

City of Mesa

SPECIAL EVENTS HANDBOOK



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INTRODUCTION - Special Events Handbook

The City Council of Mesa acknowledges that Special Events enhance the lifestyle of the citizens of Mesa and create unique venues for expression, entertainment, and business that may not otherwise be available to the public. The purpose of this Handbook is to guide Event Organizers through the Special Event process, while also protecting the public health, safety, and welfare by establishing a process for licensing and regulating certain temporary activities and events conducted on public or private property and to promote safe and orderly Special Events within the City. This Handbook is intended to provide fair and reasonable regulations governing the time, place, and manner in which a Special Event may take place.

While this Handbook contains much of the information required to hold a Special Event, the City of Mesa Special Events Office is available as a resource for all Special Events occurring within the City and will serve as the primary point-of-contact to all Applicants and Event Organizers.

NOTE: This Handbook may be revised from time to time. Any revisions will be posted on the City of Mesa Special Events website at <https://www.mesaparks.com/info-contact/special-events>.

FREQUENTLY ASKED QUESTIONS

What is a Special Event?

A Special Event is an intermittent event (no more than four days per calendar year) held on public or private property that are otherwise inconsistent with the regular zoning or use of a particular property.

Where may they occur?

Special Events may occur anywhere within the City of Mesa. Events may be held on private or public property, indoors or outdoors, or in combination.

How often may they occur?

A Special Event shall not occur more than four (4) consecutive or four (4) total days during the calendar year.

Are there any exceptions to how often Special Events can occur?

Yes. Any exceptions beyond the extension granted by the Zoning Administrator as set forth above must be processed as a Special Use Permit (SUP) or Temporary Use Permit (TUP.) This process may take up to four (4) months for an SUP or eight (8) weeks for a TUP for approval or denial. The Special Events Office will refer the applicant to the Planning Office as needed.

Who may apply?

Any person or organization in good standing with the City of Mesa may apply for a Special Event license. If a business is seeking use of private property owned by another entity, authorization by the landlord or their designee is required. The Applicant must demonstrate the ability to successfully carry out the proposed Special Event through a consultation with the Special Events Office.

How much does a Special Event License cost?

License for Special Events depends on the size of the event. However, other Licenses and/or Permits may be required by City Departments and outside Agencies, depending on the specifics of an event. A brief summary of fees is included in this handbook, with links to outside Agencies.

Are there any additional permits or permissions required for Special Events?

Yes. Special Events that are held partially or entirely at City parks will also require a Park Permit.

Special Events occurring in Downtown Mesa are governed by [Mesa City Ordinance Chapter 24 – Downtown Events \(Overlay Zoning District\)](#) and will require additional review by the Downtown Mesa Association.

Additional License/Permits will be required for activities related to a Special Event. For example, fireworks, alcohol sales, tax licenses, etc. These Licenses are described within this document.

What if my Special Event takes place entirely within a park?

If the Special Event takes place entirely within the boundaries of a park and does not impact the right-of-way, Event Organizers may not be required to apply for a Special Event License. The addition of any equipment (generators, portable toilets, etc.), traffic impacts or other considerations may trigger the need for a Special Event License. However, a Park Permit will be required for any Special Event taking place in a City of Mesa Park.

How far in advance of a Special Event must I apply?

Deadlines for Applications vary depending on the size and scope of the Special Event. Applications for Special Events may be submitted up to one year prior to the event. During the required Pre-Application Consultation with the Special Events Office, a suggested timeline will be provided. It is recommended that Pre-Event Consultations be held as early in the planning process as possible, must be initiated at least 90 days prior to the event.

SPECIAL EVENTS LICENSES AND PARK PERMITS

Any person or organization (commercial or not-for profit) wishing to hold a Special Event in the City of Mesa must apply for a Special Event License and/or a Park Permit if applicable, as follows:

Special Event Licenses

Will be required if the event meets the definition as outlined in [Mesa City Code Title 5, Chapter 1 – Special Events](#). A Special Event:

- Is intended for purposes of entertainment, education, commercial promotion, or cultural, religious, ethnic, or political expression; and
- Is conducted on public or private property on a site or in an area which may not be specifically zoned, authorized, or otherwise approved for such use on a permanent basis
- Is carried on in a temporary structure or outside; and
- May occur in conjunction with an existing permitted use or as a separate activity; and
- Includes parades, sporting events, circuses, fairs, carnivals, festivals, religious revivals, political rallies, vehicle shows and displays, and similar recognized temporary activities.
- Shall not include wedding and funeral ceremonies, holiday boutiques, elections, private yard sales, Christmas tree and pumpkin sales lots, and charity car washes.

Park Permits

Will be required if an event meets the Park Special Event definition as outlined in [Mesa City Code Title 6, Chapter 10 – Public Park Regulations](#). A Park Permit:

- Is required when there is a temporary use, event, or activity in a park beyond the normal scope of visitor use such as reservation of an area or facility, conducting business whether for-profit or not-for-profit, an activity which could impact public access or enjoyment, or a request for exemption from a park rule or regulation. A Special Event includes, but is not limited to, sporting event, parade, circus, fair, carnival, festival, procession, wedding, street dance, concert, rodeo, race, farmers market, religious revival, political rally, vehicle show and display.
- Any event involving the sale, distribution, or service to the public of food, beverage, or any other article or good if the event is intended, will, or is likely to attract ten (10) or more members of the public requires a park permit.
- In the case of the sale, distribution, or service of food or beverage, all required health permits must be obtained from the Maricopa County Health Department prior to the issuance of a park permit.
- Reserving a designated area or facility such as a ramada, sports field or court, or pool for an event or use to the exclusion of others requires a park permit.
- Remaining in or entering a park outside of the park's hours of use or entering or using any closed or restricted area of a park requires a permit.

If an event is held entirely within a park, does not impact public right of ways, AND does not pose any undue challenges to City resources, businesses or the general public, a Special Event License may not be required. When an event takes place in a manner that will impact a "right-of-way", then the applicant must also obtain a Special Event License. This will be determined by the SEO at the time of consultation.

