



SPECIAL EVENT RULES AND REGULATIONS

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Depending on the scope of the Special Event, supplemental permits with alternate deadlines may be required from other city departments at additional expense to the Applicant or Special Event Sponsor. See “Additional Permits” for further information.

INTRODUCTION

Welcome to Goodyear! The city encourages community gatherings and organized activities to promote civic and cultural diversity, community involvement and the promotion of the city. In order to ensure that all Special Events are conducted in an orderly and efficient manner, weighing the community benefits of proposed Events against the need to maintain public health, safety and welfare, the Goodyear City Council adopted a Special Event Ordinance, which is found in Chapter 26 of the Goodyear City Code.

We are pleased that you are planning to hold a Special Event in Goodyear, and we look forward to working with you to ensure it is a tremendous success!

What is a Special Event? [\[Ord 26-1-2\(S\)\]](#)

Subject to specifically identified exceptions, a Special Event is any of the following:

(1) Any gathering, use, event, or activity that is held wholly indoors that does not exceed three consecutive days and that meets all of the following criteria:

A. The location of such gathering, use, event or activity is not zoned for such use.

(2) Any gathering, use, event or activity that is held in whole or in part outdoors, that does not exceed three consecutive days, and that meets any of the following criteria:

- A. Has more than 250 people at the event as attendees, participants, operators, vendors, or in any other capacity; or
- B. Involves the closing or partial closing of a public street or right-of-way; or that restricts the use of a public street or right-of-way, which includes by way of example, but not limitation, races over public streets and/or sidewalks; or
- C. Will block or restrict access to the property of others; or
- D. Involves the use of Fireworks, special effects, large open flames such as bonfires, explosions, or other potentially dangerous displays or actions; or
- E. Involves any activity or use on property that deviates from the current legal land use or legal nonconforming use of the property; or
- F. Involves the installation of mechanical amusement rides and/or temporary or portable buildings; or
- G. Involves the display of non-domesticated animals; or
- H. Requires a State-issued temporary extension of liquor license premises or a special event liquor license; or
- I. Meets the definition of Parade set forth in Section 26-1-2(N); or
- J. Meets the definition of Block Party set forth in Section 26-1-2(B).

Examples of Special Events [From Special Event Application]

- Parades/Processions
- Races
- Block Parties
- Rallies
- Concerts
- Festivals
- Carnivals/Circuses/Fairs
- Cultural Events
- Exhibitions or Shows
- Promotional events in parking lots
- Grand Openings
- Ceremonies
- Bonfires
- Markets
- Sports Tournaments
- Large Social Gatherings

Exceptions

The following Special Events do not require a Special Event Permit:

- A. *School events.
- B. *First Amendment Events; (Freedom of Speech, Press, Religion and Petition – the right of persons and groups to assemble peacefully.)
- C. *City Sponsored Events;

*If any of the triggers below apply to events A – C above, the event is no longer excluded and must go through the application process.

1. Closures or partial closures of public streets, sidewalks and right-of-ways;
 2. Restrictions of access to the property of others;
 3. Fireworks, special effects, large open flames such as bonfires, explosions, or other potentially dangerous displays or actions;
 4. Installation and operation of mechanical amusement rides and/or temporary or portable buildings;
 5. Sale or distribution of liquor if a State-issued temporary extension of liquor license premises or a special event liquor license is required; or
 6. Parades.
 7. Fee waivers for additional city permits listed on Page 11 & 12.
- D. Events held at the Goodyear Spring Training Complex pursuant to a written agreement with the city that addresses the event.

Administration of Special Events [Ord 26-1-5(A&B)]

- A. The City Clerk, with the assistance of the Special Event Review Committee, shall be responsible for processing applications for Special Events.
- B. Special Event Review Committee:
 1. A Special Event Review Committee consisting of representatives of city departments/divisions that could be affected by proposed Special Events shall be established. The City Clerk shall be the chair of the Special Event Review Committee. The committee shall include, at a minimum, representatives from the following areas of operation: code enforcement, planning and zoning, building safety, fire inspection (post-occupancy), fire plan review and

inspection (pre-occupancy), traffic operations, streets, police, and risk management. The City Clerk may require additional representation on the Special Event Review Committee on a permanent or on an ad hoc basis, at his/her discretion.

2. The Special Event Review Committee will confer as needed to review Special Event Applications and shall have the authority to procure from the Applicant such clarifications and additional information necessary for the approval or denial of an application for a Special Event permit.

