



Community Development
16000 N. Civic Center Plaza
Surprise, AZ 85374
Ph. 623-222-3000
Fax 623-222-3001
TTY: 623-222-1002

Temporary Use Permit – Special Event

The attached application and information relates to temporary use/special event requests. There are multiple departments and divisions that are impacted by these events, please ensure all information and supporting documentation are provided for staff to provide a comprehensive review of the request.

This packet contains the following:

1. Application Checklist
2. Temporary Use/Event Application
3. Traffic Control Permit Requirements
4. State of Arizona Application for Special Event License
5. Surprise Police Department Off Duty Letter Agreement
6. Fire –Medical Application (Form 504)

When preparing plans, refer to the following related codes, standards, and guidelines:

Surprise Municipal Code	2012 International Building Code
Engineering Development Standards	2011 National Electrical Code
National Fire Protection Association	2012 International Fire Code and Local Amendments
AASHTO	Integrated Water Master Plan

These items can be found at www.surpriseaz.gov.

After the application and supporting documentation is accepted it will be forwarded to the applicable departments/divisions for compliance. Review meetings may be required based on the type of event. Staff will notify the applicant if there are any revisions that need to be made and approval notifications listing any applicable conditions for the event.



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TUP - Application Checklist

All information and documentation indicated below shall be submitted a minimum of fifteen business days prior to the event. However, additional time may be necessary depending on the activities proposed. Incomplete applications will not be accepted.

- Completed application
- Application Fees:
 - \$20 – Minor event with no parking lot or street closures.
 - \$40 – Minor event with parking lot or street closures.
 - \$60 – Major events and all events including display of fireworks.
 - \$300 – Fireworks Inspection (fireworks show)
 - \$350 – Tent Inspection (fireworks sale)
- A comprehensive site plan which includes the following:
Event entrances, fence locations including type and height, stage, sound amplification systems, tents/canopies, signage, cooking areas, restroom facilities, generators, amusement rides, fireworks, parking areas, alcohol service areas, security check areas, street/alley closures, emergency medical services, parade routes, and all other special features that may apply.
- Aerial map of site
- Notarized property owner authorization, if property owner is not the applicant.
- Security Plan (Requirements - Page 8) *If applicable
For scheduling and to confirm availability of off-duty police officers please contact the Surprise Police Department Off-Duty Coordinator at 623-222-4334 and email the completed Off-Duty Letter Agreement included in the application packet.
- Certificate of Insurance (Requirements - Page 9)
- Traffic Control Plan (Requirements - Page 11-12) *If applicable
- City Council approval for liquor license (Requirements – Page 13-17)
*If applicable
- Facility Use Agreement *If applicable
- City of Surprise business license *If applicable
- Maricopa County Health Department Food Handling Permit *If applicable
- Application to Sell Permissible Consumer Fireworks - Form 504
(Requirements – Page 24) *If applicable



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TUP Special Event - Application

Section 1: Contact Information

Primary Contact: (Contact must be on site during the event)

Name: _____

Address: _____ City: _____ State: _____

Phone: _____ E-mail: _____

Property Owner:

Name: _____

Address: _____ City: _____ State: _____

Phone: _____ E-mail: _____

Notarized property owner authorization is required, if applicant is not the owner.

Section 2: Event Information

Title of event: _____

Event Location: _____

Parcel number: _____ Subdivision: _____

Event date(s): _____

Set up date/time: _____ Dismantle date/time: _____

Event category: (Check all that apply)

- | | | | |
|---------------------------------------|--|--|---|
| <input type="checkbox"/> Carnival | <input type="checkbox"/> Holiday Event | <input type="checkbox"/> Concert | <input type="checkbox"/> Craft Fair |
| <input type="checkbox"/> Tent/Retail | <input type="checkbox"/> Festival/Fair | <input type="checkbox"/> Food Fair | <input type="checkbox"/> Fund Raiser |
| <input type="checkbox"/> Race | <input type="checkbox"/> Bike-A-Thon | <input type="checkbox"/> Parade | <input type="checkbox"/> Political Rally |
| <input type="checkbox"/> Walk-A-Thon | <input type="checkbox"/> Fireworks Sales | <input type="checkbox"/> Sidewalk Sale | <input type="checkbox"/> Firework Display |
| <input type="checkbox"/> Other: _____ | | | |



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Event Schedule and Attendance

	Date:	Day:	Start Time	End Time	Anticipated Daily Attendance:	Anticipated Peak Daily Attendance:
Day 1:	_____	_____	_____	_____	_____	_____
Day 2:	_____	_____	_____	_____	_____	_____
Day 3:	_____	_____	_____	_____	_____	_____
Day 4:	_____	_____	_____	_____	_____	_____
Day 5:	_____	_____	_____	_____	_____	_____
Day 6:	_____	_____	_____	_____	_____	_____
Day 7:	_____	_____	_____	_____	_____	_____