THE APPLICATION PROCESS

Pre-Application Consultation

A Pre-Application Consultation with the Special Events Office is required at least 90 days prior to an event and is required prior to applying for a Special Event License, including first time and repeat events. It is recommended that a Pre-Application Consultation be held as early as possible in the planning process.

During the Consultation, a Special Events Coordinator will gather all pertinent event information from the Event Organizer to ensure that the proposed event is able to occur successfully, based on availability (location/venue, dates, etc.) and direct impact on the surrounding community and City resources.

Based on an event's needs, the Special Events Coordinator will provide the necessary information required to submit a successful Application and answer questions related to the Application process, as well as determine what documentation will be required in the Application submission and suggested Application submission timeline.

The Special Event Coordinator may also include other City Departments that may take part in the Application review and approval process. Additionally, a consultation with the Downtown Mesa Association may be required if the event will be hosted within the [Downtown Events Overlay Zoning District](#).

Once all required event information is available, the Special Events Office will direct Event Organizers to submit an Application for a Special Event License and/or Park Permit.

To schedule a Pre-Application Consultation, please contact the Special Events Office Click [HERE](#), or contact:

City of Mesa
Parks, Recreation and Community Facilities
Special Events Office
specialevents@mesaaz.gov
480-644-3500

Application Submission

Once all necessary event information is prepared by Event Organizer, they may apply for a Special Event License by completing and submitting a Special Event Application and all additional attachments that may be required for the event. These may include, but are not limited to: Location/Venue Agreement, Traffic Control Plan, Vendor List, City Liquor License Application or Transaction Privilege Tax Application, etc.

If your event will require additional applications to other Departments or Agencies (for example, a State of Arizona Liquor License, etc.), Event Organizers are encouraged to submit those applications at this time to reduce possible delays during the approval process.

Application Administrative Review (10 Days)

During this time, the Special Events Office will review the submitted Special Event Application and required attachments to ensure all information required for Substantive Review is complete and accurate, based on the Pre-Application Consultation.

Missing information may cause a pause in the 10-day review process until all required information is provided by Applicant.

Other City Departments that will be required to review the Application, based on event location and complexity, will be identified during the Review Process.

Once all required information and documentation is received, the Application will be forwarded to other City Departments for Substantive Review.

Application Substantive Review

Once the Administrative Review is complete, other City Departments, identified during the Consultation and Administrative Review, will conduct thorough reviews of event plans and documentation. Review meetings, adaptations to plans and additional documentation are often required during this period. Timeliness in providing updated plans and documents is critical during this period.

The duration of the Substantive Review process will depend on the nature and complexity of the Special Event and can take from days to months. For example, review of a Cross-City Marathon or Cycling Race with street closures will differ from a Special Event taking place entirely within a Park, with no impact to the surrounding community.

License Approval and Issuance

APPROVAL: Following the substantive review and Application approval from reviewing City Departments, a Special Event License will be issued to the applicant. This License must be posted and available during the event.

DENIAL: If, during the Application process, it is determined by the Special Events Office that the Applicant has not satisfied all the required aspects to execute a safe and successful event, the Application may be denied.

APPEALS: An Applicant or Licensee aggrieved by a decision of the Special Events Office may appeal the decision by requesting a hearing within ten (10) calendar days of issuance of the decision. The appeal must be in writing, state the grounds for the appeal, and be sent to the Parks, Recreation and Community Facilities Director. The Director may deny an appeal without further review if all requirements are not met. If an appeal meets the requirements, the Director will issue a decision to sustain, modify, or overrule the Licensing Special Events Office's decision. A decision of the Special Events Office, if not appealed, will be the City's final decision. If the decision of the Special Events Office is appealed, the decision of the Director will be the City's final decision on the matter.

Event Preparation and Execution

Organizer is responsible for all preparations related to an event and must execute the event set up, activities, and tear down/clean up according to the agreed upon plans and communicated expectations prior to and during the Application process. Organizer must properly coordinate all service providers – entertainment, barricading vendors, trash/portable restroom providers, event security, etc. Organizer and/or Licensee must be present for the duration of the event including set up and teardown/clean up. Organizer must ensure that all [City Ordinances](#) are adhered to – noise ordinance, fire regulations, etc.

Post-Event Evaluation

Within 14 days following an event, feedback will be available to the Event Organizer. This may include a written evaluation and/or the scheduling of a post-event meeting. The feedback could include observations from City of Mesa Staff, event venue, property owner, community partners, and neighboring communities in the execution of approved plans and address any deficiencies or variations from approved plans. Such deficiencies or variations will need to be addressed prior to applying for any future events. Evaluation feedback may require changes to Traffic Control Plans, security personnel, event layout, etc.

Renewal Process

An event that has been determined to be successful, has participated in a post-event evaluation, and will be recurring with minimal changes (determined by the SEO), may be considered for an abbreviated application process. A consultation with the Special Events Office may still be required.

THE APPLICATION TIMELINE

The Application process time can take from 30 to 90 days* depending upon the scope of the event. Large events, especially those involving road closures and/or alcohol will require additional time, so please plan accordingly. Contact Special Events Office early to schedule a pre-application consultation.

Applicants shall submit completed Applications to the City no later than:

- **90 calendar days** before the Special Event for standard permits involving a street closure
- **60 calendar days** before the Special Event for Special Event Liquor License
- **30 calendar days** before the Special Event for standard permits
- **14 calendar days** before the Special Event for small scale/simple review

Applications that are not submitted by these deadlines may be denied unless the Applicant demonstrates to the Special Events Office that compliance within the deadline was impractical or impossible, or the Special Events Office determines that the delayed Application will not impair the City's ability to conduct a complete review.

