



## Prescott Rodeo Days Fine Arts & Crafts

Yavapai County Courthouse Plaza

July 2-4, 2022

**Application deadline is May 1, 2022**

**Balance due by May 31, 2022**

Greeting Vendors,

We look forward to working with you for a successful 2022 season. Applications, photos, and payment MUST be mailed/mailed to the Prescott Downtown Partnership. Any unsigned or incomplete applications, will NOT be juried until all pages of the application are signed and returned. Email preferred. [info2@prescottdowntown.com](mailto:info2@prescottdowntown.com)

**Mail to:** Prescott Downtown Partnership, Inc.

P.O. Box 3801, Prescott, AZ 86302-3801

(928) 443-5220

### SUMMARY OF IMPORTANT COURTHOUSE PLAZA RULES

- No tent stakes or anything that would pierce the ground. You will be fined \$50.00 per stake and required to remove them.
- Tent Weights must be off the grass. Concrete blocks are not acceptable weights
- No mats, rugs or ground cover of any kind allowed on grass.
- PLEASE COME PREPARED with small blocks of wood or pvc pipe, not to exceed 2" X 4" and NO longer than 12" length to elevate your products off the grass. Have your booth/display set up before the start of the show. Tables are not required to have blocks under. We ask for minimal contact on the grass.
- BOXES, COOLERS, TUBS, WHEELED SUITCASES, etc. must be off the grass and visibly elevated a MINIMUM 2"
- Do not tie or lean anything on trees, park furniture, flag posts or other county park fixtures.
- No driving on I-block walkways

### ENTRY REQUIREMENTS

#### **ARIZONA TRANSACTION PRIVILEGE TAX ID #**

- Contact AZ Department of Revenue

#### **FINE ART**

- Original works of art only. Each piece must be signed, and framed or matted. Serigraph, etching, prints, etc., of original works of art must be signed and numbered.

#### **PHOTOGRAPHY**

- Each photograph must be signed, numbered and mounted or framed.

#### **PRODUCTS**

- Artists and crafters must display and sell items substantially handmade by them and reflect design, creativity, and made by means of artistic expression and craftsmanship from the artist/crafter. Sale items that are created with the use of manufactured items shall be altered from their original state or purpose by means of artistic and/or crafter input, expression, involvement, etc. NO RESALE! (Artist's attendance is preferred) If a representative is sent, they must sign the waivers also. Please notify PDP and to get their signatures.
- Only items that have been juried may be sold. Displays will be inspected periodically to assure items sold are consistent in quality to those represented in submitted photos.
- Premade Food Products/Cottage Edibles are required to contact the Yavapai County Health Department prior to the event. Call the Y.C. Health Dept. at (928) 771-3121 to determine whether a permit is needed.

#### **FOOD PREPARED ON THE COURTHOUSE PLAZA**

- Limited space available for Food Vendors
- IMPORTANT! Vendors are responsible for protecting the concrete and brick sidewalk and clean-up.
- Recommendation - Bring something to clean-up any spills, marks, or stains in your area if you accidentally get grease, oil or anything that may cause a stain or mark. We do not power wash your area. This is the responsibility of the vendors.

**INSURANCE:** Vendors must carry General Liability Insurance:

- \$1,000,000 occurrence, \$2,000,000 aggregate including products and complete operations.
- Additional named insured; Prescott Downtown Partnership, Yavapai County, their employees, agents, and affiliations.
- Primary and Non-Contributory
- Waiver of Subrogation
- Coverage and plans may vary.
- Contact your insurance agent for event insurance

**BOOTH SPACES**

- Spaces cannot be shared. Booth size is 15' X 10' with 2' X 15' storage space along the back of the booth. A few spaces have a 10' front and go 15' deep. No Plaza usage over the allotted space, or you will be charged for a double. Booths must be staffed at all times during the show. Vendors are not permitted to spread out or utilize any areas beyond the allotted space or on adjacent walkways. **NO 10' X 20' SPACES AVAILABLE.**
- Vendors may not use or tie to trees, benches, fences or other county property as displays.
- No exhibitor space available for trailers or food trucks.
- Exhibitor will provide canopies, tables and/or display units for merchandise. Delivery, handling, erecting, and removal of booth display, equipment & materials (i.e.; trash, zip ties, etc.) are the responsibility of the exhibitor.
- No ground covers or mats are allowed on the grass. Ground cover is required for food vendors along Gurley Street.
- Booth awning must be 8' above the sidewalk and the corners must be padded or flagged.
- Vendors with heavy art and items should request a space on the concrete.

**SAFETY**

- A fire extinguisher is recommended for all booths.
- Security is provided for the benefit of PDP on Friday, Saturday & Sunday nights, but not for the protection of Vendor merchandise. Take your valuables at the end of each day. Any items that are unattended or left on the Plaza overnight remain there at the sole risk of the Vendor.
- No areas beyond the allotted space or on adjacent walkways can be utilized by Vendors.
- No obstacles, umbrellas, merchandise or items can be placed on the sidewalks. No exceptions.
- **NO SMOKING: EXHIBITORS MAY NOT SMOKE WITHIN 10' OF ANY BOOTH, INCLUDING THEIR OWN.**

**SCREENING PROCESS**

- Entries will be juried upon receipt of completed & signed application, signed COVID-19 waiver and protocols, acknowledgement of Plaza Rules, application fee, 50% of the booth fee and appropriate photos are received. Artists/crafts people will be notified via email if their work has been accepted or denied.
- Photos must include: 3 photos of each product type if different (example: jewelry & wall décor) 1-2 photos of YOU creating each product type, and 1-2 photos of your booth set up. Photos will not be returned. (Send email photos and application to [info2@prescottdowntown.com](mailto:info2@prescottdowntown.com) or upload the app and photos through our website [www.prescottdowntown.com](http://www.prescottdowntown.com).)

