

# City of Mesa

SPECIAL EVENTS HANDBOOK



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# INTRODUCTION - Special Events Handbook

The City Council of Mesa acknowledges that Special Events enhance the lifestyle of the citizens of Mesa and create unique venues for expression, entertainment, and business that may not otherwise be available to the public. The purpose of this Handbook is to guide Event Organizers through the Special Event process, while also protecting the public health, safety, and welfare by establishing a process for licensing and regulating certain temporary activities and events conducted on public or private property and to promote safe and orderly Special Events within the City. This Handbook is intended to provide fair and reasonable regulations governing the time, place, and manner in which a Special Event may take place.

While this Handbook contains much of the information required to hold a Special Event, the City of Mesa Special Events Office is available as a resource for all Special Events occurring within the City and will serve as the primary point-of-contact to all Applicants and Event Organizers.

NOTE: This Handbook may be revised annually. Any revisions will be posted on the City of Mesa Special Events website at [Special Event License - City of Mesa](#).

## FREQUENTLY ASKED QUESTIONS

### What is a Special Event?

A Special Event is an intermittent activity held on public or private property that is otherwise inconsistent with the regular zoning or use of a particular property.

### Where may they occur?

Special Events may occur outdoors, anywhere within the City of Mesa. Events may be held on private or public property.

### How often may they occur?

A Special Event shall not occur more than four (4) consecutive or four (4) total days during the calendar year.

### Are there any exceptions to how often Special Events can occur?

Yes. Any exceptions beyond the four (4) consecutive or four (4) total days in a calendar year will require a Special Use Permit (SUP) or Temporary Use Permit (TUP). This process may take up to four (4) months for an SUP or eight (8) weeks for a TUP for approval or denial. The Special Events Office will refer the applicant to the Planning Office for more information. There are also exceptions made for events that are hosted in the Downtown Overlay District.

### Who may apply?

Any person or organization in good standing with the City of Mesa may apply for a Special Event License. If a business is seeking use of private property owned by another entity, authorization by the property owner or their designee is required. The Applicant must demonstrate the ability to successfully carry out the proposed Special Event through a consultation meeting with the Special Events Office.

### How much does a Special Event License cost?

The fee for the license depends on the size of the event. However, other Licenses and/or Permits may be required by City Departments and outside Agencies, depending on the specifics of an event. A summary of fees is included in this handbook, with links to outside Agencies.

### Are there any additional permits or permissions required for Special Events?

Yes. Special Events that are held partially or entirely at City parks will also require a Park Permit Addendum.

Special Events occurring in Downtown Mesa are governed by [Mesa City Ordinance Chapter 24 – Downtown Events \(Overlay Zoning District\)](#) and will require additional review by the Downtown Mesa Association.

Additional License/Permits will be required for activities related to a Special Event. For example, fireworks, alcohol sales, tax licenses, temporary traffic control, etc. These Licenses are described within this document.

### What if my Special Event takes place entirely within a park?

If the Special Event takes place entirely within the boundaries of a park and does not impact the right-of-way, Event Organizers may not be required to apply for a Special Event License. The addition of any equipment (generators, portable toilets, etc.), traffic impacts or other considerations may trigger the need for a Special Event License. However, a Park Permit Addendum will be required for any Special Event taking place in a City of Mesa Park.

### How far in advance of a Special Event must I apply?

The Special Event Consultation Request must be submitted as early in the planning process as possible and no later than 90 days prior to the event. During the required Special Event Consultation Meeting with the Special Events Office, a suggested timeline for license application submission will be provided. Deadlines for license applications vary depending on the size and scope of the Special Event. License applications for Special Events may be submitted up to one year prior to the event.

### Is the Special Events Consultation Request Form the Special Event License Application?

No. The Special Events Consultation Request form initiates your communication with the Special Events Office. Once received, a meeting will be held with the Event Organizer to discuss the details of your event. A link to the Special Event License Application will be provided after your consultation meeting with the Special Events Office.

Note: A Special Event License Application should not be submitted until advised by the Special Events Office.

## SPECIAL EVENTS LICENSES AND PARK PERMIT ADDENDUMS

Any person or organization (commercial or not-for profit) wishing to hold a Special Event in the City of Mesa must apply for a Special Event License and/or a Park Permit Addendum if applicable, as follows:

### Special Event Licenses

Will be required if the event meets the definition as outlined in [Mesa City Code Title 5, Chapter 1 – Special Events](#).

A [Special Event](#) is a temporary activity that is conducted on property that is not specifically zoned, authorized, or otherwise approved for such use and which complies with all the following:

- The activity is intended for purposes of entertainment, education, commercial promotion, or cultural, religious, ethnic, or political expression.
- The activity occurs outside or in a temporary structure.
- Special event includes parades, sporting events, circuses, fairs, carnivals, festivals, religious revivals, political rallies, vehicle shows and displays, and similar recognized temporary activities.
- Special event does not include wedding and funeral ceremonies, elections, garage or yard sales held at a private residence, or charity car washes.

## Park Permit and Park Permit Addendums

A Park Permit is issued for general park uses, such as reserving a ramada, sports field, or other designated facility for private gatherings within the normal scope of visitor use.

A Park Permit Addendum will be required if an event meets the definition of a Park Special Event as outlined in [Mesa City Code Title 6, Chapter 10 – Public Park Regulations](#). A Park Special Event occurs when there is a temporary use, event, or activity in a park that goes beyond normal visitor use. This includes but is not limited to: reserving areas or facilities for exclusive use, conducting business (for-profit or not-for-profit), activities that could impact public access or enjoyment, or requests for exemptions from existing park rules or regulations.

### Examples of when a Park Permit Addendum is required:

- Any event involving the sale, distribution, or service to the public of food, beverage, or any other article or good if the event is intended, will, or is likely to attract ten (10) or more members of the public requires a park permit. In the case of the sale, distribution, or service of food or beverage, all required health permits must be obtained from the Maricopa County Health Department prior to the issuance of a park permit addendum.
- Remaining in or entering a park outside of the park's hours of use or entering or using any closed or restricted area of a park requires a permit.
- Other activities that may require a Park Permit Addendum include sporting events, parades, circuses, fairs, carnivals, festivals, processions, weddings, street dances, concerts, rodeos, races, farmers markets, religious revivals, political rallies, and vehicle shows or displays.

During the Special Event Consultation Meeting it will be determined whether a Special Event License will also be required due to event components.

## THE APPLICATION PROCESS

### Special Events Consultation

The Event Organizer is required to submit the Special Events Consultation Request form at least 90 days prior to the event date. A consultation meeting will then be scheduled with the Special Events Office and corresponding City departments to review the event. This is required for first time and repeat events.

During the Consultation, the Special Events Office will review event information from the Event Organizer to ensure that the proposed event is able to occur successfully, based on availability (location/venue, dates, etc.) and direct impact on the surrounding community and City resources.

Based on an event's needs, the Special Events Office will provide the necessary information required to submit a complete application and answer questions related to the application process, as well as determine what documentation will be required in the application submission and application submission timeline.

