

Rodeo 98 Event Information and Application



Arena Use

*** Special Permit Required

- Junior Rodeo & Single Events.....\$800.00/day & \$150 utilities + tax
- Rodeo\$1200.00/day & \$200 utilities + tax
- Special Events\$500.00/day & \$500 utilities + tax
(Utilities: Water, electricity and trash)
- Event Gate\$1.00 per adult
(if gate collected by vendor for Rodeo 98)

Other Events

*** Special Permit Required

- Carnivals\$2,500.00 flat rate, one-five days + tax
- Circus\$2,500.00 flat rate, one-five days + tax
Utility Fee.....\$500.00 (Utilities: Water, electricity and trash)
- Event Gate\$1.00 per adult
(if gate collected by vendor for Rodeo 98)

Daily Motel

- Event Campers\$25.00 per day + tax
- Horse Motel\$25.00 per day + tax

Other Fees

- Event Vendors\$50.00 per day + tax
- Clean Up Fee
- Utility Fee
- Rodeo 98 reserves the right to set up parking fee

Sale Tax 3.3%

No charge for 4-H sponsored events

IMPORTANT INFORMATION ABOUT VENDORS

* Food Vendors:

- Coconino Food Handlers Permit
- Business Registration with the City of Page
- Copy of your Business License
- Copy of Transaction Privilege Tax License must be submitted before event.
<https://azdor.gov/transaction-privilege-tax-tpt>
- Food Vending Insurance
<https://www.theeventhelper.com>

* Booth Vendors:

- Copy of your Business License
- Copy of Transaction Privilege Tax License must be submitted before event.
<https://azdor.gov/transaction-privilege-tax-tpt>
- Vending Insurance
<https://www.theeventhelper.com>



INTRODUCTION

Any organized activity involving the use of, or having impact upon, City property, City facilities, parks, sidewalks, street areas or the temporary use of City property in a manner that varies from its current land use or for revenue producing activities, requires a special event permit. (See City Code 3-7 "Utilization of City Property for Revenue Producing Activities") It is the City's goal to assist Event Organizers in permitting safe and successful events that create a minimal impact on the communities surrounding the events. For smaller or localized events, some of the items in this Application may not be applicable. In addition, if a proposed event meets one or more of the following criteria, the application will need to go to City Council for approval:

1. If a group wants to hold an event that will close a public facility or a collector or arterial street;
2. If a group wants to hold an event that will alter the existing physical character or nature of the City's property;
3. If a group wants to hold an event that requires the issuance of a Special Event Liquor License; or

CHECKLIST

Required information for initial submittal of the special event application. Applications will not be accepted without this minimal information.

Yes No

- Completed and signed application (no electronic signatures)
- Application fee (check, money order)
- Certificate of insurance - valid for event dates, set up and teardown. **INCLUDE CITY OF PAGE & RODEO 98**
- Complete and detailed site plan
- Electrical Plan (if applicable)
- Submit IRS letter of nonprofit status (if applicable)
- Traffic Control Plan (if applicable)

Please note that City departments affected by the proposed special event may recommend that a permit be issued only after the Applicant has met, at his or her own cost, certain stipulations. The following is a list of additional requirements that may be due upon the completion of the special event administrative and substantive review and include, but not limited to:

1. Providing a stated number of security personnel;
2. Providing a stated number of parking attendants;
3. Erecting security fencing or security barriers;
4. Providing sanitary facilities;
5. Hiring and/or providing for any and all traffic control devices and/or traffic control personnel as necessary;
6. Applying for and obtaining all other necessary permits and approvals;
7. Sign and submit a liability agreement prepared by the City;
8. Agreeing to pay for any unanticipated or unforeseen costs associated with the special event.

Fire Department – Contact local Fire Department and notify them about the event.

Police Department – Contact local Fire Department and notify them about the event.

