

Company name: _____

Contact person: _____ Phone number: _____

TENTS and CANOPIES

A tent permit issued by the Scottsdale Fire Department is required for any tent 400 square feet or larger (20 feet x 20 feet or larger). Tents shall be shown on the Special Event site plan. For additional information, call 480-312-1843. Tent permit applications must be received by the Scottsdale Fire Department at least 10 days prior to the event.

- There will be tents 400 square feet or larger.

Supplier: _____

Contact person: _____ Phone number: _____

GENERATORS

A commercial minimum electrical permit issued by Permit Services is required for any generator 20kw or larger. Location of the generator shall be shown on the Special Event site plan.

- There will be a generator 20kw or larger.

Licensed contractor: _____

Contact person: _____ Phone number: _____

SIGNS and BANNERS

Signs and banners are regulated by the Zoning Ordinance and will be reviewed as part of the application request. Approved signs and banners may only be posted on the day of the event. Fence wrap graphics must face the interior of the event venue.

The event will include the following (check all that apply):

- Directional signs (show locations on Special Event site plan and/or area map)
 Signs or banners visible from outside the venue (show locations on Special Event site plan)

Describe (include dimensions and wording): Directional Farmers Market

VENDORS

If vendors (food, retail sales, display/information, games, etc.) will be present at your event, you must supply a list of vendors with this application and also contact the City of Scottsdale Tax and License Department at 480-312-7625.

The event will include the following categories of vendors (check all that apply):

Food Retail Display/Info Games Other:

Tourism and Events

7506 E. Indian School Rd. Scottsdale, AZ 85251

ENTERTAINMENT

Applicant is required to have an event staff member responsible for monitoring sound levels when sound/music/noise may be audible beyond the event venue. Noise complaints can result in calls for service from the Scottsdale Police Department. A police officer or Code Enforcement inspector may require the volume to be reduced or ceased based on complaints or unreasonable sound levels.

The event will include the following (check **all** that apply):

- Live Band and/or DJ Name of bands/performers: _____
 Pre-recorded Music

Date	Live Band		DJ		Pre-Recorded Music	
	Start Time	End Time	Start Time	End Time	Start Time	End Time
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

- PA System
 Fireworks / Pyrotechnics
 Sound/music/noise may be audible beyond the event venue; therefore, an event staff member will be assigned to monitor the sound level during the event to ensure sound does not unreasonably disturb the surrounding area.

Contact person: _____ Phone number: _____

LIQUOR

If liquor is present at your event, state law requires liquor to be contained within the event venue. A liquor license is required if the event is open to the public, or if there is a fee for admission, food or drink. Anyone serving liquor must be familiar with state liquor laws. See the Arizona Department of Liquor Licenses and Control [website](#) for additional information. Use adequate fencing and security personnel to prevent alcohol from being removed from your liquor licensed premises.

Check only one:

- Liquor will not be present at the event.
- The event is adjacent to an existing liquor establishment (restaurant or bar) and the establishment will temporarily extend their liquor-licensed premises to include an area which does not have a liquor license. The liquor establishment must complete the Arizona Department of Liquor Licenses & Control (DLLC) Extension of Premises form ([click here](#)) and you must include this completed form (signed and notarized) with your event application. Once approved by the city, you must take the form to Arizona DLLC at 800 W. Washington, 5th Floor, for issuance of the actual extension permit. For additional information, call 602-542-5141.
- Liquor will be present and I am making arrangements with a charitable, civic, fraternal, political party/campaign committee, or religious organization for Special Event Liquor License (SELL). The [SELL form](#) available from Tax and License at 480-312-2400 (or [click here](#)). The SELL approval process is handled through Tax and License and SELL applications should be submitted at least 21 days prior to the event.

Organization name: _____

EVENT NOTIFICATION

Notification is required to inform nearby or affected businesses, property owners and HOA's within 300 feet at least two weeks prior to the event. Notification is required for events with off-site parking, outdoor amplified sound, street closures, fireworks, or other notable impact to adjacent areas. Notification letters must include a detailed description of the event including setup and teardown times, starting and ending times for outdoor music, estimated attendance, and the event organizer's name and mobile phone number for contact before, during and after the event for all street closures.

If applicable, event notification will be made by (check all that apply):

Mail Email Door hangers Fliers In person Other _____

Please note that approval/sign off may be required if your event includes a street closure, sound amplification or other impacts to the surrounding neighbors or businesses.

SANITATION

Applicant is responsible for (a) having a sufficient number of containers to handle all trash generated by the event; (b) removing trash during and after the event; (c) completely cleaning the site and adjacent/affected areas after the event; and (d) providing a sufficient number of restroom facilities (including ADA accessible facilities). If any portion of the event takes place on city property and city personnel need to perform additional cleaning due to your event, you will be billed by the City of Scottsdale for this service.

To arrange for garbage dumpster by the City of Scottsdale, contact Solid Waste at 480-312-5600.

The event will include the following (check all that apply):

- Garbage dumpsters (show on Special Event site plan)

Sanitation company: _____

Contact person: _____ Phone number: _____

- Portable restroom facilities (show on Special Event site plan)

Restroom company: _____

Contact person: _____ Phone number: _____

Tourism and Events

7506 E. Indian School Rd. Scottsdale, AZ 85251

APPLICANT AUTHORIZATION

WARRANTY: Applicant warrants that the information provided in this application is true and accurate to the best of Applicant's knowledge and belief.

INDEMNIFICATION: To the fullest extent allowed by law, the Applicant agrees to defend, indemnify and hold harmless the City, its officers, officials, representatives, agents, employees and volunteers from and against all allegations, demands, proceedings, suits, actions, claims, damages, losses, expenses, including but not limited to, attorney fees, court costs, the cost of appellate proceedings, and all claim adjusting and handling expenses, arising from or related to any acts or omissions of the permit holder or its agents, contractors and subcontractors related to the Special Event.

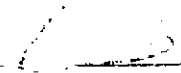
SPECIAL EVENT PERMIT CONDITIONS: Other conditions may be imposed.

- State law requires that liquor must be contained within the area permitted by your State license.
- City law prohibits discharges of anything but storm water into the City's rights-of-way, storm drain system and natural washes.
- Street closures, barricades and event layout shall be as shown on the approved site and barricade plan.
- If the City performs any cleanup due to your event, you will be billed and required to pay for the cleaning.
- If there is damage to City property due to your event, you will be billed and required to pay for its repair.
- You are required to provide a safe and secure environment at your event. Private security must be licensed in the State of Arizona.
- A City Police Officer or Code Enforcement Inspector may require the music volume to be reduced or ceased.
- You must comply with the maximum occupancy load set by the Fire Department.
- You must allow for immediate fire lane and other security access at your event.

The Applicant's signature below authorizes a City representative to inspect a special event on City or private property at any time, including setup.

AUTHORITY: For special events on private property, the Applicant warrants:

1. I am the property owner or the authorized agent of the property owner for this application, excluding City property. If the property has more than one owner, then I am the agent for all owners, and the word "owner" refers to them all.
2. I have written authority from the property owner regarding any and all Special Event regulatory and related matters involving all property identified in this application, excluding City property.



Signature of Applicant

3/30/2016

Date

Aaron Shearer / member

Printed Name and Title of Applicant