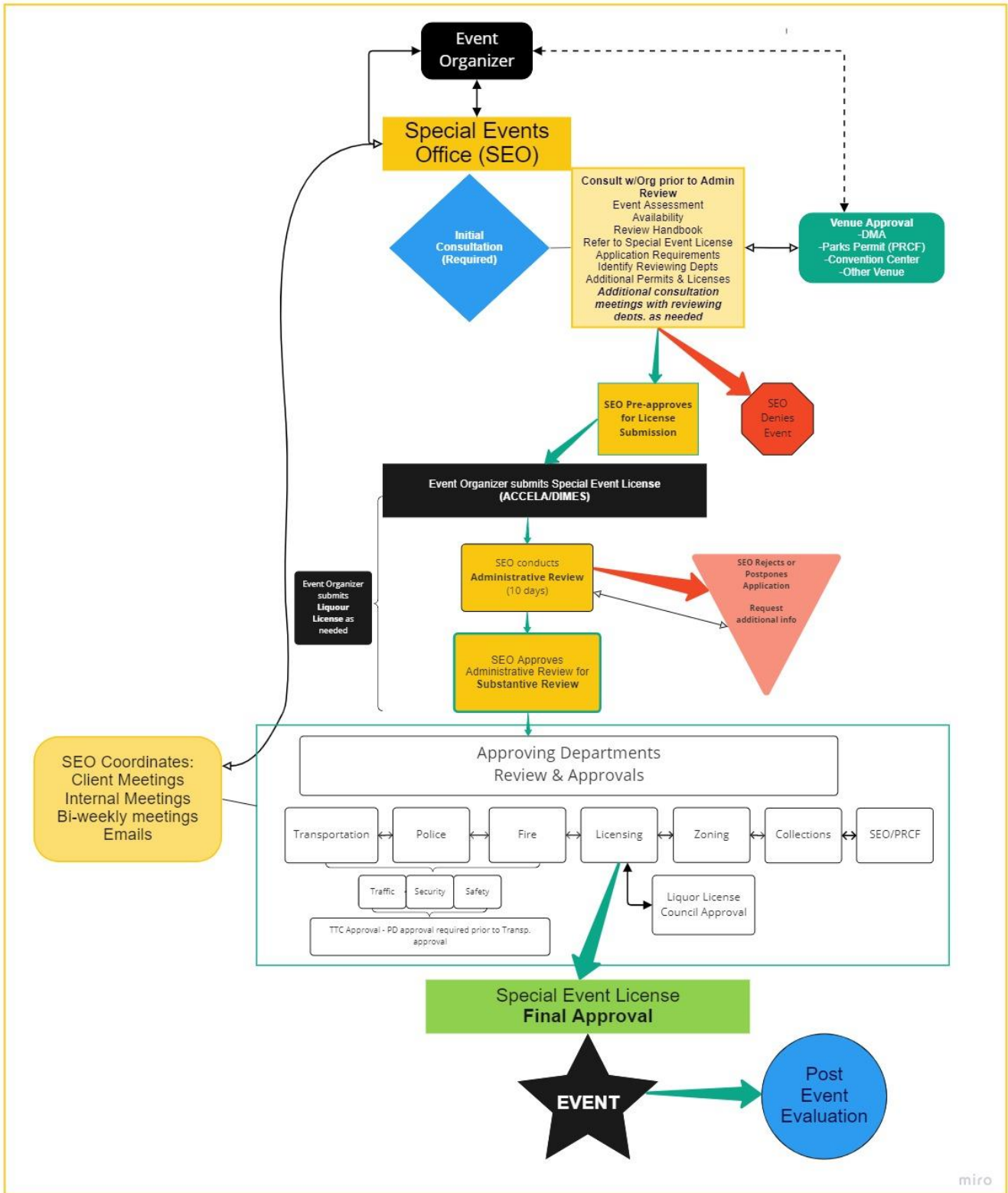
City of Mesa Special Event Licenses are processed electronically. All applications must be submitted online. Hard copy applications are not accepted.

Applications will be accepted up to one (1) year prior to an event.

It is strongly recommended that an Application be approved prior to doing any advertising for the event.

** NOTE – A Pre-Application consultation with the Special Event Office is required at least 90 days prior to event for both first-time events and repeat events.*

Special Event Flowchart



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THE SPECIAL EVENT APPLICATION

Event Description and General Information

The Special Event Application requires a summary and high-level description of the event. This allows City staff to get an idea of the scope of the event, where it will be held and the potential impact it will have on businesses, neighborhoods and the area surrounding the event. The more City staff understands the scope and nature of the event, the better they can guide Applicants through the License Application and approval process. Information that will be needed when completing this section includes event dates and estimated daily attendance, location of the event, and the history of the event.

Event Features and Supplementary Requirements

Based on the unique features and nature of the event, Applicants may be required to complete and submit additional Applications for review and approval. Some of these Applications may include fees above and beyond the Special Event License itself. Additional information regarding the various Departments and Agencies that may need to be contacted is provided at the end of this Handbook.

Fire Safety Review and Permit

If the event will include any of these features, Applicants will be required to submit a Fire Safety Permit Application for review and approval by City of Mesa Fire Prevention as part of the Special Event Application process:

1. [Tents over 400 square feet](#) and canopies over 1200 square feet. Smaller tents and canopies placed in close proximity so that the combined total square footage meets or exceeds the stated limits are subject to the same requirements.
2. Use of cooking equipment and use of open flames.
3. Use of liquid propane (LP) gas.
4. Use of electrical feeds and generators.
5. Use of fireworks, pyrotechnics or other fire features will require a special Application and permit. This process is described in the fireworks and pyrotechnics section below.
6. Use of haunted houses, amusements and other buildings or areas where the exit is not readily apparent.

Liquor Licensing

If an event will be serving or selling alcohol (beer, wine or distilled spirits) at the event, a Liquor License will be required. An Application for a Special Event Liquor License must be submitted to the City of Mesa Licensing Office. Applicants must also complete the State of Arizona Series 15 Liquor License Application and submit it to the City at the same time that Special Event Liquor Application is submitted. If the location that the event will be held already has a Liquor License and the Applicant needs to extend the area authorized by the existing Liquor License by applying for a temporary extension of premise permit, the Applicant will be required to complete a City of Mesa Extension of Premise Information Sheet and a State of Arizona Extension of Premises/Patio Permit Application.

The Special Event Liquor License must be approved by the Mesa City Council. Once approved by the City Council, the State of Arizona Series 15 Liquor License Application will be returned to Applicant. It is the responsibility of the Applicant to forward the Series 15 Application along with the City's approval to the Arizona Department of

Liquor Licenses and Control. To accommodate the dual approval process, Applicants are encouraged to submit their Application for a Special Event Liquor License at least 60 days before the date of their event.