What is attendance estimate based on? Past ticket sales Advance ticket sales
 Other: _____

Has this event ever been held at another location? Yes No
 If yes, where: _____

Will there be a charge for admission? Yes No
 If yes, provide all price categories: _____

Estimated gross receipts of event: _____

Percentage of receipts distributed to non-profit organizations: _____

Is this event city sponsored or co-sponsored? Yes No
 If yes, provide name of the department and contact: _____

Will the event be open to the public? Yes No

Is this event for employees/members only? Yes No

Will there be entertainment? Yes No
 If yes, provide the following:

Type: _____ Name: _____ Time: _____



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If music, what type of music? _____

If a stage is proposed, provide the dimensions: _____

Indicate the number of speakers to be used and the size of amplification system: _____

Will alcohol be served or sold at the event? Yes No

If yes, complete pages 14-17 of this application.

Will food be served or sold? Yes No

If yes, complete the Food Vender/Caterer Contact Information form page 19.

Section 3: Event Details

Event Items: (Check all that apply)

- Tents/Canopies Portable Sanitation Fireworks
- Electrical/Generator Amusement Signs/Banners Inflatables
- Other:

If using inflatables, describe how the inflatables will be secured? _____

Section 4: Use of City Facilities

Will the event be held on city property? Yes No

If yes, is there a Facility Use Agreement attached? Yes No

Will any city facilities be used? Yes No

If yes, provide the following:

Facility: _____ Person Contacted: _____

Facility: _____ Person Contacted: _____

Will any city electric or water hookups be needed? Yes No

If yes, provide the following: (For electricity, provide amps)

Location: _____ Service needed: _____

Location: _____ Service needed: _____



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SECTION 5: STREETS/TRAFFIC

Does the event propose closing, blocking, or use of any of the following?

CITY STREETS: Yes No If yes, provide the following:

Street(s): _____

From/To: _____

Date: _____ Time: _____

Street(s): _____

From/To: _____

Date: _____ Time: _____

SIDEWALKS: Yes No If yes, provide the following:

Sidewalk(s): _____

From/To: _____

Date: _____ Time: _____

Sidewalk(s): _____

From/To: _____

Date: _____ Time: _____

PUBLIC PARKING LOTS: Yes No If yes, provide the following:

Parking Lot(s): _____

From/To: _____

Date: _____ Time: _____

Number of parking spaces available: _____

Parking Lot(s): _____

From/To: _____

Date: _____ Time: _____

Will shuttles be used? Yes No

If parking lots are not used, where will attendees park? _____



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Off-site temporary parking restrictions may be required. Off-duty police officers may also be required at key intersections or locations for traffic control.

TRAFFIC CONTROL PLAN ATTACHED: Yes No

Barricade company: _____

24-Hour emergency contact: _____

PARADES/RACES/MARCHES/BIKE-A-THONS/WALK-A-THONS, ETC.

If event is proposed on city right of way, provide route or location: _____

Indicate space between units for a march or parade: (in feet) _____

Number of people proposed: _____

Participants: _____ Spectators: _____

Number of vehicles: _____

Number of floats: _____ Name of fire retardant applied to combustible float material: _____

Number of bands: _____

Number of animals: _____

What company is responsible for clean-up? _____

Note: Route may be altered for the protection of participants and citizens.



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TUP Application – Event Security

If required, off-duty Surprise police officers need to be requested prior to the submission of this application. Please contact the Surprise Police Department Off-Duty coordinator at 623-222-4334 or via e-mail at Yolanda.Zamora@surpriseaz.gov. When submitting the temporary use permit application please include a copy of the Off-Duty Letter Agreement and the e-mail from the off-duty coordinator confirming that officers have been requested for the event.

A security plan shall be submitted with the application for the event. The Surprise Police Department will review the plan and may require the use of off-duty police officers for the event at the applicant's expense. Off-duty police officers are required for any event on city property where alcohol is served or sold.

For events where alcohol will be available, the security plan must include the following information. Adherence to these requirements is necessary in order for the application to be approved.

- Type of event, activities, clientele, location, and time of day.
- Number and type of physical control barriers; i.e. fencing, barricading, walls, locked or limited access doors that control and limit access to and from areas where alcohol is being sold or served.
- Sales and consumption area must be designated. It must include controlled entrances and exits to limit access to people who can legally buy and consume alcohol.
- Minors are not allowed in the area designated for alcohol.

Off-duty police officers need to be requested by completing the Off-Duty Letter Agreement attached, and returning it to the Surprise Police Department.

Have off-duty Surprise Police Officers been requested? Yes No



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TUP Application – Insurance Requirements

Applicant shall maintain, at its sole cost and expense, in full force and effect, during the term of this agreement, insurance with the following policy limits:

- a. Comprehensive General Liability: One million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) combined aggregate.
- b. Comprehensive General Liability: Ten million dollars (\$10,000,000) per occurrence.

