



EVENT APPLICATION AND USE PERMIT
CITY OF BULLHEAD CITY
 Business License Office
 PO Box 23189
 Bullhead City, AZ 86439-3189
 (928) 763-0110 - Fax (928) 763-0131 bhcbusinesslicense@bullheadcityaz.gov
 Location: 2355 Trane Rd. Bullhead City, AZ 86442

You are required to obtain a Bullhead City Business License and submit completed Event Application **two** weeks prior to the event date. The **USE PERMIT and BULLHEAD CITY BUSINESS LICENSE, if applicable**, from the Bullhead City Business License Office must be displayed during the event and is non-transferrable. Sponsor fees are due at the time of application.

CK	Event Type (see back for definitions)	Sponsor Fee	Vendor Fee (no fee with City business license)
	Special Event Use Permit (15 day limit per event.)	No Charge	\$30.00 each vendor per event
	Commercial/Promotional Event Use Permit (15 day limit per event, cannot re-apply for 60 days.)	\$100.00 per day (Maximum \$1,000.)	\$30.00 each vendor per event
	Itinerant Vendor Use Permit (10 day limit per event, cannot re-apply for 60 days.)	\$50.00 per day (plus City Business License)	N/A
	Swap Meet Special Event (Interval determined by Conditional Use Permit. A valid Conditional Use Permit must be obtained prior to applying for the event permit.)	No Charge	\$60.00 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: _____

Important Notices:

ANY PERSON REQUIRED TO PAY A LICENSE TAX FOR TRANSACTING AND/OR CARRYING ON ANY BUSINESS WITHIN THE CITY OF BULLHEAD CITY SHALL REMAIN SUBJECT TO THE REGULATORY PROVISIONS OF OTHER SECTIONS OF THE CITY CODE, ESPECIALLY AS THEY APPLY TO ZONING USE, BUILDING AND FIRE REGULATIONS.

Per A.R.S. § 9-495. Employees providing assistance; identification; communication:

A. In any written communication between a city or town and a person, the city or town shall provide the name, telephone number and email address of the employee who is authorized and able to provide information about the communication if the communication does any of the following:

1. Demands payment of a tax, fee, penalty, fine or assessment.
2. Denies an application for a permit or license that is issued by the city or town.
3. Requests corrections, revisions or additional information or materials needed for approval of any application for a permit, license or other authorization that is issued by the city or town.

B. An employee who is authorized and able to provide information about any communication that is described in subsection A of this section shall reply within five business days after the city or town receives that communication.

SIGNATURE OF EVENT SPONSOR/PROMOTER: _____ DATE: _____

ATTACH THE FOLLOWING (See attached explanations):

- | | |
|--|--|
| 1. Proof of Insurance if event is on City or Government owned property | Date Due
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 |

FOR OFFICE USE ONLY

INS/BUS LIC:	_____ 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.

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.