Fireworks and Pyrotechnics

Fireworks and pyrotechnics require a special permit from the City of Mesa Fire and Medical Department. If the event is planning to have fireworks, Applicants are required to obtain this permit and an inspection of the site must be scheduled before any pyrotechnics are brought to the site. A site visit may be required to determine feasibility. Flight plan implications may need to be considered if launching within 1/4 mile of an airport. The Application for the permit and list of pyrotechnicians must be submitted at least 30 days prior to the event.

Event Admissions/Fees and Transaction Privilege Taxes.

If the event will be charging admission to the event or directly selling food or other items, the Applicant may be required to have a Transaction Privilege Tax (TPT) License. If you don't already have a TPT License you will be required to apply for one through the Arizona Department of Revenue. Applicants may submit an Application online at [AZTAXES.GOV](https://www.aztaxes.gov) or contact ADOR at 602-255-3381 or the City of Mesa Licensing Office at 480-644-2316. If you already have a TPT License you will be asked to provide that information during the Special Event Application process.

Space rental to vendors at events may be taxable if the rent constitutes a lease of real property. This tax is imposed on any individual renting property to vendors at events. Refer to the [Real Property Rental Brochure](#) on the City of Mesa website.

Independent food, beverage and other vendors will be required to obtain their own TPT License, however, the Applicant will be asked to provide a list of all vendors that participate in the event. See the Entertainment and Vendors section below for more information.

Special Use Permit (SUP) / Temporary Use Permit (TUP)

If the event will cover more than four consecutive days (excluding event set-up and dismantling) or if the event has been held more than four times in the same calendar year at the same address, outside of the City of Mesa Downtown Overlay District, the Applicant will be required to obtain either a Special Use Permit or Temporary Use Permit through the City of Mesa Planning and Zoning division.

A Pre-Submittal meeting with the Planning and Zoning division will be required to start the Special Use Permit or Temporary Use Permit process. At this meeting, City staff will ask questions about the general nature of the event and will provide information about which permit to apply for, submittal requirements, Application deadlines, and fees. If an SUP is required, the Application must be reviewed and approved by the Board of Adjustment. The Board of Adjustment meets once a month so it's important to plan ahead to ensure that the board has the opportunity to review the request before the date of the event. **The process to obtain a Special Use Permit may take up to 4 months. The process to obtain a Temporary Use Permit may take up to 8 weeks.**

Traffic Restrictions/Closures

Any planned event that restricts public access to, or requires closure of, the public right-of-way such as streets, sidewalks, multi-use paths, or alleys will require a Temporary Traffic Control (TTC) permit issued through the City of Mesa Transportation department. Activities of an event that may require a TTC permit include:

- Parking (access and exiting) that could affect the normal traffic flow
- Restricting or closing a portion of any City Street or right-of-way (including sidewalks, alleyways, and multi-use pathways)
- Higher than normal pedestrian activity on or in close proximity to any City Street or right-of-way
- The use of temporary traffic control devices (e.g., barricades) to facilitate movement of event and non-event traffic

A TTC permit is also required if the event has the potential to disrupt the public transit or the transportation system by causing higher than normal traffic volumes or unexpected delays in a specific area. If the event will negatively affect or cause re-routing of public transit routes, the Applicant's TTC permit must also be reviewed by the City of Mesa Transit Coordinator.

All events requiring a TTC permit must include a Traffic Control Plan (TCP) and be submitted to the City of Mesa Transportation Department by a professional traffic control provider. The traffic control plan must meet the criteria specified in the City of Mesa Temporary Traffic Control Manual Section 1.5.1. The Applicant is responsible for hiring the traffic control provider and providing them with the details of the event.

If barricades or the use of other temporary traffic control devices are required by the Applicant's traffic control plan, it is the responsibility of the Applicant to engage a qualified barricade or traffic control firm to provide these services.

Lane restrictions, street closures, or affected signalized intersections may require one or more uniformed police officers to direct traffic. Volunteers or flaggers are not permitted to direct traffic on City streets. See Event Security section for more information on securing Off-Duty Police Officers for the event.

Refer to [Section 9.0 of the Temporary Traffic Control Manual](#) for more information on TTC requirements for Special Events. The manual does require Applicants to contact Transportation within seven (7) days of filing a Special Event Application to discuss TTC needs for the event.

Parking Plan: A written parking plan (may be illustrated by a map) must be provided to indicate where event parking will occur. Applicant is responsible for ensuring that adequate parking for attendees, event volunteers, employees, and vendors is available. The Parking Plan serves to demonstrate that parking or traffic impacts to adjacent areas are minimized and that neighboring business and residents are made aware of the event.

Offsite Parking: Applicant must obtain written approval from an authorized individual for any privately-owned parking areas and a copy of the approval(s) must be included with the Application.

Ride Services (paid or hired): If ride providers are being planned as part of the event (taxis, Uber, Lyft, pedicabs, golf carts, etc.) please indicate the location of passenger loading and unloading areas along with the estimated number of vehicles to be incorporated into the parking plan for event attendance.

Communication Plan

If your event will impact the surrounding community, including heavy traffic, parking, street closures, amplified sound, etc., you will be required to provide a Communication Plan outlining your efforts in notifying the affected community. This plan should include both digital (Next Door, Facebook, etc.) and printed notifications (door hangers, mailers, etc.). If there are significant road closures, the event may require neighborhood notification, additional signage, working with City of Mesa Public Information Office.

If your event is interested in posting advertising or signage ahead of event date, they must adhere City of Mesa sign codes as well as the venue’s guidelines. Advertising within a City of Mesa Park requires PRCF Director approval.

Entertainment and Vendors

Live performers or entertainers, stages, and the use of audio-visual or sound amplification equipment will have to be reviewed and approved by the City and will require Attachment (G) to the Special Event License Application to be submitted to the City of Mesa Special Events Office.

