



**Community Development**  
16000 N. Civic Center Plaza  
Surprise, AZ 85374  
Ph. 623-222-3000  
Fax 623-222-3001  
TTY: 623-222-1002

## **Temporary Use Permit – Special Event**

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The attached application and information relates to temporary use/special event requests. There are multiple departments and divisions that are impacted by these events, please ensure all information and supporting documentation are provided for staff to provide a comprehensive review of the request.

This packet contains the following:

1. Application Checklist
2. Temporary Use/Event Application
3. Traffic Control Permit Requirements
4. State of Arizona Application for Special Event License
5. Surprise Police Department Off Duty Letter Agreement
6. Fire –Medical Application (Form 504)

When preparing plans, refer to the following related codes, standards, and guidelines:

Surprise Municipal Code	2018 International Building Code
Engineering Development Standards	2017 National Electrical Code
National Fire Protection Association	2018 International Fire Code and Local Amendments
AASHTO	Integrated Water Master Plan

These items can be found at [www.surpriseaz.gov](http://www.surpriseaz.gov).

After the application and supporting documentation is accepted it will be forwarded to the applicable departments/divisions for compliance. Review meetings may be required based on the type of event. Staff will notify the applicant if there are any revisions that need to be made and approval notifications listing any applicable conditions for the event.



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## **TUP - Application Checklist**

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All information and documentation indicated below shall be submitted a minimum of fifteen business days prior to the event. However, additional time may be necessary depending on the activities proposed. Incomplete applications will not be accepted.

- Completed application and fees:
  - \$135 – Temporary Use Permit/Special Event
  - \$300 – Fireworks Inspection (fireworks show)
  - \$350 – Tent Inspection (fireworks sale)
- A comprehensive site plan which includes the following: Event entrances, fence locations including type and height, stage, sound amplification systems, tents/canopies, signage, cooking areas, restroom facilities, generators, amusement rides, fireworks, parking areas, alcohol service areas, security check areas, street/alley closures, emergency medical services, parade routes, and all other special features that may apply.
- Aerial map of site
- Notarized property owner authorization, if property owner is not the applicant.
- Security Plan (Requirements - Page 13-17) \*If applicable  
For scheduling and to confirm availability of off-duty police officers please contact the Surprise Police Department Off-Duty Coordinator at 623-222-4334 and email the completed Off-Duty Letter Agreement included in the application packet.
- Certificate of Insurance (Requirements - Page 18)
- Traffic Control Plan (Requirements - Page 19-20) \*If applicable
- City Council approval for liquor license \*If applicable  
(Liquor license application is obtained from the Arizona Department of Liquor, phone: (602)542-5141, website: <https://azliquor.gov/index.cfm>)
- Facility Use Agreement \*If applicable
- City of Surprise business license \*If applicable
- Maricopa County Health Department Food Handling Permit \*If applicable
- Application to Sell Permissible Consumer Fireworks - Form 504  
(Requirements – Page 12) \*If applicable



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## **TUP Special Event - Application**

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### **Section 1: Contact Information**

#### **Primary Contact: (Contact must be on site during the event)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

#### **Property Owner:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Notarized property owner authorization is required, if applicant is not the owner.**

### **Section 2: Event Information**

Title of event: \_\_\_\_\_

Event Location: \_\_\_\_\_

Parcel number: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Event date(s): \_\_\_\_\_

Set up date/time: \_\_\_\_\_ Dismantle date/time: \_\_\_\_\_

Event category: (Check all that apply)

- |                                       |  |  |   |
|---------------------------------------|--|--|---|
| <input type="checkbox"/> Carnival     | <input type="checkbox"/> Holiday Event   | <input type="checkbox"/> Concert       | <input type="checkbox"/> Craft Fair       |
| <input type="checkbox"/> Tent/Retail  | <input type="checkbox"/> Festival/Fair   | <input type="checkbox"/> Food Fair     | <input type="checkbox"/> Fund Raiser      |
| <input type="checkbox"/> Race         | <input type="checkbox"/> Bike-A-Thon     | <input type="checkbox"/> Parade        | <input type="checkbox"/> Political Rally  |
| <input type="checkbox"/> Walk-A-Thon  | <input type="checkbox"/> Fireworks Sales | <input type="checkbox"/> Sidewalk Sale | <input type="checkbox"/> Firework Display |
| <input type="checkbox"/> Other: _____ |  |  |   |



