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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 EAST CIVIC CIRCLE  
 PRESCOTT VALLEY AZ 86314  
 928.759.3135 FAX 928.759.5536 [clerk@pvaz.net](mailto:clerk@pvaz.net)

<b>STAFF ONLY</b>

NAME OF EVENT OKTOBER FEST  
 PHYSICAL LOCATION OF EVENT 7763 East Long Look Drive  
Attach 8" X 11" site plan if applicable  
 DATE(S) OF EVENT October 25, 2014  
 BUSINESS/VENDOR NAME Emmanuel Lutheran Church  
 CONTACT PERSON First & Last name Nancy Busboom  
 MAILING ADDRESS 7763 East Long Look Drive  
 CITY Prescott Valley STATE AZ ZIP 86314  
 PHONE (928) 772-4135 EMAIL emmanuelclca@gmail.com  
 ARIZONA TPT SALES TAX # N/A REQUIRED IF SELLING PRODUCTS/TICKETS

DESCRIPTION OF BUSINESS Lutheran Church NON-PROFIT YES  NO

USE OF TENT – Permit may be required 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 \_\_\_\_\_

CARNIVAL OR CIRCUS  
 CERTIFICATE OF INSURANCE (FOR CARNIVAL/CIRCUS) YES N/A  
 \$1,000,000 Liability with Endorsement

LIQUOR PERMIT 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 Nancy Busboom DATE 7-22-14  
 cc: Police Dept; Zoning/Code Enforcement; Management Services; Parks & Recreation; CYFD

# ARIZONA DEPARTMENT OF LIQUOR LICENSES & CONTROL

800 W Washington 5th Floor  
Phoenix, Arizona 85007-2934  
(602) 542-5141

## APPLICATION FOR SPECIAL EVENT LICENSE

Fee = \$25.00 per day for 1-10 day events only  
A service fee of \$25.00 will be charged for all dishonored checks (A.R.S. § 44-6852)

**NOTE: THIS DOCUMENT MUST BE FULLY COMPLETED OR IT WILL BE RETURNED.**  
PLEASE ALLOW **10 BUSINESS DAYS** FOR PROCESSING.

**\*\*Application must be approved by local government before submission to Department of Liquor Licenses and Control. (Section #20)**

DLLC USE ONLY
LICENSE #

1. Name of Organization: Emmanuel Lutheran Church

2. Non-Profit/I.R.S. Tax Exempt Number: # 9386

3. The organization is a: (check one box only)

Charitable   
  Fraternal (must have regular membership and in existence for over 5 years)  
 Civic   
  Religious   
  Political Party, Ballot Measure, or Campaign Committee

4. What is the purpose of this event?  on-site consumption   
  off-site consumption (auction)   
  both

Consumption within Building Only

5. Location of the event: 7763 E. Long Look Drive, Prescott Valley AZ, Yavapai <sup>86314</sup>

Address of physical location (Not P.O. Box)      City      County      Zip

**Applicant must be a member of the qualifying organization and authorized by an Officer, Director or Chairperson of the Organization named in Question #1. (Signature required in section #18)**

6. Applicant: Pfitzer, Marcy Joanne

Last      First      Middle      Date of Birth

7. Applicant's Mailing Address: 1853 East Mulberry, Prescott Valley, AZ 86314

Street      City      State      Zip

8. Phone Numbers: (928) 772-4135      (928) 777-9019 (Hm)      (928) 925-0707 (cell)

Site Owner #      Applicant's Business #      Applicant's Home #

9. Date(s) & Hours of Event: (see A.R.S. 4-244(15) and (17) for legal hours of service)

	Date	Day of Week	Hours from A.M./P.M.	To A.M./P.M.
Day 1:	<u>10/25/14</u>	<u>Saturday</u>	<u>4:00pm</u>	<u>8:00pm</u>
Day 2:	<del>_____</del>	<del>_____</del>	<del>_____</del>	<del>_____</del>
Day 3:	<del>_____</del>	<del>_____</del>	<del>_____</del>	<del>_____</del>
Day 4:	<del>_____</del>	<del>_____</del>	<del>_____</del>	<del>_____</del>
Day 5:	<del>_____</del>	<del>_____</del>	<del>_____</del>	<del>_____</del>
Day 6:	<del>_____</del>	<del>_____</del>	<del>_____</del>	<del>_____</del>
Day 7:	<del>_____</del>	<del>_____</del>	<del>_____</del>	<del>_____</del>
Day 8:	<del>_____</del>	<del>_____</del>	<del>_____</del>	<del>_____</del>
Day 9:	<del>_____</del>	<del>_____</del>	<del>_____</del>	<del>_____</del>
Day 10:	<del>_____</del>	<del>_____</del>	<del>_____</del>	<del>_____</del>

**\*Disabled individuals requiring special accommodations, please call (602) 542-9027**

10. Has the applicant been convicted of a felony in the past five years, or had a liquor license revoked?  
 YES  NO (attach explanation if yes)

11. This organization has been issued a special event license for 0 days this year, including this event  
(not to exceed 10 days per year).

