

# Lake Havasu City: Special Event Handbook

---

2021

---



---

## **Table of Contents**

Section 1: Special Event Permit.....	3
Section 2: Application Process .....	3-4
Section 3: Special Event Timeline .....	4-5
Section 4: Trash Plan .....	5-6
Section 5: Parks & Electricity .....	6
Section 6: Fire/EMS Services .....	7-8
Section 7: Fireworks .....	8
Section 8: Inclement Weather .....	8-9
Section 9: Insurance .....	9
Section 10: Signs & Banners .....	10
Section 11: Site Plan .....	10-11
Section 12: Vendor Licensing.....	11-12
Section 13: Special Event Liquor License .....	13
Section 14: Tents and Canopies .....	13-14
Section 15: Street Closure and Restrictions.....	14-15
Section 16: Security/Police Department .....	16
Section 17: Special Event Department List .....	17

---

# Special Event Permit

## Section 1

Anyone who wants to hold a special event on City property must complete a special event application in Lake Havasu City. A special event is any organized, scheduled activity, or event taking place upon City owned property that either interferes with the normal or customary use of the property or inhibits or interfere with the use of the property by the general public. Special events may include a parade, concert, walk, bike or foot race, rally or public gathering.

1. Special event application fee \$50.00
2. A special event application must be submitted 60 days prior to the date of the event.

# Application Process

## Section 2

A special event applicant must complete the following special event requirements no later than 60 days prior to the date(s) of the requested special event in order for the event to be approved and a permit issued by Lake Havasu City.

1. Submit a special event application to Lake Havasu City with the \$50 application fee. Once the application is received by the City, the City determines if the date requested is available and if so the date requested will be automatically reserved for your event. Applications are available online at [www.lhcaz.gov/events](http://www.lhcaz.gov/events).
2. Depending on an events size and features, the City may require additional permitting, licensing, maps, certificates of insurance, and any other information needed from the applicant.
3. Once a special event application is submitted by the applicant, the City will route the completed application to City departments for review.
4. After this review, a pre-event meeting will be scheduled with the applicant to provide a presentation to City staff regarding the proposed special event.
  - The applicant is expected to be prepared to present a brief description of the special event, along with specific details and answer questions.
  - The applicant must provide the following documents 7 days prior to this meeting:
    - Updated Site Map – depicting layout of event, including vendor names and their locations, route, road closures, trash plan.
    - Vendor List-including business name, mailing address, email, phone number, type of business and AZ TPT

- 
- Liquor License Status (if applicable, see special event timeline)

5. Once all fees, maps, permits, licenses, certificates of insurance and other required information are received from the applicant and reviewed, the City will consider its issuance of a permit for a special event.

# Special Event Timeline

## Section 3

### 6-12 Months Prior to Hosting a Special Event

- Download a special event application and Handbook from the City website.
- Check availability of event venues.
- Request venue date by submitting a special event application.
- For all Events that take place in Lake Havasu City Bridgewater Channel, contact the United States Coast Guard at (619) 278-7656 for a permit, which must be attached to the special event permit application.

### 60 Days Prior to Hosting a Special Event

- Obtain all appropriate insurance for your special event and submit proof of required insurance (Certificate of Insurance) to the City.
- Apply for a City temporary special event business license. A business license is needed by the event applicant and all vendors who are selling, taking orders for a sale, and charging an admission.
- Prepare for a pre-event meeting with City staff
- Prepare applications for all other permits and licenses required for the proposed special event.
  - Liquor License(s): If you plan to serve or sell alcoholic beverages at your special event, you must apply for a Temporary Special Event Liquor License along with a required Certificate of Insurance. The AZ Department of Liquor Control will only issue a Special Event Liquor License after the local governing body has recommended approval of the license. [https://www.azliquor.gov/forms/lic\\_specialeventapp\\_access.pdf](https://www.azliquor.gov/forms/lic_specialeventapp_access.pdf)

Lake Havasu City requires an event applicant to notify affected businesses and residents if an upcoming event will require a street closing.