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**Event Schedule and Attendance**

Date:	Day:	Start Time	End Time	Anticipated Daily Attendance:	Anticipated Peak Daily Attendance:
Day 1: _____	_____	_____	_____	_____	_____
Day 2: _____	_____	_____	_____	_____	_____
Day 3: _____	_____	_____	_____	_____	_____
Day 4: _____	_____	_____	_____	_____	_____
Day 5: _____	_____	_____	_____	_____	_____
Day 6: _____	_____	_____	_____	_____	_____
Day 7: _____	_____	_____	_____	_____	_____

What is attendance estimate based on?  Past ticket sales  Advance ticket sales

Other: \_\_\_\_\_

Has this event ever been held at another location?  Yes  No

If yes, where: \_\_\_\_\_

Will there be a charge for admission?  Yes  No

If yes, provide all price categories: \_\_\_\_\_

Estimated gross receipts of event: \_\_\_\_\_

Percentage of receipts distributed to non-profit organizations: \_\_\_\_\_

Is this event city sponsored or co-sponsored?  Yes  No

If yes, provide name of the department and contact: \_\_\_\_\_

Will the event be open to the public?  Yes  No

Is this event for employees/members only?  Yes  No

Will there be entertainment?  Yes  No

If yes, provide the following:

Type: \_\_\_\_\_ Name: \_\_\_\_\_ Time: \_\_\_\_\_

Type: \_\_\_\_\_ Name: \_\_\_\_\_ Time: \_\_\_\_\_

Type: \_\_\_\_\_ Name: \_\_\_\_\_ Time: \_\_\_\_\_

Type: \_\_\_\_\_ Name: \_\_\_\_\_ Time: \_\_\_\_\_

Type: \_\_\_\_\_ Name: \_\_\_\_\_ Time: \_\_\_\_\_



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If music, what type of music? \_\_\_\_\_

If a stage is proposed, provide the dimensions: \_\_\_\_\_

Indicate the number of speakers to be used and the size of amplification system: \_\_\_\_\_

Will alcohol be served or sold at the event?  Yes  No

If yes, a liquor license is required from the Arizona Department of Liquor at <https://azliquor.gov/index.cfm>.

Will food be served or sold?  Yes  No

If yes, complete the Food Vender/Caterer Contact Information form page 19.

**Section 3: Event Details**

Event Items: (Check all that apply)

- Tents/Canopies
- Portable Restrooms
- Sanitation
- Fireworks
- Electrical/Generator
- Amusement Rides
- Signs/Banner
- Inflatables
- Other:

If using inflatables, describe how the inflatables will be secured? \_\_\_\_\_

**Section 4: Use of City Facilities**

Will the event be held on city property?  Yes  No

If yes, is there a Facility Use Agreement attached?  Yes  No

Will any city facilities be used?  Yes  No

If yes, provide the following:

Facility: \_\_\_\_\_ Person Contacted: \_\_\_\_\_

Facility: \_\_\_\_\_ Person Contacted: \_\_\_\_\_

Will any city electric or water hookups be needed?  Yes  No

If yes, provide the following: (For electricity, provide amps)

Location: \_\_\_\_\_ Service needed: \_\_\_\_\_

Location: \_\_\_\_\_ Service needed: \_\_\_\_\_



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**SECTION 5: STREETS/TRAFFIC**

Does the event propose closing, blocking, or use of any of the following?

CITY STREETS:  Yes  No If yes, provide the following:

Street(s): \_\_\_\_\_

From/To: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Street(s): \_\_\_\_\_

From/To: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

SIDEWALKS:  Yes  No If yes, provide the following:

Sidewalk(s): \_\_\_\_\_

From/To: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Sidewalk(s): \_\_\_\_\_

From/To: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

PUBLIC PARKING LOTS:  Yes  No If yes, provide the following:

Parking Lot(s): \_\_\_\_\_

From/To: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Number of parking spaces available: \_\_\_\_\_

Parking Lot(s): \_\_\_\_\_

From/To: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Will shuttles be used?  Yes  No

If parking lots are not used, where will attendees park? \_\_\_\_\_

\_\_\_\_\_



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Off-site temporary parking restrictions may be required. Off-duty police officers may also be required at key intersections or locations for traffic control.