APPLICATION PROCESS [\[Ord 26-2-1\(A&B\)\]](#)

General Requirements

The application for a permit to conduct or engage in any Special Event shall be filed with the City Clerk. The application shall be on a form furnished by the City Clerk, and the application shall include full, complete and detailed information as requested in the application. The fully completed application shall be accompanied by all supporting documentation specified in the application. A hard copy of the application with an original signature must be submitted either in person, through the U.S. Mail, email, or via fax to the City Clerk's office, located at 190 N. Litchfield Rd, Goodyear, AZ 85338.

If the person who files the Special Event application is not the Special Event Sponsor, the Special Event Sponsor shall provide the City Clerk written authorization authorizing the Applicant to apply for the Special Event Permit on the Special Event Sponsor's behalf and certifying that the Special Event Sponsor shall be responsible for all city fees, charges, and costs associated with the Special Event.

Application Submittal [\[Ord 26-2-1\(C\)\]](#)

Special Event applications shall be filed at least 45 calendar days before the proposed date(s) of the Special Event unless the event involves the closures of all or part of any public roadways.

ROAD CLOSURES:

1. For Special Events involving the closure of all or part of up to 10 kilometers of public roadways located entirely within the city of Goodyear, a Special Event application shall be filed at least 90 days before the day of the event.
2. For Special Events involving the closure of all or part of more than 10 kilometers of public roadways located entirely within the city of Goodyear, a Special Event application shall be filed at least 120 days before the day of the event.

3. For Special Events involving the closure of all or part of public roadways in multiple jurisdictions, a Special Event application shall be filed at least 180 days before the day of the event.

The City Clerk, at his/her sole discretion, may process a Special Event application that is received less than the time frames set forth herein if good cause is shown and the nature of the application can reasonably be processed prior to the proposed date(s) of the Special Event.

Committee Review [\[Ord 26-2-1\(D\)\]](#)

Following the receipt of a Special Event application, the City Clerk shall:

- A. Distribute the application to the members of the Special Event Review Committee whose members shall: advise the City Clerk if additional clarifications and/or additional information is required; recommend Special Event Conditions that should be imposed; recommend that the application be granted, with or without conditions, or denied based on the findings as set forth in Section [26-2-2](#); and provide the City Clerk any additional information requested by the City Clerk; and
- B. Based on the recommendations of the Special Event Review Committee, either issue an-Approval of the application with all recommended Special Event Conditions, or deny the application.
 1. The Committee shall have the authority to obtain from the Applicant such clarifications and additional information necessary to formulate a recommendation to approve or deny the application.
 2. The Committee as a whole, or any member thereof, shall have the authority to require an in-person meeting with the Applicant and/or Special Event Sponsor if it is deemed necessary to obtain from the Applicant such clarifications and additional information necessary to formulate a recommendation to approve or deny the application.
 3. Upon reviewing the application and receiving any additional information requested, each Committee member shall recommend to the City Clerk that the application be approved, with or without Special Event Permit Conditions, or denied. [\[Ord 26-1-5\(3\)\]](#)
 4. The City Clerk based on the recommendations of the Committee or any member thereof, may impose terms, conditions, and/or stipulations (Special Event Permit Conditions) as a condition of granting a Special Event Permit. These conditions include, but are not limited to the following:
 1. Requiring law enforcement personnel to be hired for traffic control and/or public safety;
 2. Requiring parking attendants;

3. Requiring that temporary fencing or barricades be installed;
4. Imposing requirements for the clean-up and restoration at the Special Event site;
5. Requiring first aid stations be available;
6. Requiring that sanitary facilities be provided, including handicap accessible facilities;
7. Adjusting the hours of operation of the Special Event and/or restricting the noise levels generated by the Special Event to alleviate the potential of complaints from adjacent businesses or residents;
8. Imposing conditions on the manner by which alcohol sales and service, if any, shall be conducted at the Special Event;
9. Hiring and providing for any and all traffic control devices and/or traffic personnel as deemed necessary by the City Traffic Engineer;
10. Imposing dust control measures when unpaved surfaces or lots are used;
The event site must comply with Maricopa County Air Quality Department (MCAQD) Rules and Regulations regarding air-borne particulate matter (PM-10). Please refer to <http://www.maricopa.gov/aq/> or contact MCQAD at 602-506-6010.
11. Requiring payment to the city of all costs of city services, including unforeseen costs associated with the Special Event; the payment of deposits in the estimated amount of such costs; and/or the posting of financial security in a form acceptable to the city to insure such payment; and
12. Any other condition or requirement reasonably necessary to provide for the health, safety and/or welfare of the Event participants, neighboring property owners and businesses, the city and its residents, and the general public.

