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FEES

Annual Town of PV Business License(Fee Not Required) # _____

Regular Special Event-\$15 per event & per location _____

Special Event Liquor License-\$75.00 per event _____

Non-Profit-No Fee-need a copy of IRS 501(c)3 _____

Carnivals/Circuses-\$120 per day _____

Rodeo-\$30 per day _____

APPLICATION FOR SPECIAL EVENT LICENSE
TOWN OF PRESCOTT VALLEY-TOWN CLERK
7501 EAST CIVIC CIRCLE
PRESCOTT VALLEY AZ 86314
928.759.3135 FAX 928.759.5536 clerk@pvaz.net

<u>STAFF ONLY</u>

NAME OF EVENT _____

PHYSICAL LOCATION OF EVENT _____
Attach 8" X 11" site plan if applicable

DATE(S) OF EVENT _____

BUSINESS/VENDOR NAME _____

CONTACT PERSON First & Last name _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE (____) _____ EMAIL _____

ARIZONA TPT SALES TAX # _____ REQUIRED IF SELLING PRODUCTS/TICKETS

DESCRIPTION OF BUSINESS _____ NON-PROFIT YES ___ NO ___

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

NOTIFY FIRE DEPT 928.759.9933 YES _____ NO _____

NOTIFY BUILDING DEPT 928.759.3050 YES _____ NO _____

FOOD VENDOR - Food Handlers Permit YES _____ NO _____

YAVAPAI COUNTY HEALTH 928.771.3122

TOWN PROPERTY & FACILITIES RENTAL

PARKS & RECREATION 928.759.3090 YES _____ NO _____

CERTIFICATE OF INSURANCE (FOR PARKS) YES _____

\$1,000,000 Liability with Endorsement

CARNIVAL OR CIRCUS

CERTIFICATE OF INSURANCE (FOR CARNIVAL/CIRCUS) YES _____

\$1,000,000 Liability with Endorsement

LIQUOR PERMIT NEED 30 DAY ADVANCE NOTICE **LIQUOR PERMITS ONLY(below this line)**

REQUEST LETTER TO MAYOR/COUNCIL YES _____

Explaining all details of event

CERTIFICATE OF INSURANCE (FOR LIQUOR) YES _____

\$1,000,000 Liability with Endorsement

SECURITY- One security guard per 50 people YES _____

EXISTING LIQUOR LICENSE/Extension of Premises YES _____ NO _____

APPLICANT SIGNATURE _____ **DATE** _____

cc: Police Dept; Zoning/Code Enforcement; Management Services; Parks & Recreation; CYFD