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FEES

Current PV Business License – Fee Not Required
Regular Special Event-\$15 per event (up to 30 days)
Special Event Liquor-\$75.00 per event
Non-Profit-No Fee (copy of IRS 501(c) 3 to be attached)
Carnivals/Circuses-\$120 per day
Rodeo-\$30 per day

✓ 1

**APPLICATION FOR SPECIAL EVENT LICENSE
TOWN OF PRESCOTT VALLEY**

**7501 E CIVIC CIRCLE
PRESCOTT VALLEY AZ 86314
928.759.3135 FAX 928.759.5536 clerk@pvaz.net**

STAFF ONLY

NAME OF EVENT Yavapai Fair

PHYSICAL LOCATION OF EVENT 3201 N. Main St.
Attach 8" X 11" site plan if applicable

DATE(S) OF EVENT Sept. 26 through 29th

BUSINESS/APPLICANT NAME Prescott Valley Event Center PHONE 928-772-1819

MAILING ADDRESS 3201. N. Main St.

CITY Prescott Valley STATE AZ ZIP 86314

CONTACT PERSON Scott Rubke AZ TPT SALES TAX # 20140912-W

DESCRIPTION OF BUSINESS Event Center NON-PROFIT YES _____ NO _____

USE OF TENT – Permit may be required
NOTIFY FIRE DEPT 928.759.9933 YES _____ NO _____
NOTIFY BUILDING DEPT 928.759.3050 YES _____ NO _____
FOOD VENDOR YES _____ NO _____

YAVAPAI COUNTY HEALTH 928.771.3122
For Food Handlers Permit YES _____ NO _____

TOWN PROPERTY & FACILITIES RENTAL
PARKS & RECREATION 928.759.3090 YES _____ NO _____

CARNIVAL OR CIRCUS
CERTIFICATE OF INS \$1,000,000 Liability/Endorsement YES _____ NO _____

LIQUOR NEED 30 DAY ADVANCE NOTICE
REQUEST LETTER TO MAYOR/COUNCIL YES X NO _____
Explaining all details of event

CERTIFICATE OF INSURANCE YES X NO _____
\$1,000,000 liability with Endorsement

SECURITY YES X NO _____
One security guard per 50 people

EXISTING LIQUOR LICENSE YES X NO _____
Extension of Premises-need Arizona Liquor Special Event application

APPLICANT SIGNATURE Scott A. Rubke DATE 8-12-13
CC: Police Dept; Zoning/Code Enforcement; Management Services ; Parks & Recreation; CYFD