**JURY DETAILS & QUESTIONS**

- How images are viewed by jurors: Email or mail with the application to the Prescott Downtown Partnership at **P.O. Box 3801, Prescott, AZ 86302-3801**. Be sure your name is included with the email or mail, if the application was delivered separately.
- Viewed in the PDP office by a jury committee.
- Within a medium category, applications are sorted and may be limited. Determined by jurors.
- Am I allowed to observe the jury process? The jury process is closed.

**DISPLAYS**

- Vendors are responsible for handling, erecting, and removing their display materials.

**PARKING**

- PDP, Inc, has reserved the parking spaces facing the Courthouse Plaza for Vendors on Friday, July 1, 2022 from 4PM to 8PM. Setup starts at 6PM.
- Exhibitor parking is **NOT ALLOWED** on or around the Courthouse Plaza during the show.
- Exhibitors with booth spaces at the South end of the plaza must have an OIL drip pan or something under the engine block to protect the concrete from any possible oil leaks.
- **IMPORTANT – WE WILL NOT HAVE USE OF THE SCHOOL FIELD FOR PARKING! A PARKING PLAN WILL BE SENT TO YOU PRIOR TO THE EVENT. You will receive the PARKING PLAN via email.**



**APPLICATION**  
**Prescott Rodeo Days Fine Art & Craft**  
 July 2-4, 2022  
 Yavapai County Courthouse Plaza  
**Application deadline is May 31, 2022**

For PRDS use only:	
Received _____	
App fee: _____	Booth fee: _____
Check # _____	Amt: _____
Credit card _____	Amt: _____
Jury: _____	Balance due: _____
COI rec'd _____	
Waivers rec'd: _____	
Exhibitor notified: _____	

First & Last Name: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Arizona Transaction Privilege Tax License # \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
 Cell # \_\_\_\_\_ other # \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Website if applicable: \_\_\_\_\_  
 Special requirements: Electric (spaces are limited) \_\_\_\_\_ H2o \_\_\_\_\_ Handicap space \_\_\_\_\_  
 Vehicle Make & Model \_\_\_\_\_ Color \_\_\_\_\_ ST \_\_\_\_\_ Plate # \_\_\_\_\_

I wish to exhibit for sale: (only items checked below may be sold at the Prescott Rodeo Days Fine Art & Crafts Show  
 Ceramics \_\_\_ Drawings \_\_\_ Glass \_\_\_ Fiber/leather \_\_\_ Furniture \_\_\_ Jewelry \_\_\_ Metal \_\_\_ Painting \_\_\_  
 Photography \_\_\_ Premade Food/Cottage Edibles \_\_\_ Sculpture \_\_\_ Wood \_\_\_ Mixed Media or OTHER \_\_\_\_\_

Describe in sufficient detail for the jury, the materials, techniques and processes in your work including any unique or unusual applications not easily determined by viewing photographs. Use an additional sheet if more space is needed.

**FEE SCHEDULE:**

**Application fee PLUS 50% of booth fee required with application to secure space. Balance due on May 31, 2022.**

CIRCLE TYPE OF BOOTH	TENT SIZE		PRICE/INFO	PAID
APPLICATION FEE		\$30.00	\$30 Non-Refundable - pay with 50% booth fee to secure space	
SALES BOOTH	10' x 15'	\$555.00		
FOOD SERVICE BOOTH	10' x 15'	\$960.00		
FOOD SERVICE (NON-PROFIT)	10' x 15'	\$760.00		
DOUBLE SALES BOOTH	10' X 30'	\$1,110.00		
PREMIUM SPACE	10' x 15'	\$605.00	Space #'s 27, 41, 50, 58, 59, 68, 76, 77, 80, 85, 96, 100, 111, 112, 113, 120, 142, 148, 149 & 152	
ELECTRIC	\$15 per day	\$45.00	\$15 PER DAY - Limited spaces available	
TOTAL DUE				

**\*\*\*2021 Booth spaces unavailable; #39, 47, 65, 71, 102, 103, 141, 143, 145 \*\*\***

Booth space preference given with application fee and 50% of booth by April 15, 2022

#1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_

My canopy is 10' X 10' \_\_\_\_\_ My canopy is 10' x 15' \_\_\_\_\_

**Prescott Rodeo Days Fine Art & Crafts Show  
July 2-4, 2022**

**PAYMENT METHOD FOR APPLICATION & BOOTH FEE Check payable to Prescott Downtown Partnership**

Application fee \$30 \_\_\_\_\_ booth fee \$ \_\_\_\_\_ Check # \_\_\_\_\_ Balance \_\_\_\_\_

**CREDIT CARDS WILL INCLUDE A 3% PROCESSING FEE**

Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ American Express (check one) \_\_\_\_\_

Card # \_\_\_\_\_ Exp \_\_\_\_\_ Security code \_\_\_\_\_ Amt. \_\_\_\_\_

Balance due \_\_\_\_\_ by May 31, 2022 \_\_\_\_\_

Name on card \_\_\_\_\_

Billing zip code \_\_\_\_\_

**Signature** \_\_\_\_\_

**Location:** Yavapai County Courthouse Plaza 120 S. Cortez Street Prescott, AZ 86303

**VENDORS MUST CHECK IN BEFORE SET UP at 6PM! Vendors who begin setup prior to check in will forfeit their booth fees and be ejected from the show.**

- Check in at the Gazebo on Friday, July 1st, 4-8 pm or Sat. 6am-9am
- **NOTE:** Frontier Days Parade is on Saturday and the streets surrounding the plaza will be closed Saturday at 6AM.
- **Set-up:** begins Friday, July 1, 2022 at 6 p.m. and must be completed by 9 a.m. Saturday, July 2, 2022
- **SHOW TIMES:**
  - Saturday & Sunday July 2<sup>nd</sup> & 3<sup>rd</sup> 9 am – 5 pm
  - Monday, July 4, 2022 9 am – 4 pm
- **Hours of Operation** - Booth must be staffed and remain open during show hours.

**CANCELATION POLICY**

Full refund (excluding \$30 application fee) if cancelled by May 1, 2022. If cancelled between May 2, 2022 through May 31, 2022 you will receive a 50%, excluding the \$30 application fee. No refund if requested from June 1, 2022 through the end of the show.