Permit Issuance [\[Ord 26-2-1\(D-G\)\]](#)

1. Following the receipt of a Special Event application, the City Clerk shall:
 - a) Distribute the application to the members of the Special Event Review Committee whose members shall: advise the City Clerk if additional clarifications and/or additional information is required; recommend Special Event Conditions that should be imposed; recommend that the application be granted, with or without conditions or denied based on the findings as set forth in Section [26-2-2](#); and provide the City Clerk any additional information requested by the City Clerk; and
 - b) Based on the recommendations of the Special Event Review Committee, either issue an approval of the application with all recommended Special Event Conditions, or deny the application.
2. The City Clerk shall issue an approval or denial of a Special Event application within the most reasonable time possible based on the scale of the Special Event. The City

Clerk shall provide written notification to the Applicant informing them of the approval or denial. The written notification shall be mailed to the Applicant's address as stated on the application.

3. Depending upon the amount of time that has lapsed between the approval and the date of the event, the City Clerk may require the Applicant to confirm in writing that there have been no changes in circumstances that would have warranted a different response on the application. If the Applicant cannot provide this confirmation because there were changes that would have warranted a different response on the application, the Applicant shall provide the City Clerk the updated information, and the City Clerk shall forward the updated information to the Special Event Review Committee and, based on the recommendations of the Special Event Review Committee, may impose additional Special Event Conditions as needed to address the change in circumstances.
4. If the City Clerk denies a Special Event Application, the City Clerk shall provide the Applicant written notification of such denial, which notification shall include the reasons for the denial and a reference to the appeal procedures set forth in Section [26-2-4](#) below. The written notification requirement set forth herein shall be deemed satisfied on the date the written notice is either hand delivered to the Applicant at the address shown on the permit application or placed, postage prepaid, in the United States mail, certified mail, return receipt requested and addressed to the Applicant at the address shown on the permit application, whichever is earlier.

APPLICATION REVIEW

Requirements for Approval [[Ord 26-2-2\(A\)](#)]

The City Clerk shall issue a Special Event Permit under this Chapter if the City Clerk finds that the issuance of the permit, with or without conditions, meets all of the following criteria:

- (1) The Special Event application has not been denied for any of the conditions for denial as set forth in Section [26-2-2\(B\)](#) below.
- (2) The issuance of a Special Event Permit will not violate any of the requirements of this Chapter, the city of Goodyear Zoning Ordinance, or any other applicable federal, state, and local laws, ordinances, rules and/or regulations.
- (3) All conditions imposed during the application process for the issuance of a Special Event Permit have been met.
- (4) The expected attendance at the event will not exceed the lawful capacity of the Special Event venue site under the city's fire code.
- (5) There is adequate parking available to accommodate the expected attendance at

the Special Event.

(6) The Special Event will not have an unreasonable adverse impact upon nearby residential neighborhoods or businesses for such things as traffic circulation, parking shortages, excessive noise levels or other nuisances.

(7) The Special Event will not substantially interrupt the safe and orderly movement of pedestrian and vehicular traffic within the city.

(8) The Special Event will not require the diversion of public safety or other city employees from their normal duties so as to unreasonably reduce adequate levels of service to any other area of the city.

(9) The Special Event will not unreasonably interfere with access to police or fire stations, or other public safety facilities or will not unreasonably interfere with the movement of police, fire, ambulances, and other public safety or emergency vehicles on the streets.

(10) The Special Event will not present an unreasonable danger to the health or safety of the Applicant, spectators, city employees, or members of the public.

(11) The Special Event will not conflict with construction or development in the public right-of-way or at a public facility.

(12) The Special Event will not unreasonably interfere with any other special event for which a permit has already been granted or with the provision of city services in support of other scheduled events or scheduled government functions.

(13) The Special Event will not have a significant adverse environmental impact.

Grounds for Denial [\[Ord 26-2-2\(B-C\)\]](#)

The City Clerk **shall** deny any application for a Special Event Permit if the City Clerk finds any of the following conditions exist:

1. If any of the criteria set forth in Section [26-2-2\(A\)](#) above have not been met; or
2. If the Special Event application is incomplete and the Applicant failed to provide any additional information requested; and/or if the application contains a false or material misrepresentation; or
3. If the Applicant, Promoter, and/or Special Event Sponsor fails to comply with all requirements of this Chapter including, but not limited to, failing to provide proof of insurance and/or an indemnification agreement as required by this Chapter; failing to pay all applicable fees and costs; failing to obtain additional permits as

may be required; or

4. The proposed time and place for the Special Event conflicts with another earlier application for a Special Event Permit that will be issued; or
5. Required insurance coverage is not available on an occurrence basis and the Risk Manager, in his/her discretion, concludes that the lack of an occurrence policy presents an undue risk of liability to the city.