12. Is the organization using the services of a promoter or other person to manage the event?  YES  NO  
If yes, attach a copy of the agreement.

13. List all people and organizations who will receive the proceeds. Account for 100% of the proceeds.  
**THE ORGANIZATION APPLYING MUST RECEIVE 25% OF THE GROSS REVENUES OF THE SPECIAL  
EVENT LIQUOR SALES.**

Name N/A - None \_\_\_\_\_ Percentage \_\_\_\_\_

Address N/A \_\_\_\_\_

Name N/A \_\_\_\_\_ Percentage \_\_\_\_\_

Address N/A \_\_\_\_\_

(Attach additional sheet if necessary)

14. Knowledge of Arizona State Liquor Laws Title 4 is important to prevent liquor law violations. If you have any questions regarding the law or this application, please contact the Arizona State Department of Liquor Licenses and Control for assistance.

NOTE: ALL ALCOHOLIC BEVERAGE SALES MUST BE FOR CONSUMPTION AT THE EVENT SITE ONLY.  
"NO ALCOHOLIC BEVERAGES SHALL LEAVE SPECIAL EVENT PREMISES."

15. What security and control measures will you take to prevent violations of state liquor laws at this event?  
(List type and number of security/police personnel and type of fencing or control barriers if applicable)

2-3 # Police  Fencing  
1 # Security personnel  Barriers

1 Security Guard per 50 persons

16. Is there an existing liquor license at the location where the special event is being held?  YES  NO  
If yes, does the existing business agree to suspend their liquor license during the time period, and in the area in which the special event license will be in use? N/A  YES  NO

**(ATTACH COPY OF AGREEMENT)**

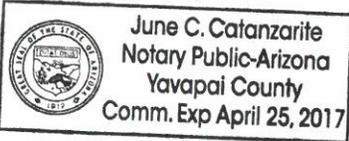
N/A \_\_\_\_\_ ( ) N/A \_\_\_\_\_  
Name of Business Phone Number

17. Your licensed premises is that area in which you are authorized to sell, dispense, or serve spirituous liquors under the provisions of your license. The following page is to be used to prepare a diagram of your special event licensed premises. Please show dimensions, serving areas, fencing, barricades or other control measures and security positions.

**THIS SECTION TO BE COMPLETED ONLY BY AN OFFICER, DIRECTOR OR CHAIRPERSON OF THE ORGANIZATION NAMED IN QUESTION #1**

18. I, Marcy Joanne Pfitzer declare that I am an Officer/Director/Chairperson appointing the applicant listed in Question 6, to apply on behalf of the foregoing organization for a Special Event Liquor License.

X Marcy Joanne Pfitzer Church Council President 8/13/14 (928) 777-9019  
(Signature) (Title/Position) (Date) (Phone #)



State of Arizona County of Yavapai

The foregoing instrument was acknowledged before me this 13th August 2014  
Day Month Year

My Commission expires on: 4-25-2017 June C. Catanzarite  
(Date) (Signature of NOTARY PUBLIC)

**THIS SECTION TO BE COMPLETED ONLY BY THE APPLICANT NAMED IN QUESTION #6**

19. I, Marcy Joanne Pfitzer declare that I am the APPLICANT filing this application as listed in Question 6. I have read the application and the contents and all statements are true, correct and complete.

X Marcy Joanne Pfitzer State of Arizona County of Yavapai  
(Signature) The foregoing instrument was acknowledged before me this 13th August 2014  
Day Month Year

My commission expires on: 4-25-2017 June C. Catanzarite  
(Date) (Signature of NOTARY PUBLIC)

June C. Catanzarite  
Notary Public-Arizona  
Yavapai County  
Comm. Exp April 25, 2017

**You must obtain local government approval. City or County MUST recommend event and complete item #20. The local governing body may require additional applications to be completed and submitted 60 days in advance of the event. Additional licensing fees may also be required before approval may be granted.**

**LOCAL GOVERNING BODY APPROVAL SECTION**

20. I, \_\_\_\_\_ (Government Official) \_\_\_\_\_ (Title) hereby recommend this special event application on behalf of \_\_\_\_\_ (City, Town or County) \_\_\_\_\_ (Signature of OFFICIAL) \_\_\_\_\_ (Date)

**FOR DLLC DEPARTMENT USE ONLY**

Department Comment Section:

\_\_\_\_\_  
(Employee) \_\_\_\_\_ (Date)

APPROVED  DISAPPROVED BY: \_\_\_\_\_  
\_\_\_\_\_  
(Title) \_\_\_\_\_ (Date)

**SPECIAL EVENT LICENSED PREMISES DIAGRAM**  
(This diagram must be completed with this application)

Special Event Diagram: (Show dimensions, serving areas, and label type of enclosure and security positions)  
NOTE: Show nearest cross streets, highway, or road if location doesn't have an address.

