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**FEES**

Annual Town of PV Business License(Fee Not Required) # \_\_\_\_\_  
 Regular Special Event-\$15 per event & per location \_\_\_\_\_  
 Special Event Liquor License-\$75.00 per event \_\_\_\_\_  
 Non-Profit-No Fee-need a copy of IRS 501(c)3 \_\_\_\_\_  
 Carnivals/Circuses-\$120 per day \_\_\_\_\_  
 Rodeo-\$30 per day \_\_\_\_\_

**APPLICATION FOR SPECIAL EVENT LICENSE  
 TOWN OF PRESCOTT VALLEY-TOWN CLERK  
 7501 SKOOG BLVD  
 PRESCOTT VALLEY AZ 86314  
 928.759.3135 FAX 928.759.5536 [clerk@pvaz.net](mailto:clerk@pvaz.net)**

<b><u>STAFF ONLY</u></b>
_____
_____
_____

NAME OF EVENT \_\_\_\_\_

PHYSICAL LOCATION OF EVENT \_\_\_\_\_

DATE(S) OF EVENT \_\_\_\_\_

BUSINESS/VENDOR NAME \_\_\_\_\_

CONTACT PERSON First & Last name \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE (\_\_\_\_) \_\_\_\_\_ EMAIL \_\_\_\_\_

ARIZONA TPT SALES TAX # \_\_\_\_\_ REQUIRED IF SELLING PRODUCTS at Event

DESCRIPTION OF BUSINESS \_\_\_\_\_ NON-PROFIT YES \_\_\_ NO \_\_\_

**USE OF TENT – Permit may be required (not if pop-up)** YES \_\_\_\_\_ NO \_\_\_\_\_

NOTIFY FIRE DEPT 928.759.9933 YES \_\_\_\_\_ NO \_\_\_\_\_

NOTIFY BUILDING DEPT 928.759.3050 YES \_\_\_\_\_ NO \_\_\_\_\_

**FOOD VENDOR - Food Handlers Permit** YES \_\_\_\_\_ NO \_\_\_\_\_

YAVAPAI COUNTY HEALTH 928.771.3122

**TOWN PROPERTY & FACILITIES RENTAL**

PARKS & RECREATION 928.759.3090 YES \_\_\_\_\_ NO \_\_\_\_\_

**CERTIFICATE OF INSURANCE (FOR PARKS)** YES \_\_\_\_\_

\$1,000,000 Liability with Endorsement

**CARNIVAL OR CIRCUS**

**CERTIFICATE OF INSURANCE (FOR CARNIVAL/CIRCUS)** YES \_\_\_\_\_

\$1,000,000 Liability with Endorsement

**LIQUOR PERMITS ONLY** \_\_\_\_\_ **NEED 30 DAY ADVANCE NOTICE**

**REQUEST LETTER TO MAYOR/COUNCIL** YES \_\_\_\_\_

Explaining all details of event

**CERTIFICATE OF INSURANCE (FOR LIQUOR)** YES \_\_\_\_\_

\$1,000,000 Liability with Endorsement

**SECURITY- One security guard per 50 people** YES \_\_\_\_\_

**EXISTING LIQUOR LICENSE/Extension of Premises** YES \_\_\_\_\_ NO \_\_\_\_\_

**APPLICANT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

cc: Police Dept; Zoning/Code Enforcement; Management Services; Parks & Recreation; CYFD