The City of Page reserves the right to approve or deny any application that affects City property or City right-of-way

| | | | |
|--|---|---------|-----------|
| Date of Application: | Non-Profit <input type="checkbox"/> Revenue Generating <input type="checkbox"/> Event Assistance Program Request <input type="checkbox"/> | | |
| SECTION I: APPLICANT INFORMATION | | | |
| Name of Applicant (must be on site during the event) | | | |
| Phone Number: | Cell Phone Number | Fax | |
| Business Address | City | State | Zip Code |
| Corporation / Organization Name D.B.A. | E-mail Address | | |
| State of Incorporation | State Tax ID # | EIN/SSN | |
| SECTION II: EVENT INFORMATION | | | |
| Name of Event | | | |
| Event Date(s) | Hours of Events | Set Up | Take Down |
| Location of Event / Address | | | |
| Sponsors of the Event | | | |
| Event Category and Description of Event: <input type="checkbox"/> Athletic/Recreation <input type="checkbox"/> Concert/Performance <input type="checkbox"/> Crafts Fair <input type="checkbox"/> Carnival <input type="checkbox"/> Festival/Celebration <input type="checkbox"/> Special Attraction <input type="checkbox"/> Parade/Procession/March <input type="checkbox"/> Private Family Gathering <input type="checkbox"/> Other, Explain: | | | |
| **PLEASE INCLUDE A DETAILED SITE PLAN WITH THIS APPLICATION ** | | | |
| Event Site Plan: Your detailed event site plan should be submitted on 8 1/2" x 14" or 8 1/2" x 11" piece of paper and must include the following: <ul style="list-style-type: none"> • The location and dimensions of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access. • The location of first aid facilities and/or ambulances. • The location of all stages, amplified stage equipment, platforms, canopies, tents, portable toilets, booths, beer gardens, open flame and/or cooking areas, trash containers and dumpsters, carnival/amusement rides, merchandise vendors, controlled access/admission areas, and other temporary structures or activities. • Generator locations and/or source of electricity. • Placement of vehicles and/or trailers, both for attendees and event staff and participants. • Exit locations for outdoor events that are fenced and/or locations within tents and tent structures. • The locations of all emergency access points. • Other related event components not listed above. | | | |
| Charity Name | 501(c)3 Number | | |
| Charity Contact Name | Contact Phone Number | | |
| Charity Address | Charity Phone Number (if different from above) | | |
| <i>*If the event involves the participation of a charity, the applicant is required to provide an acknowledgement letter from the charity</i> | | | |
| Has this event ever been held at another location? () Yes () No If yes, please provide the appropriate references: | | | |

| | | |
|--|----------------------|------------------------------|
| Location #1 | | |
| Date: | Location: | |
| Contact Name | Phone Number | |
| Location #2 | | |
| Date: | Location: | |
| Contact Name | Phone Number | |
| Has the Applicant/Organization ever had a liquor license or event permit denied, revoked or suspended? () Yes () No If Yes, please explain: | | |
| Will there be an admission charge? () Yes () No (\$1 per person paid to Rodeo98 at the end of event) | | |
| Anticipated daily attendance: | | Anticipated peak attendance: |
| Will there be entertainment? () Yes () No If yes, please complete the following: | | |
| Group | Performance Location | Scheduled Time |
| Will sound amplification be used? () Yes () No If yes, please provide the following: | | |
| Start Time | Finish Time | Anticipated Decibel Level |
| Will there be contracted concessionaires/caterers? () Yes () No If yes, please provide the following information: | | |
| Name of Concessionaire/Caterer | | Address |
| Phone No. | Items to be sold | |
| WILL FOOD BE SERVED () Yes () No If yes, a health permit from Coconino County will be required and attached hereto. | | |
| Will this event be marketed, promoted or advertised in any manner? If Yes, please describe: | | |
| Will there be live media coverage during the event? If Yes, please describe: | | |
| Do you have a plan to control or limit the placement and/or distribution of promotional signage, flyers and/or posters? If Yes, please describe and list areas to be distributed and posted (Please attach any planned promotional materials): | | |
| SECTION III: EVENT SPECIAL FEATURES | | |
| TENTS OR CANOPIES () Yes () No If yes, provide the following: | | |
| Number of Tents: | Size(s): | |
| <i>*All tents and canopies must be properly secured via tent stakes and will be subject to inspection</i> | | |
| OPEN FLAMES OR COOKING () Yes () No If yes, please describe: | | |
| <i>*Open flame may require additional permits or approval from the City of Page Fire Department</i> | | |