TRAFFIC CONTROL PLAN ATTACHED:  Yes  No

Barricade company: \_\_\_\_\_

24-Hour emergency contact: \_\_\_\_\_

PARADES/RACES/MARCHES/BIKE-A-THONS/WALK-A-THONS, ETC.

If event is proposed on city right of way, provide route or location: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Indicate space between units for a march or parade: (in feet) \_\_\_\_\_

Number of people proposed: \_\_\_\_\_

Participants: \_\_\_\_\_ Spectators: \_\_\_\_\_

Number of vehicles: \_\_\_\_\_

Number of floats: \_\_\_\_\_ Name of fire retardant applied to combustible float material: \_\_\_\_\_

Number of bands: \_\_\_\_\_

Number of animals: \_\_\_\_\_

What company is responsible for clean-up? \_\_\_\_\_

**Note: Route may be altered for the protection of participants and citizens.**



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**TUP Application – Certification**

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I hereby certify that I am the applicant filing this application as listed in Section 1, and the statements made in this application are true and complete to the best of my knowledge, and that I am authorized to execute the application. Intentional omissions or falsification of information is sufficient grounds for denial of the application and subsequent revocation of the permit.

I agree to indemnify the city and its respective officers, agents and employees from any and all losses, claims liabilities, damages, costs, and expenses, including reasonable attorney’s fees and court costs, resulting from the conduct of the applicant, sponsor or promoter, their employees, suppliers, vendors or agents, or any of their guests, invitees or licensees with regard to the event applied for. I agree to indemnify the city and its respective officers, agents and employees from any and all losses, claims liabilities, damages, costs and expenses, including reasonable attorney’s fees and court costs, resulting from any facility, park or lake closure due to inclement weather, an issued warning or other emergency situation. In such an instance, I understand that all event participants must follow the city’s guidelines and procedures for lake/facility evacuation and that this event is being held inside the city limits and all city rules and regulations apply. I also understand that the city reserves the right to determine that park facilities are usable as a result of inclement weather.

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

State of Arizona     )  
                                  ) ss  
County of Maricopa )

This instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20 \_\_\_\_\_,  
By \_\_\_\_\_.

\_\_\_\_\_  
Notary Public Commission

\_\_\_\_\_  
Expiration





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## Company Contact Information

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This form is only required for all questions marked Yes requiring a company to complete the installation of tents/canopies, portable restrooms, sanitation, electrical/generators, carnival/amusement rides, signs/banners, and/or inflatables.

Note: If carnival/amusement rides, and/or inflatables are proposed, applicant must provide certified copies of the annual inspection records, signed by NAARSO Amusement Ride Inspector, completed within the last twelve months.

**Company:** \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of Service: \_\_\_\_\_

**Company:** \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of Service: \_\_\_\_\_

**Company:** \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of Service: \_\_\_\_\_

**Company:** \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of Service: \_\_\_\_\_

**Company:** \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of Service: \_\_\_\_\_



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### **Food Vendor/Caterer Contact Information**

This form is only required for events where food will be served or sold. All vendors must have a City of Surprise Business License and proper Health Department permits. Please contact the Finance Department at 623-222-1836 for licensing information.

**Name:** \_\_\_\_\_ **Business License:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Equipment Used:** \_\_\_\_\_

**Food Preparation Method:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Business License:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Equipment Used:** \_\_\_\_\_

**Food Preparation Method:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Business License:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Equipment Used:** \_\_\_\_\_

**Food Preparation Method:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Business License:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Equipment Used:** \_\_\_\_\_

**Food Preparation Method:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Business License:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Equipment Used:** \_\_\_\_\_

**Food Preparation Method:** \_\_\_\_\_



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## Tent/Canopy Information

This form is only required for events where tents, canopies, or membrane structures will be used.

The following information shall be reflected on the site plan when tents, canopies, and/or membrane structures are proposed:

- Indicate 20' separation from property line, building, other tents or membrane structures, parked vehicles, or internal combustion engines.
- 20' Fire Lane
- Cooking and/or heating equipment
- LPG containers and size
- Flammable or combustible liquids and containers
- Generators
- Fire extinguishers
- Anchorage

Tent Number	Intended Use	Dimensions	Square Footage	Occupant Load	Number of Exits
1					
2					
3					
4					
5					



# Application to Sell Permissible Consumer Firework



Applications must be submitted fifteen (15) business days prior to opening. Each sales location requires a separate application.