- a. Electrical - Electrical wiring and electrical feeds must conform to the City of Mesa Electrical code and may require a temporary electrical permit. The use of generators and other electrical equipment will also require a fire safety permit (see the fire safety review and permit section above).
- b. Vendors - If independent vendors will be selling items as part of the event (food, beverages, or other items), they will be required to have a valid Transaction Privilege Tax License. Special Event License Applicants or Event Organizers will be required to provide a list of all vendors that will take part in the event. This list must be provided at least 14 days before the event. A final list of vendors that took part in the event will also be required no later than 14 days after the event. The list shall include the following information: Vendor business name, individual contact name, mailing address, phone number, email address (if available) and a valid TPT License number.

All food and beverage vendors must be in compliance with Maricopa County Health Code provisions and have the appropriate food handling certifications. Food vendors must also make provisions for the proper disposal of food waste and by-products of their operations (cooking oil or grease, etc.). The use of cooking equipment, barbeque pits, open flames, or liquid propane gas will require a fire safety review and permit.

It shall be the event organizer’s responsibility to ensure that all participating food and mobile food vendors have obtained all necessary City, State, & County licenses, permits and inspections. Contact City of Mesa Tax and Licensing at 480-644-2316 for Mobile Food Vendor and/or Peddler’s License information. As a courtesy the City of Mesa Tax and Licensing Office maintains a [current list](#) of vendors that are currently approved to operate in Mesa.

Trash and Sanitation

Trash and sanitation are the responsibility of the Applicant. Event Organizers must make adequate provisions for the collection, removal and proper disposal of all trash and refuse. Event Organizers may contract with a private waste disposal company or contact the City of Mesa Solid Waste department. The City of Mesa Solid Waste department can provide recycling as well as regular refuse collection and can help determine the most effective and cost-efficient trash disposal plan for the event.

At any public gathering where adequate permanent toilet facilities are not provided on the immediate premises as required by State law, approved sanitary toilet facilities adequate for the estimated attendance must be located within 200 feet of such gathering, with the minimum of 1 per 100 attendance or as required by the Health Officer. In addition, 10% of the total toilet facilities provided must be ADA accessible. If adequate toilet

facilities are not located on the premises, Event Organizers must contact a portable restroom rental company to deploy additional restrooms.

Event Security

Security measures will be determined and required by the Mesa Police Department. Event security can be provided through a private security firm or by hiring off-duty Mesa police officers. **Private Security Officers shall be Licensed through the state of Arizona, Department of Public Safety:**

(<https://www.azdps.gov/services/public/licensing>). However, if the event involves street closures or impeding traffic in any way Event Organizers will be required to hire Off-Duty Mesa police officers. In addition to security personnel, Mesa Police Department may require additional safety measures to mitigate vehicular hazards.

Off-Duty Mesa Police Officers can be hired by utilizing the ODM (Off Duty Management) website (<https://odm.officertrak.com/tenant/auth/signin>). If the event requires a large number of officers (4 or more) Event Organizers should contact the Mesa Police Department as soon as possible to ensure that an appropriate number of officers are available for the date of the event. Off-Duty Police Officers are paid by ODM. A 3-hour minimum will be charged if the officer(s) are cancelled within 24 hours of the start of their scheduled shift.

If you will be using a private security company for your event, please keep in mind that the City of Mesa only allows security companies that are licensed and bonded in the State of Arizona. For questions, call the Mesa Police Department.

Emergency Medical Services

Additional safety measures will be determined and required by the Mesa Fire and Medical Department. Based on factors such as the size, nature, and timing (time of year) of the event, Event Organizers may also be required to have Emergency Medical Services (EMS) personnel on site at the event. EMS personnel can be hired through a Special Event EMS provider or by contacting the Mesa Fire and Medical Department. Event Organizers will be asked to provide details of the EMS staffing plan in the Special Event Application. However, an evaluation of the specific health and safety hazards of the event may require Mesa Fire and Medical to have a presence at the event to address risks to event attendees and the general public. City of Mesa Emergency Medical services will be paid directly by the event organizer at the rate currently established by the Mesa Fire and Medical department.

The evaluation of emergency medical service needs for the event is separate from the Fire Safety review.

Venue Contract/Property Letter of Approval

If your event is taking place on private or public property, documentation from the Property Owner confirming use of the location is required. This can be in the form of a letter on company letterhead or a fully executed contract. If the event is taking place in the Downtown Overlay District, written confirmation from the Downtown Mesa Association will be required. Venue/Property documentation must be provided at the time of Application submission.

Insurance Requirements

Proof of insurance is required for all events. Event Organizers must provide certificates of insurance no later than 30 days prior to the first day of the event. All certificates of insurance must name the City of Mesa as an additional insured as follows: *THE CITY OF MESA, ARIZONA, ITS EMPLOYEES, OFFICIALS, VOLUNTEERS, OFFICERS,*

AGENTS AND ELECTED OFFICIALS ARE NAMED AS AN ADDITIONAL INSURED AS RESPECTS TO LIABILITY ARISING OUT OF OPERATIONS OF THE NAMED INSURED.

A *minimum* of \$1 Million Individual/\$2 Million Aggregate limits are required for all events and may include automobile insurance, Workman’s Comp, and Liquor Insurance. Other factors that can affect the amount of insurance that will be required include carnival rides, use of inflatables, and serving or selling alcohol. City of Mesa Risk Management will review event components to determine appropriate coverage required. A Special Event License will not be issued until a Certificate of Insurance has been provided and reviewed by Risk Management.

Event Map and Site Plan

A site map is required for each Application. The site map will be used during the review of the Special Event License Application but is also necessary for several of the secondary Applications that may be required (for example, the Fire Safety Review and Liquor License Application). The Special Event License Application will require the Event Organizer to provide an aerial map to include all event elements. Google Maps and Apple Maps work well as a base map for the site plan.

Applicants must be sure to include all the necessary information on the site map to ensure a proper review of the Application. Necessary elements include, but are not limited to:

- Location of tents and canopies (include dimensions)
- Fencing (including type of fencing and height)
- Security posts and stations
- Location of stage(s)
- Location of inflatables, obstacle courses, and other amusements
- Food vendors and location of cooking equipment
- Location of generators
- Location of any fire features (ingress/egress, fire lanes)
- Proximity of event elements to streets, buildings and other structures
- Location of liquor booths/beer gardens
- Road closures/vehicle mitigation (if applicable)
- Power grid (if applicable)

LICENSES AND REVIEW FEES

Depending on the nature and features of the event, additional License and/or review fees may be required. The fees listed below are intended for general information and estimation purposes only. Actual fees charged may vary and are subject to the individual agency providing the service. All City of Mesa fees will be in accordance with the current [City of Mesa Schedule of Fees and Charges](#) and the [City of Mesa Utility Rates and Fees](#).