The Special Events Office may also include other City Departments that may take part in the Application review and approval process. Additionally, a consultation with the Downtown Mesa Association may be required if the event will be hosted within the [Downtown Events Overlay Zoning District](#).

Once all required event information is available, the Special Events Office will direct Event Organizers to submit an application for a Special Event License and/or Park Permit Addendum.

To schedule a Special Events Consultation Meeting, please contact the Special Events Office Click [HERE](#), or contact:

City of Mesa  
Parks, Recreation and Community Facilities  
Special Events Office  
[specialevents@mesaaz.gov](mailto:specialevents@mesaaz.gov)  
480-644-3500

### Application Submission

Once all necessary event information is prepared by Event Organizer, they may apply online for a Special Event License by completing and submitting a Special Event License Application and all additional attachments that may be required for the event. These may include, but are not limited to: Event Site Plan, Location/Venue Agreement (Special Event Letter of Approval), Traffic Control Plan, Vendor List, City Liquor License Application or Transaction Privilege Tax Application, etc.

**If your event requires additional applications to other Departments or Agencies (for example, a State of Arizona Liquor License, etc.), Event Organizers are encouraged to submit those applications at this time to reduce possible delays during the approval process.**

### Application Administrative Review (10 Days)

The Special Events Office will complete an initial review of the submitted Special Event License Application and required attachments within 10 days of receipt to ensure all information aligns with what was discussed during the Consultation Meeting.

If there is missing information, the application will be marked as "Additional Information Needed" and the Special Events Office will outline what documents are required to complete the Administrative Review. The Applicant has 15 days to upload this information to their application.

Once all required information and documentation is received, the Application will be forwarded to other City Departments for Substantive Review.

## Application Substantive Review

Once the Administrative Review is complete, this will begin the Substantive Review. City Departments, identified during the Consultation and Administrative Review, will conduct thorough reviews of the application and documentation. Additional meetings may be necessary if revisions are required to the application, and additional documentation may be required of the applicant during this period. Timeliness by the applicant in providing updated plans and documents is critical during this period.

The duration of the Substantive Review process will depend on the nature and complexity of the Special Event and can take from days to months. For example, review of a cross-city marathon or cycling race with street closures will differ from a Special Event taking place entirely within a park, with minimal impact on the surrounding community.

## License Approval and Issuance

**APPROVAL:** Following the Substantive Review and approval by reviewing City Departments, a Special Event License will be issued to the applicant. The Special Events Office cannot issue the license earlier than 20 days prior to the event date; however, it can communicate intent to issue the license if the Substantive Review is completed earlier. The License must be posted and available during the event.

**DENIAL:** If, during the application process, it is determined by the Special Events Office that the applicant has not satisfied all the required aspects to execute a safe and compliant event, the application may be denied.

**APPEALS:** An applicant or licensee aggrieved by a decision of the Special Events Office may appeal by submitting a written request for a hearing within ten (10) calendar days of the decision. The appeal must be in writing, state the specific grounds for the appeal, and be submitted to the Parks, Recreation and Community Facilities Director. The Director may deny an appeal without further review if these requirements are not met. If the appeal is properly submitted, the Director will issue a decision to sustain or overrule the Special Events Office's decision. If appealed, the Director's decision will be the City's final decision; if not appealed, the Special Events Office's decision will be the City's final decision.

## Event Preparation and Execution

Organizer is responsible for all preparations related to an event and must execute the event set up, activities, and tear down/clean up according to the agreed upon plans and communicated expectations prior to and during the Application process. Organizer must properly coordinate all service providers – entertainment, barricading vendors, trash/portable restroom providers, event security, etc. Organizer must remain on-site for the duration of the event including set up and teardown/clean up. Organizer must ensure that all [City Ordinances](#) are adhered to – noise ordinance, fire regulations, etc.

## Post-Event Evaluation

Within 14 days following an event, feedback will be available to the Organizer. This may include a written evaluation and/or the scheduling of a post-event meeting. The feedback could include observations from City of Mesa Staff, event venue, property owner, community partners, and neighboring communities in the execution of approved plans and address any deficiencies or variations from approved plans. Such deficiencies or variations will need to be addressed prior to applying for any future events. Evaluation feedback may require changes to Traffic Control Plans, security personnel, event layout, etc.

## Renewal Process

An event that has been determined to be successful, has participated in a post-event evaluation, and will be recurring with minimal changes (determined by the Special Events Office), may be considered for an abbreviated application process. A consultation with the Special Events Office may still be required.

## THE APPLICATION TIMELINE

**The Application process time can take from 30 to 90 days\*** depending upon the scope of the event. Large events, especially those involving road closures and/or alcohol will require additional time, so please plan accordingly. Contact Special Events Office early to schedule a Special Events Consultation Meeting.

Applicants shall submit Applications to the City no later than:

- **90 calendar days** before the Special Event for licenses involving a street closure or traffic restrictions.
- **60 calendar days** before the Special Event for Special Event Liquor Licenses or Temporary Extension of Premise Licenses. There is both a City and State Liquor approval required.
- **30 calendar days** before the Special Event for standard licenses.
- **14 calendar days** before the Special Event for small scale/simple review.

