

Special Event Manual

Introduction

The Town of Queen Creek values community gatherings that enhance and promote the Town's values and maintain the small-town feel we all enjoy. Special events play a vital role in strengthening community connections by bringing residents, businesses, and visitors together in shared experiences. Festivals, parades, races, concerts, markets, and similar activities help create a vibrant and welcoming community.

To ensure these events are safe, successful, and respectful of public resources, the Town has established a special event application and permitting process. This process provides a standardized framework for planning, review, and approval, ensuring that all stakeholders—including residents, businesses, public safety agencies, and event organizers—are considered.

The goals of this manual are to:

- Promote public safety: Protecting the health, safety, and welfare of attendees, staff, and the community.
- Ensure fairness: Providing a consistent, transparent process for all applicants.
- Protect public property and resources: Minimizing damage and ensuring appropriate use of Town facilities, streets, and parks.
- Balance community impacts: Coordinating traffic, noise, parking, and sanitation so that events enhance quality of life without creating undue burden.
- Support successful events: Helping organizers navigate requirements and connect with resources for planning and execution.

Furthermore, the Town recognizes that not everyone is knowledgeable about creating and implementing a special event. To help educate Town residents,

this manual was created to guide residents and event organizers through the application and permitting process, from initial planning through event completion. It outlines requirements, expectations, timelines, and responsibilities to ensure every event in the Town of Queen Creek is safe, enjoyable, and beneficial to the entire community.

The Town has developed a Special Event Team which is inclusive of representatives from all Town departments. The team will evaluate and approve/disapprove the event or provide input on adjustments that need to be made by the applicant for an approval of a special event. To streamline and provide an efficient approval process for the applicant and the Special Event Team, the Town utilizes an online application process through the Eproval software system. Eproval is an all-encompassing special event program that can be tailored from small, lightly attended events to large-scale and complex events that will have thousands of attendees. The online application portal can be found [here](#), and the accompanying instruction manual is located [here](#).

What is a special event?

The Town of Queen Creek defines “Special Event” in Town Code 1.6 as an intermittent event, no more than four (4) consecutive days, held on public or private property (indoors, outdoors, or a combination thereof), that is inconsistent with the zoning, authorized, or approved use of a particular property.

How do I know if I need a Special Event Permit?

Town Code 1.6.C outlines the type of events or planned gatherings that may require a Special Event Permit. If after reviewing this manual you have further questions, you may always contact the Special Event Team [here](#).

In addition to any other permits, licenses, taxes, or requirements set forth in this Code or the Zoning Ordinance, a permit is required to conduct any of the following special events or activities within the Town:

- Any gathering, celebration, event, or activity that is held on Town Property which may not be specifically authorized or otherwise approved for such use on a permanent basis.
- Any gathering, celebration, event, or activity taking place on private or Town property that would impact or disrupt traffic flow on public roadways or public access in or near the proposed location or along the event route.
- Any gathering, celebration, event, or activity taking place on private or Town property which requires a State-issued license as outlined in A.R.S. § 4-207.03 (temporary extension of premises) or A.R.S. § 4-203.02 (special event license).
- Any gathering, celebration, event, or activity that is held in or on a property, space, facility, building, or structure in a manner that deviates from the permitted use, zoning, or appropriate International Building Code (IBC) occupancy classification.
- Any activity taking place on private or Town Property used as a public gathering place that involves a substantial deviation from the current land use designation or legal nonconforming use.
- A block party or neighborhood event as defined in [this Article](#).
- A tournament event as defined in [this Article](#).
- Any gathering, celebration, event, or activity that requires a level of public safety personnel or resources that would interfere with the normal or routine operations of the Town's public safety services.
- Any gathering, celebration, event, or activity taking place on private or Town property, which is open to the public and includes the use of fireworks, pyrotechnics, or other fire features.

- Any gathering, celebration, event, or activity taking place on private or Town property, which is open to the public and includes the use of amplified sound.

What are the requirements to obtain a Special Event Permit?

