



Special Event Application

12/5/2024

Standard

186-SE-2024

Event Information

Event Name FOUNDERS DAY

Event Location 7333 E SCOTTSDALE MALL

Event URL WWW.SCOTTSDALEAZ.GOV

Event Description CELEBRATION OF SCOTTSDALE'S FOUNDERS - WINFIELD AND HELEN SCOTT ON THE ANNIVERSARY OF THE BIRTH OF WINFIELD SCOTT.

Event Dates

Event Dates (1)	Start Date	End Date	Participant Attendance	Other Attendance
	TUE 2/25/2025 1:00 PM	TUE 2/25/2025 2:00 PM	100	10

Setup Date TUE 2/25/2025 10:00 AM - 01:00 PM

Teardown Date TUE 2/25/2025 2:00 PM - 04:00 AM

Applicant Information

Applicant CITY OF SCOTTSDALE - CITIZEN SERVICE

Applicant Address 7506 E INDIAN SCHOOL RD

Applicant City SCOTTSDALE, AZ 85251

Applicant Name BRUCE WALL

Title CITIZEN ADVISOR

Phone (480) 312-7898 Email BWALL@SCOTTSDALEAZ.GOV

On-Site Contact BRUCE WALL

Title CITIZEN ADVISOR

Phone (480) 312-7898 Email BWALL@SCOTTSDALEAZ.GOV

Applicant Experience FOUNDERS DAY HAS BEEN HELD ANNUALLY FOR MORE THAN 20 YEARS. CITIZEN SERVICE AND THE OFFICE OF COMMUNICATIONS HAVE BEEN THE COORDINATORS FOR THE PAST 4 YEARS.

Prior Events

Has this event been produced before? YES

Is this an annual event? YES Previous Years : 24

Are there any changes from previous years? NO

Event Elements

Elements CIVIC, EDUCATIONAL

Description RELATES TO THE HISTORY OF SCOTTSDALE, SCOTTSDALE'S FOUNDERS AND KEY PERSONS.

Public Property Criteria

Are there any cross promotions or collaborations with local businesses to encourage sales or visibility? NO

NO.



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Explain any anticipated regional, national, or international attendance.

NA

Is Scottsdale promoted in the special event marketing? NO

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

THE COMMUNITY WILL HEAR THE HISTORY OF SCOTTSDALE.

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

Event Equipment

Stages	NO	Tables, Chairs, Furniture	YES
Generators	NO	Inflatables	NO
Portable Bars	NO	Amplified Sound	YES
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? YES QTY: 5 TYPE: PORTABLE (A-FRAME- SITS ON TOP OF GROUND)

Off-Premise Signs? YES QTY: 3 TYPE: PORTABLE (A-FRAME- SITS ON TOP OF GROUND)

Signage Plan Description:

A-FRAMES POSTED AT SPRING TRAINING AND FARMER'S MARKET ON FEB. 23 DURING THOSE EVENTS, A-FRAME POSTED AT MAIN/BROWN ENTRANCE FEB. 22-25; WAYFINDING A-FRAMES POSTED DAY OF EVENT ON THE MALL.

Parking Plan

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



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Parking Plan Description

LOCAL GARAGE SOUTH OF THE HISTORICAL MUSEUM AND ADJACENT PARKING LOT WILL BE AVAILABLE. ON-STREET PUBLIC PARKING ALONG MAIN STREET AND BROWN.

Street Use

Street or Alley Use

Street Closure : NO

Public Parking Use

Parking Closure : NO

Sidewalk Use

Sidewalk Closure : NO

Barricade Company

Entertainment - Amplification/Sound Plan

Entertainment

SPEAKER/ANNOUNCER

Sound Monitoring

Name : BRUCE WALL / DAN MILLER

Company : CITY OF SCOTTSDALE

Phone Number : (602) 526-2772

Time and type of outside sound and sound check times

MICROPHONE FOR SPEAKERS. SOUND CHECK BETWEEN 10-11 A.M. AND DURING THE EVENT.

Plan for sound monitoring, containment, and mitigation

CITY STAFF ON-SITE TO MONITOR AND CAN ADJUST ACCORDINGLY SHOULD ISSUES ARISE.

Police/Security

Security Personnel

Inhouse Security NO

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



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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? 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 BRUCE WALL

Date 12/5/2024

Title of Applicant CITIZEN ADVISOR

Scottsdale Civic Center - West Paseo Map



XXXX - 90-100 chairs facing east

● Podium/Guest Speaker



Table - F & B