****Option B is required for fireworks sales or public display only.***

Insurers. All insurance provided for herein above shall be affected under valid and enforceable policies issued by financially responsible insurers which meet the requirements for insurers which are subject to the service of legal process in the State of Arizona and rated A- or better by A.M. Best Company. All insurance obtained pursuant to this agreement shall be primary, noncontributory, not contingent upon and not in excess of any other insurance, and shall be carried in favor of and **name City as a named insured**. In the event any insurance policy required by this agreement is written on a “claims made” basis, coverage shall extend for two years past termination of this agreement.

Certificates of Insurance. Prior to commencement of the event under this agreement, applicant shall furnish city with certificates of insurance, or formal endorsements, issued by the applicants insurers, as evidence that policies providing the required coverage’s, conditions and limits by this agreement are in full force and effect. If a policy does expire during the term of this agreement, a renewal certificate must be sent to the city fifteen days prior to the expiration date.

Note: Additional insurance may be required if amusement/carnival rides are proposed.



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TUP Application – Certification

I hereby certify that I am the applicant filing this application as listed in Section 1, and the statements made in this application are true and complete to the best of my knowledge, and that I am authorized to execute the application. Intentional omissions or falsification of information is sufficient grounds for denial of the application and subsequent revocation of the permit.

I agree to indemnify the city and its respective officers, agents and employees from any and all losses, claims liabilities, damages, costs, and expenses, including reasonable attorney’s fees and court costs, resulting from the conduct of the applicant, sponsor or promoter, their employees, suppliers, vendors or agents, or any of their guests, invitees or licensees with regard to the event applied for. I agree to indemnify the city and its respective officers, agents and employees from any and all losses, claims liabilities, damages, costs and expenses, including reasonable attorney’s fees and court costs, resulting from any facility, park or lake closure due to inclement weather, an issued warning or other emergency situation. In such an instance, I understand that all event participants must follow the city’s guidelines and procedures for lake/facility evacuation and that this event is being held inside the city limits and all city rules and regulations apply. I also understand that the city reserves the right to determine that park facilities are usable as a result of inclement weather.

Applicant’s Signature

Date

State of Arizona)
) ss
County of Maricopa)

This instrument was acknowledged before me this _____ day of _____, 20____,
By _____.

Notary Public Commission Expiration



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TUP Application – Traffic Control Permit Requirements

Any traffic control permit issued may grant some or all of the following:

- Daytime off-peak setup from the hours of 8:30 am to 3:30 pm.
- Nighttime off-peak setup in non-residential areas from the hours of 9:00 pm to 5:00 am.
- A 24 hour setup if the work can be shown unable to be completed with either a daytime or nighttime off-peak setup.

A. When to submit a Traffic Control Plan (TCP) to the city:

The purpose of a TCP is to encourage forethought as to the time of day, sequence of construction, degree of restriction and traffic control needed. The city based on field conditions at the time of work may modify an approved TCP. An approved TCP shall be on site at all times by the Contractor or Permittee. Failure to comply with this requirement may result in the issuance of a cease work order.

A TCP shall be required for all projects that:

- i. Divert, detour, or interrupt normal flow of vehicle and/or pedestrian traffic.
- ii. For shoulder closures when work will occur in the right of way within 20 feet of the edge of a traveled roadway.

B. How to submit a TCP to the city:

TCP may range in complexity from use of typical illustrations in an approved traffic control manual to a detailed site plan showing signing, type of intersection, barricading, diversions, detours, and project phasing. In all cases, the required TCP shall satisfactorily address all construction restrictions, the requirements of the permit and these regulations.

- i. All TCP submittals shall be submitted to the city by a company that possesses a valid traffic control permit.
- ii. The submittal may be by facsimile at (623) 222-1701 or email at traffic.control@surpriseaz.gov.
 - a) For restrictions the TCP and notification must be submitted for review at least two working days (48 hours) prior to start of construction. Form TE-1 shall be completed in full and submitted with the TCP to begin review.
 - b) For full closures the TCP and notification must be submitted for review at least twenty business days prior to the start of construction. Form TE-2 shall be completed in full and submitted with the TCP to begin review.



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- i. In no way will submission of a TCP guarantee approval for start of construction at the 48-hour/20 day mark. Construction is not authorized to proceed without the city's approval of the TCP and concurrence that construction can proceed with minimum public and traffic impact.
- ii. Once Form TE-1/TE-2 and TCP are approved, any change to the TCP or specific information approved in a previous submittal shall require a re- submittal of form TE-1/TE-2 and the TCP.
- iii. All traffic control plans shall contain at least the following information clearly stated on every page of the plan:
 - c) Engineering permit number, example E09P-1234. This permit number will be provided by the contractor.
 - d) Requested start and end date of traffic control setup.
 - e) Requested start and end time of traffic control setup.
 - f) Specific channeling device or barricade required.
 - g) Contractor contact information and any other pertinent information requested by the city.