The following is required prior to approval:

- A complete inventory list describing all fireworks to be sold.
- *When requested provide a sample of each fireworks item to be sold.*
- Verification of a city business license attached.
- A *certificate of insurance* in accordance with city requirements attached.
- Number of sales locations proposed: Indoor \_\_\_ Outdoor \_\_\_
- If sold on private property-must have written permission from the property owner.

***Please Note: Fireworks may be tested on site for suitability prior to sale.***

### SITE OPERATOR

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_ Email: \_\_\_\_\_

### FIREWORKS VENDOR *\*Physical address only*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_ Email: \_\_\_\_\_

### PROPERTY OWNER *\*Physical address only*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Please choose where the display will be set up:

Indoor

Outdoor

**The applicant hereby requests an inspection certificate to display and sell fireworks within the City of Surprise and is subject to the following requirements, together with any and all legal requirements that may apply.**

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_



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## **TUP Application – Event Security**

If required, off-duty Surprise police officers need to be requested prior to the submission of this application. Please contact the Surprise Police Department Off-Duty coordinator at 623-222-4334 or via e-mail at [Yolanda.Zamora@surpriseaz.gov](mailto:Yolanda.Zamora@surpriseaz.gov). When submitting the temporary use permit application please include a copy of the Off-Duty Letter Agreement and the e-mail from the off-duty coordinator confirming that officers have been requested for the event.

A security plan shall be submitted with the application for the event. The Surprise Police Department will review the plan and may require the use of off-duty police officers for the event at the applicant's expense. Off-duty police officers are required for any event on city property where alcohol is served or sold.

For events where alcohol will be available, the security plan must include the following information. Adherence to these requirements is necessary in order for the application to be approved.

- Type of event, activities, clientele, location, and time of day.
- Number and type of physical control barriers; i.e. fencing, barricading, walls, locked or limited access doors that control and limit access to and from areas where alcohol is being sold or served.
- Sales and consumption area must be designated. It must include controlled entrances and exits to limit access to people who can legally buy and consume alcohol.
- Minors are not allowed in the area designated for alcohol.

Off-duty police officers need to be requested by completing the Off-Duty Letter Agreement attached, and returning it to the Surprise Police Department.

**Have off-duty Surprise Police Officers been requested?**     Yes  No



POLICE DEPARTMENT  
 CITY OF SURPRISE  
 14250 W. STATLER PLAZA, SUITE 103  
 SURPRISE, AZ 85374  
 T. 623-222-4000

### OFF-DUTY LETTER AGREEMENT

This Letter Agreement ("Agreement") is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_  
 (Date) (Month) (Year)

Between \_\_\_\_\_  
 (Full name of business entity or person, including dba)

Located at \_\_\_\_\_  
 (Numerical street address) (City) (State) (Zip code)

("Contractor"), and the City of Surprise, acting by and through the Surprise Police Department, located at 14250 W. Statler Plaza, Suite 103, Surprise, AZ 85374-7481 ("City").

#### RECITALS

The Contractor and the City desire to enter into this Agreement for the purpose of allowing Surprise Police Department ("SPD") sworn officers to provide security and/or traffic control services at various locations throughout the City of Surprise for an agreed upon hourly wage, pursuant to the Terms and Conditions of this Agreement.

#### TERMS AND CONDITIONS

The parties agree to the following Terms and Conditions:

1. Unless terminated earlier pursuant to paragraph #6, this Agreement will expire one year after signature. Any outstanding obligations of the Contractor hereunder (e.g., fees) will survive the expiration or termination of this Agreement for any reason. For renewal of this Agreement, please contact the SPD Off-Duty Work Coordinator.
2. All off-duty work activities of SPD personnel are conditioned upon the receipt of prior approval from the Chief of Police, or designee, to engage in said off-duty work activities.
3. This Agreement must be executed by both parties prior to any staffing of SPD personnel to any off-duty location. Staffing arrangements can be made by contacting the SPD Off-Duty Work Coordinator. Contact information is available on the web at [www.surpriseaz.gov/police](http://www.surpriseaz.gov/police).
4. All off-duty work under this Agreement will be arranged with the SPD Off-Duty Work Coordinator.
5. All SPD employees stationed at off-duty work locations pursuant to this Agreement are subject to mobilization by SPD in the event of an emergency, or pursuant to SPD bona fide staffing needs.
6. The Chief of Police or designee may cancel or terminate any off-duty work assignment under this Agreement whenever necessitated by virtue of a police or community emergency, and for any other situations where, under the circumstances, said cancellation or termination is deemed appropriate by the Chief of Police or designee.
7. All off-duty work assignments under this Agreement are subject to all applicable rules, regulations, procedures, and policies as may be established by the City of Surprise.
8. Pursuant to Surprise Police Department Policies and Operational Procedures (ADM-36, Extra-/Off-Duty and Secondary Employment), no SPD employee will be permitted to work any off-duty work assignment for a period of eight (8) hours prior to the start of their regularly scheduled duty-day nor will any SPD employee be allowed to work for more than twenty-four (24) hours per week, without the prior written approval of the Chief of Police or designee.

9. All off-duty work locations pursuant to this Agreement are subject to onsite inspection and review by the Chief of Police or designee. The Chief of Police or designee has the right to view and assess the demeanor of all SPD employees stationed at any off-duty work location to ensure it is in keeping with the standards imposed upon officers during their regular-duty employment or time of volunteering.
10. Upon request, the Contractor will provide to the Department the following information:
  - Name of the Company for which the work was performed,
  - Date, to include the month, date, year, and day of the week,
  - Approximate start and end times,
  - Location of the job (address or cross streets),
  - Total number of officers and/or supervisors working the job,
  - Name or names of employee/s paid for the work,
  - If a marked patrol vehicle was used,
  - City overtime or private off-duty,
  - Type of duties, either traffic control or security,
  - Onsite contact name and phone number,
  - Requestor information to include Company name, and name and contact phone number for responsible party to be invoiced,
  - Insurance information to include Insurance company name, policy number, policy limits, and insurance agent and phone number,
  - Business licenses.
11. The Contractor must cooperate fully in the identification, apprehension, and prosecution of any person involved in any crime that occurs at any off-duty work location while an SPD member staffs the same pursuant to this Agreement.
12. The Contractor agrees and acknowledges that all off-duty work under this Agreement is provided by SPD personnel as independent contractors of the Contractor and that SPD personnel on such off-duty assignments are not acting within the course and scope of their employment with SPD.
13. The Contractor must give at least forty-eight (48) hours advance notice of the need for all off-duty work requests. Requests with less than a forty-eight (48) hour notice will be considered a late request and the Contractor must pay an additional fee of \$5.00 per hour (see paragraph #22). The late request fee is paid to the assigned SPD employee working the off-duty job.
14. The Contractor will incur a minimum charge of four (4) hours for any off-duty work; the hourly rate for each hour will be calculated pursuant to the schedule in paragraph #22 of this Agreement.
15. The Contractor must purchase and constantly maintain the insurance required by this Agreement in paragraph #16. The Certificate of Insurance must be completed, approved by the City Procurement Department, and filed with the SPD Off-Duty Work Coordinator **prior** to the commencement of any staffing under this Agreement. Should an expedited decision be required, the Police Department Legal Advisor may approve the Certificate of Insurance; however, the City Procurement Department will still receive the insurance certification document to review for final approval.
16. Pursuant to this agreement, the Contractor must procure and maintain insurance and produce a Certificate of Insurance demonstrating the following minimum levels of insurance coverage:
  - a. Contractor must maintain "occurrence" form Commercial General Liability Insurance with a limit of not less than \$1,000,000 for each occurrence, \$1,000,000 Products and Completed Operations Annual Aggregate, and a \$2,000,000 General Aggregate limit. The policy must cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury, and contractual liability for the liability assumed under this Agreement.
  - b. Automobile Liability Insurance of one million (\$1,000,000) dollars each Accident, including hired and non-owned automobiles.

