

SPECIAL EVENT ORDINANCE AND PROCESS

PARKS & RECREATION

May 5, 2025



CURRENT PROCESS

SPECIAL EVENT TASK FORCE

Comprised of Public Works, Parks and Rec, Police Department, City Clerks Office, Superstition Fire and Medical district

EVENT APPLICATION

An overview of the event that helps the task force make decisions on what assistance and safety measures are need for each event – submitted by the

APPLICATION REVIEW

Once application gets submitted each department on the task force looks it over and submits questions or feedback. Once all questions are answered then departments give their approval with their requirements for event to be held.

RESOURCES FOR EVENTS

EVENT HANDBOOK

Created to help the event organizer walk through the application and review process.

MANAGEMENT ANALYST- SPECIAL EVENT LIAISON

Meet with new event organizers to help walk them through the process and help answer any questions

CURRENT ORDINANCE

The current ordinance lives under
Business license code.

ARTICLE 8-8: REQUIREMENTS FOR COMMUNITY AND CIVIC EVENTS



WHY ARE SPECIAL EVENT ORDINANCES IMPORTANT?

- Public Safety
- Protect Public Spaces
- Enhance Event Quality and Organization
- Minimize Public Impact
- Reduce Risk and Liabilities
- Manage Traffic and Road Closures
- Clear and Consistent Process



OTHER CITIES WHO HAVE A SPECIAL EVENT PERMITS/ORDINANCE

ORDINANCE/PERMIT

- Avondale
- Buckeye
- Mesa
- Goodyear
- Marana
- Gilbert
- Tempe
- Scottsdale
- Oro Valley

PERMIT ONLY

- Casa Grande
- Maricopa
- Queen Creek- currently

working on ordinance



NEXT STEPS

1. Return to a later meeting for Direction to Staff
 - Bring back Market Cities research
 - Staff will identify needs and gaps
2. If directed, bring back draft code changes
3. Public hearing this summer to adopt new/revised ordinances



QUESTIONS?