- 
- Public Health Department Permit: If food or drink (other than pre-packaged) will be served at the special event, the applicant must obtain a the required permit(s) from the Mohave County Public Health Department at <https://www.mohavecounty.us/ContentPage.aspx?id=127>.
  - Tent and Canopies: Tents and membrane structures having an area in excess of 400 square feet and canopies in excess of 700 square feet shall not be erected, operated, or maintained for any purpose without first obtaining a permit and approval from the Lake Havasu City Fire Department.
    - Exceptions:
      - Tents used exclusively for recreational camping purposes.
      - Tents open on all sides which comply with all of the following:
        - Individual tents having a maximum size of 700 square feet
        - The aggregate area of multiple tents placed side by side without a fire break clearance of 12 feet, not exceeding 700 square feet total.
        - A minimum clearance of 12 feet to all structures and other tents.
    - Application Fee: \$100.00
  - Crowd Managers: Where facilities or events involves a gathering of more than 500 people, crowd managers shall be provided.
    - Exceptions:
      - Outdoor events with fewer than 1,000 persons in attendance shall not require crowd managers.
      - Assembly occupancies used exclusively for religious worship with an occupant load not exceeding 1,000 shall no require crowd managers.
      - The number of crowd managers shall be reduced where, in the opinion of the Fire Marshal, the fire protection provided by the facility and the nature of the event warrant a reduction.
    - Crowd Manager Training: <https://crowdmanagers.com> : Required by all national fire code standards in public assemblies
    - . Proof of certificate will be required at the time of application.

## Trash Plan

## Section 4

A trash plan is required as part of the special event application. The trash plan must include the following information:

- A site map of the special event area, showing the location of dumpsters and trash and recycling bins
- The name and contact information for individuals and groups who will be cleaning up during and after the special event.

If a special event applicant fails to clean up after a special event or causes damage to Lake Havasu City property or facility, Lake Havasu City will bill the applicant for its cost to clean and repair the damaged property. Lake Havasu City reserves the right to deny future applications based on unacceptable clean-up or care of City properties.

## Parks & Electricity

### Section 5

**Electricity:** Special event applicants are responsible for providing generators, light towers, spider boxes or extension cords for power needs. Electrical outlets are limited to specific locations. Special event applicants must obtain approval from City staff to utilize a City power source, if available.

#### Generators:

- All generators may not be refueled during times of public operation without prior authorization from the Lake Havasu City Fire Department.
- All extension cords and power bars shall be UL approved, not be pinched, frayed, cut or cracked and must be of 3 wire grounded type. They shall be secured or placed so as not to be a hazard, obstruction, or located in areas where water may accumulate.
- All power bars shall be plugged directly into single cords and may not be plugged into other multi-plug devices.
- All lighting shall be specifically manufactured for the intended use.

**Parks:** The special event applicant must return all park space to a similar condition as was received.

A blue stake is required for any special event that will penetrate or break the ground surface including but not limited to fence posts, tent stakes, or anchors that break the soil surface.

Any damage to park infrastructure, including; benches, structures, fences, gates and walls, will be billed to the special event applicant.

Park Area Fees	Day-Private	Day-Commercial	Day-Non Profit
Small Park Area (0-40,000 sq. ft.)	\$131	\$158	\$66
Large Park Area (40,001-75,000 sq. ft.)	\$216	\$259	\$108

London Bridge Beach Stage	\$105	\$126	\$52
London Bridge Stage	\$42	\$50	\$21

## Fire/EMS Services

## Section 6

A Fire/Emergency Medical Plan will be based upon the number of individuals attending the special event in order to provide sufficient emergency coverage.

The Lake Havasu City Fire Department will make recommendations based on the special event application and any extenuating circumstances of the special event. The goal of a medical plan is to ensure the proper and adequate medical services are in place to protect the health and safety of the participants at a special event.

Attendees	Medical Requirements
0 – 2,000	First Aid Kit and a 911 notification plan.
2,000 – 5,000	First Aid Station (1 Paramedic & 1 EMT) or Community Emergency Response Team (CERT) based on availability
5,000 – 10,000	First Aid Station (1 Paramedic & 1 EMT) and 1 Mobile ALS Unit (1 Paramedic and 1 EMT)
10,000 – 20,000	(2) First Aid Stations (2 Paramedic & 2 EMT) and 1 (ALS) Medic Unit (1 Paramedic & 1 EMT)
20,000 +	Contact Lake Havasu Fire Department Emergency Medical Division to discuss coverage requirements.

