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FEES

Current PV Business License – Fee Not Required
Regular Special Event-\$15 per event (up to 30 days)
Special Event Liquor-\$75.00 per event
Non-Profit-No Fee (copy of IRS 501c 3 to be attached)
Carnivals/Circuses-\$120 per day

**APPLICATION FOR SPECIAL EVENT LICENSE
TOWN OF PRESCOTT VALLEY
7501 E CIVIC CR
PRESCOTT VALLEY AZ 86314
928 759 3135 FAX 928 759 5536**

STAFF ONLY

NAME OF EVENT _____

PHYSICAL LOCATION OF EVENT 3201 N Main St

DATE(S) OF EVENT _____

BUSINESS NAME _____ PHONE _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

CONTACT PERSON _____ AZ TPT SALES TAX # _____

DESCRIPTION OF BUSINESS _____ NON-PROFIT YES _____ NO _____

USE OF TENT – Permit may be required YES _____ NO X

NOTIFY FIRE DEPARTMENT 928 759 9933 YES _____ NO X

NOTIFY BUILDING DEPT 928 759 3050 YES _____ NO X

FOOD VENDOR YES _____ NO X

NOTIFY YAVAPAI COUNTY HEALTH 928 771 3377 YES _____ NO X

For Food Handlers Permit

TOWN PROPERTY & FACILITIES YES _____ NO X

NOTIFY PARKS & RECREATION 928 759 3090 YES _____ NO X

For Facilities Rental

CARNIVAL OR CIRCUS YES _____ NO X

CERTIFICATE OF INSURANCE \$1,000,000 Liability YES _____ NO X

LIQUOR (NEED 30 DAYS ADVANCE NOTICE) YES _____ NO X

REQUEST LETTER TO COUNCIL YES _____ NO X

Explaining all details of event

CERTIFICATE OF INSURANCE YES _____ NO X

\$1,000,000 liability

SECURITY YES _____ NO X

One security guard per 50 people

EXISTING LIQUOR LICENSE YES _____ NO X

Extension of Premises-need Arizona

Liquor License Board Special Event form

APPLICANT SIGNATURE _____ DATE _____

CC: Police Dept; Zoning/Code Enforcement; Management Services (Sales Tax); Parks & Recreation; CYFD