**LIAIBILITY**

**Release of Liability, Hold Harmless and Indemnification Agreement**

I have read, understand and agree to abide by the Rules and all policies, rules, directions and regulations of Yavapai County, the Organizer and Sponsor, including those provided with my application or that may be later supplemented or declared, or changes based on local, state or federal recommendations. On behalf of myself, my heirs and executors, I hereby waive, release, hold harmless and forever discharge the Organizer, the Sponsor, Yavapai County, and all of their employees, agents, volunteers, associates and affiliates ("Released Parties") from any and all claims, actions, liabilities, costs, damages, expenses and attorneys' fees arising out of any theft, bodily injury, death, tangible or intangible property damage, public enemy or act of God, occurring in connection with the scheduled event whether caused by negligence, action or inaction, and hereby waive any right to make a claim, sue or demand thereon. I further agree to indemnify, defend and hold harmless the Released Parties for any violation of the Rules or damages, attorneys' fees and court costs arising from the conduct of my agents. I understand that any security provided is solely for the benefit of the Released Parties and not for the protection of my items or booth, and that any items that are unattended or left on the Plaza overnight remain there at my own risk. I specifically agree to be personally responsible for any charges or fines resulting from damage done to the landscaping, sprinkler system or Courthouse Plaza because of my failure to follow the Rules, including the use of stakes, tarps, etc. I also understand any of the "Released Parties" has the right to refuse service and cancel this agreement at any time without cause or warning or for violations of the Rules.

Signature below confirms receipt of the above guidelines and my agreement to follow the guidelines:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## COVID-19 Protocol and Vendor Agreement

### Prescott Downtown Partnership, Inc. will –

- Place signage throughout the venue encouraging anyone not feeling well or exhibiting symptoms to stay home, in accordance with the CDC and Yavapai County Health Department recommendations. Guidelines are subject to change giving Yavapai County Health Dept. direction.
- Place hand-sanitizing stations around the perimeter of the event.
- Plaza trash cans will be closely monitored throughout the event and pulled prior to reaching capacity.
- County restrooms and Porta-A-Johns will be sanitized frequently throughout the day.
- Place signage throughout the event encouraging attendees to exercise safe hygiene practices.
- Provide employees masks, gloves and hand-sanitizer.
- Employees exhibiting symptoms or those who feel unwell will not be working during the show, in accordance with the CDC and Yavapai County Health Department recommendations.
- Messaging will stress personal responsibility and respect for other attendees.

### Protocol to Mitigate Community Spread and Protect Vendors

- If you are not feeling well, please stay home. A representative in your booth will be acceptable. Please notify PDP, Inc that you are sending a representative. That person will need to sign the waivers, understand the of Courthouse Plaza rules and sign the acknowledgement.
- We encourage you to implement additional mitigation at your individual booths to the level you are comfortable with—You may request shoppers wear face coverings, sanitize before coming in your booth, ask that they do not touch merchandise, etc... BUT you must create and bring your own signage to post in a visible location at the beginning of the show.

**My signature below confirms receipt of the above guidelines and my agreement to follow the guidelines:**

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Release and Waiver of Liability Relating to Coronavirus/COVID-19 and variants thereof

The novel coronavirus, “COVID-19”, has been declared a worldwide pandemic by the World Health Organization and Yavapai County has adopted certain COVID 19 Protocols which you have been provided. Evidence has shown that COVID-19 can cause serious and potentially life-threatening illness and even death.

**The event organizer, Prescott Downtown Partnership and Yavapai County (collectively, “Release Parties”) cannot prevent you, your agents, your employees or your customers from becoming exposed to, contracting, or spreading COVID-19 in connection with use of the Courthouse Plaza, surrounding areas, or the scheduled event. If you choose to participate as a Vendor or Organizer, you may be exposing yourself to and/or increasing your risk of contracting or spreading COVID-19.**

**ASSUMPTION OF RISK: I have read and understood the above warning concerning COVID-19.** I hereby choose to accept the risk of contracting COVID-19 for myself and/or my agents, employees or customers in order to participate in the scheduled event. I accept the risk of being exposed to, contracting, and/or spreading COVID-19 in order to attend the scheduled event.

**RELEASE AND WAIVER OF LAWSUIT/LIABILITY: I hereby forever release and waive my right to bring suit against the Released Parties, and all of their employees, agents, volunteers, associates and affiliates in connection with any exposure, infection, and/or spread of COVID-19 related to attending the scheduled event.** I understand that this waiver means I give up my right to bring any claims including for personal injuries, death, disease or property losses, or any other loss, including but not limited to claims of negligence, and give up any claim I may have to seek damages, whether known or unknown, foreseen or unforeseen.

**CHOICE OF LAW:** I understand and agree that the law of the State of Arizona will apply to this contract and jurisdiction and venue of any claims shall only be filed in the Yavapai County Superior Court.

**I HAVE CAREFULLY READ AND FULLY UNDERSTAND ALL PROVISIONS OF THIS RELEASE, AND FREELY AND KNOWINGLY ASSUME THE RISK AND WAIVE MY RIGHTS CONCERNING LIABILITY AS DESCRIBED ABOVE:**

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Prescott Rodeo Days Fine Arts & Crafts Show**  
**July 2, 3 & 4, 2022**

**Courthouse Plaza Use Rules-**

**Load In** – NO set-up before 6 p.m., on Friday, July 1, 2022. Our Courthouse Plaza Permit goes into effect at 6:00 p.m. The vendors with booths on the South end of the plaza must wait until the portable potties are setup and the truck moved off the plaza. You may walk your booth and items after 6PM

**Tent Stakes** - Stakes and anything impaling the grass are prohibited —Use of tent stakes may breach and seriously damage the underground irrigation system and their use will result in a Violation of \$50 per stake, closure of booth and possible disqualification from future shows.

