



# Special Event Application

10/21/2024

Simple

161-SE-2024

## Event Information

Event Name TRINITY CHURCH FALL FESTIVAL 2024

Event Location 8620 E MCDONALD DR

Event URL WWW.TRINITYCHURCH.COM

Event Description JOIN US OCTOBER 26TH & 27TH , WITH ALL THE FUN STARTING RIGHT AFTER CHURCH SERVICE, FOR THE 2024 TRINITY FALL FESTIVAL! SOME OF THE EXCITING, FUN ACTIVITIES FOR THE FAMILY INCLUDE: PUMPKIN DECORATING, GIANT SLIDE, GAMES, SWEET TREATS AND FOOD TRUCKS.

## Event Dates

Event Dates (2)	Start Date	End Date	Participant Attendance	Other Attendance
	SAT 10/26/2024 2:30 PM	SAT 10/26/2024 8:00 PM	1200	40
	SUN 10/27/2024 9:00 AM	SUN 10/27/2024 7:00 PM	1200	42

Setup Date FRI 10/25/2024 9:00 AM - 04:00 PM

Teardown Date SUN 10/27/2024 7:00 PM - 09:00 PM

## Applicant Information

Applicant TRINITY CHURCH

Applicant Address 8620 E. MCDONALD DRIVE

Applicant City SCOTTSDALE, AZ 85250

Applicant Name CATHY MONOSCALCO

Title STEWARDSHIP DIRECTOR

Phone (480) 535-6339 Email CATHY@THETRINITYCHURCH.COM

On-Site Contact CATHY MONOSCALCO

Title STEWARDSHIP DIRECTOR

Phone (480) 535-6339 Email CATHY@THETRINITYCHURCH.COM

Applicant Experience EVENT PLANNING FOR OVER 13 YEARS.

## Prior Events

Has this event been produced before? YES

Is this an annual event? YES Previous Years : 3

Are there any changes from previous years? NO

## Event Elements

Elements CULTURAL

Description CELEBRATING THE GOODNESS OF JESUS THROUGH FELLOWSHIP AND FAMILY FUN.

## Event Equipment



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Stages	NO	Tables, Chairs, Furniture	YES
Generators	YES KW SIZE: 10 QTY: 2	Inflatables	YES QTY: 2
Portable Bars	NO	Amplified Sound	NO
Speakers	YES QTY: 1-2	Temporary Restrooms	NO
Fencing	NO	BBQ Grills or Propane Use	NO
Lighting	NO	Tents/Canopies	YES
		10' x 10' QTY: 4	

## Vendor Sales

Retail Merchandise	NO	Food And Non-Alcoholic Beverages	NO
Food Trucks	YES QTY: 3	Alcohol	NO
Services	YES QTY: 2		

Tziki Food Truck , Fantasy Funnel Cake Truck (Sunday 10/27), Cheese Out Truck (Sunday 10/27). Fun Slide provided by Tobias Sky Entertainment. Bouncy Houses provided by Arizona Bounce Around.

## Signage Plan

On-Site Signs? YES QTY: 1 TYPE: BANNER

Off-Premise Signs? NO

Signage Plan Description:

SIGNAGE WILL BE PLACE IN FRONT OF CHURCH BUILDING. SEE MARKING ON MAP.

## Parking Plan

City parking lot	NO	City parking garage	NO
On-street parking	NO	On-site parking	YES
Off-site parking	YES	Shuttle service from off-site parking areas	NO
Valet service	NO	Rider Provider	NO

Parking Plan Description

SEE ATTACHED DETAILED PLAN.

## Entertainment - Amplification/Sound Plan

Entertainment

LIVE BAND

Sound Monitoring

Name : CATHY



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Company : TRINITY CHURCH  
Phone Number : (480) 535-6339

Time and type of outside sound and sound check times

LIVE MUSIC WILL BE PLAYED IN BETWEEN CHURCH SERVICES. BAND SOUND CHECKS WILL BE MINIMAL.

Plan for sound monitoring, containment, and mitigation

LIVE MUSIC WILL BE CONTAINED TO FRONT OF CHURCH. MONITORING AND MITIGATION WILL BE HANDLED BY EVENT DIRECTOR. A DECIBEL READERS WILL BE ONSITE TO MANAGE SOUND LEVELS.

## Police/Security

### Security Personnel

Inhouse Security	YES	Estimated Number : 15
Hired Security	YES	Estimated Number : 2 Company Name : LAW ENFORCEMENT SPECIALISTS Contact : BONNIE Phone : (623) 825-6700
Off Duty Police	NO	

## Scottsdale Fire Department and Medical Standby Services

Fire Department Permit Required NO

Medical Standby NO

Fire Apparatus/Personnel Standby Required NO

## Application 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 including any claims, damages, or losses resulting from the City's or its employees' or agents' negligence.

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 public property, the Applicant warrants:

I am the permittee or an authorized agent of the permittee with authority to legally bind the permittee (an agent may sign only if the event is on private property) and agree to the conditions of this permit.

☒ Signature of Applicant - must be the same person listed on application.

Printed Name CATHY MONOSCALCO

Date 10/21/2024



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Title of Applicant STEWARDSHIP DIRECTOR

TRINITY FALL FESTIVAL 2024  
SITE MAP



## **Trinity Church Fall Festival 2024**

### **Security/Usher/Parking Lot/First-Aid:**

This team will be led by our Director of Security and supported by other staff members of the church. All teams will meet 30 minutes prior to the start of the event. All members will be on radio and in communication throughout the event. After the main room clears, we will move additional security personnel to the outdoor areas. Each ride will have a security volunteer.

### **Security**

7 Security members and 3 off-duty officers with radio communications for our Church and Easter Service and traffic flow in and out of the parking lots.

Off-duty officers are contracted through Law Enforcement Specialists

LES Phone: 623-825-6700

### **Ushers**

4 Ushers will be working this event.

2 Ushers will be posted on each side of the main room.

Ushers will help with seating as well as any evacuation needs.

### **First Aid/CPR/Medical Responders**

We have CPR/AED/First Aid certified staff and volunteers.

### **AED/FA Kits**

We have 2 on-site AEDs that are up-to-date and deployed to our main room. One is marked by signage in the southeast corner near the exit. The other will be carried in our volunteer's FA kit.

### **Parking Plan**

We will have 6 parking lot team members and 1 off-duty officer per service to guide and direct traffic. Their responsibilities will be to safely load the parking lots until full and then direct additional/overflow vehicles to the designated areas located across the street.

To avoid attendees from parking in the neighborhoods and along the streets, we will place "No Church Parking" signs along the nearby streets (86<sup>th</sup> street/Berridge Lane/Rovey Ave).

We will also have our parking lot crew monitoring and directing away from these streets and to the overflow lot near the Trinity Café. The Green boxes are where we can send overflow parking for the event. The Red box and everything west of these spots are not authorized. We will have a parking lot crew member over in this area directing to the appropriate spaces. There are over 100 spaces in our overflow lots.



**Additional parking:** Trinity Café @ 8499 E. McDonald Drive.