The City Clerk may deny any application for a Special Event Permit if the City Clerk finds any of the following conditions exist:

1. If there has been a history of significant complaints generated from similar prior Special Events; or
2. The Applicant, Promoter and/or the Special Event Sponsor have, on prior occasions, damaged city property and has not paid in full for such damage, or has other outstanding and unpaid debts to the city.
3. If the Special Event application was not received within the time frames set forth in Section [26-2-1](#).

Revocation [\[Ord 26-2-3\]](#)

A. A Special Event Permit **may be** revoked as follows:

1. The City Clerk may revoke a Special Event Permit prior to the date(s) of the Special Event if the City Clerk discovers the application contained false or misleading information. The City Clerk shall provide the Applicant written notification of such denial, which notification shall include the reasons for the denial and a reference to the appeal procedures set forth below (see "Appeals"). The written notification requirement set forth herein shall be deemed satisfied on the date the written notice is either hand delivered to the Applicant at the address shown on the permit application or placed, postage prepaid, in the United States mail, certified mail, return receipt requested and addressed to the Applicant at the address shown on the application, whichever is earlier.
2. The Police Chief or his/her designee shall have the authority to revoke a Special Event Permit instantly and close down a Special Event if any of the Special Event Permit Conditions are violated or if any provision of the Special Event Ordinance is violated and the Police Chief or his/her designee concludes that the violations create an unreasonable and adverse effect upon the health, welfare and/or safety of the public.
3. The Fire Chief or his/her designee shall have the authority to revoke a

Special Event Permit instantly and close down a Special Event if any of the Special Event Permit Conditions are violated or if any provision of the Special Event Ordinance is violated and the Fire Chief or his/her designee concludes that the violations create an unreasonable and adverse effect upon the health, welfare and/or safety of the public.

- B. The revocation of a Special Event Permit shall not prevent the city from pursuing any other penalties or remedies for violations of the requirements of the Special Event Ordinance, the Special Event Permit Conditions, the city of Goodyear Zoning Ordinance or any other applicable federal, state, and local laws, ordinances, rules and/or regulations.

Appeals [\[Ord 26-2-4\]](#)

- A. The Applicant may appeal: The involuntary withdrawal of an application for failure to timely respond; a denial of an application for a Special Event Permit; any of the Special Event Permit Conditions; or the revocation of a Special Event Permit to the City Manager by filing a written statement with the City Clerk within five (5) business days of the date of the City Clerk's notification of an appealable action. The written statement shall fully describe the grounds for the appeal and shall include all supporting documentation.
- B. The City Manager shall, as soon as practicable but not later than ten (10) business days, issue a written decision setting forth the findings and grounds for the decision and shall mail the written decision to the Applicant. The written notification requirement set forth herein shall be deemed satisfied on the date the written notice is either hand delivered to the address shown on the permit application or placed, postage prepaid, in the United States mail, certified mail, return receipt requested and addressed to the Applicant at the address shown on the permit application, whichever is earlier.
- C. If the timing of a decision on an appeal is of the essence and the City Manager's schedule will not permit an expedited review of the appeal, the Deputy City Manager with oversight of the City Clerk's Office shall be delegated to decide the appeal. If he/she is not available, the other Deputy City Manager may issue a decision regarding the appeal.
- D. The decision of the City Clerk shall remain in full force and effect until and unless a decision on the appeal that reverses or modifies the City Clerk's decision has been rendered. If the proposed date(s) of the Special Event have passed before a decision on the appeal has been rendered, the appeal will be deemed moot and the appeal process will terminate without a decision.
- E. The City Manager's decision on an appeal or the Deputy City Manager's decision on an appeal that was delegated to the Deputy City Manager shall be final.

FEES [Ord 26-1-6(J)]

Fees will be assessed if supplemental permits are required by other city departments through the Special Event Application review process (see “Additional Permits” on Page 11) or if city-provided services are required. All expenses incurred by the city for public safety, sanitation, and traffic control personnel and resources required along with any other expenses or costs incurred by the city as a result of the Special Event are the joint and several liability of the Special Event Sponsor and the Promoter, and the failure to pay such fees and costs shall be unlawful.

Fee Waivers [Ord 26-1-6(N)]

- A. Subject to Council appropriation for the cost of such waivers, and except as otherwise provided herein, fees for other permits required in connection with a Special Event shall be waived for events that are sponsored by public schools and organizations that have obtained tax-exempt status under section 501(c)(3) of the Internal Revenue Code. In addition, and except as otherwise provided herein and subject to Council appropriation for the cost of such waivers, fees for permits required in connection with gatherings, uses, events, or activities held in whole or in part outdoors that do not exceed three consecutive days and have less than 250 people at the event as attendees, participants, operators, vendors or in any other capacity that are sponsored by public schools or organizations that have obtained exemptions under section 501(c)(3) of the Internal Revenue Code shall be waived. The waivers provided herein apply only to the fees for the permit, not the fees that may be charged for additional services that may be required in connection with a special event, such as cost of off-duty personnel, cost of traffic barricades, cost of sanitation services, rental fees, etc. The fee waivers provided herein shall be provided on a first-come basis.