- c. Each policy must be endorsed to include the following additional insured language: "The City of Surprise, its departments, agencies, boards, commissions, officers, agents, and employees will be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor."
  - d. Each policy must contain a waiver of subrogation against the City of Surprise, its departments, agencies, boards, commissions, and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.
  - e. The Contractor's insurance coverage will be primary insurance with respect to all other available sources. Coverage provided by the Contractor may not be limited to the liability assumed under the indemnification provisions of this Agreement.
17. To the fullest extent permitted by law, the Contractor shall indemnify, defend and hold harmless the City, its council members, officers, employees and agents ("Indemnified Parties"), for, from and against any and all losses, claims, damages, and liabilities, including reasonable attorney fees and/or litigation expenses, made under any theory of liability whatsoever ("Claims") relating to, arising out of, caused by or based upon any act or omission in connection with the work or services performed under this Agreement. The amount and type of insurance coverage requirements will in no way be construed as limiting the scope of indemnity.
  18. Each insurance policy required by the insurance provisions of this Agreement must provide the required coverage and may not be suspended, voided, canceled, or reduced in coverage or in limits except after thirty (30) days prior written notice has been given from the Contractor to the City. Such notice must be sent directly to the City Procurement.
  19. Insurance is to be placed with a duly licensed or approved non-admitted insurers in the State of Arizona with an "A.M. Best" rating of not less than A- VII. This City in no way warrants that the aforementioned minimum insurer rating is sufficient to protect the Contractor from potential insurer insolvency.
  20. Contractor will furnish the City with a declarations page of the liability insurance policy, as well as any amendments or riders in order to verify contractual insurance requirements are being satisfied.
  21. All certificates and endorsements are to be received and approved by the City's Procurement Department before work commences. Each insurance policy required by this Agreement must be in effect at or prior to commencement of work under this Agreement and remain in effect for the durations of the project. Failure to maintain the insurance policies as required by this Agreement, or to provide evidence of renewal, is a material breach of contract.
  22. Following is the fee schedule for all off-duty work pursuant to this Agreement:

<b>Police Officer</b>	<b>\$40.00 per hour Traffic Control</b>
<b>Police Officer</b>	<b>\$40.00 per hour Security</b>
<b>Police Supervisor</b> (required when 3 or more officers are needed)	<b>\$45.00 per hour</b>
<b>Administration Fee per Employee per Hour Worked</b>	<b>\$4.00 per hour</b>
<b>Late-Request Fee per Employee</b> (less than 48-hour notice)	<b>\$5.00 per hour</b>
<b>Marked Patrol Vehicle(s)</b> (see paragraph #23)	<b>\$3.00 per hour</b>

23. When a **marked patrol vehicle** is authorized, the officer assigned will be compensated an additional 30 minutes in order to obtain the marked patrol vehicle from the police department prior to the start of the job and to return it at the completion of the job. All traffic-related jobs require the use of a marked patrol vehicle. Use of a marked patrol vehicle is not authorized for any job outside the City of Surprise. Maximum compensation for retrieval and return of a marked patrol vehicle and/or portable digital recording device is 30 minutes total (see paragraph #24).
24. Officers/supervisors who are issued a **portable digital recording device (Axon body camera)** will be required to use their device when working extra-/off-duty jobs. Officers/supervisors will be compensated 30 minutes in order to retrieve this device from the police department prior to the start of the job and to return it at the completion of the job. Maximum compensation for retrieval and return of a portable digital recording device and/or marked patrol vehicle (if authorized) is 30 minutes total (see paragraph #23).



25. Checks to SPD personnel for payment of off-duty work under this Agreement must be **made payable to each individual employee**. Checks for the Administration Fee and Marked Patrol Vehicle Usage Fee must be made payable to the City of Surprise. Checks must be mailed to the following address:

Surprise Police Department  
14250 W. Statler Plaza, Suite 103  
Surprise, AZ 85374  
ATTN: Off-Duty Work Coordinator

26. Payment for each contracted officer and to the City of Surprise must be received by SPD within thirty (30) days of the invoice date. Payments received after thirty (30) days are considered late. The Contractor must pay a penalty fee of five (5) percent of the original invoiced amount to each contracted off-duty officer, and to the City of Surprise for the Administration Fee and the Marked Patrol Vehicle Usage Fee for every thirty (30) days the payment is late. Payment of an amount which is less than the invoiced amount constitutes a late payment.