| | |
|---|--|
| FIREWORKS, ROCKETS, LASERS, OR OTHER PYROTECHNICS () Yes () No If yes, provide the following: | |
| Company: | |
| Address: | |
| Contact: | Phone: |
| *Fireworks, rockets, lasers, or other pyrotechnics require permits from the City of Page Fire Department | |
| TEMPORARY FENCING () Yes () No If yes, provide the following: | |
| Company: | |
| Address: | |
| Contact: | Phone: |
| *Provide accurate dimensions of fenced area and include on site plan | |
| RESTROOMS: You are required to have sufficient portable restroom facilities at your event. Such facilities are not already available at the location of the event. This includes sufficient ADA accessible facilities in the immediate area of the event site, which will be available to the public during your event. | |
| Company: | |
| Address: | |
| Number of regular restroom units: | Number of ADA accessible restroom units: |
| ELECTRICAL SERVICES / GENERATORS () Yes () No If yes, please describe your electrical site plan, including the use of any City electric hookups, the layout of extension cords, spider boxes, generators, size and quantify of any generators and anticipated amperage draw: | |
| Vendors: Must have their own power source. | |
| *Additional fees may apply if you plan on using City electrical hookups | |
| CARNIVAL / AMUSEMENT RIDES () Yes () No If yes, provide the following: | |
| Company: | |
| Address: | |
| Contact: | Phone: |
| *Amusement or carnival rides must be rented by a licensed vendor who can provide evidence of insurance naming the City of Page as the additional insured | |
| INFLATABLES / BOUNCE HOUSES () Yes () No If yes, provide the following: | |
| Company: | |
| Address: | |
| Contact: | Phone: |
| *Inflatables, bounce houses or similar items must be rented by a licensed vendor who can provide evidence of insurance naming the City of Page as the additional insured | |
| MEDICAL PLAN: Please describe your medical plan including the number of first aid staff and first aid stations within the perimeter of the event, your communications plan, certification levels (i.e., CPR and First Aid certified, MD, RN, Paramedic, EMT, etc.) and types of resources that will be at your event and the manner in which they will be managed. You may attach the plan to this application if necessary. | |
| OTHER – Description of any other activities at the event: | |

SECTION IV: STREETS / TRAFFIC

DOES THE EVENT PROPOSE CLOSING, BLOCKING, OR USING ANY OF THE FOLLOWING:

CITY STREETS () Yes () No If yes, provide the following:

| Street | From/To | Date(s) | Time(s) |
|--------|---------|---------|---------|
| | | | |
| | | | |

TRAFFIC CONTROL PLAN: A Traffic Control Plan is used to indicate vehicle/pedestrian traffic control, detour routes, directional signs, barricades and street closures for your event. The Applicant is responsible for providing all required barricades and traffic control signs at no cost to the City of Page and Rodeo 98. Barricades must be set-up by a licensed and bonded traffic control company and a traffic control plan must be submitted for the proposed closure of any street, sidewalk, alley, right-of-way, parking lot or similar public access area.