General Traffic Regulations:

The following are the minimum requirements for all traffic control, unless otherwise provided for in the permit or as directed by the City Traffic Engineer or designee.

A. Restriction Times

Traffic restrictions are not permitted on arterial or collector roads during the weekday peak traffic hours of 5:00 am to 8:00 am and 3:30 pm to 9:00 pm. During off peak traffic hours, the minimum number of lanes shall be two lanes (one in each direction, plus left turn lanes at intersections) on streets with four lanes or less, and four lanes on streets with six or more lanes, unless otherwise approved. Major roadways such as Bell Rd shall have hours of restriction on a case-by-case basis, as directed by the City of Surprise.

Number of Existing Lanes

**More than four lanes
Four or fewer lanes**

**Number of Lanes to Maintain
Open During Restriction**

**Four lanes (two each direction)
Two lanes (one each direction)**



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TUP Application – Special Event Liquor License

Allows a charitable, civic, fraternal, political or religious organization to sell and serve spirituous liquor for consumption only on the premises where the spirituous liquor is sold, and only for the period authorized on the license. This is a temporary license.

The applicant for a special event license must request a special event application from the Department and file the application with the governing body of the city or town, or Board of Supervisors of an unincorporated area of a county (where the special event is to take place) for approval or disapproval. Some local governing bodies may require approximately 60 days prior notice.

If the application is approved by the local authority, and the event meets the requirements for granting the license, the Director will issue a special event license to the qualifying organization.

Qualifying organizations will be granted a special event license for no more than ten days in a calendar year. Events must be held on consecutive days and at the same location or additional licenses will be required. The license is automatically terminated upon closing of the last day of the event or the expiration of the license, whichever occurs first. The qualified organization must receive at least twenty-five percent (25 %) of the gross revenues of the special event liquor sales.

A person selling spirituous liquor under a special event license must purchase the spirituous liquor from the holder of a license authorized to sell off-sale; except that, in the case of a non-profit organization which has obtained a special event license for the purpose of charitable fund raising activities, a person may receive the spirituous liquor from a wholesaler as a donation.

AVERAGE APPROVAL TIME: One (1) to seven (7) days.

Period of Issuance: Issued for no more than a cumulative total of ten days in a calendar year. A special event may be held for more than one day, but it must be held on consecutive days and at the same location or additional licenses will be required.

FEES: \$25.00 per day.

ARIZONA STATUTES AND REGULATIONS:

ARS 4-203.02, 4-244, 4-261; Rule R19-1-228, R19-1-235, R19-1-309.



Arizona Department of Liquor Licenses and Control
 800 W Washington 5th Floor
 Phoenix, AZ 85007-2934
 www.azliquor.gov
 (602) 542-5141

FOR DLLC USE ONLY

Event Date(s):
Event time start/end:
CSR:
License:

APPLICATION FOR SPECIAL EVENT LICENSE
 Fee= \$25.00 per day for 1-10 days (consecutive)
Cash Checks or Money Orders Only

A service fee of \$25.00 will be charged for all dishonored checks (A.R.S. § 44-6852)

IMPORTANT INFORMATION: This document must be fully completed or it will be returned.

The Department of Liquor Licenses and Control must receive this application ten (10) business days prior to the event. If the special event will be held at a location without a permanent liquor license or if the event will be on any portion of a location that is not covered by the existing liquor license, this application must be approved by the local government before submission to the Department of Liquor Licenses and Control (see Section 15).

SECTION 1 Name of Organization: _____

SECTION 2 Non-Profit/IRS Tax Exempt Number: _____

SECTION 3 The organization is a: (check one box only)

- Charitable Fraternal (must have regular membership and have been in existence for over five (5) years)
 Religious Civic (Rotary, College Scholarship) Political Party, Ballot Measure or Campaign Committee

SECTION 4 Will this event be held on a currently licensed premise and within the already approved premises? Yes No

_____	_____	_____
Name of Business	License Number	Phone (include Area Code)

SECTION 5 How is this special event going to conduct all dispensing, serving, and selling of spirituous liquors? Please read R-19-318 for explanation (look in special event planning guide) and check one of the following boxes.

- Place license in non-use
 Dispense and serve all spirituous liquors under retailer's license
 Dispense and serve all spirituous liquors under special event
 Split premise between special event and retail location

*(IF **NOT** USING RETAIL LICENSE, SUBMIT A LETTER OF AGREEMENT FROM THE AGENT/OWNER OF THE LICENSED PREMISE TO SUSPEND THE LICENSE DURING THE EVENT. IF THE SPECIAL EVENT IS ONLY USING A PORTION OF PREMISE, AGENT/OWNER WILL NEED TO SUSPEND THAT PORTION OF THE PREMISE.)*

SECTION 6 What is the purpose of this event? On-site consumption Off-site (auction) Both

SECTION 7 Location of the Event: _____

Address of Location: _____

Street	City	COUNTY	State	Zip
--------	------	--------	-------	-----

SECTION 8 Will this be stacked with a wine festival/craft distiller festival? Yes No

SECTION 9 Applicant must be a member of the qualifying organization and authorized by an Officer, Director or Chairperson of the Organization named in Section 1. (Authorizing signature is required in Section 13.)

