





# Special Event Application

12/1/2025

Standard

166-SE-2025

CAFE OFFERINGS. WE ALWAYS WORK WITH LOCAL PHOTOGRAPHERS AND VIDEOGRAPHERS TO CAPTURE THE EVENT, AND SUPPORT AND SHOWCASE THE LOCAL COMMUNITY.

Explain any anticipated regional, national, or international attendance.

ATTENDEES WILL PRIMARILY BE REGIONAL, VISITING FROM ALL OVER THE PHOENIX METRO AREA AS WELL AS NEIGHBORING STATES WHERE PEOPLE LOVE OUR FOURTILLFOUR EVENTS AND COME A DISTANCE TO ATTEND THEM AND BE PART OF THE COMMUNITY.

Is Scottsdale promoted in the special event marketing? YES

THE CITY IS MENTIONED IN OUR MARKETING OF THE EVENT AS THE MEETING GROUNDS FOR CAR AND COFFEE ENTHUSIASTS.

Explain how the community benefits from the event from a civic or cultural perspective.

THE EVENT WILL BRING PEOPLE TOGETHER AROUND A SHARED APPRECIATION FOR VINTAGE AUTOMOTIVE CULTURE, AND WILL CREATE A FAMILY-FRIENDLY SPACE THAT ENCOURAGES COMMUNITY CONNECTION. THIS WILL SUPPORT OUR NEIGHBORING BUSINESSES, DRAW MORE VISITORS TO THE OLD TOWN

Does your event require a paid fee for participants and/or spectators? NO

## Event Equipment

Stages	NO	Tables, Chairs, Furniture	NO
Generators	NO	Inflatables	NO
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	NO

## Vendor Sales

Retail Merchandise	NO	Food And Non-Alcoholic Beverages	NO
Food Trucks	NO	Alcohol	NO
Services	NO		

## Signage Plan

On-Site Signs? NO

Off-Premise Signs? NO

Signage Plan Description:

## Parking Plan

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

Parking Plan Description- OUTLINED IN SITE PLAN, WE WILL HAVE FEATURED CARS PARKED ON MARSHALL BETWEEN 1ST AVE AND MAIN ST AND IN THE PARKING LOT BEHIND OUR BUILDING. We have volunteers (4 usually) who help us out each time, I will also be directing traffic and we have the barricades as well. IT takes 30 mins for car load in/parking.

## Street Use

### Street or Alley Use

Street Closure : YES  
 Number of Lanes : 2  
 Direction : N  
 Street Name : MARSHALL WAY BETWEEN 1ST AVE AND MAIN ST  
 Closure Dates : 1/24/2026 7:00:00 AM - 1/24/2026 10:00:00 AM

### Public Parking Use

Parking Closure : YES  
 Parking Name : MARSHALL WAY BETWEEN 1ST AVE AND MAIN  
 Closure Dates : 1/24/2026 7:00:00 AM - 1/24/2026 10:00:00 AM

### Sidewalk Use

Sidewalk Closure : NO

### Barricade Company

Company Name : BOBS BARRICADES  
 Contact Name : STEVE BEANEY  
 Phone Number : (602) 272-3434

## Entertainment - Amplification/Sound Plan

### Entertainment

LIVE BAND, ACOUSTIC

### Sound Monitoring

Name : JESS BARNARD  
 Company : FORTILLFOUR  
 Phone Number : (480) 760-5155

### Time and type of outside sound and sound check times

EITHER AN ACOUSTIC BAND OR VINYL DJ WILL BE SET UP ON THE FRONT LAWN WITH SMALL SPEAKERS - THE RELAXED ENERGY OF THE EVENT MEANS THERE WILL BE MINIMAL NOISE.

### Plan for sound monitoring, containment, and mitigation

ON-SITE EVENT COORDINATOR WILL WORK WITH THE BAND/DJ TO ENSURE PROPER VOLUME AND CONTAINMENT OF MUSIC.

