



## SPECIAL EVENT PERMIT APPLICATION CHECKLIST

**INCLUDE THE FOLLOWING WHEN SUBMITTING A SPECIAL EVENT PERMIT APPLICATION. IF APPLICABLE ITEMS ARE MISSING, THE APPLICATION WILL BE CONSIDERED INCOMPLETE AND WILL NOT BE PROCESSED.**

*The time frame for administrative review and approval of the Special Event Permit Application is a minimum of 60 days from date of receipt. Once the Application is reviewed by the appropriate City departments, the application will be approved or denied by the Special Events Coordinator.*

- ┌ **Permit Fee:** All special event application submissions must be accompanied with a **non-refundable** application fee. Payments may be made by cash, check or credit card. Checks must be made payable to Lake Havasu City. Special events may incur additional fees, such as fire inspections of tents, fireworks, or carnival/rides; materials or labor from the Public Works Department, Police, Fire or other City Departments. The use of City property may also result in additional fees based on the size, area, and facilities used for the special event. If additional fees are incurred, an itemized invoice will be sent to the applicant prior to the special event.
- ┌ **Liquor License:** If applicable, a non-refundable Special Event Liquor License Application fee is required prior to the special event and payable to Lake Havasu City. A Special Event Liquor License Application also requires an additional per day fee payable to the Arizona Department of Liquor License & Control.
- ┌ **Business License:** If you or your organization does not have a Lake Havasu City Business License, an Annual or Temporary Business License must be obtained prior to your special event by contacting Business Licensing at (928) 453-4153 or email [businesslicense@lhcaz.gov](mailto:businesslicense@lhcaz.gov).
- ┌ **Insurance:** A Certificate of Liability Insurance must be submitted prior to the start of the event or the event will be cancelled. The certificate must list Lake Havasu City as the Certificate Holder and must contain the proper indemnification language and endorsements. If you or your organization does not carry insurance, you may obtain a Tenant Users Liability Insurance Policy for events occurring on Lake Havasu City-owned property/facilities. *See page 11 of the Application for more information.*
- ┌ **Vendors:** If applicable, a list of all vendors must be submitted with your Application. All special event applicants must submit a completed vendor list twenty-five (25) business days prior to the special event. *See special event handbook for more information.*
- ┌ **Site Plan:** A site plan must be included with the Application. *See special event handbook for more information.*
- ┌ **Trash Plan:** A trash plan must be included with the Application. *See special event handbook for more information.*
- ┌ **Emergency Medical Plan/Inclement Weather Plan:** In order to ensure safety, an applicant must submit an Emergency Medical Plan/Inclement Weather Plan for review by the Fire Department.
- ┌ **Film Permit:** If applicable, a non-refundable Film Permit Application and fee are required prior to the special event and payable to Lake Havasu City. A film permit shall be required for the use of any City-owned land, buildings or parks, or public streets, roads, alleys or rights-of-way located within the City when filming for commercial purpose.
- ┌ **Damage & Clean-up Deposit:** At the discretion of the Special Events Coordinator, a Damage and Clean-up Deposit may be required prior to the start of the special event. The amount will be determined by the Special Event Coordinator in conjunction with all involved departments. If no damage is done to the facilities or public property and clean-up of the event site is complete, the Damage and Clean-up deposit will be returned within thirty (30) calendar days to the applicant.



## SPECIAL EVENT PERMIT APPLICATION

2330 McCulloch Blvd N., Lake Havasu  
City, AZ 86403 Phone (928) 854-4278

Complete all information; do not leave any spaces blank. Write N/A in spaces that do not pertain to your special event. **Incomplete applications will not be processed.**

<b>Applications must be submitted a minimum of 60 days prior to the event with the <u>Non-refundable</u> application fee attached.</b>	
Name of Special Event:	Date of Special Event:
Location of Special Event:	
<b>Section 2 – Special Event Contact Information</b>	
Name:	
Address:	
E-mail:	Phone:
<b>Section 3- Event Information</b>	
Provide a detailed description of the special event on the attached sheet: <i>See page 8</i>	
Multi-day Event?	Yes    No
Time of Event:	am    pm
Date of Set-up:	
Time of Set-up:	am    pm
Anticipated Number of Participants:	
Anticipated Number of Spectators:	
Anticipated Number of Volunteers:	
Special Event Open to Public?	Yes    No



If you answered Yes to any of the above, a City and State Liquor License may be required.  
Attach copy of State of Arizona application.  
Which type of license will be used for the event?