Traffic Control Permit fees will automatically be waived for all block parties.

- B. To request a waiver of additional fees, please submit the following with the Special Event Application:
1. A legible copy of the sponsoring organization’s letter from the Internal Revenue Service certifying its current tax exempt, non-profit status.
 2. A request on the organization’s official letterhead requesting the waiver and addressing the following:
 - a. Provide a brief overview of the organization’s mission and purpose and explain how the proposed Special Event will support these aims.
 - b. Explain how the proposed Special Event will benefit the community.
 - c. Describe the sources from which funds will be collected prior to and during the proposed Special Event.

- d. If the proposed Special Event is a fundraiser, detail in percentages how the proceeds will be disbursed, including the percentage that will be retained by or donated to the sponsoring organization.
- C. Funds for fee waivers are subject to appropriation by the City Council and are allocated on a first-come basis.

ADDITIONAL PERMITS

Traffic Control

- A. A Traffic Control Permit is required for all Special Events that involve the closing or partial closing of all streets (public and private), bike lanes and/or sidewalks; or that restricts access to the use of a public right-of-way. These include, but are not limited to, Parades, run/walk/bicycle races and block parties (see “Block Parties” for guidelines).

Contact the Engineering Department at 623-932-3004 for additional information regarding Traffic Control Permits.

Fire/Building Safety

Fire/Building Safety Permits are issued by the Development Services Department. The Special Event Application shall be reviewed by the Building Safety Division to determine whether an inspection is required by the adopted Building and Fire Codes effective at the time of application and as amended by the city of Goodyear. If an inspection is warranted, a separate permit fee shall be assessed to the Applicant.

Some of the activities requiring Fire/Building Safety Permits under the city’s Fire Code include:

- Carnivals and Fairs;
- Amusement rides and Haunted Houses;
- Installation of temporary structures, including stages, bleachers, and fencing;
- Use of Generators;
- Cooking with charcoal, wood, or liquid petroleum gas;
- Trade shows/Exhibits;
- Display of liquid or gas-fueled vehicles or equipment in event building outside displays;
- Fireworks, pyrotechnical special effects displays or devices;
- Controlled and approved bonfires and recreational burning; and
- Tents and Temporary Membrane Structures (including Bounce Houses) in excess of 400-sq. ft. and Canopies in excess of 700-sq. ft.

Contact the Development Services Department (Building Safety Division) at 623-932-3004 for additional information regarding Fire/Building Safety Permits.

Signs

Only signs that have been approved through this Special Event Permit or through a separate Temporary Sign Permit issued by the Development Services Department shall be allowed. Signs shall conform to [Section 7-9-B-8](#) of the city of Goodyear Zoning Ordinance.

Contact the Development Services Department (Planning & Zoning Division) at 623-932-3005 for additional information regarding sign regulations.

Liquor License

- A. Special Event Liquor Licenses and Temporary Extension of Liquor License Premises are issued by the Arizona Department of Liquor Licenses and Control (DLLC). Please contact their office at 602-506-5141 or visit their website (<http://www.azliquor.gov/series15.cfm>) for additional information and to obtain permit applications.
- B. After obtaining the appropriate form from the DLLC, fill it out completely and ensure the required signatures are notarized. Follow these steps:
 1. Complete the city of Goodyear (city) Special Event Application.
 2. Submit the original liquor license application to the City Clerk's Office along with the city's Special Event Application. Do not remit payment for the liquor license application to the city.
 3. Once the city has approved the Special Event Application, the liquor license application will be endorsed by the City Clerk and returned to the Applicant. It is the Applicant's responsibility to submit the application and payment to the DLLC. The city will retain a copy for recordkeeping purposes.

Parks Facilities [\[Ord 26-1-7\(C\)\]](#)

Special Events occurring in city parks and at parks facilities may require a reservation and the approval of the Parks and Recreation Department. Reservation fees may be assessed by the Parks and Recreation Department, and these fees are separate and *non-waivable* through the Special Event Permitting process. A reservation through the Parks and Recreation Department does not mean that a Special Event Permit is not required. If any of the triggers listed on page 2 apply to the event, the Applicant must also complete a Special Event Application and obtain a Special Event permit.