## Police/Security

### Security Personnel

Inhouse Security YES Estimated Number : 10



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Hired Security NO  
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

## Insurance

Insurance: Event activities on City/public property must be covered by insurance that protects the event sponsor/applicant and the City of Scottsdale. Various types and levels of liability insurance are required depending on the event. The required coverage and limits will be at the discretion of the Risk Management Division depending on the size and scope of the event. It is recommended that you submit your application and receive a determination on coverage and amounts before purchasing insurance coverage. Please refer to the Special Events Users Guide for more detailed information.

The following is a general guideline of the minimum limits that will be required:  
Commercial General Liability Insurance coverage is required for all events with minimum limits of \$1,000,000 Each Occurrence, \$2,000,000 Products & Completed Operations Aggregates, \$2,000,000 General Aggregate. Liquor Liability Insurance of \$1,000,000 to \$5,000,000 Per Occurrence is required for any event where liquor is being served.

All Insurance must endorse the City of Scottsdale as an Additional Insured. A separate insurance addendum with additional insurance requirements may be added to this application and become part of this contract.

I have a race event and have submitted a copy of the participant waiver that includes waiving liability against the city of Scottsdale and holding the city of Scottsdale harmless? NO

I have included a copy of the insurance certificate showing appropriate limits and coverages as required and naming City of Scottsdale as additional insured? YES

## 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.



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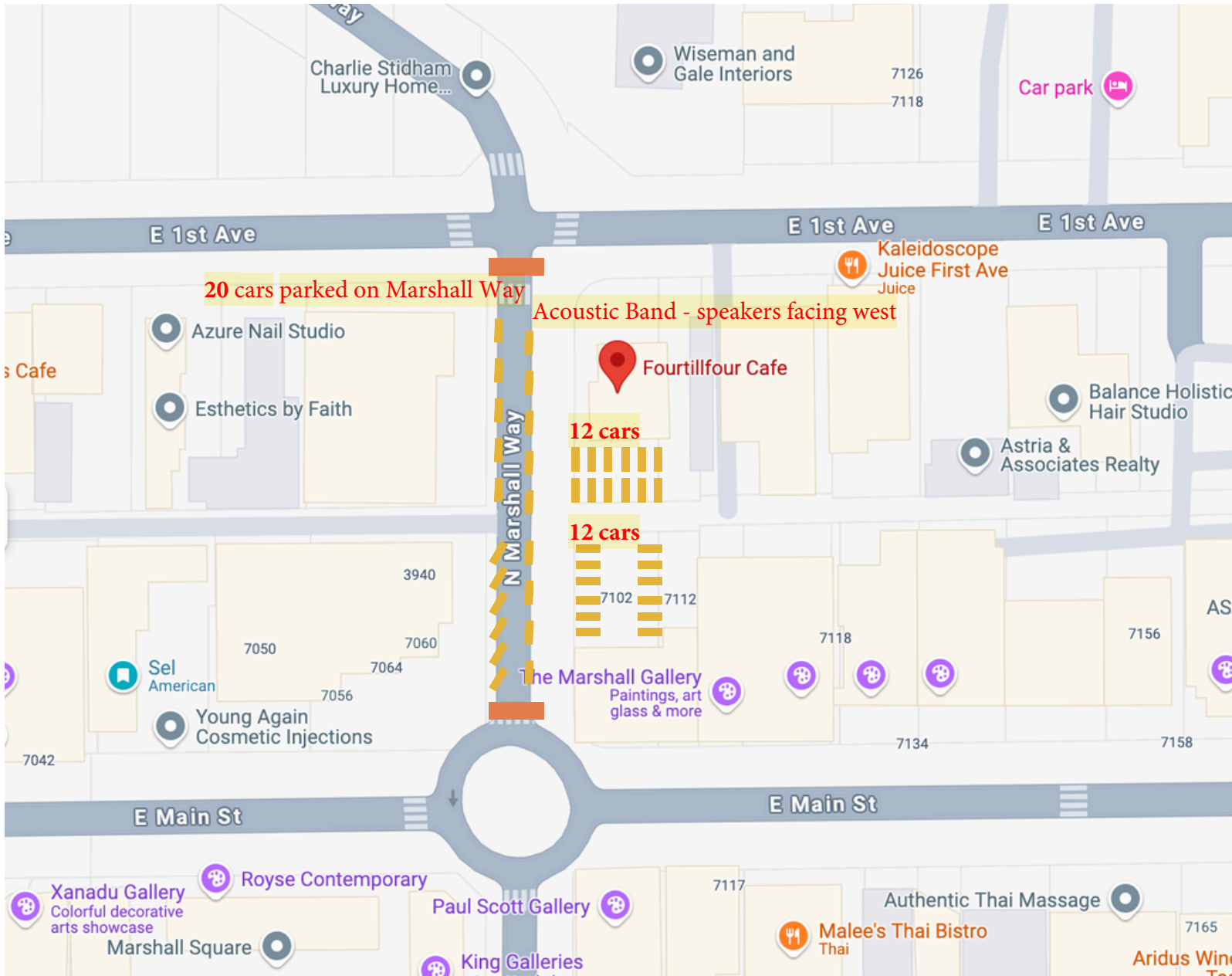
Signature of Applicant - must be the same person listed on application.

