



EVENT APPLICATION AND USE PERMIT
 CITY OF BULLHEAD CITY
 Location: 2355 Trane Road
 Mail To: P.O. Box 23189
 Bullhead City, AZ 86439-3189
 (928) 763-0110 - cgardner@bullheadcity.com

You are required to obtain a Bullhead City Business License and submit completed Event Application two weeks prior to the event date. (A valid conditional use permit must be obtained prior to applying for a swap meet event permit.) The **BULLHEAD CITY EVENT PERMIT and BUSINESS LICENSE** issued by the Bullhead City Finance Department must be displayed during the event. Sponsor fees are due at the time of application.

PLEASE CHECK ONE OF THE FOLLOWING:

	Event Type (See back for definitions)	Sponsor Fee	Vendor Fee (No fee with City Business License)
<input type="checkbox"/>	Special Event Use Permit (15 day limit per event)	No Charge	\$20.00 each vendor per event
<input type="checkbox"/>	Commercial/Promotional Event Use Permit (15 day limit per event, cannot re-apply for 60 days)	\$100.00 per day (Maximum \$1,000)	\$20.00 each vendor per event
<input type="checkbox"/>	Itinerant Vendor Use Permit (10 day limit per event, cannot re-apply for 60 days)	\$50.00 per day	N/A
<input type="checkbox"/>	Swap Meet Special Event (Interval determined by Conditional Use Permit)	No Charge	\$50.00 each vendor for 180 days

NAME OF THE EVENT _____ DATES / / TO / /

DESCRIPTON/PURPOSE: _____

LOCATION OF EVENT: _____

PROPERTY OWNER: NAME: _____ PHONE NUMBER: _____

ADDRESS: _____

NAME OF SPONSOR/PROMOTER: _____

NAME OF CONTACT: _____ TEL. NUMBER OF CONTACT _____

EMERGENCY CONTACT DURING EVENT: NAME _____ PHONE: _____

CONCESSION(S) ON SITE YES _____ NO _____ (food, beverage, liquor, souvenirs, etc)
 (If YES, provide Mohave County health permits and/or liquor license permit.) HOURS OF OPERATION _____

NUMBER OF VENDORS EXPECTED: _____ PARTICIPANTS/CUSTOMERS _____ EVENT WORKERS _____

WILL THERE BE SECURITY ON SITE? YES _____ NO _____ IF YES, HOW MANY SECURITY OFFICERS? _____

BULLHEAD CITY BUSINESS LICENSE NUMBER & EXPIRATION DATE OF SPONSOR: _____

SIGNATURE OF EVENT SPONSOR/PROMOTER: _____ DATE: _____

ATTACH THE FOLLOWING (See attached explanations):

Date Due

- | | |
|--|------------------------------|
| 1. Proof of Insurance if event is on City or Government owned property | Submit with application |
| 2. Bond or refundable deposit of \$500 if event is held on City property (public property) | 24 hours prior to event date |
| 3. Copy of all health permits, alcohol/beverage permits, Arizona sales tax ID numbers | 72 hours prior to event date |
| 4. Site plan and description of signs for event per attached guidelines | Submit with application |
| 5. Letter from property owner giving permission to promoter to hold event | Submit with application |
| 6. Vendor List with AZ Transaction Privilege Tax ID # or BHC Business License No. | 72 hours prior to event date |
| 7. Vendor Information Form (to be submitted with Vendor List) | 72 hours prior to event date |
| 8. Bullhead City conditional use permit may be required (for swap meet special events) | Submit with application |

FOR OFFICE USE ONLY

INS/FINANCE:	_____ APPROVED	_____ DISAPPROVED	BY: _____	DATE _____
ZONING:	_____ APPROVED	_____ DISAPPROVED	BY: _____	DATE _____
BUILDING:	_____ APPROVED	_____ DISAPPROVED	BY: _____	DATE _____
POLICE:	_____ APPROVED	_____ DISAPPROVED	BY: _____	DATE _____
FIRE:	_____ APPROVED	_____ DISAPPROVED	BY: _____	DATE _____
HEALTH:	_____ APPROVED	_____ DISAPPROVED	BY: _____	DATE _____

EVENT TYPE:

- Special Event – a temporary activity for purposes of entertainment, education, cultural, patriotic, religious, ethnic, or political expression; is held in a temporary structure holding more than 25 people, and/or outside, and/or in a building; and includes (not limited to) parades, non-school sporting events on private property, rodeos, circuses, fairs, carnivals, festivals, group gathering, rides, rally's antique or vintage vehicle show, swap meets or similar activities at booths, stalls, concessions, rides or similar type organized activities; shall not include private weddings, family reunions, funeral ceremonies, holiday craft boutiques, meetings at established places of worship, political rallies or forums, elections, private yard sales, or private parties in residential homes or residential yards among family and friends, non-profit Christmas tree or pumpkin sales lots, charity car washes, school activities on school property, organized league sport activities and activities such as non-profit merchandise promotions that could otherwise be lawfully conducted in accordance with the provisions of the zoning ordinances in the district where such promotion takes place.