SECTION V: USE OF CITY UTILITIES

Will any City electric or water hookups be used? () Yes () No If yes, provide the following:

| | |
|-------------------|--------------------------|
| Electric Location | Service Needed (in amps) |
| Water Location | Service Needed |

SECTION VI: EVENT SECURITY

Will the event be using private security? () Yes () No If yes, provide the following:

Security Company:

Address:

Contact Person and Cellular Number:

Number of personnel contracted for:

Please describe your security plan including crowd control, internal security or venue safety:

If no security company is retained, please provide the name of the responsible person that will be present at the event:

SECTION VII: ALCOHOL (Glass containers or glass bottles are NOT allowed in City parks)

Will there be alcohol at the event? () Yes () No If yes, please answer the following:

Will alcohol be sold? () Yes () No

Will alcohol be given away? () Yes () No

Is alcohol included in the admission price to the event? () Yes () No

Will 50% or more of the gross revenues from the event will be derived from alcohol sales? () Yes () No

**If you answered Yes to any of the above, a Special Event Liquor License is required*

| | |
|----------------------------------|-----------------|
| Charity's or Organization's Name | 501 (c)3 Number |
|----------------------------------|-----------------|

*A letter from the charity or organization agreeing to participate as the agent for the special event liquor license is required and must accompany the original event application

| | |
|---|--------------|
| Name of Contact at Charity or Organization | Phone Number |
| On-Site Agent Responsible for Liquor | |
| How will attendees over the age of 21 be identified? | |
| Have the alcohol servers received training regarding the sale and service of alcoholic beverages? () Yes () No If yes, where & when? | |
| What controls will be used to keep underage attendees from obtaining alcohol at the event? | |
| <i>*A site plan showing locations of alcohol service areas, type and height of fencing, and security check areas must be provided and correspond to the description of the controls above</i> | |
| SECTION VIII: PARADE / RACE INFORMATION (Attach a proposed route and indicate assembly/disassembly areas) | |
| Assembly Area: | |
| Disassembly Area: | |
| Number of Units in parade: | |
| Description of the units (e.g., motorized, animals, floats, sound amplification) | |
| SECTION VIII: INSURANCE REQUIREMENTS | |
| <p>You will be required to provide the City of Page and Rodeo 98, thirty (30) days prior to the Event, with proof of applicable insurance that will be in effect during the license period, which shall provide a minimum of \$1,000,000.00 single limit bodily injury and property damage liability on said premises in companies satisfactory to the City of Page and Rodeo 98. The City of Page and Rodeo 98 shall be named as an "additional insured" and provided with a copy of the additional insured endorsement for any and all policies. Rodeo 98 shall be given at least ten (10) days prior written notice of policy alterations, cancellations or deletions.</p> <p>By executing this application, the applicant agrees to defend, indemnify, and hold harmless the city of page, its agents, representatives, officials, and employees, from and against any and all claims, damages, losses, and expenses (including, but not limited to, attorneys fees, court costs, and the cost of appellate proceedings), relating to, arising out of, or alleged to have resulted from the acts, errors, mistakes, or omissions of the applicant, its agents, employees, contractors, subcontractors, customers, invitees, guests or other persons doing business with the applicant, in connection with the special event described in this application, provided, such claims, damages, losses and expenses are attributable to bodily injury or to injury to or destruction of property.</p> <p>Applicant understands that the special event permit is not transferable to any other individual or group. Applicant certifies that the statements made in this application are true and complete to the best of my knowledge. Applicant understands that any omissions or misstatements of facts are cause for rejection of the application and that incomplete applications may not be processed.</p> <p>Applicant further understands and acknowledges that the special even permit is only applicable within the Page City limits and that any events that encroach upon any other jurisdictions are required to obtain the appropriate permission from those other entities (such as the Navajo Tribe and the National Park Service). Applicant's failure to secure the appropriate permission from any other jurisdiction encroached upon by the event will result in the revocation of the special event permit.</p> | |
| Print Name of Applicant/Host Organization: | Title: |
| Signature | Date: |
| Print Name of Event Organizer: | Title: |
| Signature | Date: |