Any special event applicant that is not required to have medical designated services should still have a first aid station on site in an appropriate location. The first aid station should be able to handle any minor medical needs, such as small cuts, scrapes, or minor strains, etc. The first aid station should utilize the 911 systems for any other medical service needs that exceed the capacity or scope of the first aid providers. Hydration stations with (non-alcoholic) beverages may be required at a large outdoor event during periods where temperatures contribute to heat related emergencies.

Once the special event application is reviewed, the Lake Havasu City Fire Department will provide a cost estimate based off of the applicant’s submitted application. The event applicant will be required to reimburse Lake Havasu City for providing additional personnel and equipment for Fire/EMS services. The current fully burdened hourly rate is as follows (2021):

Personnel	Hourly Rate
Firefighter	\$56.00
Firefighter/ Paramedic	\$64.00
Fire Inspector	\$85.00

Fire Captain	\$82.00
Battalion Chief	\$98.00
Medic Unit (No Staffing)	\$64.00
Fire Boat (No Staffing)	\$224.00

Every special event differs based on the activities involved. The list below identifies common risks that occur at special events:

- Crowd control
- Medical emergencies
- Lost child
- Accidents
- Fire
- Communication malfunctions
- Lost & found
- Loss of utilities

Once you have identified risks for your special event, we suggest you establish an emergency plan to address the potential risks. The Lake Havasu City Fire Department can assist with the development of an emergency plan.

## Fireworks

### Section 7

Permits may be granted by the Fire Marshal or designee for conducting a properly supervised public display of fireworks by a licensed fireworks contractor after inspection and authorization by the Fire Marshal or designee. Such supervised public displays of fireworks shall be of a character and so located, discharged or fired, only after inspection and in a manner that does not endanger persons, animals, or property. Permits shall not be issued, and may be revoked, during time periods of high fire danger warnings. The Fire Marshal has authority to impose conditions on any permit for a supervised public display of fireworks.

## Inclement Weather

### Section 8

Lake Havasu City can experience severe weather in the form of severe thunderstorms, extreme heat and winds, and heavy rains. Therefore, depending upon the time of the year special events are scheduled, special event applicants will need to consider the potential for extreme weather conditions, including:

- Outdoor Special Events:
- High/Extreme Heat



- Special event applicants should consider cooling stations and/or water points for participants if weather is expected to be warm.
- Severe weather: Thunderstorms and Wind Storms

Example Weather Plan Questions: (*Questions will be asked at Pre-Event Meeting with City Staff*)

1. How do you plan to track inclement weather?
2. Who is responsible for getting the word out to attendees regarding inclement weather conditions and how will they do it?
3. Where will your attendees seek shelter and has permission been granted for the spaces(s)?

## Insurance

### Section 9

Before an applicant can use an event facility, a certificate of insurance that complies with the requirements (see the special event application) must be completed prior to the start of the event or the event will be cancelled. A special event applicant must comply with the insurance requirements to be able to obtain a Special Event Permit from Lake Havasu City.

Special event applicants that utilize City facilities may wish to take advantage of the affordably priced liability insurance available through Gather Guard. Applicants may obtain quotes and purchase insurance through <https://app.gatherguard.com/?f=0501> (see the special event application).

If you have any questions about Gather Guard or how to obtain a quote or purchase insurance, call Lake Havasu City Human Resources/Risk Management at (928) 453- 4143.

Applicant must purchase and maintain General Liability Insurance in the minimum amount of \$1,000,000 for each occurrence/\$2,000,000 aggregate.

The policy must provide coverage for bodily/personal injury, property damage, and broad form contractual liability. The policy must be endorsed to include Lake Havasu City, Arizona, its departments, agencies, boards, commissions, officers, officials, agents, volunteers, employees, and contractors as named additional insureds with respect to liability arising out of or related to Applicant's event and occupancy, use, and activity in or about the lands described in this Event Application.

Lake Havasu City must be notified within 10 business days of policy suspension, cancellation, and reduction in coverage or limits. Insurance coverage must be provided by an insurance company admitted to do business in Arizona and rated A-VII or better. Attach a copy of the General Liability Insurance Certificate to the special event application.

If the event is at Rotary Park, S.A.R.A. Park, or Site Six, the *endorsement must include* **the United States, Bureau of Land Management.**

---

# Signs & Banners

## Section 10

Lake Havasu City requires that a special event application follow the guidelines listed below:

### Signs:

- Signs must be displayed within the boundaries of the special event.
- All signs must be removed from the venue immediately after the special event is over.