1. Applicant: _____

Last	First	Middle	Date of Birth
------	-------	--------	---------------

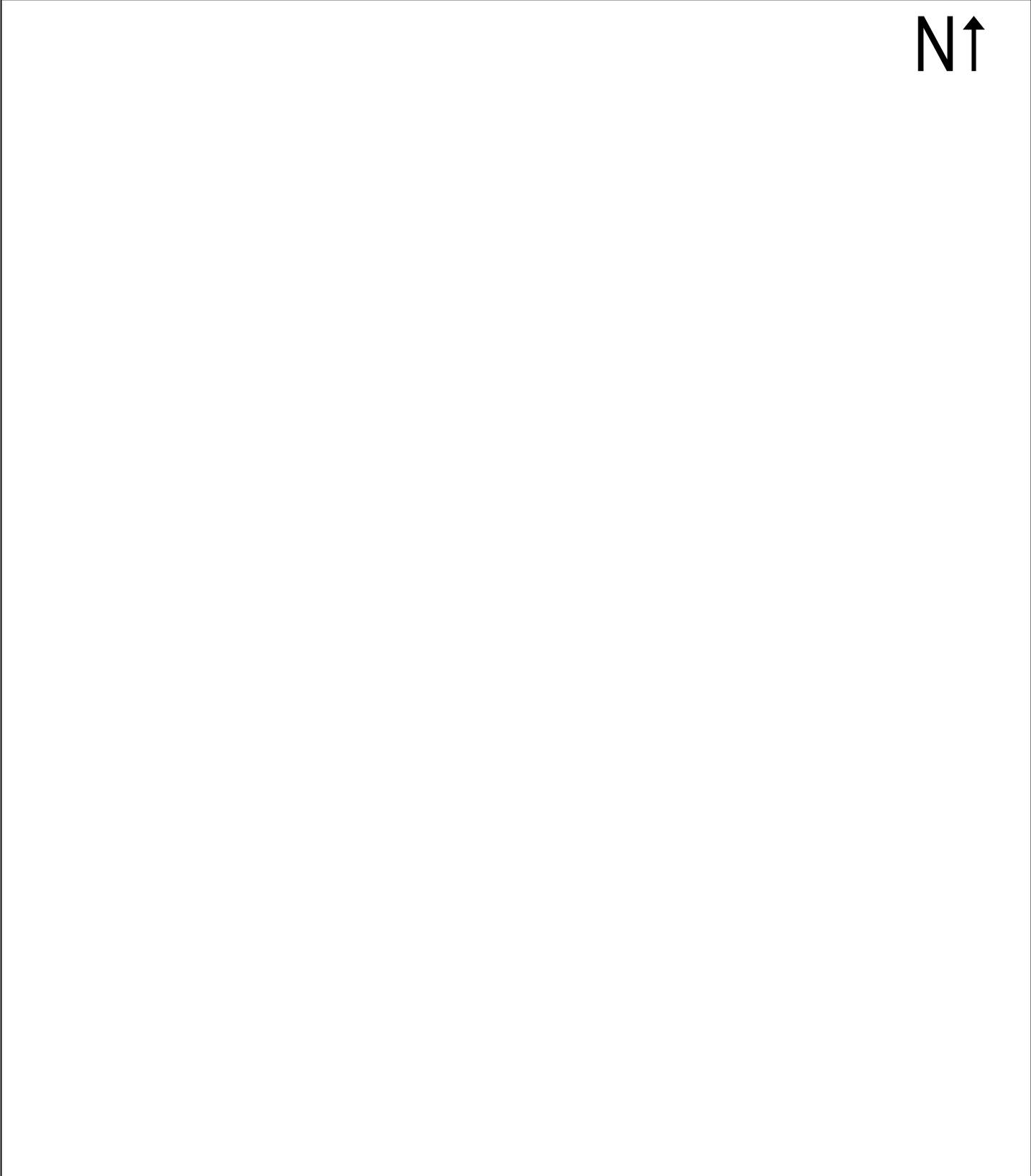
2. Applicant's mailing address: _____

Street	City	State	Zip
--------	------	-------	-----

3. Applicant's home/cell phone: (____) _____ Applicant's business phone: (____) _____

4. Applicant's email address: _____

SECTION 12 License premises diagram. The licensed premises for your special event is the area in which you are authorized to sell, dispense or serve alcoholic beverages under the provisions of your license. The following space is to be used to prepare a diagram of your special event licensed premises. Please show dimensions, serving areas, fencing, barricades, or other control measures and security position.



