

TOWN OF YOUNGTOWN
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YOUNGTOWN, AZ 85363
623-933-8286 Phone
623-933-5951 FAX
www.youngtownaz.org



COMMUNITY DEVELOPMENT
COORDINATOR
623-933-8286 Ext. 117
623-209-3026 FAX

SPECIAL EVENT PERMIT APPLICATION

Name of Event: _____

List of Activities: _____

Address of Event: _____

Date of Event: From _____ to _____ Time: From _____ am/pm To _____ am/pm

APPLICANT/ORGANIZER INFORMATION

Applicant/Agent: _____ Phone: (____) _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____ Website #: _____

NOTE: AGENT MUST PROVIDE WRITTEN PROOF OF AUTHORITY TO ACT ON PROPERTY OWNER'S BEHALF, IF APPLICABLE.

Cell Number(s) of Applicant, Agent, or Owner (where they can be reached during the event)

Name: _____ Phone: (____) _____

Name: _____ Phone: (____) _____

Name: _____ Phone: (____) _____

Has the event ever been held previously? Yes _____ No _____

If Yes, when and where? _____

EVENT DESCRIPTION/SET-UP

Describe type and size of event (location, how much area to be used, stages, entertainment, etc.)
Please submit a site plan showing streets used, placement of tents, restrooms, parking, trash cans,
signs, lighting, staging areas, etc.

Anticipated Attendance: _____ Number of Parking Spaces _____ (locate on site plan)

Set-up will begin: _____ Clean-up/Take-down will end: _____

Will tents, stages, booths, etc. be used for the event? Yes _____ No _____

If so, please describe the size and type and how many: _____

Will any signs or banners be erected? Yes No

If yes, a Sign Permit Application must be completed to include a site plan showing size and location. Fee applies.

Describe any power needs such as special outdoor lighting (locate on site plan): _____

Will generators be used? Yes _____ No _____ List number and size: (locate on site plan) _____

Describe any revenue to be generated from admission fees, solicitations from spectators,
concessions or any other source: _____

Will the proceeds benefit any organization? Yes _____ No _____

If so, Name of organization: _____

FOOD AND BEVERAGE PROVISIONS

Describe food and beverages that will be distributed or sold at the event: _____

(State law requires that you obtain a Food handlers Card and a Special Event Permit from Maricopa County Environmental Services Department)

Will there be any alcoholic beverages served? Yes _____ No _____

If so, have licensing requirements been met? _____

(State Law requires that you obtain a Special Event Liquor License. Forms and instructions are available on our website. No alcoholic beverages allowed in Town Parks.)

Will there be any cooking? Yes _____ No _____

ADDITIONAL EVENT INFORMATION

Anticipated number of food and beverage booths/concessions: _____
Permit may be required from the Health Department (Health Department Requirements)

RESTROOM AND REFUSE PROVISIONS

The required number of restroom facilities (or portable toilets) and refuse containers are 1 per 100 people who are estimated to be at the event. For every 240 persons expected, one unit each for men, women, and ADA compliant are required. Have the above requirements for restroom facilities been met? Yes _____ No _____ (locate on site plan) Public restrooms - Quantity _____ Chemical toilets - Quantity _____
Restroom requirement may be exempt if event is under four hours.

VENDOR PROVISIONS

Will an approved water source be available for food vendors? Yes No

What method of wastewater disposal will be provided for food vendors? _____

Will electricity be provided to food vendors? Yes No

Will back-up refrigerated storage be provided to food vendors? Yes No

If Yes, how? _____

Describe Sanitation Provisions (trash cans, event clean-up): _____

Who is providing the above provisions? _____

Other Provisions:

Will there be any fencing erected (locate on site plan)? Yes No

Will there be any type of music? Yes No

If Yes, where? _____ Hours: _____

Non-Amplified Live _____ Amplified: _____

Do you plan to hire private security for the event? Yes No

Name: _____ Phone (____) _____

Rain Policy for the event: _____

Is this event using any public property or right-of-way? Yes No

If Yes, please submit evidence of liability insurance with minimum policy limits of one million dollars (\$1,000,000) per occurrence, with the Town of Youngtown to be named as additional insured.