Special Event Liquor License      Extension of Premises (existing liquor license holders)

Has the applicant/organization ever had a liquor license or event permit denied, revoked or suspended?    Yes    No

If applying for a Special Event Liquor License, the following must be provided:

Name and Contact of Charity:

501(c)#:

City:

State:

Phone:

On-site Agent:

**Section 8 - Fire Department Services** *(See Section 7 of Handbook)*

Will there be fireworks or special effects?    Yes    No If yes, contact the Lake Havasu City Fire Department at (928) 855-1141 for a permit and inspection.

**Section 9 – Inclement Weather** *(See Section 8 of Handbook)*

How do you plan to track inclement weather:

Person responsible for contacting attendees regarding inclement weather conditions.

Name:

Phone:

Location of where attendees will seek shelter:

**Section 10 – Emergency Medical Plan** *(See Section 6 of Handbook)*

Emergency Medical Plan will be based upon the number of individuals attending the 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.

**Section 11 – Tent or Canopies** *(See Section 14 of Handbook)*

Tent or Canopies?    Yes    No If the tent is over 400 ft. or over 200 square feet with sidewalls, and air-supported structures, require a permit and inspection from the Lake Havasu City Fire Department. Call (928) 855-1141 for a permit and inspection.

Carnivals/rides require a fee and inspection from the Lake Havasu City Fire Department, which can be reached at (928) 855-1141.

Are emergency fire or medical requested?    Yes    No

**Section 12 – Temporary Fencing (See Section 11 of Handbook)**

Temporary fencing?    Yes    No    If yes, provide accurate dimensions of fenced area on site plan.

If yes, specify needs:

**Section 13 - Traffic Closure (See Section 15 of Handbook)**

Does the special event propose using, closing, or blocking any of the following?

City Street(s)

City Sidewalk(s)

Public Parking Lot(s)

Multi-use Path(s)

City Alley(s)

City Right(s) – of – Way

If yes, explain:

**Section 14 – Security/Police Department (See Section 16 of Handbook)**

Is law enforcement personnel requested?                      Yes                      No

Is private security being used?                                      Yes                                      No

If yes, specify needs:

**Section 15 - Support and Auxiliary Services**

Sanitary Facilities?

Yes    No

Special event organizers are responsible for obtaining the proper amount of sanitary facilities. See the attached *Restroom Facilities Chart on page 9* to calculate your needs and state that number here:

Will there be amplified sound?

Yes    No

Explain:

**Section 16 Facility/Park Maintenance (See Section 4 of Handbook)**

Please include a brief overview of your trash and recycling removal and clean-up plan. Include how you will use your staff and volunteers to assist with waste and recycling collections and staffing of the waste stations.

Solid waste and recycling hauler:

Name:

Contact name/phone:

**Section 17 - Insurance Requirements –READ AND INITIAL ALL BOXES**

*(See Section 9 of Handbook)*

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 special event and occupancy, use, and activity in or about the lands described in this Event Application. The City must be notified within ten (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 this application.

If the event is at Rotary Park, S.A.R.A. Park, or Site 6, the *endorsement must include the United States, Bureau of Land Management.*

**NOTE: Application will not be approved if the language above is not on your Certificate of Insurance.**

**Section 18 – Indemnification –READ AND INITIAL ALL BOXES**

┌ Applicant agrees to indemnify, defend, save, and hold harmless Lake Havasu City, its departments, agencies, boards, commissions, officers, officials, agents, volunteers, and employees from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys’ fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as “Claims”) for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the actions or omissions of Applicant or any of its owners, officers, directors, agents, employees, volunteers or contractors, arising out of or related to Applicant’s special event and occupancy, use, and activity in or about the lands described in the attached Special Event Application, regardless of whether or not the Claims are caused in whole or in part by a party indemnified hereunder. It is the specific intention of the parties that Lake Havasu City, shall in all instances, be indemnified by Applicant from and against any and all Claims. It is agreed that Applicant will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable.

**For Events in Rotary Park, S.A.R.A. Park, or Site Six:**

┌ Applicant also agrees to defend, indemnify, and hold harmless the United States, and its employees, officers, agents, representatives, and assigns, from any and all claims, losses, damages, actions, expenses, and liabilities resulting from, brought for, or on account of personal injury, real or personal property loss or damage, and claims for personal injury or death arising out of Applicant’s activities on these lands; including the disposal, placement or release of hazardous substances and for Rotary Park and Site Six any loss or damage resulting from fluctuation of the water surface elevation of Lake Havasu.

**Section 18– Acknowledgement –READ AND INITIAL ALL BOXES**

┘ Applicant acknowledges and agrees to comply in full with all applicable federal, state, county, and City laws affecting the event.

┘ For events in S.A.R.A. Park or Site 6, Applicant acknowledges review of the Master Lease between City and BLM and agrees to comply with any applicable terms, stipulations, and requirements of the Master Lease. In the event of any conflict between an event permit and the Master Lease, conditions of the Master Lease shall apply, including provisions of the July 19, 1975, Recreation and Public Purposes Act.

