



# TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331  
(928) 634-7943  
www.jerome.az.gov

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## AGENDA

### SPECIAL COUNCIL MEETING OF THE TOWN OF JEROME COUNCIL CHAMBERS, JEROME TOWN HALL 600 CLARK STREET, JEROME, ARIZONA

**THURSDAY, NOVEMBER 30, 2023, AT 11:30 AM**

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*Due to the length of this meeting, Council may recess and reconvene at the time and date announced.*

*Pursuant to A.R.S. 38-431.02 notice is hereby given to the members of the Council and to the General Public that the Jerome Town Council plans to hold the above meeting. Persons with a disability may request an accommodation such as a sign language interpreter by contacting Kristen Muenz, Deputy Clerk, at 928-634-7943. Requests should be made early enough to allow time to arrange the accommodation. For TTY access, call the Arizona Relay Service at 800-367-8939 and ask for the Town of Jerome at 928-634-7943.*

*Notice is hereby given that pursuant to A.R.S. 1-602.A.9, subject to certain specified statutory exceptions, parents have a right to consent before the State or any of its political subdivisions make a video or audio recording of a minor child. Meetings of the Town Council are audio and/or video recorded, and, as a result, proceedings in which children are present may be subject to such recording. Parents in order to exercise their rights may either file written consent with the Town Clerk to such recording, or take personal action to ensure that their child or children are not present when a recording may be made. If a child is present at the time a recording is made, the Town will assume that the rights afforded parents pursuant to A.R.S. 1-602.A.9 have been waived.*

#### 1. CALL TO ORDER/ROLL CALL

Mayor/Chairperson to call meeting to order  
Town Clerk to call and record the roll.

#### 2. NEW BUSINESS

Discussion/Possible Action

##### A. Consideration of the Jerome Chamber of Commerce Special Event Permit Application for the Annual Town Christmas Party at Spook Hall

Council will consider and may approve the special event permit.

#### 3. ADJOURNMENT

*The Town Council may recess the public meeting and convene in Executive Session for the purpose of discussion or consultation for legal advice with the Town Attorney, who may participate telephonically, regarding any item listed on this agenda pursuant to A.R.S. § 38-431.03 (A)(3). The Chair reserves the right, with the consent of Council, to take items on the agenda out of order.*

##### CERTIFICATION OF POSTING OF NOTICE

*The undersigned hereby certifies that this notice and agenda was posted at the following locations on or before 7 p.m. on \_\_\_\_\_ in accordance with the statement filed by the Jerome Town Council with the Jerome Town Clerk: (1) 970 Gulch Road, side of Gulch Fire Station, exterior posting case; (2) 600 Clark Street, Jerome Town Hall, exterior posting case; (3) 120 Main Street, Jerome Post office, interior posting case.*

\_\_\_\_\_  
*Kristen Muenz, Deputy Town Clerk*

**File Attachments for Item:**

**A. Consideration of the Jerome Chamber of Commerce Special Event Permit Application for the Annual Town Christmas Party at Spook Hall**

Council will consider and may approve the special event permit.



Permit #

## Special Event Permit Application

Thank you for choosing the Town of Jerome for your special event.

Please fill out this packet and submit to the Town Manager.

- Application and all supporting information **must** be submitted at least **30 days prior** to the event.
- There will be a Fee due at the time of application submission.
- For questions regarding Special Event Permits, please contact Jerome Town Hall at (928) 634-7943.

		<i>Town Use Only</i>	
Date Submitted:	<u>11/24/2023</u>	Fee:	<u>25</u>
		Date Paid:	<u>11/28/2023</u>
		Paid via:	<input checked="" type="checkbox"/> Check # <u>4717</u> <input type="checkbox"/> C.C. <input type="checkbox"/> Cash
<i>Special Event Approvals</i>			
Town Manager:			
Approve	<input type="checkbox"/>	Deny	<input type="checkbox"/>
Date:	_____	Comments:	_____
*Fire Inspector:			
Approve	<input type="checkbox"/>	Deny	<input type="checkbox"/>
Date:	_____	Comments:	_____
*Zoning Administrator:			
Approve	<input type="checkbox"/>	Deny	<input type="checkbox"/>
Date:	_____	Comments:	_____
*Police Chief:			
Approve	<input type="checkbox"/>	Deny	<input type="checkbox"/>
Date:	_____	Comments:	_____
*Building Inspector/Public Works:			
Approve	<input type="checkbox"/>	Deny	<input type="checkbox"/>
Date:	_____	Comments:	_____
<i>*Other approvals as needed based on scope of event.</i>			

*575 Special Event 1/2 1.2.23*

**Applicant Information**

Name of Applicant Ginger Mackenzie Date: 11/28  
 (Individual Person)  
 Name of Organization/Sponsor Jerome chamber  
 Federal Tax or 501 (c)(3) Number 86-0642740  
 Applicant's Mailing Address P.O. BOX K  
 City Jerome State AZ Zip 86331