PERMIT CONDITIONS

Initial all Conditions:

- _____ 1. The proposed activity shall take place only on the date(s) and at such time(s) as is specified on the application
- _____ 2. The use of said property is to be restricted to those purpose(s) stated on the application.
- _____ 3. Said property shall be kept in a clean and orderly manner and free from debris.
- _____ 4. The proposed activity shall be restricted to the route(s), location(s), and checkpoint(s) as submitted with the application.
- _____ 5. Participant(s) in this activity agree to comply with restrictions applied to said activity by any agency with applicable jurisdiction.
- _____ 6. The movement of emergency vehicles shall have priority.
- _____ 7. Any sound device or music at this activity will be operated at a sound level not to exceed applicable standards. Applicant(s) also understand that any complaints of sound disturbance may result in cancellation of this permit.
- _____ 8. Equipment and lighting used for said activity is not to obstruct vehicular traffic.
- _____ 9. The number of participants in proposed activity shall be restricted to that stated on the application.
- _____ 10. The applicant(s) shall agree to obey all traffic laws applied to proposed activity. I understand and agree that the Town of Youngtown will be held harmless from any and all damages or injuries which might result from this activity and the applicant(s) will assume all responsibility and liability.
- _____ 11. Food Handlers and Special Event Permit from Maricopa County met (attach copies of permits and documentation).
- _____ 12. Special Event Liquor License met (if applicable).

Any violation of the above conditions may result in immediate revocation of permit and may be grounds for closure of event.

I declare that I am authorized to make this application and that, to the best of my knowledge and belief, all information given herein is true, accurate and complete.

The terms and conditions of this permit are herewith acknowledged and I agree to fully comply with the same.

Authorized Representative of Applicant

Date

Official Use Only:

Citizen Services Specialist

Review Date

Community Development Coordinator

Review Date

Permit Approved

Community Development Coordinator

Date

Permit Denied

Community Development Coordinator

Date

Reason for denial:

[Large shaded area for providing the reason for denial]



Environmental Health

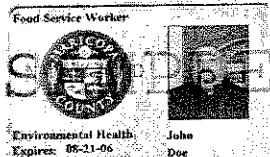
- Mobile Food
- Plan Review Program
- The Cutting Edge
- Special Programs
 - Food Service Worker Program
 - Food Service Worker Program
 - Testing Schedule
 - Study Guides
 - Certified Food Manager
 - Online Testing Sites
- Special Events
- Forms/Applications
 - Admin. Change Request
 - Environmental Health Compliance
 - FAQs
 - Alliance Newsletter
 - Location & Hours

Env. Health Quick Links

- Restaurant Ratings
- Request an Inspection
- Food Service Worker
- Submit or Track a Complaint
- Public Record Request
- Environmental Health Code
- Permit Fee Information
- Bake Sale Information

Food Service Worker Program

Food Service Worker



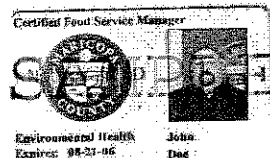
You must bring Proof of Legal Status/ID to take the test or the class or get the card.

Food Service Worker Cards are required for any person who handles, prepares, serves, sells or gives away food for human consumption, including those whose duties are restricted to busing or washing dishes. The rule does not apply to workers in facilities that handle food or beverages exclusively in a closed package or container. New workers must obtain their licenses within 30 days.

Cards are obtained by coming in to one of our offices. You have the choice of taking a written test after reviewing a study booklet of food safety information, in one of our offices (click here for testing schedules, locations, and maps) or by using an approved on-line testing web site (click here for a listing of approved web sites). If you chose an on-line testing center the bar-coded certificate and the appropriate fee must be presented to our regional offices in order to obtain your FSW card.

Cards must be renewed every three years by re-testing. This includes older cards issued prior to 1997. The fee to take the test is \$10.00 per attempt. When the test is passed, the fee for the card is \$5.00. An original of the card must be kept at the workplace. Those who wish to retain a copy for their own records or for multiple job locations may obtain duplicates of their license for \$3.00. We accept cash and credit cards at our four testing offices. Food Service Worker cards are valid for a period of three years.

Certified Manager



You must bring Proof of Legal Status/ID to get the card.

In 1998, Maricopa County adopted a change to its food code requiring all food establishments handling open, potentially hazardous foods to have at least one licensed Certified Manager who has undergone more extensive food service training. The deadline for meeting this requirement was January 1, 2000. New establishments must meet the requirement within 90 days of opening.

Obtaining licensure as a Certified Manager is a two step process. You must first pass an approved exam by a testing agency recognized by the county for this purpose. Click here for a page that lists currently recognized exams and testing agencies. At this time, Maricopa County does not provide this testing or instruction. It must instead be sought from the private sector.

Once you have passed one of the recognized tests, you must bring your documentation to one of our offices for issuance of a license. The fee for a Certified Manager license is \$5.00. Duplicates of your license cost \$3.00. Licenses for managers must be renewed every five years.

Please note that special accommodations can be made for individuals with special needs or learning disabilities. Please visit one of the four offices for a referral.

New Permit Fees

Please click the link below to view new Permit Fees

- Permit Fees -

Permit Types

Example of Permit Classes and Information

- Click Here -

File a Complaint

Call (602) 506-6616

OR

use our Online Complaint Form

Please help Us improve our Website!

Give us your feedback by clicking the button below.

- Feedback -

How is Our Customer Service?

Tell Us about your experience by taking the survey.

- Take Survey -