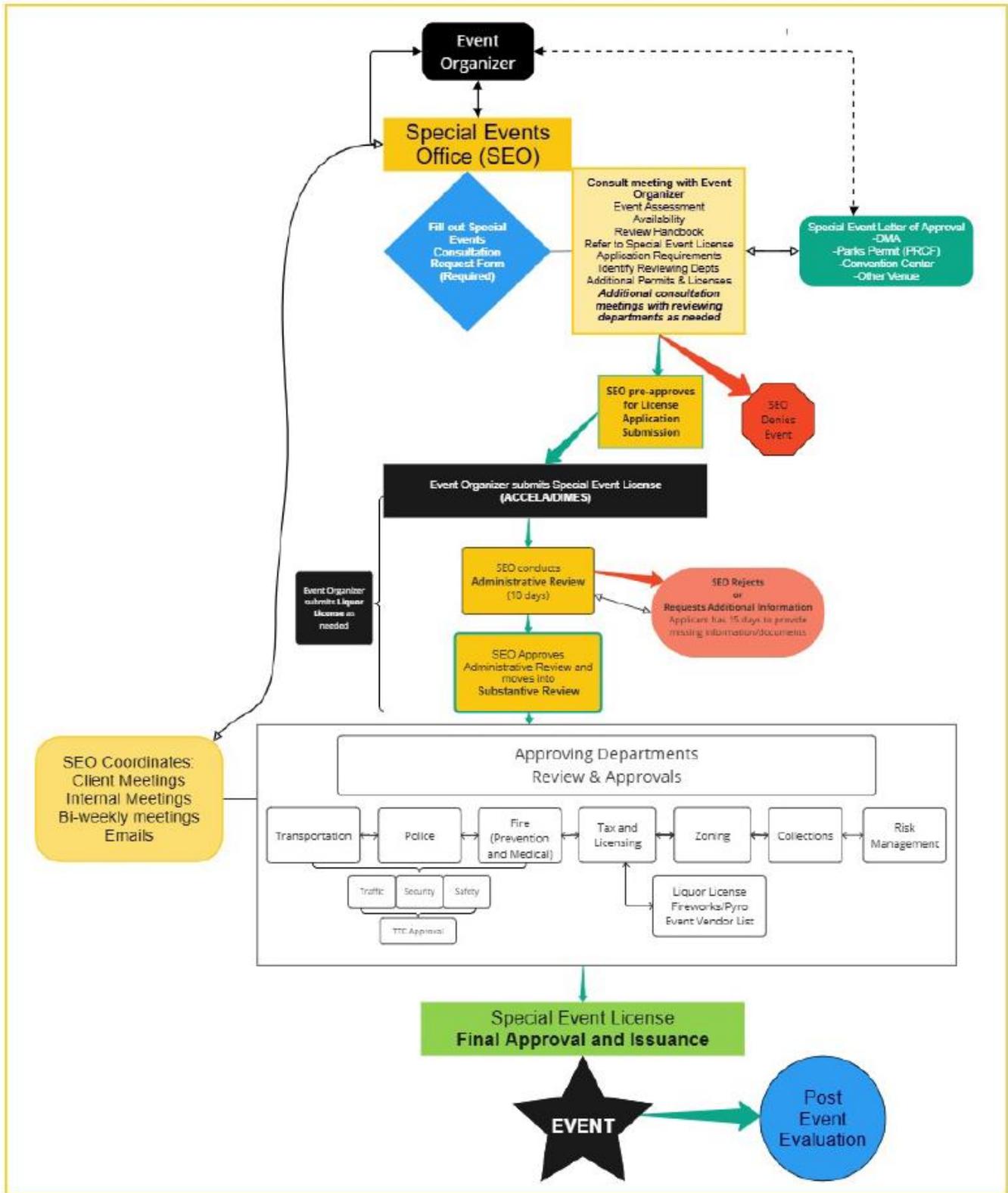
Applications that are not submitted by these deadlines may be denied unless the applicant demonstrates to the Special Events Office that compliance within the deadline was impractical or impossible, or the Special Events Office determines that the delayed application will not impair the City's ability to conduct a complete review.

City of Mesa Special Event Licenses are processed electronically. All applications must be submitted online. Hard copy applications are not accepted.

Applications will be accepted up to one (1) year prior to an event.

Although the Special Events Office does not provide a definitive timeline when organizers should advertise for their event; it is strongly recommended that an application be in substantive review or approved prior to doing any advertising for the event.

# Special Event Flowchart



# THE SPECIAL EVENT APPLICATION

## Event Description and General Information

The Special Event Application requires a summary and high-level description of the event. This allows city staff to get an idea of the scope of the event, where it will be held and the potential impact it will have on businesses, neighborhoods and the area surrounding the event. Information that will be needed when completing this section includes event dates and estimated daily attendance, location, and the history of the event.

## Event Features and Supplementary Requirements

Based on the unique features and nature of the event, applicants may be required to complete and submit additional applications for review and approval. Some of these applications may include fees above and beyond the Special Event License itself. Additional information regarding the various departments and agencies that may need to be contacted is provided at the end of this handbook.

## Fire Safety Review and Permit

If the event includes any of these features, Applicants will be required to submit a Fire Safety Permit Application for review and approval by City of Mesa Fire Prevention as part of the Special Event Application process:

1. [Tents over 400 square feet](#) or canopies over 1,200 square feet. Smaller tents and canopies placed in close proximity so that the combined total square footage meets or exceeds the stated limits are subject to the same requirements.
2. Use of cooking equipment and use of open flames.
3. Use of liquid propane (LP) gas.
4. Use of electrical feeds and generators.
5. Use of fireworks, pyrotechnics or other fire features will require a special Application and permit. This process is described in the fireworks and pyrotechnics section below.
6. Use of haunted houses, amusements and other buildings or areas where the exit is not readily apparent.

## Liquor Licensing

If an event plans to serve or sell alcohol (beer, wine or distilled spirits) at the event, a Liquor License will be required.

### SPECIAL EVENT LIQUOR LICENSE (SERIES 15)

The City of Mesa Special Event Liquor License application and State of Arizona Series 15 Liquor License Application must be submitted to the City of Mesa Tax and Licensing Office at least 60 days before the event. The City of Mesa Tax and Licensing Office will review your materials and must approve the Special Event Liquor License first. After you receive City approval, it is the applicant's responsibility to send the City-approved Series 15 application to the Arizona Department of Liquor Licenses and Control for state approval. Once the State approves the application, please return the approved paperwork to the City of Mesa Tax and Licensing Office who will issue the final license.

## TEMPORARY EXTENSION OF PREMISE PERMIT

If the event location already has a Liquor License and the applicant needs to extend the area authorized by the existing Liquor License, they must apply for a Temporary Extension of Premise Permit. The Applicant will be required to complete a City of Mesa Liquor License Application and a State of Arizona Temporary Extension of Premises Permit Application and submit it to the City of Mesa Tax and Licensing Office no less than sixty (60) days prior to the event. It is the responsibility of the applicant to forward the State of Arizona Temporary Extension of Premise Permit Application along with the City's approval, to the Arizona Department of Liquor Licenses and Control for approval.

Depending on where the extended area is located, it may require a Special Event License as well. Please be sure to contact the Special Events Office to determine if necessary.

## Fireworks and Pyrotechnics

The use of fireworks or pyrotechnic displays at an event requires a special permit by the City of Mesa Fire and Medical Department. Applicants planning to include fireworks or pyrotechnics as part of an event are required to apply for this permit and provide the list of pyrotechnicians at least thirty (30) days prior to the event. A site visit may be required to determine feasibility by the City of Mesa Fire and Medical Department. Flight plan implications may need to be considered if launching within 1/4 mile of an airport.

## Event Admissions/Fees and Transaction Privilege Taxes.

If the event is charging admission or directly selling food or other items, the applicant may be required to have a Transaction Privilege Tax (TPT) License with the City of Mesa (ME) region code added. If the applicant does not already have a TPT License they will be required to apply for one through the Arizona Department of Revenue. Applicants may submit an application online at [AZTAXES.GOV](http://AZTAXES.GOV) or contact AZDOR at 602-255-3381 or the City of Mesa Licensing Office at 480-644-2316. If you already have a TPT License you will be asked to provide that information during the Special Event Application process.

Space rental to vendors at events may be taxable if the rent constitutes a lease of real property. This tax is imposed on any individual renting property to vendors at events. Refer to the [Real Property Rental Brochure](#) on the City of Mesa website.

Independent food, beverage, and other vendors will be required to obtain their own TPT License with the City of Mesa (ME) region code added; however, the applicant will be asked to provide a list of all vendors that participate in the event. See the Entertainment and Vendors section below for more information.

## Special Use Permit (SUP) / Temporary Use Permit (TUP)

If the event will cover more than four (4) consecutive days (excluding event set-up and dismantling) or if the event is planned to occur more than four (4) times in a calendar year at the same address, outside of the City of Mesa Downtown Overlay District, the applicant will be required to obtain either a Special Use Permit (SUP) or Temporary Use Permit (TUP) through the City of Mesa Planning and Zoning Department.