Contact the Parks and Recreation Department at 623-882-7525 for additional information about [reserving Parks facilities](#).

Other Permits [\[Ord 26-1-6\(G\)\]](#)

The Special Event Sponsor and/or the Promoter shall obtain all other licenses, permits, certificates and the like required by federal, state, and local laws, ordinances, rules and/or regulations, including the city of Goodyear's laws, ordinances, rules and/or regulations. This includes, by way of example, Traffic Control Permits and Fire Safety Inspection Permits, which may be required based on the nature of the Special Event.

INSURANCE AND INDEMNIFICATION REQUIREMENTS

[\[Ord 26-1-6\(L\)\]](#)

Neither the approval of an application for a Special Event permit, the issuance of a Special Event Permit, nor the imposition of Special Event Permit Conditions are intended to guarantee the health, safety, or welfare of any Person or the value or security of any real property, or to create liability on the part of or a cause of action against the city of Goodyear or any of its officers, elected and appointed officials, employees, agents, representatives, and volunteers for any damages that may result from the Special Event. The provisions of this Chapter and the Special Event Conditions imposed pursuant to this Chapter are intended as minimum standards for the protection of public health, safety, and welfare. The Promoter and the Special Event Sponsor are responsible for undertaking all measures necessary for the protection of the health, safety or welfare of any Person who may be injured, or whose property may be damaged as a result of the Special Event.

Special Events on city Property [\[Ord 26-1-7\]](#)

- A. If required by the city, the Promoter and Special Event Sponsor for any Special Event that is to be held on city owned property shall execute an agreement on a form provided by the city under which the Promoter and Special Event Sponsor agrees to waive and release the city of Goodyear and its officers, elected and appointed officials, employees, agents, representatives, and volunteers from and against any and all claims, costs, liabilities (including bodily injury or illnesses), expenses or judgments, including attorney's fees and court costs (collectively "Claims"), arising out of or related to the activities of the permitted Special Event and also agrees to indemnify and hold harmless the city from and against any and all Claims arising out of or related to the activities of the permitted Special Event unless such Claims are caused solely by the negligence, gross negligence or willful misconduct of the city, its officers, elected and appointed officials, employees, agents, representatives, and/or volunteers.
- B. For any Special Event that is to be held on property owned or controlled by the city, the Special Event Sponsor, the Promoter, and all Persons, including by way of example, but not limitation, Vendors, contractors and sub-contractors who will be performing any activity associated with the setup, tear down, clean-up, and/or operation of the Special Event, shall, if required by the city, carry and provide proof of insurance in the amounts and types of coverage as determined by rules

and regulations adopted by the City Manager subject to the following:

1. All required insurance coverage shall be primary and any insurance maintained by the city, its officers, elected and appointed officials, employees, agents, representatives and volunteers shall be excess and non-contributory.
 2. All required insurance coverage shall be provided on a "per occurrence" form. If coverage is only available on a "claims made" form, the City Clerk shall deny the application for the Special Event except as follows. The Risk Manager may require and obtain proof that the insured has obtained extended reporting coverage for a period of time deemed sufficient by the Risk Manager to protect the city from any unforeseen losses and in such a case, a "claims made" policy may be allowed.
 3. The city, its officers, elected and appointed officials, employees, agents, representatives, and volunteers shall be included as additional insureds on insurance policies as required by the Risk Manager. The city, its officers, elected and appointed officials, employees, agents, representatives, and volunteers shall be named as additional insured by endorsement and not solely as a listed party on a certificate of insurance. The city, its officers, elected and appointed officials, employees, agents, representatives, and volunteers are to be covered as additional insureds to the full limits of coverage purchased even if those limits are in excess of the minimum amounts of insurance required by the city.
- C. The Promoter and Special Event Sponsor shall execute any agreements and pay all applicable fees required by the city, including the Parks and Recreation Department, for the use of the city's parks, parks facilities, or other city owned and/or controlled property. (Ord. 14-1301, passed 6-23-2014; Ord. 15-1322, passed 5-11-2015)

Special Events Involving Fireworks [\[Ord 26-1-6\(F&M\)\]](#)

1. (F) Any Special Event that involves the use of Fire Works, special effects, large open flames such as bonfires, explosions, or other potentially dangerous displays or actions shall carry insurance that provides separate coverage for bodily injury and property damage resulting from such activities in an amount no less than \$5,000,000 per occurrence with a \$5,000,000 aggregate.
2. (M) The type of coverage and limits of insurance required by the city for Special Events on city owned or controlled property and required for any Special Events that involves the use of Fire Works, special effects, large open flames such as bonfires, explosions, or other potentially dangerous displays or actions represent minimum amounts of insurance that must be carried and do not represent a determination that the required coverage and limits are adequate to cover claims and/or losses that may be asserted in connection

with the Special Event. The lack of insurance requirements for other types of Special Events does not represent a determination that there is no risk of claims or losses for bodily injury or property damage arising from the Special Event. The Promoter and the Special Event Sponsor are responsible for determining the type of insurance coverage and the amount of such coverage needed to cover claims and/or losses that may be asserted in connection with a Special event and for carrying such insurance coverage.