27. The Contractor must notify the SPD Off-Duty Work Coordinator at least twenty-four (24) hours prior to the cancellation of any off-duty work assignment under this Agreement. Notice must be personally verbalized **AND** received in writing. Verbal notice must be made to appropriate SPD personnel. Voice mail or other messages are insufficient. SPD personnel should be contacted in the following order until personal contact is established: (1) SPD Off-Duty Work Coordinator (customarily staffed Mon-Thu, 7am – 5pm); (2) SPD Off-Duty Coordinator Supervisor (customarily staffed Mon-Thu, 7am - 5pm). Written notice may be hand delivered at the address listed in paragraph #24, or faxed to the SPD Off-Duty Work Coordinator. Contact information can be found at [www.surpriseaz.gov/police](http://www.surpriseaz.gov/police), under Programs and Services, Hiring an Off-Duty Officer. Failure to adhere to the twenty-four (24) hour cancellation requirement will result in a charge to the Contractor of the minimum four (4) hour fee.

28. The Contractor must complete all of the following information prior to the approval of any off-duty work assignment under this Agreement:

**CONTRACTOR NAME (AUTHORIZED REPRESENTATIVE)**

<b>PHONE</b>	<b>FAX</b>
<b>EMAIL</b>	
<b>BILL TO</b>	

**AGREED AND UNDERSTOOD:**

\_\_\_\_\_  
CONTRACTOR SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TERRY YOUNG, CHIEF OF POLICE (OR DESIGNEE) SIGNATURE

\_\_\_\_\_  
DATE



**Community Development**  
16000 N. Civic Center Plaza  
Surprise, AZ 85374  
Ph. 623-222-3000  
Fax 623-222-3001  
TTY: 623-222-1002

## **TUP Application – Insurance Requirements**

Applicant shall maintain, at its sole cost and expense, in full force and effect, during the term of this agreement, insurance with the following policy limits:

- a. Comprehensive General Liability: One million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) combined aggregate.
- b. Comprehensive General Liability: Ten million dollars (\$10,000,000) per occurrence.

***\*Option B is required for fireworks sales or public display only.***

**Insurers.** All insurance provided for herein above shall be affected under valid and enforceable policies issued by financially responsible insurers which meet the requirements for insurers which are subject to the service of legal process in the State of Arizona and rated A- or better by A.M. Best Company. All insurance obtained pursuant to this agreement shall be primary, noncontributory, not contingent upon and not in excess of any other insurance, and shall be carried in favor of and **name City as a named insured**. In the event any insurance policy required by this agreement is written on a “claims made” basis, coverage shall extend for two years past termination of this agreement.

**Certificates of Insurance.** Prior to commencement of the event under this agreement, applicant shall furnish city with certificates of insurance and formal endorsements, issued by the applicants insurers, as evidence that policies providing the required coverage’s, conditions and limits by this agreement are in full force and effect. If a policy does expire during the term of this agreement, a renewal certificate must be sent to the city fifteen days prior to the expiration date.

***Note: Additional insurance may be required if amusement/carnival rides are proposed.***



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## **TUP Application – Traffic Control Permit Requirements**

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Any traffic control permit issued may grant some or all of the following:

- Daytime off-peak setup from the hours of 8:30 am to 3:30 pm.
- Nighttime off-peak setup in non-residential areas from the hours of 9:00 pm to 5:00 am.
- A 24 hour setup if the work can be shown unable to be completed with either a daytime or nighttime off-peak setup.

### **A. When to submit a Traffic Control Plan (TCP) to the city:**

The purpose of a TCP is to encourage forethought as to the time of day, sequence of construction, degree of restriction and traffic control needed. The city based on field conditions at the time of work may modify an approved TCP. An approved TCP shall be on site at all times by the Contractor or Permittee. Failure to comply with this requirement may result in the issuance of a cease work order.

A TCP shall be required for all projects that:

- i. Divert, detour, or interrupt normal flow of vehicle and/or pedestrian traffic.
- ii. For shoulder closures when work will occur in the right of way within 20 feet of the edge of a traveled roadway.

