

**CITY OF BISBEE  
PARK, FACILITY AND RIGHT -OF -WAY USE PERMIT**

(This permit must be approved by City Council and/or by Parks staff prior to the event)

Permit must be submitted to and approved by the City Council prior to the event. City Council meetings are the first and third Tuesday of each month. **Please note:** your permit application must be submitted to the Public Works / Parks & Recreation Department at least four weeks prior to the next scheduled City Council meeting (before your scheduled event) in order for it to be on the City Council's meeting agenda. If the applicant is proposing to sell liquor at the proposed event, the applicant should allow an additional 10 days for processing of the required State "Special Liquor License." **Also:** As per section 11.2.9 paragraph G - "All permittees shall be responsible for returning the park, recreational facility or public right-of-way to the same condition in which it existed upon issuance of the permit. If this responsibility is not met, the permittee will be charged at a rate set forth by the City staff and approved by the Mayor and Council". Refer to Section 11.2.9 - "Park and Facility Use" of the City Code for requirements regarding use of City parks and facilities (a copy of the City Code is available at [www.BisbeeAZ.gov](http://www.BisbeeAZ.gov), City Hall, or the Copper Queen Library)

**If you have any questions regarding this permit application, please contact Lorena Valdez, Public Works at 432-6002 or [lvaldez@BisbeeAZ.gov](mailto:lvaldez@BisbeeAZ.gov)**

**APPLICANT INFORMATION**

1. Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

2. Organization Name: \_\_\_\_\_

3. Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Contact name and phone # during event \_\_\_\_\_

4. Name and complete description of activity planned (attached separate letter to include breakdown of event and activities and details if more than one activity or if more space is needed).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Approximate Number of Participants and/or Spectators: \_\_\_\_\_

6. Requested Location of Event: \_\_\_\_\_

7. Date(s) of Event: \_\_\_\_\_

8. Hours of Event: \_\_\_\_\_

9. Hours of Reservation (with set-up and breakdown) \_\_\_\_\_

10. Request Consumption of Alcohol: \_\_\_\_\_ Yes \_\_\_\_\_ No

11. Request Sales of Alcohol: \_\_\_\_\_ Yes \_\_\_\_\_ No

**SERVICES REQUESTED FROM THE CITY OF BISBEE**

(Provide letter with all services that are needed with details of times and locations. City may require services depending on nature of event) See attached service rate sheet.

\$ \_\_\_\_\_  General Electricity access \$10 (CITY, LOWER VISTA, & GRASSY PARKS ONLY),  
Band Shell Access \$50 (CITY PARK):

GENERATORS ARE PERMITTED...ALL JUMPING CASTLES MUST HAVE INSURANCE AND GENERATORS

\$ \_\_\_\_\_  Beer Permit (non-commercial permits only) \$10

\$ \_\_\_\_\_  Police (escorts, security, road closures, redirecting of traffic): for \_

\$ \_\_\_\_\_  Park Public Works staff (example: posting "no parking signs, access to facility/band shell/restrooms, etc.) NOTE: ROAD CLOSED SIGNS/BARRIERS MUST BE SUPPLIED BY APPLICANTS: \_\_\_\_\_

\$ \_\_\_\_\_  Other - any additional requests made by applicant or any other conditions set by the City Council, City Code, ordinance or resolution.

**CONDITIONS APPLICANT MUST MEET THAT ARE REQUIRED BY THE CITY OF BISBEE:**

- \$25 non-commercial or \$50 commercial permit fee paid before permit is processed.
- \$50.00 refundable deposit paid before permit is processed (if a check is issued, must be "Written separately from other charges) This deposit will be refunded at the completion of the event, provided that the facility has been left in the same, or better, condition as it was at the start of the event. The City will deduct from this deposit any expenses that may be incurred for cleaning or repairing the facility following the event prior to refunding any remaining balance.
- Fees for above service requests in the amount of \$ \_\_\_\_\_ before permit is processed or event can take place.
- Business License/Special Event License Fee of \$32.50 paid before permit is processed- where there is a promoter sub-letting booth space to vendors, the promoter will pay a fee of \$32.50 and \$4.00 per vendor per day. The promoter is required to supply a list of vendors which describes the items or service the vendor will be selling and pay all applicable fees prior to the event. Sales tax on all items sold at the City rate will be collected by the City for all sales made by the promoter and all vendors via their State tax forms.
- Vendor Fee of \$4.00 per vendor, per day (must be submitted prior to the event).
- Certificate of insurance required showing City of Bisbee as additional insured - \$1,000,000 minimum for high risk functions.
- County Health Department Food Permit must be attached if serving food or having food vendors. Health Department can be contacted at 520- 432-9472 for more information (This is not a food handler's certificate)
- Special Event Liquor License Application submitted to the City Clerks office- required in order to serve or sell liquor from the State of Arizona (Department of Liquor Licenses & Control, Phoenix Office). The sale of or consumption of alcoholic beverages must be approved by the City Council.
- Copy of flyers or promotional material associated with this event.