OPERATION OF SPECIAL EVENTS

General Requirements

- A. Upon cessation of the use or expiration of the Special Event Permit, the premises will be promptly cleaned and restored to substantially the same condition existing prior to commencement of such use ([Section 4-4-2-B of the city of Goodyear Zoning Ordinance](#)).
- B. Compliance with requirements of all permits, including arranging for inspections to take place. Contact the Development Services Department (Building Safety Division) at 623-932-3004 to arrange for fire and building inspections. Contact the Engineering Department at 623-932-3004 to arrange for traffic inspections.
[\[Ord 26-1-6\(A-K\)\]](#)
- C. Neither the words "city of Goodyear" nor the city's Logo, or any combination thereof, shall be used by the Special Event in any manner that would imply an official endorsement of the Special Event by the city without the written authorization of the City Manager.
- D. The Special Event Sponsor and/or the Promoter shall be jointly and severally liable to the city for all applicable fees and costs associated with the Special Event, and the failure to pay such fees and costs shall be unlawful.
- E. Special Event Permits shall remain on the site of the permitted Special Event and shall be shown to city personnel upon request.
- F. Special Event activities shall be confined to the premises listed on the Special Event Permit.
- G. City code compliance officers, police officers and fire inspectors shall have the right to enter permitted Special Events or Non-Permitted Special Events free of charge to insure compliance with the Special Event Permit Conditions, the provisions of this Chapter, the city of Goodyear Zoning Ordinance and any other applicable federal, state, and local laws, ordinances, rules and/or regulations.
- H. Any Special Event that involves the use of Fire Works, special effects, large open flames such as bonfires, explosions, or other potentially dangerous displays or

actions shall carry insurance that provides separate coverage for bodily injury and property damage resulting from such activities in an amount no less than:

Fire Works: \$5M per occurrence with a \$5M aggregate

Events without Fire Works: \$1M per occurrence with a \$2M aggregate

- I. The Permittee shall be responsible for insuring that all Vendors have Transaction Privilege Tax numbers.
- J. The Special Event Sponsor and/or the Promoter shall obtain all other licenses, permits, certificates and the like required by federal, state, and local laws, ordinances, rules and/or regulations, including the city of Goodyear's laws, ordinances, rules and/or regulations. This includes, by way of example, Traffic Control Permits and Fire Safety Inspection Permits, which may be required based on the nature of the Special Event. The issuance of a Special Event Permit shall not be evidence that the city knew, or should have known, that another license, permit, certificate or the like was required or was otherwise improperly issued. Both the Special Event Sponsor and the Promoter shall be responsible for violations of this provision.
- K. The issuance of a Special Event Permit pursuant to this Chapter does not obligate or require the city to provide city services, equipment or personnel in support of the permitted Special Event, although the city may provide such services, equipment or personnel if such are reasonably available and the event organizer makes provisions to reimburse the city for the costs thereof.
- L. Fees and costs will be assessed if supplemental permits are required by other city departments through the Special Event Application review process or if city-provided services are required. All expenses incurred by the city for public safety, sanitation, and traffic control personnel and resources required along with any other expenses or costs incurred by the city as a result of the Special Event are the joint and several liability of the Special Event Sponsor and the Promoter, and the failure to pay such fees and costs shall be unlawful.
- M. Off-duty city of Goodyear police officers shall be used for all Special Events requiring law enforcement personnel for traffic control on public roadways and public rights of way. If off-duty city of Goodyear police officers are not available, sworn off-duty law enforcement officers from other jurisdictions may be used.

Block Parties

A Block Party is an organized neighborhood or public gathering on a street, whether public or private, on a specified date at a specific time and place. The following requirements apply to block parties:

- A. If the applicant requests that the street be closed, barricades must be used to

close off the street. Traffic Control Permit fees will automatically be waived for all block parties.

Goodyear requires that barricades meet the requirements of the [Phoenix Barricade Manual](#) (Pages T250-262). Barricades may be obtained from the city of Goodyear or any other outside barricade company.

