

Mohave County Parks
Planned Special Event Permit Policy
Rev. 2/16/12



Purpose

This policy is directed toward protecting the health, safety, and welfare of Mohave County Parks visitors, event patrons and participants, and the general public as well as toward prescribing a uniform permitting process for Planned Special Events conducted at a Mohave County Park or property as the event venue.

This policy provides for the planning and operation of Planned Special Events for the benefit of enhancing event patron and participant experience while minimizing adverse impacts to non-patrons including park visitors, area residents and businesses, emergency service providers, and the traveling public.

Definition

A Planned Special Event is any activity, with a scheduled time and location at a Mohave County Park or property, which impacts normal park/property use and operation as a result of increased travel demand and/or reduced capacity attributed to event staging.

This policy does not apply to the casual use of Mohave County Parks by properly permitted persons or groups as determined by the Mohave County Engineer.

Policy

Permit issuance will be by the Mohave County Engineer through the Public Works Department.

The following procedures, conditions, and requirements apply to all requests for Planned Special Events to be conducted at a Mohave County Park or property. A Planned Special Event Permit shall be required under the process and pre-event deadlines set forth in this Policy unless waived or otherwise directed by the Mohave County Engineer.

1. (90 days) The applicant shall contact the Mohave County Parks Administrator and provide a summary of the proposed Planned Special Event activity and day(s)-of-event operations including but not limited to the following information and data as applicable. Reference relevant historical data where possible.
 - a. Park facilities and areas proposed for event occupancy and use, event hours of operation, and venue opening and closing times
 - b. Daily number of participants, spectators, and onsite event support staff
 - c. Periods of peak arrival and departure demand, parking demand, vehicle occupancy, and types/use of travel modes other than personal passenger car vehicles
 - d. Patron admission such as general/reserved seating and free versus fee-based
 - e. Location of venue access points, onsite parking areas, and overflow (offsite) parking areas
 - f. Event type, market area, description of event performance(s) and/or fair/festival theme(s)
 - g. Number and type of event vendors and products served/sold including alcohol and tobacco

2. (60 days) The applicant shall obtain and submit to the Mohave County Parks Administrator a Traffic Management and Security Plan addressing, through written statement of intent and/or graphic implementation plan, the following components as applicable:
 - a. Venue access and parking
 - i. Lot assignment (reserved, general, disabled participant, employee, bus, taxi, etc.) and vehicle access and circulation (ingress, pick-ups/drop-offs, egress)
 - ii. Processing entering vehicles (fee/no-fee collection or permit) and parking personnel
 - b. Traffic flow
 - i. Ingress and egress to/from venue access points
 - ii. Emergency access and staging area
 - iii. Bus and delivery truck access and staging area
 - iv. Background traffic accommodation
 - c. Traveler information
 - i. Signing (static or electronic) for event travel, access, and parking
 - ii. Other information dissemination methods
 - d. Pedestrian access
 - i. Disabled accessibility
 - ii. Shuttle bus service
 - e. Traffic control (prepared as per the 2009 Manual on Uniform Traffic Control Devices)
 - i. Intersection traffic control at venue access points
 - ii. Intersection and street traffic control on area routes of ingress and egress
 - iii. Traffic operations monitoring
 - f. Onsite security detail responsibilities and personnel resources
 - g. Onsite emergency responder detail and resources
 - h. Incident Command System detail including supporting agencies and resources
3. (60 days) The applicant shall obtain and submit to the Mohave County Parks Administrator copies of written acknowledgments confirming Planned Special Event notification coupled with any special requirements or conditions from the following stakeholders, as applicable, subject to impact:
 - a. Mohave County Supervisor whose District encompasses the event location
 - b. Mohave County Sheriff's Office
 - c. Local Fire Department or District
 - d. Local Emergency Medical Services
 - e. Arizona Department of Public Safety and Arizona Department of Transportation if State highway facility provides primary ingress/egress to the Planned Special Event venue
 - f. City Police Department and City Public Works Department if city street facility provides primary ingress/egress to the Planned Special Event venue
4. (60 days) The applicant shall obtain and submit to the Mohave County Parks Administrator copies of written commitments confirming provision of onsite security, sanitary, and transportation services supporting Planned Special Event operations. Service providers may include the following entities:
 - a. Private security company and/or off-duty law enforcement officers
 - b. Event management company and/or transportation consulting firm
 - c. Portable toilet vendor
 - d. Solid waste clean-up and removal vendor
 - e. Traffic control contractor
 - f. Parking operations contractor

5. (15 – 60 days) The Mohave County Public Works Director will schedule the Planned Special Event Permit application for Mohave County Board of Supervisors consideration and direction on authorizing the Public Works Director to approve the subject Permit application upon fulfillment of policy requirements and other special conditions and requirements as established by the Board.
6. (10 days) The applicant shall contact and provide proper proof of absolute indemnification and liability insurance, in an amount directed by the Mohave County Risk Manager, naming Mohave County as an additional insured.
7. (10 days) Mohave County may require, based on event characteristics and operations, a performance bond to ensure successful implementation of day-of-event traffic and parking control, post-event clean-up, proper occupancy of permitted park facilities and grounds, past due fee remittal, and mitigation of unreasonable impacts to park facilities and grounds.
8. (5 days) The Mohave County Parks Administrator, upon receiving approval of permit application and permit issuance, will provide said permit to the applicant after receipt of all fees due under the permit at time of issuance.

Fees

Permitted use and occupancy of park facilities and grounds representing the collective Planned Special Event venue is subject to applicant fees in accordance with the current adopted Mohave County Parks Fee Schedule for all full and partial days of use or occupation.

The Board of Supervisors may establish as condition of any Planned Special Event approval additional or substitute fees including, but not limited to, sharing of Planned Special Event revenues.