**Product Storage Containers** - Crates, boxes, coolers and all storage items must be raised a minimum of 2” off the ground with small blocks of wood or PVC (not to exceed 2” X 4” X 12”) to allow maximum air flow to minimize damage to the grass. PVC smaller than 2” does not allow for adequate air flow. Bring small blocks of wood to elevate all storage/boxes. Bins, boxes and other storage containers cannot sit directly on the grass. They must be elevated to allow for air flow.

**Tent Weights** - Tent weights **MUST** be elevated off grass. NO blocks under the weights. Concrete blocks cannot be placed on the grass.

**Plaza Infrastructure** - Vendors may not use Plaza picnic tables, benches, fencing, flag poles, statues or trees for their displays or exhibits. Do not lean on or tie anything to these structures.

**Mats and Ground Cover** - No mats of any kind are allowed on the grass (excluding approved food preparation areas)

**Food Vendors** - Food preparation spaces (On Gurley Street) must have mats or tarps of some kind under their booth to keep oily substances or stains off the Concrete and I-Block. Any greasy substance, oil or spills that stain the concrete or blocks will be the financial responsibility of the Vendor. \$500 violation fee plus cleanup.

**Sidewalks and Brick Walkways** - Do not drive or park on the brick walkways or sidewalks. Driving on the brick walkways and sidewalks.

**Damage** - The Vendors will be responsible for the Violation plus cost of the repair.

VIOLATIONS / DAMAGE	FEE SCHEDULE
Stakes in the ground	\$50.00/stake/day
Crates, boxes, etc. not properly elevated at least 2" off the ground	\$200.00/booth/day
Weights not suspended	\$200.00/booth/day
Items tied to or leaning on trees or park furniture or statuary	\$200.00 / occurrence
Driving on I-blocks	\$200.00 / occurrence
Grease/oil on I-block or concrete	\$500.00 / occurrence
Unauthorized use of Plaza driveways, early set-up, or late take-down of booths or equipment	\$200.00 / occurrence

You will be given an opportunity to correct any violations, with the exception of ‘Stakes’ and must be corrected by noon on the first day of the show.

Failure to follow the foregoing Rules of the Courthouse Plaza will result in possible fines and disqualification from future shows on the Courthouse Plaza. At the sole discretion of PDP, Vendors may be given an opportunity to correct any infractions before being asked to permanently close their booths. If you have any questions, contact a PDP representative before set up. By signing you are acknowledging that you have received the Yavapai County Courthouse Park Rules and Regulations and the Yavapai County Courthouse Park Supplemental Rules and Regulations.

**Vendor signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Booth # \_\_\_\_\_



Prescott Downtown Partnership, Inc.  
P O Box 3801, Prescott, AZ 86302  
101 E Gurley St. Suite D, Prescott, AZ 86301  
[info2@prescottdowntown.com](mailto:info2@prescottdowntown.com)

### Vendor Acknowledgement

I \_\_\_\_\_ as the Vendor for  
\_\_\_\_\_ (Business Name)

acknowledge that I have received a copy of the Yavapai County Ordinance 2002-2 Courthouse Park Rules and Regulations, a copy of the Yavapai County Courthouse Park Supplemental Rules and Regulations amended 11/20/2002 and a copy of the Yavapai County Courthouse Plaza Fee Schedule effective January 1, 2022 from Prescott Downtown Partnership, Inc.

I understand that these rules and regulations are binding and failure to comply with these rules and regulations shall result in fees, as outlined in the Yavapai County Courthouse Plaza Fee Schedule.

Prescott Downtown Partnership (PDP) shall conduct a walk through of the vendors prior to the shows beginning. Additionally, PDP will conduct daily walk throughs of the vendors to assist the Vendors in correcting any possible violations. Also, PDP will complete a walk through with a Yavapai County representative at the conclusion of the show. This final walk through will assist the Vendor in reducing the fees, by giving the Vendor a chance to correct the violation.

PDP will invoice the Vendor for all violations and the fees shall be required to be remitted to PDP within 30 days of invoicing. If the fee violations are not paid in a timely manner, future invitations to the show could be in jeopardy.

Should there be any questions about the rules, regulations or fee schedule, please contact Prescott Downtown Partnership, Inc.

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

License Plate # \_\_\_\_\_

\_\_\_\_\_ Vendor Signature

\_\_\_\_\_ PDP Representative Signature

# **Yavapai County Ordinance 2002- 2 Courthouse Park Rules and Regulations Amending Ordinance 2000-1**

## **Section 101. Definition:**

- A. "Activity" means a scheduled function of a private, non-commercial nature including, but not limited to, parties, receptions, weddings, picnics or reunions where participation is limited to members of a particular family, group or organization or to invited guests.
- B. "Activity Permittee" means a person or organization who has been granted a Park Use Permit for an Activity as defined herein.
- C. "Applicant" means an applicant for a Park Use Permit for an Activity, Commercial Event or Non-Commercial Event as defined herein.
- D. "Board of Supervisors" means the Yavapai County Board of Supervisors.
- E. "Camping" means erecting a tent or shelter or arranging bedding, or both, for the purpose of, or in such a way as will permit overnight use.
- F. "Commercial Event" means a scheduled function of a public nature including, but not limited to arts and crafts shows, antique shows, concerts and theatrical and other performances where fees are charged to vendors or members of the public for participation and/or admission.
- G. "County" means the government of Yavapai County, Arizona
- H. "Courthouse Park" means the open space surrounding the Yavapai County Courthouse, Prescott, Arizona, as bounded by Cortez Street, Gurley Street, Montezuma Street and Goodwin Street and excluding the Courthouse Building.
- I. "Director" means the Yavapai County Facilities Director or a duly-authorized designee.
- J. "Event Sponsor" means the organization or individual who has been granted a Park Use Permit for a Commercial or Non-Commercial Event as defined herein.
- K. "Major Event" means a Commercial Event that occupies all or substantially all of the portion of the Courthouse Park designated for Events or Activities pursuant to this Ordinance and for which a Park Use Permit in excess of one day would be required.
- L. "Non-Commercial Event" means a function of a public nature, other than a Commercial Event, as defined herein, to which the public is invited as participants and/or spectators.
- M. "Temporary structure" means any form of truss, platform, tower, staging or other structure, other than dais, podiums, vendor tents, which is not intended to be permanently attached to the Plaza premises.

