



Special Event Guide and FAQ

Introduction

Thank you for your interest in hosting an event within the City of Glendale. Although there are a multitude of city departments involved in helping you permit a successful event, we have created an online Special Events Application Center to bring it all together in one place.

The information located on our website has been consolidated below, for an easy planning guide.

Getting Started

Do I need a Special Event Permit?

A Special Event Permit is required under the following circumstances:

- When the event, regardless of size or location (public or private property), will impact the normal flow of vehicles or pedestrians on public streets, sidewalks, parking lots, or other public property
- When the event will be held on city property and is expected to have 500 or more attendees
- When the event will be held on private property, is offered to the public or a substantial segment of the public, and the nature of the event requires regulation to promote the health, welfare, and safety of citizens and visitors

Do I need a Sales Tax License?

If you will be selling tickets to your event; or will be selling consumables or other tangible items at your event you are required to have both:

- A Transaction Privilege License with the State of Arizona.
<https://www.aztaxes.gov/Home/Page>

What if I am having my event at a park or Recreation Facility?

A special event permit application is not required if you plan to hold your event at a city park or recreational facility that is expected to draw less than 500 attendees. It is your responsibility to contact the Parks & Recreation Department at least 30 days in advance to coordinate the scheduling of your event. To obtain more information about reserving a city park or facilities, contact the Parks and Recreation Department at 623-930-2820 or visit https://www.glendaleaz.com/play/parks_and_recreation.

Can I have alcohol at an event?

- Liquor Licensing
If there will be any alcohol consumption associated with your event, Arizona State Law requires the appropriate permit, the following are options depending on the type of event you are hosting.
- Beer Permit, City Parks
A beer permit is required to consume beer in an authorized City of Glendale Park. Beer Permits must be purchased in person at one of the following locations:



Special Event Guide and FAQ

Glendale Adult Center
5970 W. Brown St. (Monday - Friday, 8 a.m. - 5 p.m.) – 623-930-2820

Foothills Recreation & Aquatics Center - 5600 W. Union Hills (Monday - Friday,
5:30 a.m. - 9 p.m.; Saturday, 7 a.m. - 7 p.m.; Sunday, 11 a.m. - 4 p.m.)

Temporary Extension of Premise, Existing Liquor Licenses Only

An establishment within the event footprint that is already licensed to sell alcohol may apply to extend the premise of the licensed area temporarily. The serving area must be contiguous to the existing licensed area without separation to qualify for an extension of premise.

Special Event Liquor License, All Other Needs

Special Event Liquor License Application Package must be submitted 60 days prior to the event. The State of Arizona allows temporary sale of alcohol to occur under a Special Event Liquor License which must be obtained by a charitable, civic, fraternal, political, or religious organization; and the qualified organization must receive at least twenty-five percent (25%) of the gross revenues of the special event. Applicants must complete the state application and submit it to the city for approval, prior to submitting it to the states. The information for this is online at [Special Event Permit Page](#)

Submit original paperwork in person or by mail to:

Customer Service Office
5850 W Glendale Avenue
Glendale, Arizona 85301

Once the city has approved the application, the applicant will be notified, and the application should be taken in person or mailed to the State at 800 W Washington St. 5th Floor, Phoenix AZ 85007.

What if my event is a neighborhood block party?

Neighborhood Block Parties are managed by the City of Glendale Transportation Department. A Neighborhood Block Party Agreement and information can be found at the [Special Event Permit Page](#).

- The Neighborhood Block Party Agreement must be submitted within the 10 working days before the Block Party date.
- Ninety percent of every household on the street with the Block Party request must sign the Neighborhood Authorization Form.
 - Signatures should be 18 years or older. Only resident homeowners, 18 years or older, can apply for an application.
 - The applicant MUST be a resident of the street to be blocked off and MUST be in attendance at all times during the Block Party. All applicants MUST state the purpose of the Block Party.
- All closures must start and end at an intersection or a dead-end street. Mid-block street closures and street closures that are adjacent to arterial roads are not permitted. Block parties are restricted to residential neighborhoods.
- For additional terms and conditions, find the agreement and guidelines on the Special Event Permit Page.



Special Event Guide and FAQ

What if the purpose of my event is to exercise freedom of speech?

The City Code includes provisions to accommodate events that involve exercising rights guaranteed by the First Amendment of the United States Constitution or Article II, Section 6, of the Arizona Constitution such as political marches, rallies, or other free speech activities.