SECTION 13 To be completed only by an Officer, Director or Chairperson of the organization named in Section 1.

I, (Print Full Name) _____ declare that I am an Officer, Director or Chairperson of the organization filing this application as listed in Section 9. I have read the application and the contents and all statements are true, correct and complete.

X _____
 Signature Title/ Position Date Phone Number

The foregoing instrument was acknowledged before me this _____ Day _____ Month _____ Year
 State _____ County of _____

My Commission Expires on: _____ Date _____ Signature of Notary Public _____

SECTION 14 This section is to be completed only by the applicant named in Section 9.

I, (Print Full Name) _____ declare that I am the APPLICANT filing this application as listed in Section 9. I have read the application and the contents and all statements are true, correct and complete.

X _____
 Signature Title/ Position Date Phone Number

The foregoing instrument was acknowledged before me this _____ Day _____ Month _____ Year
 State _____ County of _____

My Commission Expires on: _____ Date _____ Signature of Notary Public _____

Please contact the local governing board for additional application requirements and submission deadlines. Additional licensing fees may also be required before approval may be granted. For more information, please contact your local jurisdiction: http://www.azliquor.gov/assets/documents/homepage_docs/spec_event_links.pdf.

SECTION 15 Local Governing Body Approval Section.

I, _____ recommend APPROVAL DISAPPROVAL
 (Government Official) (Title)

On behalf of _____, _____, _____, _____
 (City, Town, County) Signature Date Phone

SECTION 16 For Department of Liquor Licenses and Control use only.

APPROVAL DISAPPROVAL BY: _____ DATE: ____/____/____

A.R.S. § 41-1030. Invalidity of rules not made according to this chapter; prohibited agency action; prohibited acts by state employees; enforcement; notice

B. An agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a licensing requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorizes the requirement or condition.

D. THIS SECTION MAY BE ENFORCED IN A PRIVATE CIVIL ACTION AND RELIEF MAY BE AWARDED AGAINST THE STATE. THE COURT MAY AWARD REASONABLE ATTORNEY FEES, DAMAGES AND ALL FEES ASSOCIATED WITH THE LICENSE APPLICATION TO A PARTY THAT PREVAILS IN AN ACTION AGAINST THE STATE FOR A VIOLATION OF THIS SECTION.

E. A STATE EMPLOYEE MAY NOT INTENTIONALLY OR KNOWINGLY VIOLATE THIS SECTION. A VIOLATION OF THIS SECTION IS CAUSE FOR DISCIPLINARY ACTION OR DISMISSAL PURSUANT TO THE AGENCY'S ADOPTED PERSONNEL POLICY.

F. THIS SECTION DOES NOT ABROGATE THE IMMUNITY PROVIDED BY SECTION 12-820.01 OR 12-820.02.



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Company Contact Information

This form is only required for all questions marked Yes requiring a company to complete the installation of tents/canopies, portable restrooms, sanitation, electrical/generators, carnival/amusement rides, signs/banners, and/or inflatables.

Note: If carnival/amusement rides, and/or inflatables are proposed, applicant must provide certified copies of the annual inspection records, signed by NAARSO Amusement Ride Inspector, completed within the last twelve months.

Company: _____

Address: _____

Contact: _____ Phone: _____

Type of Service: _____

Company: _____

Address: _____

Contact: _____ Phone: _____

Type of Service: _____

Company: _____

Address: _____

Contact: _____ Phone: _____

Type of Service: _____

Company: _____

Address: _____

Contact: _____ Phone: _____

Type of Service: _____

Company: _____

Address: _____

Contact: _____ Phone: _____

Type of Service: _____



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Food Vendor/Caterer Contact Information

This form is only required for events where food will be served or sold. All vendors must have a City of Surprise Business License and proper Health Department permits. Please contact the Finance Department at 623-222-1836 for licensing information.

Name: _____ **Business License:** _____

Address: _____

Email: _____ **Phone:** _____

Equipment Used: _____

Food Preparation Method: _____

Name: _____ **Business License:** _____

Address: _____

Email: _____ **Phone:** _____

Equipment Used: _____

Food Preparation Method: _____

Name: _____ **Business License:** _____

Address: _____

Email: _____ **Phone:** _____

Equipment Used: _____

Food Preparation Method: _____

Name: _____ **Business License:** _____

Address: _____

Email: _____ **Phone:** _____

Equipment Used: _____

Food Preparation Method: _____

Name: _____ **Business License:** _____

Address: _____

Email: _____ **Phone:** _____

Equipment Used: _____

Food Preparation Method: _____



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Tent/Canopy Information

This form is only required for events where tents, canopies, or membrane structures will be used.