NOTES: 1-THERE IS NO WATER USAGE AT ANY PARK AT ANY TIME.  
2-IF YOU ARE HAVING A PARTY WITHOUT A PERMIT WITH MORE THAN 50 PEOPLE, CITY STAFF WILL COLLECT THE PERMIT FEE AT THE TIME OF YOUR PARTY AND PROVIDE YOU WITH A RECEIPT.

**APPLICANT CERTIFICATION**

**ANY PERSON VIOLATING ANY PROVISION OF THIS ARTICLE SHALL BE GUILTY OF A MISDEMEANOR AND, UPON CONVICTION THEREOF, SHALL BE PUNISHABLE BY A FINE OF NOT LESS THEN FIFTY DOLLARS NO MORE THAN FIVE HUNDRED DOLLARS.**

I, \_\_\_\_\_ certify that I am authorized to sign this agreement and agree to abide by the conditions set forth herein and in the City Code.

\_\_\_\_\_  
Signature of Applicant/Authorized Party

\_\_\_\_\_  
Date

## HOLD HARMLESS AGREEMENT

Please print or type:

In consideration of any services rendered and the use of the City of Bisbee facilities or Right-of-Way during the (print event) \_\_\_\_\_ event the period from (date & time) \_\_\_\_\_ to \_\_\_\_\_, the permittee \_\_\_\_\_ agrees to the following:

1. That the permittee shall defend, indemnify and save harmless the City of Bisbee, its officers, employees, agents and representatives from and against all losses, claims, demands, payments, suits, actions, recoveries and judgments of every nature and description arising by reason of any act or commission of the permittee, his agent(s), employees or participants during the event or in consequence of any negligence or carelessness regarding the same.

If Permittee is required to provide insurance:

2. The Permittee's insurance shall be primary.
3. The City of Bisbee shall be named as an additional insured on the permittee's liability insurance coverage for the referenced event, and the Hold Harmless Agreement be endorsed onto said insurance policy.
4. Said liability insurance shall be in an amount no less than \$1,000,000.00 per occurrence.
5. Said insurance shall not be canceled or expired during the term of the event unless a minimum of ten (10) days written notice is given to the Finance Director of the City of Bisbee.

\_\_\_\_\_  
Signature of Permittee or Authorized Representative

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

|   |                            |
|---|----------------------------|
| <b>COUNCIL ACTION:</b>                      |                            |
| Recommended to:                             | Approve: _____ Deny: _____ |
| With conditions as noted:<br>_____<br>_____ |                            |
| Mayor's Signature:                          | Date:                      |

CITY OF BISBEE PUBLIC WORKS DEPARTMENT  
915 S. Tovreaville Road  
BISBEE, AZ 85603  
(520) 432-6002

**APPLICATION FOR SPECIAL EVENT LICENSE**

(Please print firmly or type)

(1) Applicant's Name: \_\_\_\_\_

(2) Mailing Address, City, State & Zip: \_\_\_\_\_  
\_\_\_\_\_

(3) Business Name: \_\_\_\_\_

(4) Business Address: \_\_\_\_\_

(5) City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

(6) Business Phone No.: \_\_\_\_\_ Resident Phone No.: \_\_\_\_\_

(7) Name of Special Event: \_\_\_\_\_ Date: \_\_\_\_\_

Specify date(s) License needed: \_\_\_\_\_

(8) Will you be serving food: \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, do you have a Health Dept. Food Certificate: \_\_\_\_\_ YES \_\_\_\_\_ NO

(A copy of the Cochise County Health Dept. Certificate **MUST** accompany this application otherwise it will not be accepted)

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**Fees:**            **Permit fee: \$32.50**  
                      **Vendor fee of: \$4.00 per day. (When promoter subletting to other vendors)**

**Total submitted:**    \$ \_\_\_\_\_

I, \_\_\_\_\_ being first duly sworn upon oath hereby declare, under penalty of perjury, that I am the licensee making the foregoing application and that said application has been read and that the contents thereof and all statements contained therein are true, correct, and complete.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Make checks payable to: City of Bisbee  
915 S. Tovreaville Road  
Bisbee, Arizona 85603

**SPECIAL EVENT LICENSED PREMISES DIAGRAM**  
**(This diagram must be completed with this application)**

Special Event Diagram: (Show dimensions, serving areas, and label type of enclosure and security positions)

NOTE: Show nearest cross streets, highway, or road if location doesn't have an address.