A pre-submittal meeting with the Planning and Zoning Department will be required to start the Special Use Permit or Temporary Use Permit process. At this meeting, City staff will ask questions about the general nature

of the event and will provide information about which permit to apply for, submittal requirements, application deadlines, and fees. If an SUP is required, the application must be reviewed and approved by the Board of Adjustment. The Board of Adjustment meets once a month so it's important to plan ahead to ensure that the board can review the request before the date of the event. The process to obtain a Special Use Permit may take up to 4 months. The process to obtain a Temporary Use Permit does not require a review by the Board of Adjustments so this process may take up to 8 weeks.

## Traffic Restrictions/Closures

Any planned event that restricts public access to or requires closure of a public right-of-way - including streets, sidewalks, parking spaces, multi-use paths, or alleys—must obtain a Temporary Traffic Control (TTC) permit from the City of Mesa Transportation Department. Activities of an event that may require a TTC permit include:

- Parking (access and exiting) that could affect the normal traffic flow
- Restricting or closing a portion of any city street or right-of-way (including sidewalks, alleyways, parking spaces, and multi-use pathways)
- Higher than normal pedestrian activity on or near any city street or right-of-way
- The use of temporary traffic control devices (e.g., barricades) to facilitate movement of event and non-event traffic

A TTC permit is also required if the event has the potential to disrupt the public transit or the transportation system by causing higher than normal traffic volumes or unexpected delays in a specific area. If the event will negatively affect or cause re-routing of public transit routes, the applicant's TTC permit must also be reviewed by the City of Mesa Transit Coordinator.

All events requiring a TTC permit must include a Traffic Control Plan (TCP) and be submitted to the City of Mesa Transportation Department by a professional traffic control provider. The traffic control plan must meet the criteria specified in the City of Mesa Temporary Traffic Control Manual Section 1.5.1. The applicant is responsible for hiring the traffic control provider and providing them with the details of the event.

If barricades or the use of other temporary traffic control devices are required by the applicant's traffic control plan, it is the responsibility of the applicant to engage a qualified barricade or traffic control firm to provide these services.

Lane restrictions, street closures, or affected signalized intersections may require one or more uniformed police officers to direct traffic. Volunteers or flaggers are not permitted to direct traffic on city streets. See Event Security section for more information on securing Off-Duty Police Officers for the event.

Refer to [Section 9.0 of the Temporary Traffic Control Manual](#) for more information on TTC requirements for Special Events.

**Parking Plan:** A written parking plan (illustrated on the event site map) must be provided to indicate where event parking will occur. Applicant is responsible for ensuring that adequate parking for attendees, event volunteers, employees, and vendors is available. The parking plan serves to demonstrate that parking or traffic impacts to adjacent areas are minimized and that neighboring business and residents are made aware of the event.

Offsite Parking: Applicant must obtain written approval from an authorized individual or organization for any privately-owned parking area, and a copy of the approval(s) must be included with the application.

Ride Services (paid or hired): If ride providers are being planned as part of the event (taxis, Uber, Lyft, pedicabs, golf carts, etc.) please indicate the location of passenger loading and unloading areas along with the estimated number of vehicles to be incorporated into the parking plan for event attendance.

## Communication Plan

If your event will impact the surrounding community, including heavy traffic, parking, street closures, amplified sound, etc., you will be required to provide a Communication Plan outlining your efforts in notifying the affected community. This plan should include both digital (Next Door, Facebook, etc.) and printed notifications (door hangers, mailers, etc.). If there are significant road closures, the event may require neighborhood notification, additional signage, and/or working with City of Mesa Public Information Office.

If your event is interested in posting advertising or signage ahead of event date, they must adhere City of Mesa sign codes as well as the venue's guidelines. Advertising within a City of Mesa Park requires PRCF Director approval.

## Entertainment and Vendors

Live performers or entertainers, stages, and the use of audio-visual or sound amplification equipment are required to be reviewed and approved by the city and will require Attachment (G) to the Special Event License Application to be submitted to the City of Mesa Special Events Office.

- a. Electrical - Electrical wiring and electrical feeds must conform to the City of Mesa Electrical code and may require a temporary electrical permit. The use of generators and other electrical equipment will also require a fire safety permit (see the fire safety review and permit section above).
- b. Vendors - If independent vendors will be selling items as part of the event (food, beverages, or other items), they will be required to have a valid Transaction Privilege Tax License with the City of Mesa (ME) region code added. Special Event License Applicants or Event Organizers will be required to provide a list of all vendors that will take part in the event. This list must be provided at least fourteen (14) days before the event. A final list of vendors that took part in the event will also be required no later than fourteen (14) days after the event. The list shall include the following information: vendor business name, individual contact name, mailing address, phone number, email address (if available), valid TPT License number, Mesa MFV License number (if applicable) and a brief description of goods.

All food and beverage vendors must be in compliance with Maricopa County Health Code provisions and have the appropriate food handling certifications. Food vendors must also make provisions for the proper disposal of food waste and by-products of their operations (cooking oil, grey water, grease, etc.). The use of cooking equipment, barbeque pits, open flames, or liquid propane gas will require a fire safety review and permit.

It shall be the event organizer's responsibility to ensure that all participating food and mobile food vendors have obtained all necessary City, State, & County licenses, permits and inspections. Any mobile food vendor that plans to attend an event must have a valid Mesa Mobile Food Vendor

(MFV) License. If they do not possess a valid MFV through the City of Mesa Tax and Licensing Office, they may attend up to four (4) licensed special events in a calendar year without it. Contact City of Mesa Tax and Licensing at 480-644-2316 for Mobile Food Vendor and/or Peddler License information. As a courtesy the City of Mesa Tax and Licensing Office maintains a [current list](#) of vendors that are currently approved to operate in Mesa.

## Trash and Sanitation

Trash and sanitation are the responsibility of the applicant. Event Organizers must make adequate provisions for the collection, removal and proper disposal of all trash and refuse. Event Organizers may contract with a private waste disposal company or contact the City of Mesa Solid Waste Department. The City of Mesa Solid Waste Department can provide recycling as well as regular refuse collection and can help determine the most effective and cost-efficient trash disposal plan for the event.

At any public gathering, approved sanitary toilet facilities adequate for the estimated attendance shall be provided in accordance with State law and Maricopa County Code. One (1) restroom should be provided per one hundred (100) anticipated attendees. If there are permanent restroom facilities available within two hundred (200) feet of the event area, then one (1) portable restroom shall be provided per three hundred (300) anticipated attendees. For any portable restroom needs, the Event Organizer is responsible for coordinating with a portable restroom provider to meet requirements. At least ten percent (10%) of the total toilet facilities provided shall be ADA accessible. For any permanent restroom access, the Applicant must provide a signed approval from the facility owner authorizing public use for the duration of the event, post directional signage, and depict the location on the site map.