### Event Course Markings:

- Only lining chalk is allowed for use on City streets.

### Banners:

- Special event applicants wanting to display banners on the London Bridge must contact Lake Havasu City Parks and Recreation at (928) 453-8686 for availability and to coordinate scheduling.

### Banner Rules & Regulations:

- Banners can be 3' - 4' wide by 25' - 30' long
- Eyelets must be at all four corners of the banner
- There must be ¼' nylon braided rope leader sewn into the top and bottom of the banner
- Banner must be mesh material or there must be wind holes cut throughout the banner
- Banners will not be accepted if they promote alcohol, tobacco, drugs, violence, etc.
- Banners are placed and removed Monday mornings. Your banner will be available for pick up from the Aquatic Center, the Tuesday following your removal date.
- Banners must be dropped off to the Aquatic Center by 5 p.m. on the Thursday prior to your placement date.
- Lake Havasu City Parks and Recreation observes the right to remove banners in bad weather or due to banners becoming safety hazards. Parks and Recreation is not responsible for any damage or loss of banners.

# Site Plan

## Section 11

If applicable, the special event applicant must include the following information upon submitting the special event application to Lake Havasu City. The special event site plan must include the following:

- event site plans must include distances or measurements (noted in feet).
- a fire lane of 20 feet must be maintained to allow access within 150 feet of all areas of event site. Fire lanes will be reviewed and approved by the Lake Havasu City Fire Department.
- all entry and exit points for the event must be marked and kept clear at all times.

- locations of all entrances, exits, and emergency exits as well as all fencing and barricades that will be used
- any events that have fencing or other means of segregation must have a minimum of two exits.
- locations of all canopies, tents, stages, platforms, bleachers, dance floors, etc.
- locations of all inflatable activities and/or rides
- locations of all electrical supply and service (permanent and portable generators)
- locations of all booth spaces, including food trucks/booths (fixed and mobile)
- location of first aid tent (*number of locations will be determined by Lake Havasu City Fire*)
- location of all dumpsters and trash receptacles
- location and layout of tables, chairs, picnic tables, etc.
- location of all parking areas including dirt lot areas used for event activities or parking
- permanent and portable restroom facilities, as well as wash stations
- signage and banners that will be hung or installed
- affected streets, alleys, and rights-of-way, including those that will be closed

Please note: Fire lanes and access to water supplies must be kept open at all times to allow emergency vehicles to respond to an incident.

Access to fire hydrants shall be maintained clear and unobstructed Fire hydrants shall not be obscured from visibility. A clear space of 3 feet measured from the top/center of the hydrant shall be maintained in all directions

## Vendor Licensing

### Section 12

All special event applicants must submit a completed vendor list **25** business days prior to the special event. If vendors are selling products, food or drinks during the special event, a State of Arizona transaction privilege tax license (TPT), issued by the Arizona Department of Revenue, must be held by all vendors. The onetime fee is \$12.00 and the application can be found on the Arizona Department of Revenue’s website at <https://azdor.gov/transaction-privilege-tax/tpt-license/applying-tpt-license>. The applicant must show Lake Havasu City as your Region Code.

The following groups are required to be licensed at all special events within Lake Havasu City:

- Event applicant– if charging fees or retail sales.
- All vendors who are selling items to the public.
- All amusement operators.
- A vendor who is considered a “display” is still required to have a business license.

An applicant, vendor or operator must report and pay the tax directly to the Arizona Department of Revenue (ADOR). Payment can be made online at <https://www.aztaxes.gov/Home/PaymentBusiness>.

---

The following are considered taxable income at a special event in Arizona:

- Fees charged for use of spaces by vendors
- Rental of space by vendor
- Food sales
- Product sales
- Advertising fees
- Entry Fees
- Amusement rides

How frequently a vendor must make a payment with the ADOR depends on how much vendors estimate they owe in ANNUAL COMBINED taxes to the state, Mohave County and Lake Havasu City.

- File Annually: if combined estimated annual taxes to be owed are less than \$2,000
- File Quarterly: if combined estimated annual taxes to be owed are \$2,000 - \$8,000
- File Monthly: if combined estimated annual taxes to be owed are more than \$8,000
- File Seasonally: 8 months or less

Payment due dates can be found at [www.azdor.gov](http://www.azdor.gov).

