

## PLANNING YOUR SPECIAL EVENT IN YUMA

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Contact the Public Affairs Office at (928) 373-5021 to discuss your event.

Special events are a great way to highlight your organization, the community, and the City of Yuma to both residents and visitors. Successful events require planning. Our goal is to help ensure that your event is safe, successful, and planned effectively. **This brochure is intended to give you an overview of the Special Event planning and application process.**

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### DO I NEED TO FILL OUT A SPECIAL EVENT FORM?

If your event meets any of the criteria listed, then you must fill out a special event form:

- Event takes place on public property or in the public right-of-way
- Event may involve street closure or modification of traffic flow of any public street
- Event where a special event liquor license has been obtained for sale of alcohol, or where alcohol will be consumed (examples: neighborhood block party, Main Street concert, etc.).



**City of YUMA**

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**City of YUMA**

## SPECIAL EVENT INFORMATION



City of Yuma Public Affairs Office

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928-373-5021

# IMPORTANT SPECIAL EVENT PLANNING INFORMATION

The submission of a Special Event Application is one of several applications an event organizer may need to submit. The responses to questions on the application will help the City inform you of any permits or approvals needed. However, it is the sponsor's/applicant's responsibility to obtain and submit the permit applications to the appropriate party, taking into consideration the time required for processing applications.

Your cooperation and participation allows us to ensure the safety and satisfaction of your event participants, attendees, and the businesses and residences near your event. Your cooperation can also provide us the opportunity to generate public awareness of your event.

## APPLICATION PROCESS

A Special Events Group consisting of department staff from Police, Fire, Public Works, Risk Management and City Administration will review the application and return it with any conditions, restrictions and recommendations.



## INSURANCE & SAFETY REQUIREMENTS

**Major Events require proof of insurance**, and are defined as events involving any of the following: closure or restriction of streets classified as 'principal or minor arterials,' or 'collectors' (as defined in the City's Major Roadways Plan; *the City Traffic Engineer can provide specific definitions*), outdoor alcohol consumption, or the event is expected to be more than twelve (12) hours in duration.

**Minor Events** are defined as pedestrian-only processions or other events not classified as Major Events, and are typically not required to provide evidence of insurance. An application must still be filled out to ensure the safety and convenience of participants and the public in the area of the event.

When required, the event organizer must submit a Certificate of Insurance for one million dollars (\$1,000,000.) naming the "City of Yuma" as an additional insured. If the event will have amusement rides, the amusement ride company will also need to provide a Certificate of Insurance prior to the event.

**This list of major and minor events is not intended to be comprehensive. The City of Yuma reserves the right to classify events as recommended by the City Administrator or the Department of Risk Management.**

All applicants must understand that the City of Yuma does NOT provide traffic control for privately-sponsored events. If your event requires a traffic control plan and traffic control devices (traffic cones, barricades, signs, etc), it must be provided by the event organizer or sponsor.

(NOTE: Companies renting traffic control devices can be found in the Yellow Pages under "Barricades.").

## OTHER IMPORTANT INFORMATION

The City of Yuma, with other community partners, provides a calendar of upcoming events online, and distributes this same information in various forms throughout the community. Information from your application is considered public information and may be used in this manner.

**[www.yumacalendar.org](http://www.yumacalendar.org)**

**APPLICATIONS MUST BE**

**SUBMITTED IN ADVANCE**

**NO LATER THAN :**

**60 Days Before a Major Event**

**30 Days Before a Minor Event**

**Call the Public Affairs Office for more information: 928-373-5021.**