Application requirements may apply, for information please refer to Glendale City Code Chapter 29.2 Special Events referenced below.

For questions or additional assistance, please contact the City Manager's Office at 623-930-2870 or citymanager@glendaleaz.com.

Where can I find the City Code on Special Events?

[Glendale City Code Chapter 29.2 Special Events](#)

This chapter of the city code governs all special or large special events as defined by the code. It is the applicant's responsibility to ensure compliance with all City Code requirements.

Triggers that may require a Special Event or other type of applications.

If your event has any of the following components, regardless of size, location, or special event code requirements, a Special Event Application is required, and additional applications as directed during the application process:

- Temporary Extension of Premise Liquor License
- Special Event Liquor License
- Fireworks, Pyrotechnics, Flameworks, or CO2
- Amplified Sound (band, DJ, music, announcers)
- Amusement rides (mechanical or inflatable)
- Food trucks or mobile cooking apparatus
- Animal exhibits or animal rides
- Vehicle displays

Tent and Canopy Information

International Building Code and International Fire Code govern requirements related to the use of tent and canopy structures. Read this section carefully if you will be using tents or canopies for your event.

What is a canopy and when does it require a permit?

- A canopy is a membrane structure that is completely open on all sides and there is NO ability to raise/lower any side to enclose or partially enclose it.
- A canopy permit is required for canopy structures **greater than 700 square feet**.

Special Event Guide and FAQ

What is a tent and when does it require a permit?

- A tent is a membrane structure that has one or more sides that enclose or partially enclose the space; or, has sides that can be raised/lowered.
- A tent permit is required for tents **greater than 400 square feet**.

What is a “pop-up” and when can they be used without a permit? A “pop-up” tent is generally a 10x10 foot canopy which can be used during events without the need for an additional permit under the following condition(s):

- Twelve (12) feet separation is maintained between pop-ups and other temporary or fixed structures.
- Groups of pop-ups do not exceed 700 square feet in total.
- Groups of pop-ups are separated from other groups of pop-ups and/or temporary or fixed structures by at least twelve (12) feet.

TENTS/CANOPY PERMITS:

Submission of Engineering Specifications is required for canopies greater than 700 square feet or tents greater than 400 square feet. Tent vendors will be familiar with these requirements and must include detailed drawings with the following details:

- Anchorage details – in parks there can be No Spiking
- Bracing and construction details
- Engineering calculations to show compliance with currently adopted International Building and Fire Code and amendments
- Drawings must be sealed by an Arizona registrant (Engineer)

Electricity

All events, regardless of type or location, must provide their own power. Power options can include the use of power sources controlled by the property owner with appropriate permission or the use of generators. Generators using 20 kilowatts of power or more must be installed by a licensed Arizona electrical contractor and requires a separate permit. Generator vendors typically apply for that permit separately, but you must show the location of the generator on your site plan. If the event is taking place on city property, the event producer must provide power with generator(s).

Stages and Platforms

Stages and platforms greater than 120 square feet and greater than 30 inches in height above grade require a permit. Any contractor utilized for an event is required to be licensed to do business in Glendale, see the Contractor and Vendor Businesses and Tax Licensing section of this guide. Stage vendors will be familiar with these requirements, the submission must include detailed drawings with the following details:

- Anchorage details
- Bracing and construction details
- Engineering calculations to show compliance with currently adopted International Building and Fire Code and amendments
- Drawings must be sealed by an Arizona registrant (Engineer)



Special Event Guide and FAQ

Restrooms

All events must have appropriate restroom facilities to accommodate their guests. The quantity of fixed or portable restroom facilities is dependent upon number of attendees, event duration, and food/beverage service. The City of Glendale uses as a guide from Maricopa County Health Services for restroom calculation. The calculation suggested is 1 restroom per 100 people. Your site plan must include information on how many restroom facilities you will have for your event

Contractor and Vendor Tax Licensing

The event promoter, contractors, and all event vendors MUST have the appropriate tax licenses. If the activity is taxable, the vendor must also have a Transaction Privilege Sales Tax License.

- To obtain both city and state licenses, register on www.AZTaxes.gov. Tutorials are also available at www.azdor.gov
- Use the following for your State (County) region code: **MAR**
- Use the following for your Glendale region/city code: **GE**
- Application can be emailed to TaxLic@glendaleaz.com and payment can be taken by phone or application can be made in person at the [Customer Service Office](#).