A permit is only valid for the specific location, date, time, and special event for which the permit was issued. A permit is non-transferable and non-assignable. Any attempted transfer or assignment will void the permit, and all fees paid will be forfeited.

- A permit alone does not guarantee approval or use of the facility or property being requested. Events held on Town Property require a separate reservation permit obtained through the Parks and Recreation Department. Events held on private property require approval from the property owner.
- Each Special Event Permit application received less than the required submission timeline prior to the earliest date of the proposed event, as established in this Article, may be subject to a late fee in an amount established by the Town Council by resolution. The Town may refuse to accept or approve any Special Event Permit application submitted less than 30 days prior to the earliest date of the proposed event.
- For all special events, except a block party/neighborhood event or tournament event as defined in this Article, the applicant shall submit their application through the Eproval software at least sixty (60) days before the scheduled starting date of the event or activity.
- For a block party/neighborhood event, as defined in this Article, the applicant shall submit their application through the Eproval software at least fourteen (14) days before the scheduled starting date of the event or activity.

- For a tournament event, as defined in this Article, the applicant shall submit their application through the Eproval software at least thirty (30) days before the scheduled starting date of the event or activity.
- An application must include all information outlined in the applicable manuals, including the Special Events Application Manual, the Tournament Application Manual, the Block Party Application Manual, and any other manuals produced by the Town, as well as all required information entered into the Town's online Eproval system. The Town may request additional information from the applicant as necessary to evaluate the application. Such information must be provided by the applicant in a timely manner to avoid delays in the review process.
- The Town will determine whether insurance is required for a special event. If required, the applicant must obtain insurance from an insurance company duly licensed by the State of Arizona, naming the Town as an additional insured in amounts as required by the Town. The specific policy form, limits, and endorsements must reflect the type of activity anticipated by the license and must be approved by the Town prior to issuance of a special event permit.
- The Town will determine if an indemnification agreement is required for a special event. If required, the agreement may include any of the following conditions:
 - The applicant assumes full responsibility and liability for and indemnifies, defends, and holds the Town harmless against all liability, claims for damages, and suits for or by reason of any injury to any person, including death, and damage to any property for every cause in any way connected with the holding of the special event, including the preparation, set-up, holding and closeout; and/or
 - The applicant assumes full responsibility and liability for and indemnifies, defends, and holds the Town harmless against all

expenses incurred by the Town for public safety, sanitation and transportation personnel and resources required to preserve public order and protect public health, safety and welfare, together with any other expenses or costs that the Town may incur result of the large special event; and/or

- The applicant assumes full responsibility and liability for and indemnifies, defends, and holds the Town harmless against all charges, expenses, and costs, including the Town's legal department services, incurred on account of or by reason of any such injuries, damages, liability, claims, suits, or losses, and all damages growing out of the same.
- The Town may require a surety bond and payment for Town resources.
- The permit administrator shall send the permit applications and other pertinent material to other Town departments that could be affected by the proposed special event or activity. Such departments may recommend to the permit administrator that the permit be issued only after the applicant has met, at their own cost, specific stipulations, including but not limited to any of the following:
 - o Hiring a stated number of public safety and/or security personnel.
 - o Erecting security fencing or approved security barriers.
 - o Acquiring and providing an official Traffic Control Plan (TCP).
 - o Providing adequate parking for the duration of the special event.
 - o Agreeing to pay for any anticipated or unforeseen costs associated with the special event, that are reasonably assessed by the Town after the event, for items such as clean-up costs or changes to public safety requirements.

- o Applying for and receiving all other necessary permits and approvals.
- o Providing appropriate fire protection measures.
- o Providing other measures to safeguard the health, safety, and welfare of the public.
- o Providing proof of insurance if requested by the Town.
- o Providing an indemnification agreement if requested by the Town.
- o Providing a surety bond if requested by the Town.

Can I sell alcohol at my event?