Printed Name *NICO SAMARAS*



Date 12/1/2025

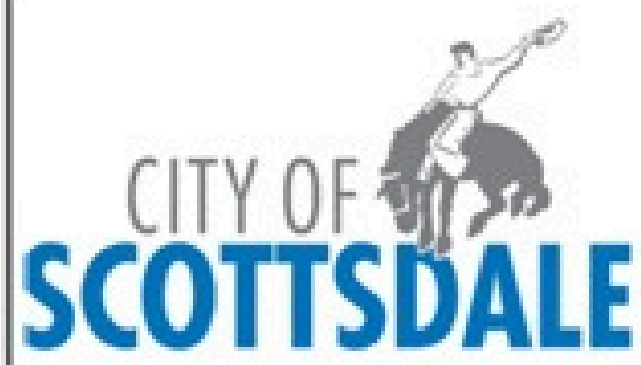
Title of Applicant OWNER

# Site Plan



## Site Plan Key

-  Barricade
-  Show Car



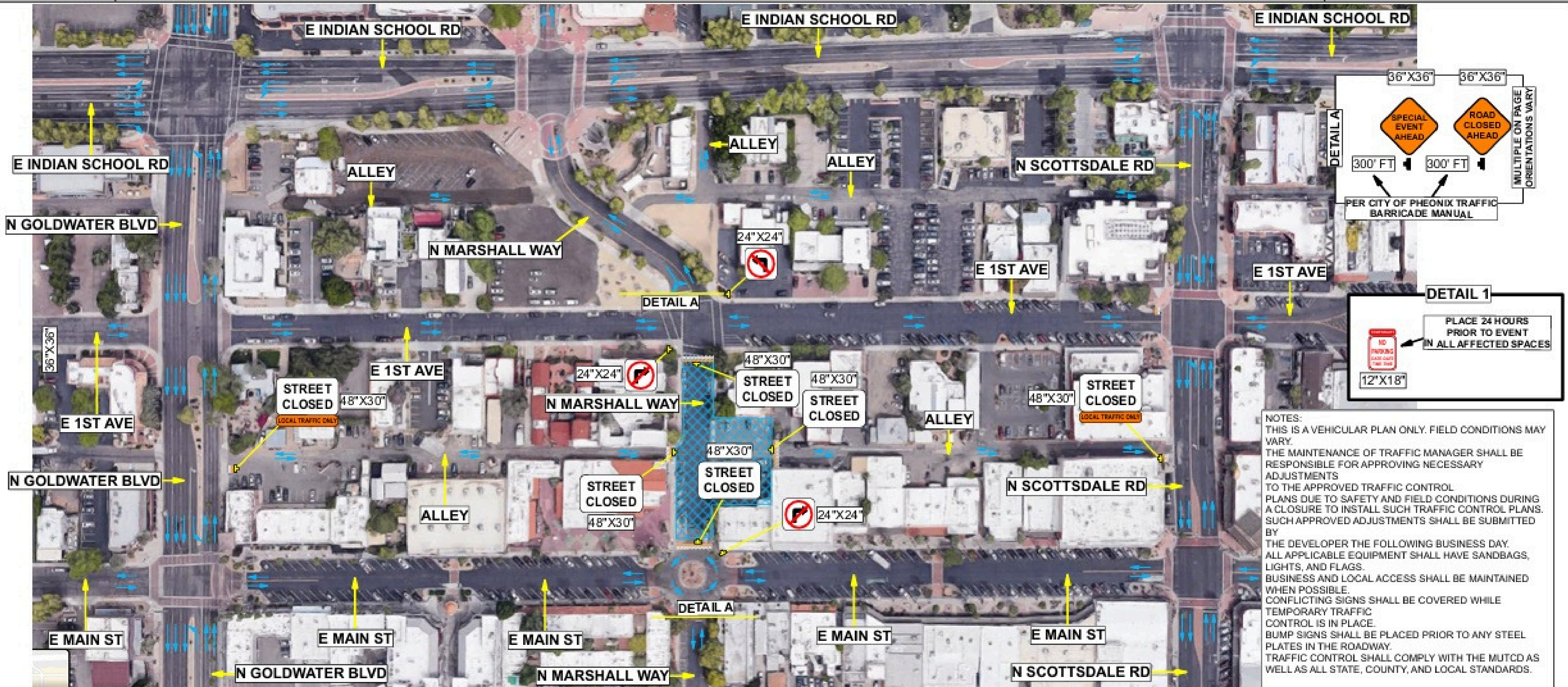
EQUIPMENT LEGEND

- TYPE 1 BARRICADES
- LANE IDENTIFICATION
- EVENT AREA
- SIGN LEGEND

Field Engineering

Traffic Engineering

SIGN SIZES: SEE EACH SIGN  
SIGN REFLECTIVITY: HIGH INTENSITY PRISMATIC SHEETING



NOTES:  
THIS IS A VEHICULAR PLAN ONLY. FIELD CONDITIONS MAY VARY.  
THE MAINTENANCE OF TRAFFIC MANAGER SHALL BE RESPONSIBLE FOR APPROVING NECESSARY ADJUSTMENTS TO THE APPROVED TRAFFIC CONTROL PLANS DUE TO SAFETY AND FIELD CONDITIONS DURING A CLOSURE TO INSTALL SUCH TRAFFIC CONTROL PLANS. SUCH APPROVED ADJUSTMENTS SHALL BE SUBMITTED BY THE DEVELOPER THE FOLLOWING BUSINESS DAY. ALL APPLICABLE EQUIPMENT SHALL HAVE SANDBAGS, LIGHTS, AND FLAGS. BUSINESS AND LOCAL ACCESS SHALL BE MAINTAINED WHEN POSSIBLE. CONFLICTING SIGNS SHALL BE COVERED WHILE TEMPORARY TRAFFIC CONTROL IS IN PLACE. BUMP SIGNS SHALL BE PLACED PRIOR TO ANY STEEL PLATES IN THE ROADWAY. TRAFFIC CONTROL SHALL COMPLY WITH THE MUTCD AS WELL AS ALL STATE, COUNTY, AND LOCAL STANDARDS.