The recommended due dates are not a guarantee that the review request will be processed before an event. Large events and events of a complex nature should submit all information well in advance of the event date to ensure that all information is able to be adequately reviewed and approved by the appropriate agency.

Required License or Application	Agency	When It's Required	Minimum Fee	Maximum Fee	Recommended Due Dates
Special Event License – Large Scale Event	City of Mesa – Special Events Office	All Special Events.	\$100	\$300	Up to 90 days prior to event, depending on scope and complexity of the event.
Special Event License - Small Scale Event	City of Mesa – Special Events Office	<p>All Special Events. Parameters for “small scale” include:</p> <ul style="list-style-type: none"> - Is held in a parking lot - Occupies no more than four (4) contiguous parking spaces - Has no more than a combined total of 2 tents and/or canopies - Tents must not exceed 10x10 and canopies 20x20 -Will not include any of the following features: <ul style="list-style-type: none"> • Public ROW restrictions • Parade • Liquor • Fireworks • Carnival or rides • MMA activities 	\$50	\$200	Minimum of 14 days prior to the event.

Special Event Liquor License - City Approval	City of Mesa - Licensing	If you intend to serve or sell alcohol at your event. City approval required before License Application is submitted to the state.	\$25	\$25	At least 60 days prior to event (must be approved by Mesa City Council)
State of Arizona Special Event Liquor License	Arizona Department of Liquor https://www.azliquor.gov/faq/charity_specialevent.cfm	If you intend to serve or sell alcohol at your event.	\$25/day	\$25/day	Once Mesa City Council has approved Special Event Liquor License.
Extension of Premise Liquor License – City Approval	City of Mesa - Licensing	Locations where an associated Liquor License already exists. City Council approval required before License Application is submitted to the state.	\$0	\$0	At least 60 days prior to event
State of Arizona Extension of Premise Liquor License - Temporary	Arizona Department of Liquor https://www.azliquor.gov/faq/charity_specialevent.cfm	Locations where an associated Liquor License already exists.	\$0	\$0	At least 60 days prior to the event.

Other Required Licenses or Applications	Agency	When It's Required	Minimum Fee	Maximum Fee	Recommended Due Dates
Special Use Permit (SUP)	City of Mesa – Planning and Zoning	If your event will cover 4 or more days or has been held within the City more than 4 times at the same address in the calendar year (outside of the Downtown District). <i>Planning and Zoning will make final determination if event needs a Special Use Permit or qualifies for Temporary Use Permit.</i>	\$1,250 (+4% tech fee)	\$1,250 (+4% tech fee)	At least 4 months prior to your event.
Temporary Use Permit (TUP)	City of Mesa – Planning and Zoning	If your event will cover 4 or more days or has been held within the City more than 4 times at the same address in the calendar year (outside of the Downtown District). <i>Planning and Zoning will make final determination if event qualifies for Temporary Use Permit or requires a Special Use Permit.</i>	\$110 (+4% tech fee)	\$110 (+4% tech fee)	At least 8 weeks prior to the event.
Transaction Privilege Tax License – Applicant	Arizona Department of Revenue	If you (the Applicant or Promoter) plan to sell items – admission tickets, products, food, vendor space, etc.	Regulated by the Arizona Department of Revenue https://azdor.gov/	Regulated by the Arizona Department of Revenue https://azdor.gov/	Once approval for Special Event License is granted by the City; Must be acquired prior to event
Transaction Privilege Tax License – Individual Vendors	Arizona Department of Revenue	If vendors will be selling items – services, products, food, etc.	Regulated by the Arizona Department of Revenue https://azdor.gov/	Regulated by the Arizona Department of Revenue https://azdor.gov/	At least two weeks prior to event.

			(cost for TPT License must be paid by vendor)	(cost for TPT License must be paid by vendor)	
Park Permit	City of Mesa – Special Events Office/Parks, Recreation and Community Facilities	When an event will take place partially or entirely in a City of Mesa Park.	Refer to Attached Special Event Fees	Refer to Attached Special Event Fees	A minimum of 30 days, if taking place entirely in a Park. To be submitted at time of Special Event License Application, if taking place partially in a Park.

Other Required Licenses or Applications	Agency	When It's Required	Minimum Fee	Maximum Fee	Recommended Due Dates
Fire Safety Review	City of Mesa – Mesa Fire and Medical	1) Tents over 400 sq. ft. or canopies over 1200 sq. ft. (individually or in total) 2) Cooking equipment or food vendors. 3) Use of LP gas. 4) Use of electrical wiring or generators. 5) Haunted houses, fun houses, or other amusements.	\$150 (+\$40 fee each additional tent or canopy)	\$300 (+\$40 fee each additional tent or canopy) if submitted less than 14 days prior to event.	At least 30 days prior to the event.
Fireworks Review and Pyrotechnics Operators	City of Mesa – Mesa Fire and Medical	If you plan to have fireworks or use any type of pyrotechnic special effects.	\$250 per request	N/A	At least 30 days prior to the event.
Temporary Traffic Control Review	City of Mesa - Transportation	If your event will place barricades or impede vehicular or foot traffic in the streets, sidewalks, or other areas of the public right of way. For coordination with Transportation, all Traffic Control Plans must be discussed during Pre-Application Consultation.	Based on Road Impact: \$50/day or direction Plan Review: \$50/sheet Inspection Fee: \$90/hr.	Based on Road Impact: \$2,500/day or direction	At least 90 days prior to event.
Downtown Mesa Association Review (Downtown Events)	Downtown Mesa Association	If your event will take place in the Downtown Event Overlay District	\$0	\$0	Prior to submitting Special Event Application.