All special event applicants must provide Lake Havasu City Business Licensing Division with a completed vendor list spreadsheet (see special event application). The spreadsheet must include the following information:

- Each vendor's State of Arizona Transaction Privilege Tax (TPT)\* number that also includes Lake Havasu City as one of its business locations
- Lake Havasu City Business License (if they have an annual license)
- Business name
- Mailing address
- Business phone number of the vendor
- Email address
- Contact person with an email address

***Special event applicants are responsible for any unlicensed retail activity that may result in the removal of the violators on the day of the event and could jeopardize any future proposed special events by the applicant.***

**For more information, please contact:**

Lake Havasu Business License Dept.  
(928)453-4153  
businesslicense@lhcaz.gov

---

# Special Event Liquor License Section 13

Special event applicant must complete an Application for Special Event Liquor License or Extension of Premises Permit for the sale and/ or consumption of alcohol during the special event. Each form is available under Liquor License Application Kits at [www.azliquor.gov/forms.cfm](http://www.azliquor.gov/forms.cfm).

- Event applicant will attach the completed form to the Lake Havasu City Event Permit Application. A Certificate of Insurance will also be needed along with appropriate payment.
- If approved, Lake Havasu City will submit the application to the AZ Department of Liquor for final approval before the event date.
- AZ Department of Liquor will grant final approval or denial of the application. If approved, AZ Department of Liquor will issue a State of Arizona Department and Control Alcoholic Beverage License.

All licensees are required to display the Alcoholic Beverage License(s) according to standards set by A.R.S. §4-262. Additionally, liquor consumption warning signs are to be displayed as outlined in A.R.S. §4-261. See [www.azliquor.gov](http://www.azliquor.gov) for more information.

## Fees

Special Event License Application Fee **\$25.00 (Per Day)**

\*\*Payment may be made by check to Arizona Department Liquor License and Control

Lake Havasu City Processing Fee **\$32.00**

\*\*Payment may be made by check or credit card. Checks must be made payable to “Lake Havasu City.”

## For further information please contact

**AZ Department of Liquor License & Control**

**800 W. Washington, Phoenix, AZ 85007-5141 4**

**Phone: 602-542-5141**

**[www.azliquor.gov](http://www.azliquor.gov)**

# Tent and Canopies Section 14

- Tents over 400 square feet shall be composed of flame-resistant material or shall be treated with a flame retardant. The tent/canopy shall have an affixed label bearing the identification of size and fabric or material type

- 
- Tents over 400 square feet or involved cooking require portable ABC fire extinguishers to be provided in noticeable locations and be mounted. 2A10BC rating and/or type K.
  - Tents shall be adequately roped, braced, and anchored to withstand the elements of weather and prevent against collapsing. Tent stakes must have caps or other means to prevent injury.
  - Smoking shall not be permitted in tents. Signs are required to be posted

#### Stages and generators:

- Generators shall be a minimum of 20 feet from tents.
- All outside electrical receptacles or receptacles in tent shall be a Ground Fault Circuit Interrupter (GFCI) protected.
- Temporary Cords: Only grounded electrical extension cords of the proper amperage rating for the load shall be used. Cords shall not be installed as to be subject to physical abuse or to pose a tripping hazard. Cords shall be inspected for damage prior to use and damaged cords removed from service.
- Grounding: All electrical equipment shall be maintained in a safe condition and grounded in accordance with manufacturers specifications.

#### Cooking in/around a tent or canopies:

- Cooking: Open or exposed flame cooking equipment shall not be permitted inside or located within 20 feet of the tent.
- Each tent shall have a minimum of 1 (one) 2A-10BC rated fire extinguisher.
- Cooking and heating equipment shall be a minimum of 10 feet from exits or combustible materials.
- Flammable/Combustible liquids shall be stored outside in an approved manner a minimum of 50 feet from tents.
- Refueling of flammable liquid-fueled equipment shall be done a minimum of 20 feet from tents.

## **Street Closure and Restrictions**    **Section 15**

If a special event applicant plans on closing any public streets as part of the special event, you must request permission from Lake Havasu City. In addition, ADOT will require an application for encroachment permit for use of state-highway right of way.