## **Section 102. Administration**

The management of the Courthouse Park shall be vested in the Director or such other County employees



as the Director may designate. The Board of Supervisors may authorize managers or agents to act on the Director's behalf.

### **Section 103. Park Use**

The Courthouse Park may be used for any lawful activity or gathering authorized by this Ordinance or by Supplemental Regulations. Uses shall be subject to the following restrictions:

- A. All uses of the Courthouse Park shall be in compliance with applicable federal, state or local statutes, rules regulations or ordinances.
- B. No Commercial Event, Non-Commercial Event or Activity shall be conducted on the Courthouse Park without a written Park Use Permit issued by the Director or designee.
- C. The consumption of Intoxicating beverages is prohibited.
- D. The operation of motorized and non motorized vehicles, bicycles and skateboards, on any portion of the Courthouse Park Including the Driveways without prior authorization by the Director is prohibited.
- E. The placement of any temporary structure is prohibited unless authorized in writing by the director and included in the written provisions of a valid park use permit. As a condition of approval of a use permit application pursuant to this section 103.e an applicant may be required to obtain additional insurance coverage, provide additional premises security and to comply with such other requirements as set forth in this ordinance or in supplemental regulations.
- F. The placement of any permanent structure is prohibited unless authorized by the Board of Supervisors.
- G. Vandalism or destruction of Courthouse Park property is prohibited.
- H. Camping within the Courthouse Park is prohibited
- I. Dog owners or handlers, except owners of Seeing Eye Dogs, shall clean up all litter created by the animal.
- J. The posting, placing or erecting of signs other than those authorized by the Director for park purposes is prohibited. Court and public documents may be posted in a location designated by the Director, or as ordered by the Superior Court. One location may be designated for local announcements. Temporary signs are allowed as attachments to temporary structures authorized pursuant to a valid Park use Permit.
- K. Activities which disrupt or interfere with the operation of the Courthouse or the maintenance/preservation activities of the County on the Courthouse lawn are prohibited.
- L. Car washes are prohibited.
- M. No Commercial Event, Non-Commercial Event, Activity or other lawful function held on the Courthouse Park shall be disrupted in violation of federal, state or local laws, rules, regulations or ordinances.
- O. Permittees shall remove from the Courthouse Park premises any and all temporary structures, equipment, or other items placed on the premises in connection with an event or activity within two hours of the conclusion of the event or activity or at another agreed-upon time to be specified in the approved park use permit.

## **Section 104, Permits**

Applications for and issuance of Park Use Permits are subject to the following conditions:

- A. With the exception of Major Events as defined in Section 105, no Park Use Permit will be authorized for any activity or event in excess of one day in duration. Additional time may be allowed for early set-up and extended take down upon receipt of a written request setting forth specific timeframes and justification of need.
- B. Submission of Park Use Permit applications for Commercial and Non-Commercial Events shall be approved by the Event Sponsor and, if the Sponsor is an organization, shall be executed by a duly-authorized officer of the Sponsor. The Sponsor may designate an Event Coordinator who shall serve as the Sponsors representative with respect to the management of the Event.
- C. A Commercial Event Sponsor shall have been approved by the United States Internal Revenue Service for Section 501(c) non-profit status or shall have been otherwise recognized by the Internal Revenue Service as a non-profit organization. A Commercial Event permit applicant shall provide verification of IRS non-profit status or recognition in a form specified by the Director.
- D. Issuance of a Park Use Permit shall be expressly conditioned on the issuance of all other required city, state or county permits licenses prior to the date of the Activity or Event.
- E. Each Park Use Permit shall specify the Event or Activity and the date(s) and times for which it is issued. Issuance of a Park Use Permit shall not be construed to confer any preferential right or expectation upon the recipient with respect to any future use of the Courthouse Park or future sponsorship of any Event or Activity except to the extent that such future uses or sponsorships are to occur on those dates and times specified on the Park Use Permit. Future uses or sponsorships on dates not specified on the Park Use Permit will require submission of new applications in the manner provided in this Ordinance and Supplemental Regulations and will be processed in the manner provided for approval of applications for all Activities or Events.
- F. At the time of issuance of an application for Park Use Permit, an Event Sponsor or Activity -Permittee shall be provided a copy of this Ordinance and the Supplemental Regulations.
- G. Use Permits shall be issued to the first party submitting an application to conduct an Event or Activity on a given date. In the event that a conflict is determined to exist for a given date due to a previously-scheduled Event or Activity, the application shall be denied with written notice to the applicant.
- H. Unless otherwise provided in the Supplemental Regulations, no applications for Park Use Permits will be accepted prior to the first business day of January of the year in which the Event or Activity is to take place.
- I. Permit applications may be denied for Events or Activities to be held on dates which have been designated by the Director to be set aside for maintenance and preservation of the Courthouse Park premises or on such other dates as may be designated by the Board of Supervisors.

## **Section 105. Major Events**

The Board of Supervisors, in its sole discretion, may limit the maximum number of Major Events to be held on the Courthouse Park in any given year, may designate certain Major Events to be authorized within that

maximum number and may add or delete specific Major Events. Designated Major Events shall be listed on a Courthouse Park Major Event Schedule. Inclusion of a Major Event on the Major Event Schedule shall not be construed to confer any preferential right or expectation upon any individual or group with respect to the sponsorship of that Event. Applications for sponsorship of Major Events shall be submitted annually in the manner provided in this Ordinance and Supplemental Regulations for applications for other Events and processed in the manner provided for approval of applications for other Events.