Other Required Licenses or Applications	Agency	When It's Required	Minimum Fee	Maximum Fee	Recommended Due Dates
Boxing & MMA Licenses	Arizona Department of Gaming	All boxing, kickboxing, tough man, and mixed martial arts events in Arizona to ensure compliance with laws and regulations and thereby protect athletes, participants and spectators.	Regulated by ADG https://gaming.az.gov/boxing-mma/forms-licensing-fees	Regulated by ADG https://gaming.az.gov/boxing-mma/forms-licensing-fees	Annual Renewal

RESOURCES AND CONTACT INFORMATION

SPECIAL EVENTS LICENSING

City of Mesa Special Events Office

Consultation Request Form: Click [HERE](#)

Web Address: <https://www.mesaparks.com/info-contact/special-events>

Email: specialevents@mesaaz.gov

Phone: 480-644-3500 **For City of Mesa Special Events Application**

A Pre-Application Consultation with the Special Events Office is required prior to the submission of an Application, at least 90 days prior to the event. The Special Events Office will provide the application link following the Pre-Application Consultation.

OTHER CITY DEPARTMENTS/RESOURCES

The Special Events Office will serve as the Primary Liaison for all Special Events in the City of Mesa. However, during the Application process, Applicants/Event Organizers may need to work with other City Departments for required Permits or Reviews. Below is a list of other City Departments and links to assist in the Application process.

- **For City of Mesa Liquor Permit and Council Approval**

City of Mesa Business Services Licensing Office

Phone: 480-644-2316

Location: 55 N. Center Street
Mesa, AZ 85201

Mailing Address: Licensing Office
PO Box 1466
Mesa, AZ 85211

Web Address: <https://www.mesaaz.gov/business/licensing/special-event-License>

- **For Fire Safety Review**

Mesa Fire and Medical

Phone: 480-644-5174

For Pyrotechnics/Fireworks Permit

Web Address: <https://www.mesaaz.gov/home/showpublisheddocument/5048/636028104533700000>

For Tent Permits (over 400 sf), Cooking, Generators Permits, etc.

Web Address: <https://www.mesaaz.gov/home/showpublisheddocument/5044/636564546049170000>

- **For Emergency Medical Services**
Mesa Fire and Medical
Emergency Medical Services (EMS)
 Phone: 480-644-2101
 Web Address: <https://fire.mesaaz.gov/residents/fire-medical/divisions-sections/emergency-medical-services-ems>

- **For Off-Duty Police Officers**
Mesa Police Department
 Phone: 480-644-2092
Off Duty Management - website
 Web Address: <https://odm.officertrak.com/tenant/auth/signin>

- **For Temporary Traffic Control Permit**
Mesa Transportation
 Phone: 480-644-4882 (4TTC)
 Email: barricade@mesaaz.gov
 Web Address: <https://www.mesaaz.gov/business/temporary-traffic-control-permits>
<https://www.mesaaz.gov/home/showpublisheddocument/17970/637732721803130000>
 0
 - Temporary Traffic Control Manual:
 - <https://www.mesaaz.gov/home/showdocument?id=8062>
 See: Chapter 1: Temporary Traffic Control Program; Chapter 9: Special Events

- **For Trash Removal**
Mesa Solid Waste
 Phone: 480-644-2688
 Web Address: <https://www.mesaaz.gov/residents/trash-recycling>

- **For Special Use Permits (SUP)**
Mesa Development Services
 Phone: 480-644-2662
 Web Address: <https://www.mesaaz.gov/business/development-services>

- **City of Mesa Rate and Fee Schedules**
 Web Address: <https://www.mesaaz.gov/home/showpublisheddocument/40216/637921885274930000>
 Common Rates:

Transaction Privilege Tax License	p. 10	Pyrotechnics	p. 50
Special Event Liquor License (Mesa)	p. 11	Park Rental Fees	p. 54
Special Event License	p. 12	Off-Duty Police Officers	p. 72
Special Use Permit	p. 37	Traffic Control Inspection Fee	p. 73
Tents and Canopies (Fire Safety)	p. 50		

- **City of Mesa Utility Rate Book**

Web Address: <https://www.mesaaz.gov/government/office-of-management-budget/utility-rates>

Common rates:

Solid Waste Services

p. R-1

OTHER AGENCIES/RESOURCES

Below is a list of outside Agencies that may require additional Permits or Licenses for Special Events.

- **For Events Occurring in the Downtown Overlay District**

- **Downtown Mesa Association**

- 100 N Center Street

- Mesa, AZ 85201

- Phone: 480-890-2613

- Web Address: <https://downtownmesa.com/>

- **For Special Event Liquor Licenses**

- **AZ Liquor Licensing (Arizona Department of Liquor)**

- Phone: 602-542-5141

- Web Address: <https://azliquor.gov/series15.cfm>

- **For Food Vendor Permits**

- **Maricopa County Health Department - Food & Restaurants**

- Phone: 602-506-6824

- Web Address: [Food & Restaurants | Maricopa County, AZ](#)

- **For Transaction Privilege Tax**

- **Arizona Department of Revenue**

- Phone: 602-255-3381

- Location: 1600 W. Monroe

- Phoenix, AZ 85007

- Web Address: [Transaction Privilege Tax | Arizona Department of Revenue \(azdor.gov\)](#)

- Online TPT Application: [Applying for a TPT License | Arizona Department of Revenue \(azdor.gov\)](#)

ATTACHMENTS

Attachment 1 – Parks Special Event Fees



Special Event Fees for events utilizing open park space

Minimum number of participants/attendees may apply

FEES:

FACILITY	TIMES	COMMERCIAL PRICE	NON-PROFIT
Move in Day(s) <i>Park facilities must remain open to general public</i>	8am – 5pm	\$ 700/day	\$ 400/day
Event Day(s) – Open Space Park Event Fee <i>Some areas/facilities may be required to remain open to the general public</i>	Sunrise to 10pm	\$ 2,000/day <i>per large use area</i>	\$ 1,200/day <i>per large use area</i>
ADDITIONAL FEES			
Event Participant Fee <i>dependent upon type of event and attendance</i>		\$1.00-3.00 per participant	\$1.00-3.00 per participant
Cleaning Deposit (<i>refundable</i>)	1	\$ 1,000 - \$2,000 <i>dependent on event type</i>	\$ 1,000 - \$2,000 <i>dependent on event type</i>
Equipment - <i>Inflatables, tents, generators, portable toilets, additional equipment</i>		\$ 10 - \$25 each item	\$ 10 - \$25 each item
Large Equipment – <i>large tents or canopies (tents more than 400 sq. ft.; canopies more than 900 sq. ft.) May not be staked.</i>		\$100 - \$250 each item	\$100 - \$250 each item
Food Truck/Food Vendor		\$35 each	\$35 each
City Staff/Park Rangers/Parks Maintenance	As needed	As needed	As needed

Additional services will be at the expense of the show producer and may include police, security, fire/EMS, traffic operations, barricades, trash container drop-off/pick-up, refuse containers, custodial, parks maintenance.