## Event Security

Security measures will be determined and may be required by the Mesa Police Department. Event security can be provided through a private security firm or by hiring off-duty police officers. If an event organizer will be using a private security company, the City of Mesa only allows security companies that are licensed and bonded in the State of Arizona. More information about this requirement can be found in the following link for AZ Department of Public Safety: <https://www.azdps.gov/services/public/licensing>. However, if the event involves street closures or impedes traffic in any way event organizers will be required to hire off-duty police officers. In addition to security personnel, Mesa Police Department may require additional safety measures to mitigate vehicular hazards.

Off-duty police officers can be hired by utilizing the ODM (Off Duty Management) website: <https://odm.officertrak.com/tenant/auth/signin>. If the event requires off-duty officers, the event organizer should contact the Mesa Police Department as soon as possible to ensure that an appropriate number of officers are available for the date of the event. Off-duty police officers are paid by ODM. A 3-hour minimum will be charged if the officer(s) are cancelled within 24 hours of the start of their scheduled shift.

## Emergency Medical Services

Additional safety measures will be determined and required by the Mesa Fire and Medical Department. Based on factors such as the size, nature, and timing (time of year) of the event, event organizers may also be required to have Emergency Medical Services (EMS) personnel on site. EMS personnel may be hired through a Special Event EMS provider or by contacting the Mesa Fire and Medical Department. Event Organizers will provide

details of the EMS staffing plan in the Special Event License application. An evaluation of the specific health and safety hazards of the event may require Mesa Fire and Medical to have a presence at the event to address risks to event attendees and the general public. City of Mesa Emergency Medical services will be paid by the event organizer at the rate currently established by the Mesa Fire and Medical Department.

The evaluation of emergency medical service needs for the event is separate from the Fire Safety review.

### Venue Contract/Property Letter of Approval

If your event is taking place on private or public property, documentation from the Property Owner confirming use of the location is required. This can be in the form of a letter on company letterhead or a fully executed contract. If the event takes place in the Downtown Overlay District, written confirmation from the Downtown Mesa Association will be required. Venue/Property documentation must be provided at the time of application submission.

### Insurance Requirements

Proof of insurance is required for all events. Event Organizers must provide certificates of insurance no later than 30 days prior to the first day of the event. All certificates of insurance must name the City of Mesa as an additional insured as follows: *THE CITY OF MESA, ARIZONA, ITS EMPLOYEES, OFFICIALS, VOLUNTEERS, OFFICERS, AGENTS AND ELECTED OFFICIALS ARE NAMED AS AN ADDITIONAL INSURED AS RESPECTS TO LIABILITY ARISING OUT OF OPERATIONS OF THE NAMED INSURED.*

Required coverage ranges from a *minimum* of \$1 Million Individual/\$2 Million Aggregate to \$3 Million Individual/\$5 Million Aggregate and may include automobile insurance, Workman's Comp, and Liquor Insurance. Other factors that can affect the amount of insurance that will be required include carnival rides, use of inflatables, and serving or selling alcohol. City of Mesa Risk Management will review event components to determine appropriate coverage required. A Special Event License will not be issued until a Certificate of Insurance has been provided and reviewed by Risk Management.

### Site Plan

The Special Event License Application will require the event organizer to provide an aerial map to include all event elements. Google Maps and Apple Maps work well as a base map for the site plan. The site plan will be used during the application review, but it is also necessary for several of the secondary applications that may be required (for example, the Fire Safety Review and Liquor License Application).

Applicants must be sure to include all the necessary information on the site plan to ensure a proper review of the application. Necessary elements include, but are not limited to:

- Location of tents and canopies (include dimensions)
- Fencing (including type of fencing, height, ingress/egress, perimeter/square footage)
- Security posts and stations
- Location of stage(s) (include dimensions)
- Location of inflatables, obstacle courses, and other amusements
- Food vendors and location of cooking equipment
- Location of generators
- Location of any fire features (ingress/egress, fire lanes)

- Proximity of event elements to streets, buildings and other structures
- Location of liquor booths/beer gardens (including type of fencing, height, ingress/egress, perimeter/square footage)
- Road closures/vehicle mitigation (if applicable)
- Location of event parking
- Power grid (if applicable)

## LICENSES AND REVIEW FEES

Depending on the nature and features of the event, additional license and/or review fees may be required. The fees listed below are intended for general information and estimation purposes only. Actual fees charged may vary and are subject to the individual agency providing the service. All City of Mesa fees will be in accordance with the current [City of Mesa Schedule of Fees and Charges](#) and the [City of Mesa Utility Rates and Fees](#).

The recommended due dates do not guarantee that the review request will be processed before an event. Large events and events of a complex nature should submit all information well in advance of the event date to ensure that all information is able to be adequately reviewed and approved by the appropriate agency.

Required License or Application	Agency	When It's Required	Minimum Fee	Maximum Fee	Recommended Due Dates
<b>Special Event License – Large Scale Event</b>	City of Mesa – Special Events Office	All Special Events	\$100	\$300	Minimum of 90 days prior to event, depending on scope and complexity of the event.
<b>Special Event License - Small Scale Event</b>	City of Mesa – Special Events Office	<p>All Special Events</p> <p>Parameters for “small scale” include:</p> <ul style="list-style-type: none"> <li>- Is held in a parking lot</li> <li>- Occupies no more than four (4) contiguous parking spaces</li> <li>- Has no more than a combined total of 2 tents and/or canopies</li> <li>- Tents must not exceed 10x10 and canopies 20x20</li> <li>-Will not include any of the following features: <ul style="list-style-type: none"> <li>• Public Right of Way restrictions</li> <li>• Parade</li> <li>• Liquor</li> <li>• Fireworks</li> <li>• Carnival or rides</li> <li>• MMA activities</li> </ul> </li> </ul>	\$50	\$200	Minimum of 14 days prior to the event.

Required License or Application	Agency	When It's Required	Minimum Fee	Maximum Fee	Recommended Due Dates
<b>Special Event Liquor License - City Approval</b>	City of Mesa – Tax and Licensing Office	If you intend to serve or sell alcohol at your event. City approval required before license application is submitted to the State.	\$25	\$25	At least 60 days prior to event
<b>Special Event Liquor License - State of Arizona Approval</b>	Arizona Department of Liquor Licenses and Control (DLLC)  <a href="https://www.azliq.gov/faq/charity_specialevent.cfm">https://www.azliq.gov/faq/charity_specialevent.cfm</a>	If you intend to serve or sell alcohol at your event.	\$25/day	\$25/day	Once City of Mesa has approved Special Event Liquor License, the application must be submitted to the DLLC – they require 10 days minimum but potentially up to 30 days.
<b>Temporary Extension of Premise Liquor Permit – City Approval</b>	City of Mesa - Tax and Licensing Office	Locations where an associated Liquor License already exists. City approval required before License Application is submitted to the state.	\$0	\$0	At least 60 days prior to event
<b>Temporary Extension of Premise Liquor Permit - State of Arizona Approval</b>	Arizona Department of Liquor Licenses and Control (DLLC)  <a href="#">View Rule: R19-1-207 - Arizona Department of Liquor Licenses and Control</a>	Locations where an associated Liquor License already exists.	\$100	\$100	At least 60 days prior to the event.