The ability to legally sell alcohol is regulated by the Arizona Department of Liquor Licenses and Control (DLLC). The commonly used license for a special event is a Special Event Liquor License. A [Special Event Liquor License \(Series 15\)](#) is a non-transferable liquor license with retail privileges that allows a political, government entity, or non-profit entity to sell and serve spirituous liquor for consumption on the premises where the spirituous liquor is sold, and only for the period authorized on the license. Off-sale privileges apply only to special events holding auctions/wine or distilled spirit pull.

A completed Special Event Application (Series 15) must be filed in-person, by mail or by e-mail to the Town Clerk's Office for approval or disapproval. The application must be completed along with the application of the Special Event Permit through the Eproval system.

Various Town departments will review the application through the Eproval system. Upon review and approval from the Special Event Team, the Town Clerk will provide a recommendation of approval or disapproval back to the applicant. If approved, the applicant will then file the complete application and payment (\$25 per day of event) with the Arizona Department of Liquor Licenses and Control for their approval.

Qualifying organizations will be granted a special event license for no more than 10 days in a calendar year. Events must be held on consecutive days and at the same location or additional licenses will be required.

If the location currently has a liquor license a Temporary Extension of Premise may be applicable. The permit can also be obtained through AZDLLC and the application process can be found [here](#).

If you have questions regarding the selling of liquor at your event, please contact the Queen Creek Police Department at QCPDconnect@queencreekaz.gov.

Can the Town stop me from having a special event?

To ensure your event runs smoothly and meets community standards, all special events must comply with The Town of Queen Creek Municipal Code 1.6, which outlines the Town's licensing requirements. Events that do not follow these rules may be subject to enforcement actions, including the termination of a special event permit, penalties, or restrictions on future events.

The following outlines the circumstances that enforcement action may be taken and or a permit to be revoked.

It is unlawful for a person, applicant, or permittee to:

- Conduct or stage a special event within the Town without a valid permit.
- Violate or fail to comply with any of the conditions or prohibitions of this Article or the issued permit.
- Knowingly make a false or misleading statement to Town staff or officials during the application process or on an application form.
- Knowingly make a false or misleading statement to Town staff or officials while a special event is ongoing.
- Violation of this subsection is a civil offense.

No person, applicant, or permittee shall continue to conduct or stage a special event without the required permit after being issued a verbal warning, written notice, or civil citation for a violation of subsection E.1 within the preceding 24 hours.

- Violation of this subsection is a class 1 misdemeanor.

The Town may revoke a Special Event Permit if the permittee:

- fails to abide by any of the conditions of the permit or any of the provisions of this Article.
- Fails to conduct the special event as presented on the application;
- Fails to comply with the terms and conditions of the permit.
- Poses a threat to public health or safety; or
- A state of emergency is declared.

Upon revocation of a permit, the special event must immediately cease, the permittee and vendors must immediately remove or properly dispose of all property and trash of the special event, and the permittee, vendors, and attendees must immediately disperse.

What if my permit gets turned down?

The Town of Queen Creek's Special Event Team is committed to working with every applicant to help ensure their event is safe and successful. Our goal is to find a way to say 'yes' to all events. Applicants who actively engage with the team and follow the team's recommendations will have the best opportunity for a positive outcome and event approval.

However, if your event is denied there is an appeal process as outlined below:

- An applicant or permittee aggrieved by a decision of the permit administrator may appeal the decision by requesting a hearing within seven (7) calendar days of issuance of the decision. The appeal must be in writing, state the grounds and specific reasons for the appeal, include any supporting documents, and be sent to the Town Manager

or their designee. The Town Manager or designee may deny an appeal without further review if the requirements of this subsection are not met.

- If an appeal meets the [requirements of paragraph \(1\)](#), the Town Manager or designee will issue a decision to sustain, modify, or overrule the permit administrator's decision.
- A decision of the permit administrator, if not appealed, will be the Town's final decision on a matter pursuant to this Article. If the decision of the permit administrator is appealed, the decision of the Town Manager or designee will be the Town's final decision on the matter.