- Commercial/Promotional Event – an event of less than 15 calendar days where the primary purpose is to contractually, sell and/or lease merchandise at a non-permanent sales location in the city limits on public or private property and the majority of merchandise is sold or leased above \$750.00 each for the transaction. This includes vehicle sales, boat sales, RV sales and other big-ticket items. An event that exhibits merchandise and conveys information about merchandise, such as a convention or trade show, but does not sell or lease merchandise is not a commercial/promotional event and is a special event.

- Itinerant Vendor Event – an event of less than 10 calendar days where the primary purpose is to sell merchandise, the majority of which is valued at less than \$750.00 retail each, subject to sales taxes in the city limits of Bullhead City. "Itinerant Vendor" means any person who travels from places countrywide, statewide or within the United States whether as owner, agent or consignee without an established commercial physical location in the City limits and engages in the business of retail selling tangible merchandise (non-foods) (the majority being valued below \$750.00 each) on a temporary basis in the city limits subject to Arizona sales taxes. The definition shall not include any person providing or offering to provide scheduled delivery of food products to the door of any residence within the city at least once every fourteen (14) consecutive days, and any person exempted by State law. An Itinerant Vendor is not a peddler or solicitor and may not sell door to door in residential areas. An Itinerant Vendor is not a special event vendor and is not a commercial/promotional event vendor. An Itinerant Vendor is not a mobile food vendor. I.e., ice cream, confections, catering truck, hot dog food cart or similar business activity.

- Swap Meet Special Event – a special event consisting of the admission of members of the public into a specified area for the purpose of buying food, services or new or used merchandise, goods, or wares from vendors authorized by the promoter/sponsor of the swap meet. Swap meets of five days and less with less than 30 days between events require a conditional use permit as issued by the Bullhead City Planning and Zoning Commission.

EXPLANATIONS OF REQUIRED ATTACHMENTS:

1. **Proof of Insurance** is required if event is on City or Government owned property in the city limits. Sponsor/promoter shall provide a certificate of liability insurance from an insurance company licensed to do business in the state of Arizona with a good "Best" or "Moody" rating and that the promoter has in effect insurance to protect the public, the promoter, and as additional insured, the City of Bullhead City, its elected officials and employees from general liability for losses and/or damages arising out of the activity which is the subject of the special event permit. The specific policy, form, certificate of insurance with limits and endorsements shall reflect the type of activity anticipated by the sponsor and shall be approved by the City Manager or his/her designee as a condition of issuing the special event permit. The minimum limits are \$1,000,000 general aggregate liability, \$1,000,000 per occurrence, \$1,000,000 personal injury and any other requirements needed to protect the City of Bullhead City and/or the general public.

2. **Bond or refundable deposit** of \$500 is required if event is held on City property (public property). The promoter/sponsor shall secure a bond for \$500 or put \$500 on deposit with the City Finance Department to insure the location is left in compliance with all City and State laws if the special event is held on public property. This is refundable if the location is left in compliance with all City codes within 5 days of the conclusion of the special event. Charitable organizations must also comply with this requirement or may seek a reduction in the amount from the City Manager that will still guarantee cleanup.

3. Copies of all **health permits, alcohol/beverage permits, Arizona sales tax ID numbers**, and/or requests for waivers are required 72 hours prior to the event.

4. A **site plan and description of event signage** is required. The site plan must show all utilities, buildings, vendor areas and all structures to be used or temporarily constructed including pedestrian and traffic access ways with an estimate of the number of people anticipated attending a parking/traffic plan for the anticipated attendees. Police and fire department and other government inspections and/or investigations will be conducted when necessary to enforce the Uniform Fire Code and other laws that protect the health, safety and welfare of the public. **The special/commercial/promotional/itinerant event may be denied if the site plan and/or location is inadequate for the special event or the location is inadequate for the attendance expected, or any other defect in the requirements of Chapters 6, 7, or 9 of the Bullhead City Municipal Code that will jeopardize the health, safety or welfare of the general public. Event signs must comply with Section 5.06.015 of the Municipal Code. (This section of the code is attached.)**

5. A **letter from property owner** giving permission to promoter to hold the event is required.

6. A **list of vendors** including vendor name, mailing address, and either an AZ Transaction Privilege Tax ID No. or a valid Bullhead City Business License No. is required. Vendors who have a valid Bullhead City Business License are not required to pay City vendor fees.