

Special Events Departmental Requirements

Please fax or email completed application to Terrilyn Klucar

Fax—520-866-6530 terrielyn.klucar@pinalcountyaz.gov or call at 520-866-6481

Department Requirements

Building Safety

- Will you be using any permanent restroom facilities?
- Will you have any electrical needs, such as bringing in generators, sharing power, extension cords?
- Is there any camping on the site? For more than one day?
- Are there any tents of any kind on site, and if so, what are they made of and how large are they? Do you have any material specs?
- Is there any on-site cooking? Any propane? Any sinks for washing?
- Please show any of these items above on the site plan submitted for Planning.

Public Health

- Will you have any emergency vehicles such as ambulances available and where will they be located?
- How many porta pottie and handwashing stations will you have and do you have adequate number of ADA stations?
- Are there any emergency heli-port locations nearby?
- Will you have adequate areas available for drinking water, emergency rest or shade?

Risk Management Insurance Requirements

The Pinal County Risk Management Department 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 as well as sponsors. Requirements will depend on hazards associated with the specific event and may be waived by Risk Management for special circumstances.

Two documents required from the Insurance Company: (not a summary)

- Proof of insurance (insurance certificate, not the entire policy)
- "Pinal County" named as additional insured on certificate

Both of these documents must be received by Risk Management at least two weeks prior to the event. (These may be faxed or scanned and emailed) Failure to do so will prevent the issuance of the Special Event Permit and may delay or prevent the event from opening to the Public. 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 sponsor, producer, vendor or any other person or entity.

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

Other liability insurance if applicable:

Liquor Liability (if alcohol is to be sold at the event): \$3,000,000 per occurrence

Fireworks production: \$3,000,000 per occurrence

Carnival/amusement rides: \$3,000,000 per occurrence

Note: If Carnival contractor provides his/her own proof of insurance, provide a copy of this in lieu of the requirement for the Event Manager to provide this to the County.

Automobile liability covering any automobiles or trucks used for the event:

\$1,000,000 per occurrence

Workers' compensation (if applicable) including Waiver of Subrogation in favor of Pinal County: Statutory coverage

For more information contact Jack Flindt at 520-866-6208

Jack.Flindt@pinalcountyz.gov

***Please fax Proof of Insurance (Insurance Certificate) and document naming Pinal County as additional insured to Terrilyn at 520-866-6530 Or emailed to

terrilyn.klucar@pinalcountyz.gov

Environmental Health

- Location and number of porta potties—one porta pottie for every 100 people attending, also a handi cap porta pottie may be required
- Shower facilities and grey water disposal plan
- Any septic information for site
- Sonya Mendoza is the contact at 520-866-6529

Sheriff's Department

The Sheriff will be available for assistance for re-directing traffic and security issues. The Posse is also available for traffic control. These services are not free and must be contracted with the Sheriff's Department prior to the event.

For more information on the Sheriff's Posse contact Sergeant Pat Ramirez at 520-705-9787 or Pat.Ramirez@pinalcountyaz.gov

Emergency Contingency Plan

- 24 hour emergency contact information from the event manager and his/her designee. We will need their address, land-line phone and cell numbers. They will need to identify which number of each contact person will be 24 hours.
- List of all key stakeholders (e.g. fire dept, law enforcement agency, public health dept, emergency management, medical/ambulance service, public works dept, ADOT, etc). The list should include the name of the agency; name of the representative; 24 hour contact number.
- The plan should include the location and contact number of the nearest hospital(s).
- Communication - describe how or what type of communication systems will be available/provided/required. Describe how communication will be conducted between event personnel and emergency responders. They should work this out with the emergency responders - PCSO, Fire, SW Ambulance, etc.
- Event Security - Describe who will be the event security. Provide contact information, the commencement and conclusion of security. This will be based on PCSO requirements and approval.
- Describe transportation strategy (e.g. Public Works, ADOT, etc). This will be based on Public Works/ADOT requirements and approvals.

- Medical - Describe the who, what, when and where of medical services required for the event. This information will be based on Public Health requirements and approval. All medical stations shall be indicated on a map and include GPS information (this information is needed in case they need to air lift an injured individual).

For more information, contact Art Carlton at 520-866-6856
Art.Carlton@pinalcountyz.gov

Public Works

- Whenever you are impacting any county roads with your event, Public Works requires that you fill out a Right of Way (ROW) application. This does not mean that you will need to have a ROW permit, but this is a tool for their department to obtain the necessary information by which to determine the need for barricades, road access, and any other road work conflict.
- Brie Wannamaker is the contact at 520-866-6033
- If you need to rent barricades or signage, you must do this on your own. Public Works does not loan out equipment.
- If you need to have weeds removed or the road prepared for your event in any way that requires the assistance of Public Works, call Wilbur Freeman at 520-866-6414.

Air Quality

- Air Quality is interested in making sure that your event does not cause excess dust to be created. This would include parking, carnival rides, helicopters, races, foot traffic, or any action that would disturb the ground and cause dust.
- You may need to supply a water truck for your event in order to keep the ground moist. Air Quality has an application for a dust permit that may have to be filled out prior to your event.
- The contact is Kale Walch, at 520-866-6960.

Planning

The Planning department will need a site plan (map) showing all pertinent features if applicable such as:

- roads

- locations of parking lots
- porta potties
- carnival rides
- heli-ports
- tents
- booths
- central emergency station
- barricades
- camp grounds
- shower facilities
- train tracks
- major washes
- any other features which will affect the public in any way

Terrilyn Klucar is the contact at 520-866-6481