Required License or Application	Agency	When It's Required	Minimum Fee	Maximum Fee	Recommended Due Dates
<b>Special Use Permit (SUP)</b>	City of Mesa – Planning and Zoning	<p>If the event will occur more than 4 days in a row or has been held within the city more than 4 times at the same address in the calendar year (outside of the Downtown Overlay District).</p> <p><i>Planning and Zoning will make final determination if event needs a Special Use Permit or qualifies for Temporary Use Permit.</i></p>	\$1,250 (+4% tech fee)	\$1,250 (+4% tech fee)	At least 4 months prior to your event.
<b>Temporary Use Permit (TUP)</b>	City of Mesa – Planning and Zoning	<p>If the event will occur more than 4 days in a row or has been held within the city more than 4 times at the same address in the calendar year (outside of the Downtown Overlay District).</p> <p><i>Planning and Zoning will make final determination if event qualifies for Temporary Use Permit or requires a Special Use Permit.</i></p>	\$110 (+4% tech fee)	\$110 (+4% tech fee)	At least 8 weeks prior to the event.
<b>Transaction Privilege Tax License – Applicant</b>	Arizona Department of Revenue	If you (the applicant or organizer) plan to sell items – admission tickets, products, food, vendor space, etc.	<p>Regulated by the Arizona Department of Revenue</p> <p><a href="https://azdor.gov/">https://azdor.gov/</a></p>	<p>Regulated by the Arizona Department of Revenue</p> <p><a href="https://azdor.gov/">https://azdor.gov/</a></p>	Once approval for Special Event License is granted by the City; Must be acquired prior to event

Required License or Application	Agency	When It's Required	Minimum Fee	Maximum Fee	Recommended Due Dates
<b>Transaction Privilege Tax License – Individual Vendors</b>	Arizona Department of Revenue	If vendors will be selling items – services, products, food, etc.	Regulated by the Arizona Department of Revenue  <a href="https://azdor.gov/">https://azdor.gov/</a>  (Cost for TPT License must be paid by vendor)	Regulated by the Arizona Department of Revenue  <a href="https://azdor.gov/">https://azdor.gov/</a>  (Cost for TPT License must be paid by vendor)	At least two weeks prior to event.
<b>Mesa Mobile Food Vendor License</b>	City of Mesa Tax and Licensing Office	The mobile food vendor license is intended for food vendors that prepare and/or sell fresh food, beverages, or confections for immediate consumption from a mobile unit that is self-contained, readily movable, and motorized.	\$10 Application Fee  \$25 Background Investigation Fee (per person)  \$100 Licensing Fee will be payable at the time of application approval  (+2.37% service fee for credit cards)	\$10 Application Fee  \$25 Background Investigation Fee (per person)  \$100 Licensing Fee will be payable at the time of application approval  (+2.37% service fee for credit cards)	The average processing time for mobile food vendor applications is between 2-4 weeks.
<b>Park Permit Addendum</b>	City of Mesa – Special Events Office/Parks, Recreation and Community Facilities	When an event will take place partially or entirely in a City of Mesa Park.  <i>May also require a Special Event License depending on event elements</i>	Refer to Attached Special Event Fees	Refer to Attached Special Event Fees	A minimum of 30 days  To be submitted at time of Special Event License Application, if taking place partially in a Park.

Required Licenses or Applications	Agency	When It's Required	Minimum Fee	Maximum Fee	Recommended Due Dates
<b>Pre-Event Fire Inspection</b>	City of Mesa – Fire Prevention	<ul style="list-style-type: none"> <li>• Cooking equipment or food vendors.</li> <li>• Use of LP gas.</li> <li>• Use of electrical wiring or generators.</li> <li>• Haunted houses, fun houses, or other amusements.</li> </ul>	\$150 (if scheduled more than 14 days prior to the event)	\$300 (if scheduled less than 14 days prior to the event)	More than 14 days prior to the event to avoid additional fees.
<b>Tent/Canopy Permit</b>	City of Mesa – Fire Prevention	Tents over 400 sq. ft. or canopies over 1200 sq. ft. (individually or in total)	\$150 (+\$40 fee each additional tent or canopy)	\$300 (+\$40 fee each additional tent or canopy) if submitted less than 14 days prior to event.	At least 30 days prior to the event.
<b>Fireworks Review and Pyrotechnics Operators</b>	City of Mesa – Fire Prevention	If you plan to have fireworks or use any type of pyrotechnic special effects.	\$250 per request	N/A	At least 30 days prior to the event.
<b>Temporary Traffic Control Review</b> <a href="#">fy-2025-26-schedule-of-fees-and-charges_transportation.pdf</a>	City of Mesa - Transportation	<p>If your event will place barricades or impede vehicle or foot traffic in the streets, sidewalks, or other areas of the public right-of-way.</p> <p>For coordination with Transportation, all Traffic Control Plans must be discussed during Special Event Consultation Meeting.</p>	<p>Based on Road Impact: \$50/day or direction</p> <p>Plan Review: \$50/sheet</p> <p>Inspection Fee: \$90/hr.</p>	Based on Road Impact: \$2,500/day or direction	At least 90 days prior to event.
<b>Downtown Mesa Association Review (Downtown Events)</b>	Downtown Mesa Association	If your event will take place in the Downtown Event Overlay District	\$0	\$0	Prior to submitting Special Event Application.

Required Licenses or Applications	Agency	When It's Required	Minimum Fee	Maximum Fee	Recommended Due Dates
<b>Boxing &amp; MMA Licenses</b>	Arizona Department of Gaming	All boxing, kickboxing, tough man, and mixed martial arts events in Arizona to ensure compliance with laws and regulations and thereby protect athletes, participants and spectators.	Regulated by ADG  <a href="https://gaming.az.gov/boxing-mma/forms-licensing-fees">https://gaming.az.gov/boxing-mma/forms-licensing-fees</a>	Regulated by ADG  <a href="https://gaming.az.gov/boxing-mma/forms-licensing-fees">https://gaming.az.gov/boxing-mma/forms-licensing-fees</a>	Annual Renewal

# RESOURCES AND CONTACT INFORMATION

## SPECIAL EVENTS LICENSING

### City of Mesa Special Events Office

Consultation Request Form: Click [HERE](#)

Web Address: [Special Events - City of Mesa](#)

Email: [specialevents@mesaaz.gov](mailto:specialevents@mesaaz.gov)

Phone: 480-644-3500

**A Special Events Consultation Meeting with the Special Events Office is required prior to the submission of an application, at least 90 days prior to the event.** The Special Events Office will provide the application link following the Special Events Consultation Meeting.

## OTHER CITY DEPARTMENTS/RESOURCES

The Special Events Office will serve as the primary liaison for all Special Events in the City of Mesa. However, during the application process, applicants/event organizers may need to work with other city departments for required permits or reviews. Below is a list of other city departments and links to assist in the application process.