PLAN IS NOT TO SCALE

OFF-DUTY POLICE OFFICER IS REQUIRED IF WORKZONE IS WITHIN 300' OF SIGNALIZED INTERSECTIONS

BARRICADE COMPANY INFORMATION

TRAFFIC CONTROL COMPANY	PHONE NUMBER	PAGE
BOB'S BARRICADES, INC.	602-272-3434	1
DRAWN BY	PHONE NUMBER	DRAWN DATE
Isaac Cross	954-574-2395	08/25/2025
Cross MOT Solutions LLC	TRAFFIC CONTROL DESIGN SPECIALIST	CERT#9933661
	ISSUE DATE 07/22/2022	EXPIRATION DATE 07/21/2026



TCP NAME : FOURTILLFOUR EVENT SE PERMIT # : \_\_\_\_\_

LOCATION : N MARSHALL WAY & E 1ST AVE, SCOTTSDALE, AZ

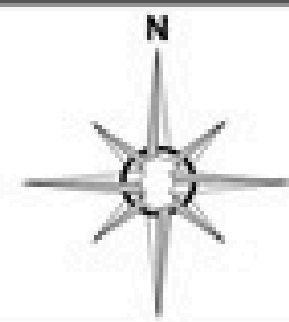
START DATE : 01/24/2026 END DATE : 01/24/2026

WORK HOURS :  8:30AM - 3:30PM MONDAY - FRIDAY  24 HOUR  10:00PM-5:00AM SUNDAY - THURSDAY  OTHER: 6:00AM - 10:00AM

CONTRACTOR : FOURTILLFOUR CONTACT PERSON : Jess Barnard

PHONE : 602-888-3583 EMAIL : jess@fourtillfour.com

COMPASS



POSTED SPEED

E INDIAN SCHOOL RD:	
N MARSHALL WAY:	

**From:** [Jess Barnard](#)  
**To:** [Barry, Erin](#)  
**Subject:** Fwd: Car Show Jan 24  
**Date:** Tuesday, January 6, 2026 8:38:12 PM

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**External Email: Please use caution if opening links or attachments!**

I sent her the site plan with the times etc and she just got back to me :) they're wonderful -

Thanks again!

----- Forwarded message -----

**From:** **Jen Pugh** <[jen@themarshallgallery.com](mailto:jen@themarshallgallery.com)>  
**Date:** Tue, Jan 6, 2026 at 8:36 PM  
**Subject:** Re: Car Show Jan 24  
**To:** Jess Barnard <[jess@fourtillfour.com](mailto:jess@fourtillfour.com)>

Hi Jess, thanks for asking, of course we approve!

Warmly-

Jen

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**From:** Jess Barnard <[jess@fourtillfour.com](mailto:jess@fourtillfour.com)>  
**Sent:** Tuesday, January 6, 2026 3:35:09 PM  
**To:** Jen Pugh <[jen@themarshallgallery.com](mailto:jen@themarshallgallery.com)>  
**Subject:** Car Show Jan 24

Hey Jen,

Hope your Holidays were Happy and relaxing. City of Scottsdale is asking for you to give the okay for our next car show on Jan 24th (from 7am-10am). I'll attach a copy of the site plan; we won't be needing to use any of your space for it and should be wrapped up when you open the Gallery (just like the usual Saturdays). If you could confirm that you're okay with the site plan and the event that would be wonderful!

Thank you,

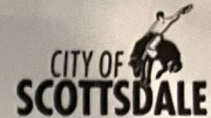
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**Jess Barnard**  
Lead Barista  
[FOURTILLFOUR](#) Scottsdale

7100 E Main ST Suite 4- Amery Bohling- has moved/currently empty

# Special Event Notice

## Neighborhood Input



### EVENT NOTIFICATION & NEIGHBORHOOD INPUT

Event Name: Cars + Coffee Event Location: 7105 E 1st Ave  
 Event Dates: 01/24/2020 Event Hours: ~~7am-10am~~ 6am-10am  
 Street Closures: Marshall Way 1st Ave → Main St.  
 Day/Time Closed: 01/24 6am Day/Time Reopened: 01/24 10am

We are thrilled to be guests in your neighborhood and it's important to us that we are communicating clearly with you, the neighbors, to determine if there are any comments or concerns related to the event and/or proposed street closure. I have provided a copy of the site plan and details of the street closure explaining the proposed Special Event. If you have any comments or concerns related to the event, please note in the applicable column. If you prefer to contact the City's Events Administrator directly, contact Cheryl Sumners at 480-312-7834 or [csumners@scottsdaleaz.gov](mailto:csumners@scottsdaleaz.gov).