### **Section-106. Indemnification and Insurance: Damage Deposit**

No Event or Activity shall be held on the Courthouse Park unless the Event Sponsor or Activity Permittee has complied with the following requirements prior to the scheduled date for the Event or Activity:

1. Event Sponsors and Activity Permittees shall agree to indemnify the County, and its officers, employees and agents for all claims, damages or other monetary losses, including attorney's fees, arising from the Event or Activity for which the Park Use Permit is issued.
2. Event Sponsors and Activity Permittees shall obtain and maintain all-risk insurance coverage of such kinds, and with such policy limits as may be determined to be necessary to protect the Sponsor or Permittee and the County and its officers, employees and agents against claims, damages or other monetary losses, including attorney's fees, arising from the Event or Activity for which the Park Use Permit is issued. Minimum policy limits, policy forms and other requirements shall be established by the Director subject to approval of the Board of Supervisors.
3. No later than 10 working days prior to the date scheduled for an Event or Activity, the Event Sponsor or Activity Permittee shall provide a damage deposit to the Director in such amount and in such form as may be established by the Director subject to approval of the Board of Supervisors. Within a reasonable time following the conclusion of the Event or Activity the damage deposit shall be refunded to the Sponsor or Permittee less any amount applied to repair damages arising from the Event or Activity. In the event damages occur that are in excess of the damage deposit on file, as determined by the director, permittee shall be billed for the additional amount of the damage.

### **Section 107. Booths and Displays**

Placement of booths and displays on the Courthouse Park shall be subject to the following restrictions:

1. Conducting no commercial or non-commercial event (i.e., art/arts and crafts shows) in which the number of displays exceeds more than 174 10 foot by 15 foot booths or displays or their equivalent as approved by the Director.
2. No more than 27 booths or display spaces will be permitted allowed on the South Lawn Area.
3. No booths or display spaces will be allowed on walkways north of Buckey O'Neill Statue or the I Pavers around the Time Line. No more than a total of 6 booths or display spaces will be permitted in the lawn area.
4. No booth or display space will be placed in front of the Veteran's Memorial Statue.

### **Section 108. Supplemental Regulations.**

The Director may establish Supplemental Regulations for use and operation of the Courthouse Park provided that such Regulations are not less restrictive than the provisions of this Ordinance. Supplemental

Regulations shall not become effective until approved by the Board of Supervisors.

**Section 109. Administrative Review**

Any person aggrieved by an initial determination with respect to application or interpretation of this Ordinance or Supplemental Regulations may submit a request for an administrative review of that decision within 5 working days of receipt of written notification of the determination. The administrative review shall be conducted by the director or a designee appointed by the county administrator. A written determination based on the administrative review shall be provided to the aggrieved party within 15 working days of submission of the request for administrative review.

A person aggrieved by the outcome of an administrative review may submit a request for review by the Board of Supervisors within 5 days of receipt of written notification of the outcome of the administrative review. The Board of Supervisors, in its discretion, may agree to review the matter or may decline to do so. In the event that the Board declines to review the matter, the decision made pursuant to the administrative review shall be final. If the Board agrees to review the matter, it shall conduct a hearing no more than 20 days following submission of the request for Board review. At the hearing the Board shall consider only that information that was part of the record of the administrative review and shall render a final decision no more than 15 days after the date of the hearing.

**Section 110. Fees**

The Director, with the approval of the Board of Supervisors may establish a Courthouse Park Fee Schedule to include all use fees, sales fee, inspection fees, permit fees, damage deposits or other necessary and appropriate fees and charges for use of the Courthouse Park.

**Section 111. Violations; Penalties**

Violations of the provisions of this Ordinance or Supplemental Regulations shall be subject to the following penalties:

- A. Violation of any provision of this Ordinance or Supplemental Regulations shall be grounds for revocation of any Park Use Permit issued hereunder and for denial of any future application for a park Use permit
- B. Any person violating any provision of Section 103 of this Ordinance is guilty of a Class 2 misdemeanor.

**Section 112. Agreements with Other Governmental Entities.**

Nothing in this ordinance shall be deemed to preclude the county from entering into agreements with other political subdivisions for the use of the courthouse park for public recreation, entertainment or other events for which no admission is charged.

**Section 113. Usage of Words and Phrases.**

Unless specifically defined herein, words or phrases used in this Ordinance shall be interpreted so as to give them the meaning they have in common usage and to give the regulation its most reasonable application.

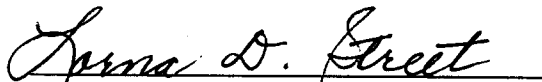
**Section 114. Repealer and Effective Date**

All prior rules and regulations governing the Courthouse Park are hereby repealed.

The effective date of the amended Ordinance is December 20, 2002

AMENDED AND APPROVED this 20th day of November, 2002.

YAVAPAI COUNTY BOARD OF SUPERVISORS

  
Chairman

ATTEST:

  
Clerk of the Board

**Yavapai County Courthouse Park  
Supplemental Rules and Regulations  
As Amended 11/20/02**

These Supplemental Rules and Regulations are intended to assist in the interpretation and implementation of the Rules and Regulations for the Yavapai County Courthouse Park as set forth in County Ordinance 2002-2 ('the Ordinance') and amendments thereto.

**Section 1. General.**

**A. Park Use Permit Required.** A Park Use Permit application in the form specified by Yavapai County or its designee shall be submitted in accordance with the requirements of the Ordinance for any proposed Activity, Commercial Event or Non-Commercial Event as defined in the Ordinance, and shall be submitted not less than 30 days prior to the scheduled event.

- (i) Each application shall be accompanied by the appropriate Administrative Fee. No application shall be accepted without this fee. Except as otherwise specifically provided in the Ordinance or in these Supplemental Rules and Regulations, an Administrative Fee shall be required for each date that an applicant proposes to use the Plaza.
- (ii) Not more than one commercial permit will be issued for Plaza use on a given date or time. For purposes of this section, "Commercial" shall have the same definition as provided in Ordinance 2000-4.
- (iii) Permission to use the Plaza for a scheduled event or activity may be granted only by Yavapai County or its designee. Scheduled events or activities may be conducted only by the entity named on a valid Park Use Permit. Permitted entities shall have no authority to either sell, transfer, assume, broker or otherwise alienate permits to another person or entity or to take any other action which purports to grant permission to another entity to conduct a scheduled activity or event. Any action by a permitted entity in violation of this section shall be grounds for revocation of a current use permit or denial of applications for future permits.