- **For City of Mesa Liquor Licensing**

### City of Mesa Business Services Licensing Office

Phone: 480-644-2316

Location: 55 N. Center Street  
Mesa, AZ 85201

Mailing Address: Licensing Office  
PO Box 1466  
Mesa, AZ 85211

Web Address: <https://www.mesaaz.gov/business/licensing/special-event-License>

- **For Fire Safety Review**

### Mesa Fire and Medical – Fire Prevention

Phone: 480-644-2622

E-mail: [Fireprevention@mesaaz.gov](mailto:Fireprevention@mesaaz.gov)

### For Pyrotechnics/Fireworks Permit

Web Address: <https://www.mesaaz.gov/Public-Safety/Mesa-Fire-Medical/Fire-Prevention/Fire-Permits-Fees>

### For Tent Permits

Web Address: <https://www.mesaaz.gov/Public-Safety/Mesa-Fire-Medical/Fire-Prevention/Fire-Permits-Fees/Tent-Permits>

- **For Emergency Medical Services**  
**Mesa Fire and Medical**  
**Emergency Medical Services (EMS)**  
 Phone: 480-644-2101  
 Web Address: <https://www.mesaaz.gov/Public-Safety/Mesa-Fire-Medical/Emergency-Response-Services/EMS>
  
- **For Off-Duty Police Officers**  
**Mesa Police Department**  
 Phone: 480-644-2092  
 Web Address: <https://www.mesaaz.gov/Public-Safety/Mesa-Police/Services/Off-Duty-Employment>  
**Off Duty Management**  
 Web Address: <https://odm.officertrak.com/tenant/auth/signin>
  
- **For Temporary Traffic Control Permit**  
**Mesa Transportation**  
 Phone: 480-644-4882 (4TTC)  
 Email: [barricade@mesaaz.gov](mailto:barricade@mesaaz.gov)  
 Web Address: <https://www.mesaaz.gov/business/temporary-traffic-control-permits>
  - Temporary Traffic Control Manual:
    - <https://www.mesaaz.gov/files/assets/public/v/1/business-development/ttc/temporary-traffic-control-manual.pdf>
    - See: Chapter 1: Temporary Traffic Control Program; Chapter 9: Special Events
  
- **For Trash Removal**  
**Mesa Solid Waste**  
 Phone: 480-644-2221  
 Email: [waste.info@mesaaz.gov](mailto:waste.info@mesaaz.gov)  
 Web Address: <https://www.mesaaz.gov/Utilities/Trash-Recycling>
  
- **For Special Use Permits (SUP) and Temporary Use Permits (TUP)**  
**Mesa Development Services – Planning Office**  
 Phone: 480-644-2385  
 Email: [planning.info@mesaaz.gov](mailto:planning.info@mesaaz.gov)  
 Web Address: <https://www.mesaaz.gov/Business-Development/Development-Services/Planning>

- **City of Mesa Rate and Fee Schedules**

Web Address: <https://www.mesaaz.gov/Government/Management-Budget/Citywide-Fees-Charges>

Common Rates:

Transaction Privilege Tax License	p. 10	Park Rental Fees	p. 67
Special Event Liquor License (Mesa)	p. 12	Special Event License	p. 68
Special Use Permit	p. 38	Traffic Control Inspection Fee	p. 77
Tents and Canopies (Fire Safety)	p. 53		
Pyrotechnics	p. 53		

- **City of Mesa Utility Rate Book**

Web Address: <https://www.mesaaz.gov/government/office-of-management-budget/utility-rates>

Common rates:

Solid Waste Services p. R-1

## OTHER AGENCIES/RESOURCES

Below is a list of outside Agencies that may require additional Permits or Licenses for Special Events.

- **For Events Occurring in the Downtown Overlay District**

**Downtown Mesa Association**

100 N Center Street

Mesa, AZ 85201

Phone: 480-890-2613

Web Address: <https://downtownmesa.com/>

- **For Special Event Liquor Licenses**

**AZ Liquor Licensing (Arizona Department of Liquor)**

Phone: 602-542-5141

Web Address: <https://azliquor.gov/series15.cfm>

- **For Food Vendor Permits**

**Maricopa County Health Department - Food & Restaurants**

Phone: 602-506-6824

Web Address: <https://www.maricopa.gov/5114/Food-Restaurants>

- **For Transaction Privilege Tax**

**Arizona Department of Revenue**

Phone: 602-255-3381

Location: 1600 W. Monroe St.

Phoenix, AZ 85007

Web Address: <https://azdor.gov/transaction-privilege-tax-tpt>

Online TPT Application: <https://azdor.gov/transaction-privilege-tax/tpt-license/applying-tpt-license>

