



PINAL COUNTY  
wide open opportunity

Pinal County Development Services  
**Small Special Event**  
Application/Permit

SEP # \_\_\_\_\_

EVENT TITLE \_\_\_\_\_

Special Event Owner/Sponsor ("Owner") \_\_\_\_\_

Contact Person \_\_\_\_\_

Email \_\_\_\_\_ Phone Number \_\_\_\_\_

Event Location \_\_\_\_\_ APN \_\_\_\_\_

Property Owner (attach list if more than one) \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Hours of Operation \_\_\_\_\_

Current use of land: \_\_\_\_\_

On State Trust Land or BLM Land? \_\_\_\_\_

Dismantle Date \_\_\_\_\_ Number of Attendees per day: \_\_\_\_\_

Will food be served? \_\_\_\_\_ Alcohol? \_\_\_\_\_ Fireworks? \_\_\_\_\_

Will there be Music? \_\_\_\_\_ Overnight camping? \_\_\_\_\_

Temporary structures. Tents, booths, stages? Need electric or propane? \_\_\_\_\_

Any dirt lots or dirt roads being used? \_\_\_\_\_ Will there be any open burning? \_\_\_\_\_

Any port-a-potties? \_\_\_\_\_ How many? \_\_\_\_\_

Will you require traffic control? \_\_\_\_\_ County Roads being used for event? \_\_\_\_\_

**INSURANCE REQUIREMENTS:**

The Pinal County Risk Manager will determine insurance requirements for a special event following receipt of a special event permit application. Insurance requirements apply to event vendors, amusement ride companies and fireworks producers and well as owners/sponsors. Requirements will depend on hazards associated with the specific event.

Required insurance shall be provided by companies licensed in the State of Arizona with a current AM Best, Inc. rating of A VII or better. **Pinal County shall be named additional insured on all insurance policies except workers' compensation. Coverages shall be primary and non-contributory with respect to any other insurance available to Pinal County and shall include a waiver of rights of recovery or subrogation against the County, its officials and employees for any and all claims, damages, losses, liabilities or expenses relating to, arising from, resulting from, or alleged to have arisen or resulted from, the Event.**

**Original copies of certificates of insurance and additional insured endorsements must be received by Risk Management at least two weeks prior to the event.**

Minimum insurance requirements for any event requiring a special permit are listed below. Insurance requirements of Pinal County do not limit the indemnity provisions of this agreement. Pinal County does not represent that the required insurance is adequate to protect the interests of an event owner/sponsor, producer, vendor or any other person or entity.

**Minimum Insurance Requirements**

**Commercial general liability** (occurrence form) including contractual liability: \$1,000,000 per occurrence and \$2,000,000 annual aggregate

**Other liability insurance if applicable:**

<b>Liquor Liability</b>	
<b>Small Event:</b>	\$1,000,000 per occurrence
<b>Large Event:</b>	\$3,000,000 per occurrence
<b>Very Large Event:</b>	\$5,000,000 per occurrence
<b>Fireworks Production:</b>	\$3,000,000 per occurrence
<b>Carnival/Amusement Rides:</b>	\$3,000,000 per occurrence

**Automobile liability** covering any automobiles or trucks used for the event: \$1,000,000 per occurrence

**Workers' Compensation Insurance:** Statutory limits and including Employer's Liability insurance of \$1,000,000 each accident, \$1,000,000 each disease and \$1,000,000 disease.

**INDEMNIFICATION:**

In consideration of the approval of a special event permit by Pinal County, the Special Event Owner/Sponsor ("Owner") shall indemnify, defend, save and hold harmless Pinal County, its officials, agents, employees and volunteers ("County") without limitation from and against any and all claims, actions, liabilities, damages, losses, or expenses including court costs, attorneys' fees, and costs of claim processing, investigation and litigation caused, or alleged to have been caused, in whole or in part, by the acts or omissions of Sponsor or any of its owners, directors, employees, agents, contractors or volunteers. It is agreed that Sponsor will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. Owner agrees to waive all rights of subrogation against County for losses arising from the Special Event.

\_\_\_\_\_  
Signature of Owner/Agent Sponsor

\_\_\_\_\_  
Date of Application

**PERMIT IS NOT VALID UNTIL SIGNED & DATED BY PINAL COUNTY IN SECTION BELOW.**

**I. APPROVAL FOR SMALL SPECIAL EVENT:** (Subject to Other Permit and Conditions by County Departments if applicable.)

\_\_\_\_\_  
Approval of Special Event Coordinator

\_\_\_\_\_  
Date of Approval