Pyrotechnics, Fireworks, Flame Effects, or use of CO2

If your event includes the use of any of these devices or activities, a special permit and application is required to obtain additional details regarding placement and patron protection. The application can be found in the document center of the [Special Event Permit Page](#).

Public Streets and Sidewalks

If your event will have any impact on public streets, sidewalks, or alleyways such as temporary obstructions or closures to vehicular or pedestrian traffic a barricade permit is required. Barricade permits are only issued to certified barricade companies that have applied to the City of Glendale for certification to set barricades in our community. The only exception to the requirement to use a certified barricade company is for Neighborhood Block Parties which still requires a permit from the city and a legal agreement. Information can be found on the [Special Event Permit Page](#).

Security and First Aid/Medical Plan Requirements

Glendale city code chapter 29.2 requires that all events must be operated in a manner so as not to require the diversion of any amount of public safety personnel and resources that would impede normal and routine operations for public safety.

Applicants are responsible for providing appropriate crowd managers, security, and emergency medical services. The city may require the event be staffed with certified peace officers or emergency medical personnel based on certain conditions, including but not limited to impacts to roadways, alcohol service, weather, geographic size and location of event, type of event, and number of anticipated attendees. Event permits may be conditioned upon approval of such security and emergency medical services plans.



Special Event Guide and FAQ

Options for providing the appropriate security and first aid/medical support staff include:

- Appropriate trained/credentialed volunteers
- Private providers (security, ambulance, or medical services companies)
- Use of off-duty public safety personnel

Special Event Application Process

Step 1 – Know the Timelines

- 60 days before your event – Submit your application package, even if you are in the process of finalizing details. This will give staff an opportunity to provide you with feedback on items that need additional work or attention.
- 30 days before your event – All required documents for your application must be submitted in complete and final form. This includes any supplemental applications like traffic operation plans, parade/race routes, a detailed site map, engineering specifications for any structures, generator permits, etc.

Step 2 - Secure Your Location

Check the availability of the location that you want to use and make sure you have the permission of the property owner to use it. For city property, contact Nikita Uptain at 623-930-2959 or at nuptain@glendaleaz.com.

For Private Property, if you are not the property owner you will be required to submit documentation showing that you have permission to hold the event. Please include with your application submission.

Step 3 – Prepare Your Site Plan

Site Plan Checklist

Efficient processing of your application is dependent upon a comprehensive site plan that visually depicts specific activities and infrastructure noted in your application. At a minimum, your site plan **MUST** include the following components:

BASIC INFORMATION

EXISTING BUILDINGS

LAYOUT DETAILS

- BARRIERS, FENCING
- PORTABLE RESTROOMS
- STAGES (w/sizes)
- GENERATORS (w sizes)
- ACTIVITY AREAS
- TENTS OR CANOPIES (w/sizes)
- MOBILE FOOD UNITS
- TABLES/CHAIRS



Special Event Planning Guide

SPECIFICATION DETAILS

- FIRE ACCESS & WIDTHS
- FIRE EXTINGUISHER LOCATIONS
- FIRE HYDRANTS
- OCCUPANT LOADS OF ENCLOSED OR FENCED AREAS

AREAS

- TOTAL SQUARE FEET OF ANY STRUCTURES
- WIDTHS AND DISTANCES FOR ALL EXITS, FIRE ACCESS ROADS, STRUCTURE/FIXTURE/
SPACING WIDTHS

Step 4 - Prepare Your Application Package

What Forms Do I need?

All events must submit the [Special Events Master Application](#). As you answer the questions on this application, you will be directed to additional forms as needed.

Step 5 – Submit Your Application Package on the Jotform

Step 6 – Finalizing Your Event

Ensure you are available to communicate with staff regarding your application and respond to requests for additional information as soon as possible.

- Once structures are in place or a minimum of two (2) business days prior to the event, the applicant and/or vendor must call (623) 915-3263 to request an inspection for items such as tents, generators, or stages. When the inspection is satisfactory, the city will issue a “green tag” which must be displayed during the event.
- On the day of the event, the Fire Prevention Office will inspect the entire set up to ensure compliance with Fire Codes. Please contact Fire Prevention at 623-930-4420 if you wish to establish a specific time.

Have questions?

There are several city departments involved in ensuring that events taking place in Glendale are done so in a safe manner; and each department has their own expertise. However, to make the process easy for our customers, our Fire Prevention Office serves as our events liaison and can answer most questions associated with events or get you connected with the appropriate staff.

Email: minormajorevent@glendaleaz.com

Call: 623-930-4420