# ATTACHMENTS

## Attachment 1 – Parks Special Event Fees



### Special Event Fees for events utilizing open park space

*Minimum number of participants/attendees may apply*

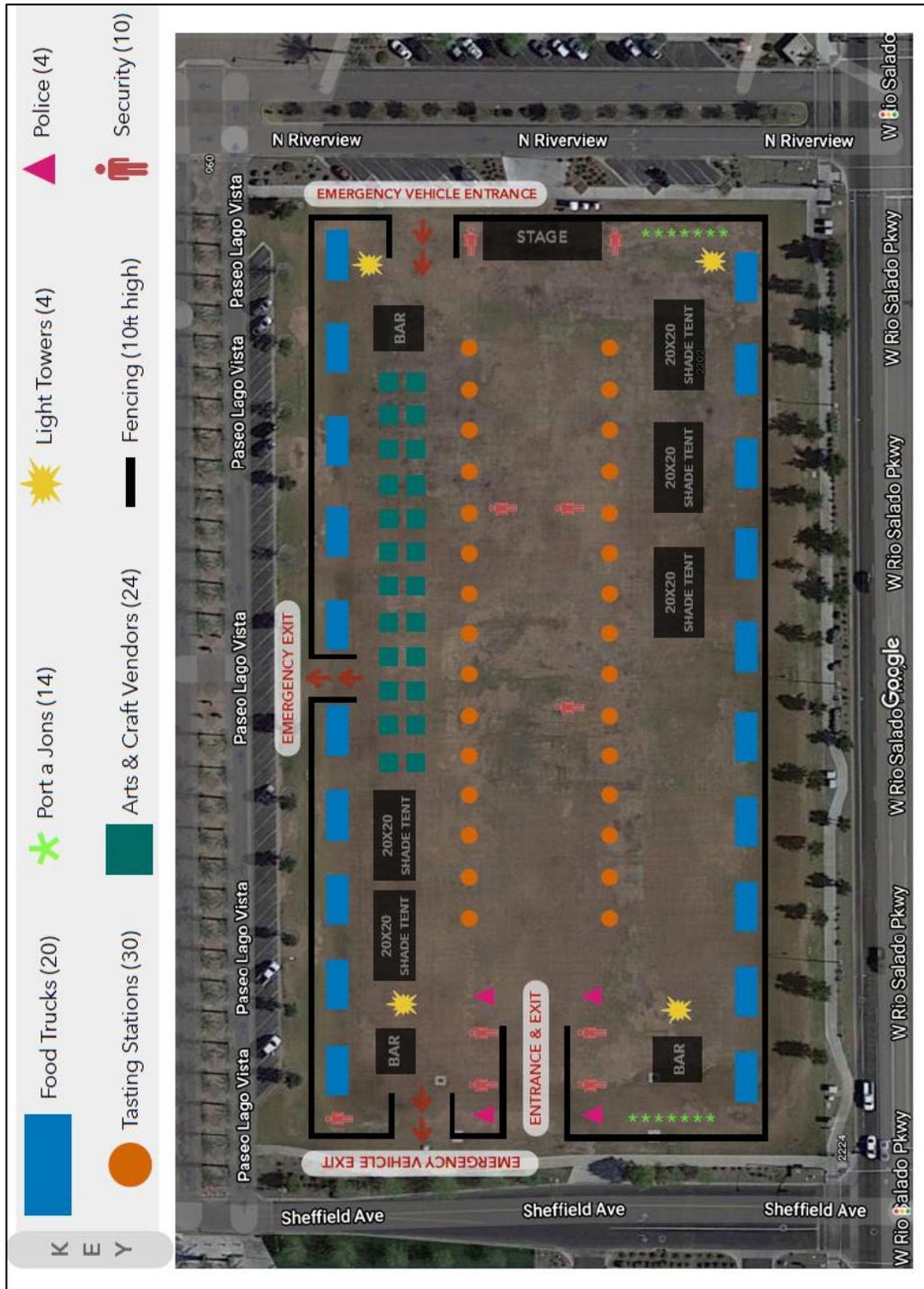
**FEES:**

FACILITY	TIMES	COMMERCIAL PRICE	NON-PROFIT
Move in Day(s) <i>Park facilities must remain open to general public</i>	8am – 5pm	\$ 700/day	\$ 400/day
Event Day(s) – <b>Open Space Park Event Fee</b> <i>Some areas/facilities may be required to remain open to the general public</i>	Sunrise to 10pm	\$ 2,000/day <i>per large use area</i>	\$ 1,200/day <i>per large use area</i>
<b>ADDITIONAL FEES</b>			
<b>Event Participant Fee</b> <i>dependent upon type of event and attendance</i>		<b>\$1.00-3.00 per participant</b>	<b>\$1.00-3.00 per participant</b>
Cleaning Deposit ( <i>refundable</i> )	1	\$ 1,000 - \$2,000 <i>dependent on event type</i>	\$ 1,000 - \$2,000 <i>dependent on event type</i>
Equipment - <i>Inflatables, tents, generators, portable toilets, additional equipment</i>		\$ 10 - \$25 each item	\$ 10 - \$25 each item
Large Equipment – <i>large tents or canopies (tents more than 400 sq. ft.; canopies more than 900 sq. ft.) May not be staked.</i>		\$100 - \$250 each item	\$100 - \$250 each item
Food Truck/Food Vendor		\$35 each	\$35 each
City Staff/Park Rangers/Parks Maintenance	As needed	As needed	As needed

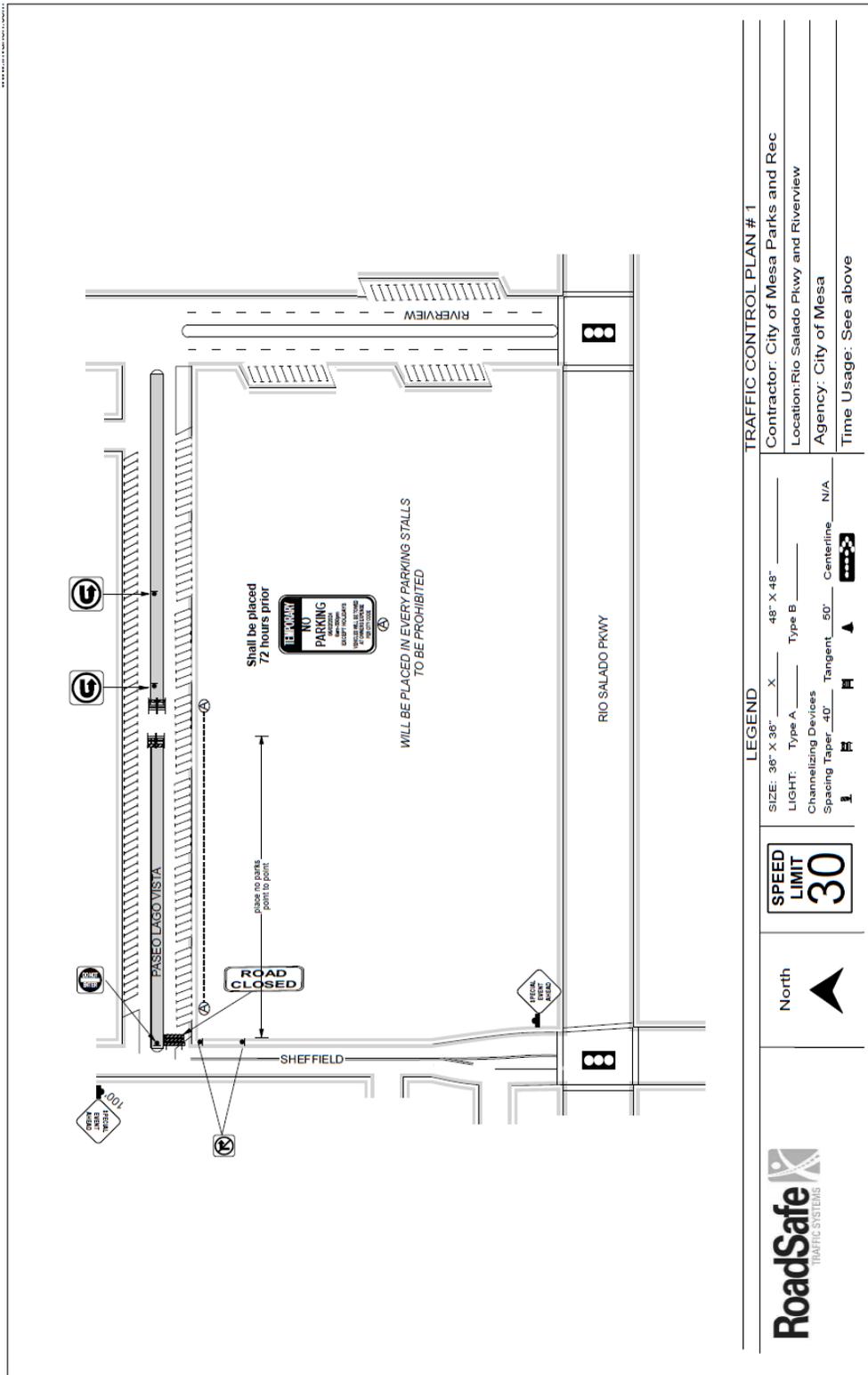
Additional services will be at the expense of the show producer and may include police, security, fire/EMS, traffic operations, barricades, trash container drop-off/pick-up, refuse containers, custodial, parks maintenance.



Attachment 3 – Site Plan (Sample)



Attachment 4 – Traffic Control Plan (Sample)



Attachment 5 – Run/Walk Route Plan (Sample)





City of Mesa  
Parks, Recreation and Community Facilities  
Special Events Office  
P.O. Box 1466  
Mail Stop 7010  
Mesa, AZ 85211  
[specialevents@mesaaz.gov](mailto:specialevents@mesaaz.gov)  
480-644-3500