The following information shall be reflected on the site plan when tents, canopies, and/or membrane structures are proposed:

- Indicate 20' separation from property line, building, other tents or membrane structures, parked vehicles, or internal combustion engines.
- 20' Fire Lane
- Cooking and/or heating equipment
- LPG containers and size
- Flammable or combustible liquids and containers
- Generators
- Fire extinguishers
- Anchorage

Tent Number	Intended Use	Dimensions	Square Footage	Occupant Load	Number of Exits
1					
2					
3					
4					
5					



SURPRISE POLICE DEPARTMENT



OFF-DUTY LETTER AGREEMENT

This Letter Agreement ("Agreement") is entered into this _____ day of _____, 2016,
(day) (month)

between _____,
(full name of business entity (including dba) or person)

located at _____ ("Contractor"),
(numerical street address) (city) (state) (zip code)

and the City of Surprise, acting by and through the Surprise Police Department, located at 14250 W. Statler Plaza, Suite 103, Surprise, AZ 85374-7481 ("City").

RECITALS

The Contractor and the City desire to enter into this Agreement for the purpose of allowing Surprise Police Department (SPD) sworn officers to provide security and/or traffic control services at various locations throughout the City of Surprise for an agreed upon hourly wage, pursuant to the Terms and Conditions of this Agreement.

TERMS AND CONDITIONS

The parties agree to the following Terms and Conditions:

1. Unless earlier terminated pursuant to paragraph #5, this Agreement will expire no later than midnight, January 01, 2017. Any outstanding obligations of the Contractor hereunder (e.g., fees) will survive the expiration or termination of this Agreement for any reason.
2. All temporary employment activities of SPD personnel are conditioned upon the receipt of prior approval from the Chief of Police, or his designee, to engage in said temporary employment activities.
3. All off-duty employment at temporary work sites under this Agreement will be arranged with the SPD Off-Duty Work Coordinator.
4. All SPD employees stationed at temporary work sites pursuant to this Agreement are subject to mobilization by SPD in the event of an emergency, or pursuant to SPD bona fide staffing needs.
5. The Chief of Police or his designee may cancel or terminate any off-duty, temporary work assignment under this Agreement whenever necessitated by virtue of a police or community emergency, and for any other situations where, under the circumstances, said cancellation or termination is deemed appropriate by the Chief of Police or his designee.
6. All temporary work sites pursuant to this Agreement are subject to onsite inspection and review by the Chief of Police or his designee. The Chief of Police or his designee has the right to view and assess the demeanor of all SPD employees stationed at any temporary work site to insure that SPD goals and mission are maintained to an acceptable SPD standard.
7. Pursuant to Surprise Police Department Policies and Operational Procedures (ADM 36: Extra/Off Duty Secondary Employment Section K Sub Section 8) no SPD employee will be permitted to work any temporary work assignment for a period of eight (8) hours prior to the start of their regularly scheduled duty-day nor will any SPD employee be allowed to work for more than twenty-four (24) hours per week, without the prior written approval of the Chief of Police or his designee.
8. All temporary work assignments under this Agreement are subject to all applicable rules, regulations, procedures, and policies as may be established by the City of Surprise.
9. The Contractor must cooperate fully in the identification, apprehension and prosecution of any person involved in any crime that occurs at any temporary work site while an SPD member staffs the same pursuant to this Agreement.
10. This Agreement must be executed by both parties **prior** to any staffing of off-duty personnel to a temporary site. Staffing arrangements can be made by contacting the SPD Off Duty Coordinator. Contact information is available on the web at www.surpriseaz.gov/police.



SURPRISE POLICE DEPARTMENT



OFF-DUTY LETTER AGREEMENT

11. The Contractor agrees and acknowledges that all off-duty employment under this Agreement is provided by SPD personnel as independent contractors of Contractor and that SPD personnel on such off-duty assignments are not acting within the course and scope of their employment with SPD.
12. The Contractor must give at least forty-eight (48) hours advance notice of the need for any temporary, off-duty employment. Requests with less than forty-eight (48) hours notice will be considered a late-request and the Contractor must pay an additional fee of \$5.00 per hour. The late-request fee is paid to the assigned off-duty employee.
13. The Contractor will incur a minimum charge of four (4) hours for any temporary, off-duty employment, pursuant to the schedule in paragraph #17 of this Agreement.
14. The Contractor must purchase and maintain the insurance required by this Agreement, as evidenced by a Certificate of Insurance, **prior** to the commencement of any SPD staffing at any temporary work site. The Certificate of Insurance must be completed and filed with the SPD Off-Duty Work Coordinator **prior** to the commencement of any temporary staffing under this Agreement.
15. Pursuant to this agreement, must maintain insurance and produce a Certificate of Insurance demonstrating following levels of insurance coverage:
 - a. Contractor must maintain "occurrence" form Commercial General Liability Insurance with a limit of not less than \$1,000,000 for each occurrence, \$1,000,000 Products and Completed Operations Annual Aggregate, and a \$1,000,000 General Aggregate limit. The policy must cover liability arising from premises, operations, independent contractors, products- completed operations, personal injury and contractual liability for the liability assumed under this Agreement.
 - b. Automobile Liability Insurance of one million (\$1,000,000) dollars each Accident, including hired and non-owned automobiles.
16. To the fullest extent permitted by law, Contractor shall indemnify, defend and hold harmless the City, its council members, officers, employees and agents ("Indemnified Parties"), for, from and against any and all losses, claims, damages, and liabilities, including reasonable attorney fees and/or litigation expenses, made under any theory of liability whatsoever ("Claims") relating to, arising out of, caused by or based upon any act or omission in connection with the work or services performed under this Agreement.
17. Following is the fee schedule for all temporary, off duty employment pursuant to this Agreement:

Police Officer	\$40.00 per hour Traffic Control
Police Officer	\$40.00 per hour Security
Supervisor (required when 3 or more officers are needed)	\$45.00 per hour
Administration Fee per Employee per Hour Worked	\$1.00 per hour
Late-Request Fee per Employee (less than 48 hours notice)	\$5.00 per hour
Patrol Vehicle(s) (see paragraph #18)	\$7.00 per hour
18. When a patrol vehicle is requested, the officer assigned will be compensated an additional 30 minutes (4.5 hour minimum) in order to obtain the patrol vehicle from the police department prior to the start of the job and to return it at the completion of the job. Use of a patrol vehicle is not authorized for any job outside the City of Surprise.
19. SPD personnel Checks must be **made payable to each individual employee**. Checks for the Administration Fee and Patrol Vehicle Usage Fee must be made payable to the City of Surprise. Checks must be mailed to the following address:

Surprise Police Department 14250 W. Statler Plaza, Suite 103
 Surprise, AZ 85374
 ATTN: Off-Duty Work Coordinator
20. Payment (individual checks) must be received by SPD within thirty (30) days of the invoice date. Payments received after thirty (30) days are considered late. The Contractor must pay a penalty fee of five (5) percent of the original invoiced amount to each employed off-duty officer, and to the City of Surprise for the Administration Fee and the Patrol Vehicle Usage Fee for every thirty (30) days the payment is late.



SURPRISE POLICE DEPARTMENT

OFF-DUTY LETTER AGREEMENT



- 21. The Contractor must notify the SPD Off-Duty Work Coordinator at least twenty-four (24) hours prior to the cancellation of any temporary work assignment under this Agreement. Notice must be personally verbalized **AND** in writing. Verbal notice must be made to appropriate SPD personnel. Voice mail or other messages are insufficient. SPD personnel should be contacted in the following order until personal contact is established: (1) SPD Off-Duty Coordinator (customarily staffed Mon-Thu, 7am – 5pm); (2) SPD Administrative Officer (customarily staffed Mon-Thu, 7am-5pm). Written notice may be hand delivered at the address listed in Paragraph 19, or faxed to the SPD Off Duty Coordinator. Contact information can be found at www.surpriseaz.gov/police. Failure to adhere to the twenty-four (24) hour cancellation requirement will result in a charge to the Contractor of the minimum four (4) hour fee.
- 22. The Contractor must complete the following information prior to the approval of any temporary work assignment under this agreement:

CONTRACTOR NAME (AUTHORIZED REPRESENTATIVE) _____

PHONE _____ **FAX** _____

BILL TO _____

AGREED AND UNDERSTOOD:

CONTRACTOR SIGNATURE

DATE

TERRY YOUNG (or Designee)
CHIEF OF POLICE

DATE

This Letter Agreement approved as to form by Misty Leslie, Assistant City Attorney, Surprise Police Legal Advisor.



Application to Sell Permissible Consumer Firework



Applications must be submitted fifteen (15) business days prior to opening. Each sales location requires a separate application.

The following is required prior to approval:

- A complete inventory list describing all fireworks to be sold.
- *When requested provide a sample of each fireworks item to be sold.*
- Verification of a city business license attached.
- A *certificate of insurance* in accordance with city requirements attached.
- Number of sales locations proposed: Indoor ___ Outdoor ___
- If sold on private property-must have written permission from the property owner.

Please Note: Fireworks may be tested on site for suitability prior to sale.

SITE OPERATOR

Name: _____

Address: _____

Contact: _____ Email: _____

FIREWORKS VENDOR **Physical address only*

Name: _____

Address: _____

Contact: _____ Email: _____

PROPERTY OWNER **Physical address only*

Name: _____

Address: _____

Contact: _____ Email: _____

Please choose where the display will be set up:

Indoor

Outdoor

The applicant hereby requests an inspection certificate to display and sell fireworks within the City of Surprise and is subject to the following requirements, together with any and all legal requirements that may apply.

Printed Name

Signature