**B. Use of Courthouse Grounds.** The following rules shall be in force at all times during all permitted activities on the Plaza.

- (i) Driving of motorized vehicles on the "I" blocks is expressly prohibited. Authorized vehicles (those which provide a service to or for Yavapai County) are exempted from this restriction.

- (ii) Benches and tables are for park visitors not for artist/vendor use.
- (iii) Nothing shall be affixed or tied by any manner to any tree or any part of the Gazebo. All items must be free standing. Attachment of items when determined to be necessary for safety and security by Yavapai County or its authorized representatives are exempted from this restriction.
- (iv) No stakes or any other objects shall be inserted into the ground at any location on the Courthouse Plaza.
- (v) All Permittees are requested to place their trash in dumpsters only, located at the southwest corner of the Courthouse. Public receptacles located on the Plaza area are not to be used for this purpose.
- (vi) No straw, hay or like product is permitted on the grass area. In the event of rain during a Major event, sponsors will be required to ensure that burlap only is used on the grass.
- (vii) Temporary structures shall be placed only on the paved performance area located generally between the Bucky O'Neill statue and the north steps of the Courthouse Plaza and shall not exceed 10' in height nor be more than 30' in width. No temporary structure shall protrude further than 25' from the top step which is located immediately adjacent to the Buck O'Neill statue and extending toward the Courthouse. A permit applicant may request a waiver of the size or location limits specified herein. Approval of any waiver request shall be in the sole discretion of the County or its designee. Waiver approvals shall be in writing and shall specify approved dimensions and/or locations and any other applicable conditions of approval. The County may require certification of the initial or on-going safety of any temporary structure in such manner that it deems appropriate including, but not limited to, a requirement that the proposed design of a structure be stamped by a licensed professional engineer acceptable to the County and/or that a completed structure be inspected by qualified inspector acceptable to the County. Any services required for compliance with certification requirements shall be provided at the sole expense of the applicant/permittee.

## **Section 2. Major Events**

**A. Major Event Sponsors: Requirements:** An applicant for sponsorship of a Major Event shall:

- (i) Be a Yavapai County non-profit organization as defined by the Internal Revenue Service as provided in the Ordinance; and
- (ii) Be incorporated in the State of Arizona, and in good standing; and

- (iii) Provide documentation of the financial resources and fiscal controls required to properly operate and administer the Event; and
- (iv) Be able to demonstrate a benefit to Prescott/Yavapai County from its conduct of the Event; and
- (v) Have demonstrated prior successful experience in sponsorship of Courthouse Park Events to include organization and operation of Events as well as adherence to the Ordinance and Supplemental Rules and Regulations; or
- (vi) Have demonstrated successful experience in the sponsorship of events of like kind in other locations to include organization and operation of events as well as adherence to applicable ordinances, rules and regulations.

**B. Permit Applications: Requirements.** Use Permit Applications for Major Events, as defined in the Ordinance shall, in addition to other required items include the following:

- (i) A copy of the minutes of a scheduled meeting of the applicant organization confirming that a majority of the members of the governing body of the organization voted to approve submission of the application and to designate the person authorized to sign the Application on behalf of the organization.
- (ii) An Event Budget in a form specified by the County or its designee. Failure to provide such a budget shall be grounds for denial of an application or revocation of an approved application.
- (iii) A Parking Plan detailing how the Major Event Sponsor intends to work with downtown interests to address their concerns about parking for vendors/artists, and a description of how such a plan will be enforced. Adoption of a "master parking plan" approved by the Manager and the Major Event Sponsors shall constitute compliance with this requirement.

**C. Application Processing.** Absent good cause, decisions on applications submitted by October 1 for Events to be held during the following calendar year will be made no later than November 1.

**D. Approval of Applications: Current Sponsors.** A determination that a current non-profit Sponsor of a Major Event has conducted the Event in a competent and responsible manner including, but not limited to, adherence to the Ordinance and other applicable laws, rules and regulations and Parking Plan, and that there is no reason to conclude that the current Sponsor would not conduct future Events in a competent and responsible manner shall be sufficient grounds for approval of the current Sponsor's application for the subsequent year's Event. Decisions on the applications of current Sponsors shall be made no less than 30 days after a completed application absent compelling circumstances.

**E. Post-Event Review: Early Application.** Not later than two weeks following the conclusion of a Major Event, the County or its designee will meet with Event Sponsor for a post-Event review. If, following the review, it is determined that the Sponsor has conducted



the Event in a competent manner including, but not limited to, adherence to the Ordinance and other applicable laws, rules and regulations, and Parking Plan, the Sponsor will be authorized to submit an early application for the subsequent year's event. A decision on the application shall be made no later than 30 days after submission of a completed application.

**F. Relinquishment of Sponsorship.** If a current Sponsor of an approved Major Event desires to relinquish sponsorship of that Event, the Sponsor shall simultaneously provide written notice of intent to terminate to the Yavapai County Board of Supervisors and the Director or designee.

**G. Event Date: Vacancy.** In the event that an approved Major Event date becomes vacant due to a relinquishment of sponsorship as provided herein, a decision by the County or its designee to deny an application or revoke an approved application, or for any other reason, the Board of Supervisors may direct that the Event be removed from the approved Schedule of Major Events or direct that County-based non-profit organizations be invited to submit applications for use of the Courthouse Plaza for the time period allocated for the Event. Public notice of the invitation shall be given in the manner directed by the Board of Supervisors. Applications shall be evaluated in accordance with the criteria set forth in the Ordinance and the Supplemental Rules and Regulations. No new applications will be accepted for an approved Major Event until such time as the Event is declared to be vacant.

**H. Permit Applications: Order of Submission.** Except as expressly provided in these Supplemental Rules and Regulations, any application submitted prior to the deadline set forth in the invitation shall be eligible for consideration. Order of submission shall not be the sole factor in evaluating such applications.

