

Special Event Attachment G Entertainment/ Vendors

Special Events Office
708 W. Baseline Rd., Bldg.
4 Mesa, AZ 85210
Mailing Address:
PO Box 1466
Mesa, AZ 85211-1466
Telephone: 480-644-3500
E-mail: specialevents@mesaaz.gov



Date: _____ Event Name: _____ Date of Event: _____

ENTERTAINMENT

Yes **No**
☐ ☐ Are there any musical entertainment features related to your event? Complete the following:

Number of stages: _____

Number of performers/bands: _____

Type of music: _____

Please describe the sound equipment that will be used for your event: _____

Yes **No**
☐ ☐ Will sound checks be conducted prior to the event?

If yes, Start time: _____ Finish time: _____

Yes **No**
☐ ☐ Will sound amplification be used?

If yes, Start time: _____ Finish time: _____

Yes **No**
☐ ☐ Will there be a contracted sound company on site?

If yes, who: _____

Yes **No**
☐ ☐ Do your event plans include any casino games, bingo games or drawing opportunities?

If yes, describe: _____

CONCESSIONAIRES/VENDORS

Yes No

☐ ☐ Will items or services be sold at your event? If yes, describe or attach a projected list of types of vendors. **Additionally, a vendor list, including vendor name, business name, and address must be submitted to licensing.enforcement@mesaaz.gov 2 weeks before and a final list within 2 weeks after the event.**

Yes No

☐ ☐ Will items or services sold at your event present unique liability issues (e.g. massage, animal rides, etc)?

If yes, describe: _____

Yes No

☐ ☐ If food vendors are used, have provisions been made for grease and grey water disposal?

Describe: _____

If you sell items at your event you will need to obtain a [Transaction Privilege Sales Tax License](#) with the City of Mesa Licensing Department 480-644-2316 and the [Arizona Department of Revenue](#) 602-542-4576.

If your vendors are selling items, each vendor will be required to have a [Transaction Privilege Sales Tax License](#) with the City of Mesa and the [Arizona Department of Revenue](#).

Food vendors must also be in compliance with the [Maricopa County Health Department](#) 602-506-6978.

All mobile food vendors that wish to operate within Mesa city limits must first obtain the [Mesa Mobile Food Vendor license](#). This includes mobile food vendors that plan to operate at city-sponsored events and special events four (4) or more times per calendar year, or at private, invite-only catered functions.

Events with participating food and mobile food vendors must also be registered with the Maricopa County Environmental Service Department. You can do this by submitting the online [Special Event Coordinator Event Registration Form](#) at least 30 days prior to the event.

The promoter/business is required to verify all vendors have obtained this licensing prior to the start of the event. Contact all of the above for forms.