Please read before filling out: I hereby declare that I am an authorized representative of the listed business and have been informed by the event applicant/designee of the event details, including proposed street closures. By marking "No" for concerns, I am relaying that I have no significant concerns about the event. By marking "Yes" for concerns, I am relaying that I have concerns with the event and/or street closure and will state the reason(s) why in the comment box.

DATE	PRINTED NAME	TITLE (Owner, Manager, etc.)	EMAIL	BUSINESS NAME & ADDRESS	DID YOU RECEIVE A COPY OF THE SITE PLAN?	CONCERNS?
	Peyton Hagedorn	Manager	operations.az@schaffers.com	Schatter's Bridal	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
COMMENTS/CONCERNS:						
	AMY JOHANNSEN	OWNER	AMY@STUDIORESSOURCE.COM	studio Ressource	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
COMMENTS/CONCERNS:						
	TODD Joseph	owner	info@saddlebagsaz.com	saddlebags	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
COMMENTS/CONCERNS:						
				Casa de Artistas moved ↗	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
COMMENTS/CONCERNS:						



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/24/2025

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 have **ADDITIONAL INSURED** provisions or 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).

<b>PRODUCER</b>		<b>CONTACT NAME:</b> Event Helper Customer Service	
	Gaslamp Insurance Services	<b>PHONE (A/C. No. Ext):</b> (855) 493-8368	<b>FAX (A/C. No):</b>
	DBA Event Helper Insurance Services	<b>E-MAIL ADDRESS:</b> info@theeventhelper.com	
	PO Box 1549 Grass Valley CA 95945	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b>		<b>INSURER A:</b> Lloyds Syndicate 2623 82%	<b>NAIC #</b> AA-1128623
FourtillFour c/o Nico Samaras 7105 E 1st Ave Scottsdale AZ 85251		<b>INSURER B:</b> Lloyds Syndicate 623 18%	AA-1126623
		<b>INSURER C:</b>	
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

**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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b>			EH-771325-L4379401	01/24/2026 12:01 AM	01/25/2026 12:01 AM	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES \$ 100,000
	<input checked="" type="checkbox"/> Host Liquor Liability						MED EXP (Any one person) \$ 5,000
	<input type="checkbox"/> Retail Liquor Liability	Y	N				PERSONAL & ADV INJURY \$ 1,000,000
GEN'L AGGREGATE LIMIT APPLIES PER:							GENERAL AGGREGATE \$ 2,000,000
<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC							PRODUCTS - COMP/OP AGG \$ 2,000,000
	OTHER:						Deductible \$ 1,000
	<b>AUTOMOBILE LIABILITY</b>						COMBINED SINGLE LIMIT (Ea accident) \$
<input type="checkbox"/>	ANY AUTO						BODILY INJURY (Per person) \$
<input type="checkbox"/>	OWNED AUTOS ONLY	<input type="checkbox"/>	SCHEDULED AUTOS				BODILY INJURY (Per accident) \$
<input type="checkbox"/>	HIRED AUTOS ONLY	<input type="checkbox"/>	NON-OWNED AUTOS ONLY				PROPERTY DAMAGE (Per accident) \$
							\$
	<b>UMBRELLA LIAB</b>						EACH OCCURRENCE \$
	<b>EXCESS LIAB</b>						AGGREGATE \$
	DED						\$
	RETENTION \$						\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						PER STATUTE OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/>	Y / N	N / A			E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

Certificate holder listed below is named as additional insured per attached CG 20 26 04 13. Attendance: 300, Event Type: Festival & Cultural Event - Indoor/Outdoor. Policy includes a 36 month Extended Reporting Period. Damage to Premises Rented (Other than Fire) included in the Each Occurrence Limit shown above.

**CERTIFICATE HOLDER****CANCELLATION**

TOURISM & EVENTS CITY OF SCOTTSDALE 7506 E Indian School Rd Scottsdale AZ 85251	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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