If barricades are obtained through the city, the City Clerk's office will provide the applicant with a contact number. Barricades need to be requested a minimum of ten (10) business days in advance of the event. Barricades will be dropped off prior to the event and picked up the next business day after the event. A resident must be available for drop off and pick up of the barricades during the hours of 7 a.m. and 2 p.m., and they will be responsible for storage of the equipment until it has been returned to city staff. Barricade sites must be manned at all times by an adult physically capable of moving the barricades to allow for quick and immediate access to emergency response vehicles.

- B. The center of the street must remain unobstructed to provide clear passage for emergency response vehicles.
- C. Tables, chairs, etc. must be placed in yards or on sidewalks. They may not be in the street.
- D. If inflatable air structures are used, they must be less than 200 square feet in size.

DEFINITIONS [\[Ord 26-1-2\]](#)

For the purpose of this Chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

- A. APPLICANT means the individual who submits the Special Event Application.
- B. BARRICADE means a device used for channelizing or shielding depending on application. These may include Type I, II, or III barricades (which reflects the number of horizontal panels each has).
- C. BLOCK PARTY means an organized neighborhood or public gathering on a street, whether public or private, on a specified date at a specific time and place.
- D. CITY means the city of Goodyear, an Arizona municipal corporation.
- E. CITY CLERK means the City Clerk of Goodyear or his/her designee.
- F. CITY MANAGER means the City Manager of Goodyear or his/her designee.
- G. CITY SPONSORED EVENT means an event that is conducted in whole or in part by the city or that is conducted on behalf of the City by third parties pursuant to a written contract with the city.
- H. EVENT ORGANIZER means any person who conducts, manages, promotes, organizes, aids, or solicits attendance at a special event.
- I. FIRE WORKS means any combustible or explosive composition, substance or combination of substances or any article prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation except for Consumer Fireworks as defined by Arizona State Statute Section 36-

1601.

- J. FIRST AMENDMENT ACTIVITY means all expressive and associative activity conducted on private property or Public Forums that is protected by the United States and Arizona Constitutions, including speech, press, assembly and the right to petition but does not include commercial advertising or speech.
- K. FIRST AMENDMENT EVENT means an event where the sole activity is First Amendment Activity.
- L. GOODYEAR SPRING TRAINING COMPLEX means the land and improvements owned by the city that support Cactus League Spring Training in the city, including the stadium known as the Goodyear Ballpark, the Reds and Indians Clubhouses, the practice facilities and all of the city owned parking parcels.
- M. NON-PERMITTED SPECIAL EVENT means an event for which a Special Event Permit was required, but not obtained.
- N. NON-DOMESTICATED ANIMALS means any wild animal, reptile or fowl that is not naturally tame or gentle but is of a wild nature or disposition and that because of its size, vicious nature or other characteristics would constitute a danger to human life or property.
- O. PARADE means a procession of pedestrians, vehicles, or animals or any combination thereof, traveling in unison along or upon a street, road, or highway, organized and conducted for the purpose of attracting the attention of the general public that interferes with the normal flow or regulation of pedestrian and/or vehicular traffic. A Parade shall not mean a funeral procession.
- P. PERMITTEE means the Person to whom a Special Event Permit is issued.
- Q. PERSON means an individual, agent, representative, firm, partnership, corporation, Limited Liability Company, joint venture, organization, contractor, subcontractor, affiliate, association or other legal entity of any kind but shall not mean the city.
- R. PROMOTER means any person who produces or conducts a Special Event on behalf of a Special Event Sponsor.
- S. PUBLIC FORUM means state, local, and federal property that has traditionally been open to the public for speech, assembly and debates. Public Forums do not include public streets.
- T. SPECIAL EVENT - **See Page 1**
- U. SPECIAL EVENT PERMIT means the written authorization from the city allowing a Promoter and/or Special Event Sponsor to hold a Special Event pursuant to this Chapter.
- V. SPECIAL EVENT PERMIT CONDITIONS means the terms, conditions, and/or stipulations imposed as a condition of granting a Special Event Permit.
- W. SPECIAL EVENT SPONSOR means a Person who conducts a Special Event on the Person's own behalf, or the person on whose behalf a Special Event is conducted.
- X. VENDOR means a Person, other than a Promoter and/or Special Event Sponsor, who occupies a space, cell, booth, or other temporary structure or location for the purpose of retail sales of goods or services to the public in connection with a Special Event.

(Ord. 14-1301, passed 6-23-2014; Ord. 15-1322, passed 5-11-2015)

CITY MANAGER APPROVAL

Version 02 of the city of Goodyear Special Event Rules and Regulations, which are effective August 30, 2016 was REVIEWED AND APPROVED by the City Manager this __ day of _____, 2016.

Brian Dalke, City Manager