┘ The above information is complete and correct to the best of my knowledge. I understand that issuance of a permit is based on the information supplied in this application, and that any permit issued may be denied or revoked if found to be issued based on incorrect or incomplete information. I further understand that the event may be monitored by the City, and that failure to comply with any conditions placed on application approval or the creation of a public nuisance as defined by applicable state and local law may result in the immediate abatement of the offending activity or revocation of the permit.

**Applicant's Signature:**

**Date:**

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

For more information please contact:

Assistant to the City Manager/Special Events Coordinator, Anthony Kozlowski

(928) 854-4278



**SPECIAL EVENT SITE PLAN**  
**(This diagram must be completed with this application)**  
(See Section 11 of Handbook)

Instructions: include street closures/barricades, entrances/exits, vendor booth placement, displays, and parade forming/disbanding. Fireworks, carnivals, tents, canopies or structures over 400 square feet, or over 200 square feet with sidewalls, and air-supported structures require a permit and inspection from the Fire Department. *See special event handbook for more information.*







## RESTROOM FACILITIES CALCULATION CHART

OSHA and the Mohave County Health Department require that an event organizer provide one (1) chemical-type toilet for every 500 people. Lake Havasu City highly recommends that an ADA portable restroom, along with a hand washing station also be present when any portable facility is used.

Lake Havasu City does not provide portable restroom facilities for special events; therefore, an outside rental company must be contracted to provide these facilities.

The following chart can be used to determine the required number of portable restroom facilities.

- Determine how many hours your event will last. If multiple days, use the longest day.
- Determine your guest count. If multiple days, use the day with the largest attendance.
- Note: If alcohol is being served, add 15-20% more restrooms. Add one ADA Accessible Restroom per twenty (20) portable restrooms, or a minimum of one (1) for events open to the public. Adequate hand washing should also be provided with restrooms in all food service areas. A minimum of one (1) handwashing station should be added per four (4) restrooms.

		<b>LENGTH OF EVENT (IN HOURS)</b>									
<b>Peak #</b>		1	2	3	4	5	6	7	8	9	10
<b>NUMBER OF ATTENDEES</b>	50	1	1	1	1	2	2	2	2	2	2
	100	2	2	2	2	3	3	3	3	3	4
	250	2	2	3	3	3	4	4	6	6	8
	500	5	7	8	8	9	9	10	10	12	12
	1000	8	13	15	17	18	19	19	19	20	20
	2000	12	19	23	25	28	28	28	30	30	30
	3000	16	24	30	34	36	38	38	38	38	38
	4000	19	32	38	42	44	46	46	48	48	48
	5000	23	38	46	50	54	57	57	60	60	60
	6000	28	42	54	60	63	66	66	66	66	66
	7000	32	48	60	66	72	72	75	78	78	78
8000	32	48	60	66	72	72	75	78	78	78	
10000	38	60	75	84	88	92	96	96	96	100	



## **INSTRUCTIONS TO OBTAIN QUOTE AND PURCHASE TENANT USERS' LIABILITY INSURANCE FOR LAKE HAVASU CITY- OWNED PROPERTIES OR FACILITIES**

**Insurance must be submitted for approval no less than ten (10) business  
days prior to the special event**

Special event applicants that utilize City facilities may wish to take advantage of the affordably priced liability insurance available through Gather Ground.

Applicants may obtain quotes and purchase insurance by following the instructions below. No permit may be issued or use confirmed until such time as Lake Havasu City receives a copy of the certificate of insurance automatically generated when the applicant purchases a policy online.

- Access the Gather Ground website at: <https://app.gatherguard.com/?f=0501>
- Select Get a Free Quote.
- Select the type of event you are holding from the drop down list of eligible events (i.e., birthday party, etc.). If the type of event you are holding is not listed, it is not eligible for coverage under this program and you must obtain insurance from another source.
- Answer the questions concerning the event.
- Select the date(s) for your event.
- Enter the event name.
- Answer the questions concerning the event. If you are serving alcoholic beverages at your event and it is being held at any facility other than the Community/Aquatic Center, you **MUST** purchase and provide liquor liability insurance.
- Get your quote by clicking Get Quote.
- If you are ready to purchase the insurance as quoted, enter tenant user information and contact for insurance policy. Click Next.
- Review and confirm information. Check agree & accept, then Complete.
- Review the Summary of Coverages and if accurate, click "Purchase coverage."
- Fill in the requested credit card information. After the purchase has been approved, your certificate of insurance will be emailed to the address you provided as well as Lake Havasu City.

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