**I. Event Administration.**

- (i) As defined in the Ordinance, space size shall be 10' x 15'. All booths within such space shall be positioned on the grass so as to be flush with the curbs. Allowances will be made for outside of booth storage if positioned not more than 2' from the back of the booth and not exceeding the length of the booth. Items so stored shall be placed on wood blocks, PVC pipe, open plastic crates, etc. to ensure full air flow to grass. Any booth exceeding 10' x 15', and the 2' storage, shall be considered a double booth and charged at that rate.
- (ii) All Major Events shall be juried by the Event Sponsor, both as to product and tent appearance. Sponsors shall ensure, to the best of their ability, that all products sold are hand crafted and not resale items.
- (iii) All food concessions must be located on the Gurley Street sidewalk.
- (iv) Each Major Event Sponsor will have the authority to reject or accept any additional activity that might be proposed during the Major Event Sponsor's approved dates.

**Section 3. Authority of Board of Supervisors**

The Yavapai County Board of Supervisors reserves the right, in its sole discretion, to determine the number of events, if any, to be held on the Courthouse Plaza and to decline to authorize, or to cancel any event when determined to be in the best interest of Yavapai County.


The effective date of these Supplemental Rules and Regulations is November 20, 2002.

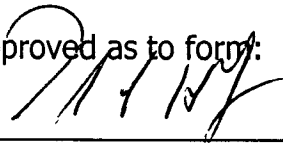
APPROVED this 20th day of November, 2002,

YAVAPAI COUNTY BOARD OF SUPERVISORS

  
\_\_\_\_\_  
Lorna D. Street, Chairman

ATTEST:

  
\_\_\_\_\_  
Bev Staddon, Clerk of the Board

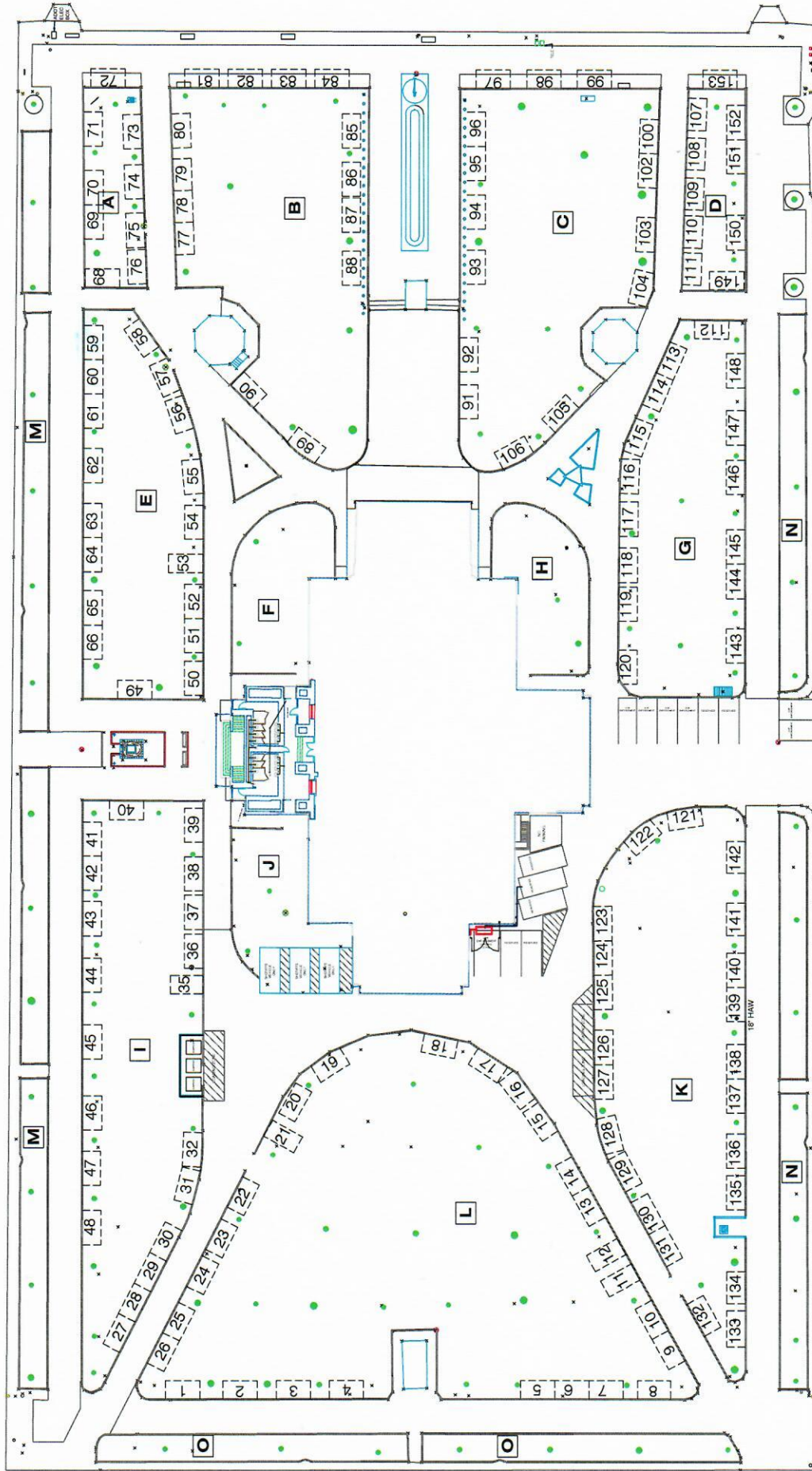
Approved as to form:  
  
\_\_\_\_\_  
Dave Hunt, Board Counsel

GURLEY STREET

MONTEZUMA STREET

GOODWIN STREET

CORTEZ STREET



PARCEL: 109-02-001

FACILITIES	DIRECTOR: KENNY VAN KEUREN
PROJECT:	SCALE: NTS
DESIGN BY:	CHECKED BY:
DRAWN BY: THE JACKAL	DATE: 7/29/20

PLAZA PLAN - BOOTH LAYOUT  
COURTHOUSE PLAZA, PRESCOTT, AZ 86303