(<https://azdot.gov/business/permits/special-events-permits>)

Street closings and placement of barricades/signage on Lake Havasu City streets and rights-of-way must be coordinated with and approved by the following City departments: Public Works Department, Police Department and Fire Department. If an event requires closure of streets or public rights-of-way, proper barricades and signage are required.

<b>Location</b>	<b>Average Cost</b>
Main Street (McCulloch Blvd.)	\$1500.00 - \$4000.00
Island and London Bridge Rd	\$3000.00 - \$4500.00

**(Events That Include Highway)** Highway traffic control requires an outsourced traffic control plan, ADOT permit, outsourced traffic control company in cooperation with City personnel, and can run on average **\$8,000.00 - \$15,000.00** plus, depending on City personnel involvement.

**Event Area Examples:**

- Main Street – Acoma Blvd. to Smoketree Ave. (Car Shows)
- Main Street – Acoma Blvd. to Riviera Ave. (Desert Storm)
- Main Street – Acoma Blvd. to Capri Blvd. (Parade)
- Island and London Bridge Rd. – McCulloch to London Bridge Rd. to Palo Verde N. (Half Marathon)
- Island and London Bridge Rd. – McCulloch to London Bridge Rd. to Lake Dr. (Triathlon)
- Highway 95 – SARA Park Event (Winter Blast)

**Outline of the Process:**

- Traffic control design and personnel needed
- Provide cost estimate
- Make and gather all needed signage and traffic control
- Post pre-event informational signage
- Pre-stage traffic control
- Sweep event area
- (Day of Event) Deploy traffic control and personnel needed to maintain and remove
- (Following Day) Empty City trash cans, sweep event area, collect traffic control and put away
- Provide Final Cost Invoice

**Traffic Control Devices:**

- Water filled jersey barriers (Main Street)
- Barricades
- Cones
- Signage
- Message boards
- Public Works Department Personnel

---

**Parking Plan:**

When planning your event, it is important to consider the impact it will have on parking. In some cases, a parking management plan will be required if the venue cannot accommodate the number of anticipated attendees. If a plan is required, you will need to identify parking lots utilized, develop a shuttle plan, and abide by the ADA (Americans with Disabilities Act) accessible parking provisions and/or special parking requests

## **Security/Police Department**

### **Section 16**

The special event applicant must provide adequate security for an event. The type and location of the special event, presence of alcohol, crowd size and other factors will determine the amount of security needed.

Once the special event application is reviewed, Lake Havasu City may require an applicant to provide additional security or to be required to reimburse Lake Havasu City for providing additional officers for security, traffic control and crowd control that could be unexpectedly needed during an event.

Average cost range per special event:

- The special event’s cost depends on the type of event, location, and the need for law enforcement to be present as determined by the Police Department.
- The current fully burdened hourly rate is as follows (2021):

<b>Rate Per Officer</b>	<b>Hourly Rate</b>
Police Officer	\$92.00
Police Sergeant	\$124.00
Police Lieutenant	\$132.00

In most cases where there is a need for law enforcement, a minimum of two officers would be assigned, with additional officers being assigned based upon the elements mentioned above.

**Outline of the Process:**

- Estimate
- Development of an incident action plan
- Pre-event traffic control (to include vehicle removal from streets for event)
- Provide final cost invoice



---

# Special Event Department List

Section 17

## **Special Event Coordinator**

Anthony Kozlowski, Assistant to the City Manager, (928)854-4278

## **Fire Department**

Scott Hartman, Deputy Chief/Fire Marshal, (928)854-0761

## **Police Department**

Clint Wilcox, Sergeant, (928)855-1171

## **Mohave County Sherriff's Department**

Kyler Cox, Sergeant, Boating Safety, (928)453-0745

## **Public Works Department/Streets**

Bill Young, Maintenance Supervisor, (928)855-2116

## **Parks**

Mike Keane, Parks and Recreation Director, (928)854-0885

Kyle Sorenson, Field Supervisor, (928) 854-8686

Leslie Murray, Parks & Recreation, (928) 854-0897

## **Sales Tax & License**

Denise Callanta-Norton, Business License / Customer Service Specialist, (928)453-4153

## **Risk Management**

(928) 453- 4143

## **Planning and Zoning**

Luke Morris, Planning Division Manager, (928)854-0722