Attachment 2 – Certificate of Insurance (Sample)

CERTIFICATE OF LIABILITY INSURANCE		AUTISPE-01	RMELE
		DATE (MM/DD/YYYY) 9/29/2021	
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.			
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).			
PRODUCER SAMPLE	CONTACT NAME: SAMPLE		
	PHONE (A/C, No, Ext): SAMPLE	FAX (A/C, No):	
	E-MAIL ADDRESS: SAMPLE		
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: SAMPLE		SAMPLE
INSURED SAMPLE	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

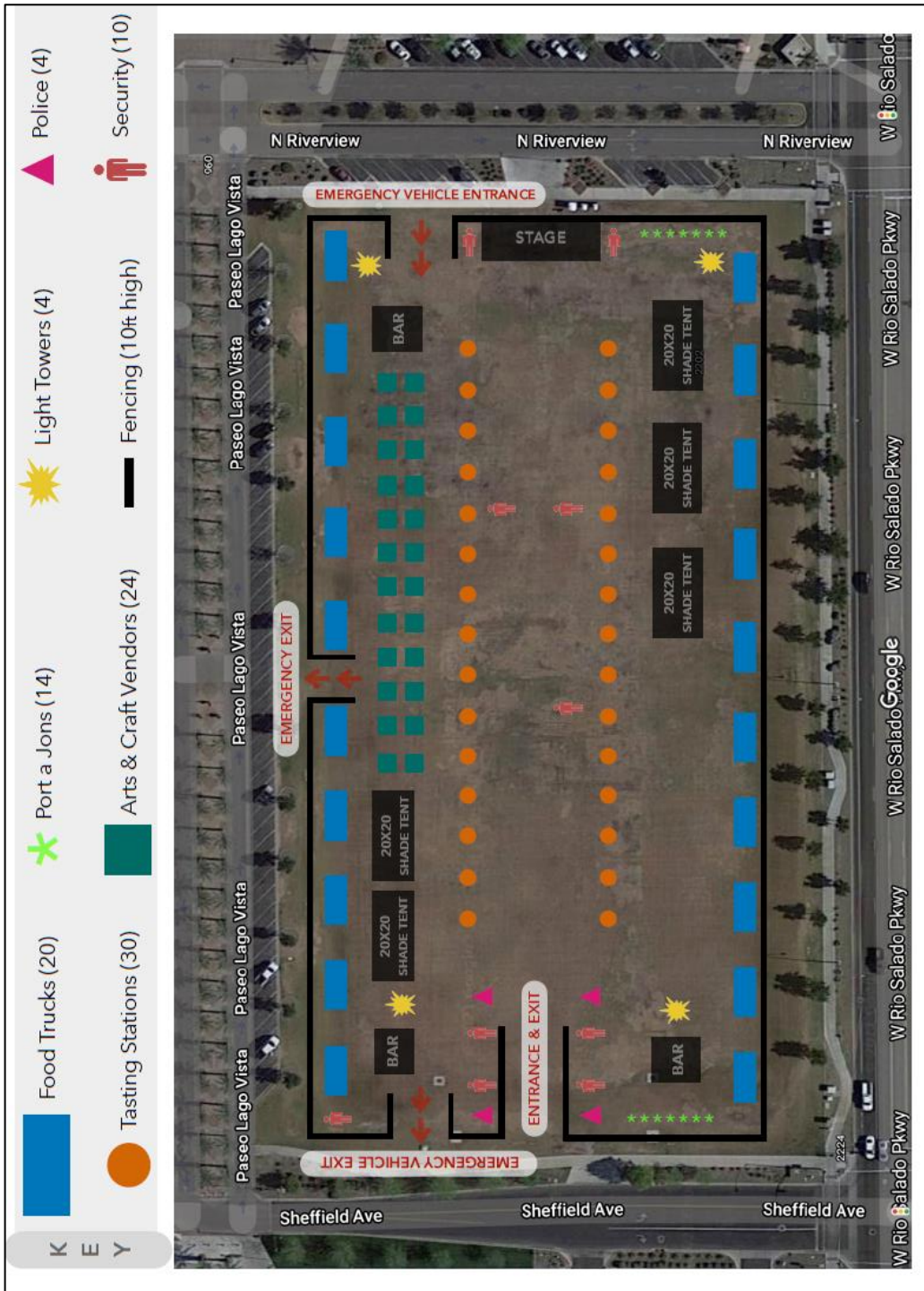
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PER SUBJECT <input type="checkbox"/> LOC OTHER:			SAMPLE	9/30/2021	9/30/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EA occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COM/CP AGG \$ 3,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (EA accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			SAMPLE	9/30/2021	9/30/2022	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS BELOW		Y/N	N/A			PER STATUTE <input type="checkbox"/> OTH+ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 City of Mesa, its officials, volunteers, officers, employees are included as an additional insured for General Liability where required by written contract, pursuant to and subject to the policy's terms, definitions, limitations, conditions and exclusions with regards to a walk on DATE(S) at LOCATION and only as respects to the operations of the named insured.

CERTIFICATE HOLDER City of Mesa 55 North Center St Mesa, AZ 85201	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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Attachment 3 – Site Map (Sample)



Attachment 5 – Run/Walk Route Plan (Sample)





City of Mesa
Parks, Recreation and Community Facilities
Special Events Office
P.O. Box 1466
Mail Stop 7010
Mesa, AZ 85211
specialevents@mesaaz.gov
480-644-3500