### **B. How to submit a TCP to the city:**

TCP may range in complexity from use of typical illustrations in an approved traffic control manual to a detailed site plan showing signing, type of intersection, barricading, diversions, detours, and project phasing. In all cases, the required TCP shall satisfactorily address all construction restrictions, the requirements of the permit and these regulations.

- i. All TCP submittals shall be submitted to the city by a company that possesses a valid traffic control permit.
- ii. The submittal may be by facsimile at (623) 222-1701 or email at [traffic.control@surpriseaz.gov](mailto:traffic.control@surpriseaz.gov).
  - a) For restrictions the TCP and notification must be submitted for review at least two working days (48 hours) prior to start of construction. Form TE-1 shall be completed in full and submitted with the TCP to begin review.
  - b) For full closures the TCP and notification must be submitted for review at least twenty business days prior to the start of construction. Form TE-2 shall be completed in full and submitted with the TCP to begin review.



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- i. In no way will submission of a TCP guarantee approval for start of construction at the 48-hour/20 day mark. Construction is not authorized to proceed without the city's approval of the TCP and concurrence that construction can proceed with minimum public and traffic impact.
- ii. Once Form TE-1/TE-2 and TCP are approved, any change to the TCP or specific information approved in a previous submittal shall require a re-submittal of form TE-1/TE-2 and the TCP.
- iii. All traffic control plans shall contain at least the following information clearly stated on every page of the plan:
  - c) Engineering permit number, example E09P-1234. This permit number will be provided by the contractor.
  - d) Requested start and end date of traffic control setup.
  - e) Requested start and end time of traffic control setup.
  - f) Specific channeling device or barricade required.
  - g) Contractor contact information and any other pertinent information requested by the city.

**General Traffic Regulations:**

The following are the minimum requirements for all traffic control, unless otherwise provided for in the permit or as directed by the City Traffic Engineer or designee.

A. Restriction Times

Traffic restrictions are not permitted on arterial or collector roads during the weekday peak traffic hours of 5:00 am to 8:00 am and 3:30 pm to 9:00 pm. During off peak traffic hours, the minimum number of lanes shall be two lanes (one in each direction, plus left turn lanes at intersections) on streets with four lanes or less, and four lanes on streets with six or more lanes, unless otherwise approved. Major roadways such as Bell Rd shall have hours of restriction on a case-by-case basis, as directed by the City of Surprise.

**Number of Existing Lanes**

**More than four lanes  
Four or fewer lanes**

**Number of Lanes to Maintain  
Open During Restriction**

**Four lanes (two each direction)  
Two lanes (one each direction)**



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## **TUP Application – Special Event Liquor License**

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Allows a charitable, civic, fraternal, political or religious organization to sell and serve spirituous liquor for consumption only on the premises where the spirituous liquor is sold, and only for the period authorized on the license. This is a temporary license.

The applicant for a special event license must request a special event application from the Department and file the application with the governing body of the city or town, or Board of Supervisors of an unincorporated area of a county (where the special event is to take place) for approval or disapproval. Some local governing bodies may require approximately 60 days prior notice.

If the application is approved by the local authority, and the event meets the requirements for granting the license, the Director will issue a special event license to the qualifying organization.

Qualifying organizations will be granted a special event license for no more than ten days in a calendar year. Events must be held on consecutive days and at the same location or additional licenses will be required. The license is automatically terminated upon closing of the last day of the event or the expiration of the license, whichever occurs first. The qualified organization must receive at least twenty-five percent (25 %) of the gross revenues of the special event liquor sales.

A person selling spirituous liquor under a special event license must purchase the spirituous liquor from the holder of a license authorized to sell off-sale; except that, in the case of a non-profit organization which has obtained a special event license for the purpose of charitable fund raising activities, a person may receive the spirituous liquor from a wholesaler as a donation.

### **Arizona Department of Liquor**

800 W. Washington, 5<sup>th</sup> Floor

Phoenix, AZ 85007

(602)542-5141

Website: <https://azliquor.gov/index.cfm>

### **City of Surprise – City Clerk’s Office**

16000 N Civic Center Plaza

Surprise, AZ 85388

(623)222-1000

Email: [clerk@surpriseaz.gov](mailto:clerk@surpriseaz.gov)

### Arizona Statutes and Regulations:

ARS 4-203.02, 4-244, 4-261; Rule R19-1-228, R19-1-235, R19-1-309