**Applicant's Contact Information**

Email Gingermackbusiness@gmail.com  
 Business Phone # 928 284 8053 Cell Phone # \_\_\_\_\_  
 Emergency Contact for Date of Event  
 Name Ginger Phone # 928 284 8053

**Event Information**

Name of Event Town Christmas Party  
 Date/Dates of Event- if event is longer than two (2) consecutive days, formal approval by Town Council will be required:  
 \_\_\_\_\_  
 Set-Up Date/Time: 12/16 From 2 pm To 6 pm  
 Tear-Down Date/Time: 12/16 From 9:00 pm To 10:00 pm  
 Number of expected Participants 70  
 Will an admission or registration fee be charged? YES  NO  Fee \_\_\_\_\_  
 Please describe the event:  
Food & music For  
 The community.

**Event Information Continued**

Will the Special Event take place on property owned or leased by the Town of Jerome?

YES  NO  If yes, which property? \_\_\_\_\_

If no, what is the **physical address** for the event? \_\_\_\_\_

260 Hull Avenue

*Special Events which occur on a Town right-of-way or on property owned or leased by the Town require an "Application for Facility Use." Please complete and submit along with the Special Event Permit Application.*

**Special Event Access**

Please include a description of the primary access routes to the property and available parking for the crowds anticipated. Special traffic control may be required for larger events.

Street Access & Large Parking Lot very nearby. most people will walk to the Party!

**Food and Beverage**

Will Alcohol be Sold?  YES  NO

If yes, please submit approval documents from the Arizona Department of Liquor Licenses and Control.

Will Food be Sold?  YES  NO

If yes, please submit approval documents from the Yavapai County Health Services Department.

*Separate permits or approvals may be required by County or State agencies. Documentation of all applicable approvals must be provided prior to event.*

**Provisions for Noise, Trash, and Signs**

Will there be outdoor, amplified sound at the event?  YES  NO

*Jerome Town Code section 10-1-13 restricts the volume and hours of outdoor sound and amplification devices. Loud noise that is a public nuisance is prohibited. The Town reserves the right to limit the hours of the Special Event to avoid unreasonable interference with adjacent properties.*

*Please describe outdoor/amplified sound to be used:*

Will there be outdoor lighting, or other electrical needs?  YES  NO

*Please describe:*

Will trash be created during the Special Event?  YES  NO


*Cleanup of the site, including removal of all waste and temporary structures, must be completed by 10:00 a.m. of the morning following the end of the Special Event. Please comply with Jerome Town Code, section 9-1, Garbage and Trash Collection.*

Will the Special Event require signage?  YES  NO

*All signage must comply with Section 509 of the Jerome Zoning Ordinance. A separate sign permit is not required for Special Event signs.*

*Please describe all needed signage:*

**Special events conducted within the Town shall be in compliance with applicable Town ordinances and State and County regulations.**

 (initials) I acknowledge that I have read and understood the Special Event Ordinance for the Town of Jerome and will comply with all applicable regulations.

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### Checklist of Requirements

- 1. Completed Special Event Permit Application.
- 2. Completed Application for Facility Use (if applicable).
- 3. Completed Hold Harmless Agreement of Indemnification.
- 4. Certificate of insurance in the amount of no less than one million dollars (\$1,000,000) of general liability coverage naming the Town of Jerome as additional insured and referencing the specific activity and date(s).
- 5. List of all businesses (dba), contact information and proof of Transaction Privilege Tax License (TPT) or exemption status for every vendor that will be attending the Special Event for the purpose of selling food, drink, or retail sales of any kind, or promotion of their own business or another.
- 6. Liquor License (if applicable).
- 7. Health Department Approval (if applicable).
- 8. All other permits required by County or State Agencies.
- 9. Permit filing fee.
- 10. Written approval from Police Chief/Fire Inspector (if applicable).





**SECTION 2** What type of security and control measures will you take to prevent violations of liquor laws at this event? (List type and number of police/security personnel and type of fencing or control barriers, if applicable.)

1 \_\_\_\_\_ Number of Police 1 \_\_\_\_\_ Number of Security Personnel  Fencing  Barriers

**Must** explain security measures: We will have a police officer at the door to insure no one walks out with alcohol.

**SECTION 3** What is the purpose of this event?

On-site consumption  Off-site (auction/wine/distilled spirits pull)  Both

How is this special event going to conduct all dispensing, serving, and selling of spirituous liquors? Check one of the following boxes. (R-19-318)

A)  Special Event being held on an **unlicensed** premises will require approval and signature by the Local Governing Body on page 3. (If checked move to section 4)

B)  Will this event be held on a currently licensed premises and within the already approved and licensed area? (Must attach a letter from the licensed premises with an explanation of the option checked below)

\_\_\_\_\_  
Name of Business License Number Phone (Include Area Code)

Place license in non-use - Special Event Licensee selling all alcohol without retailer involvement  
**Must attach letter from the location suspending license for duration of special event**

Dispense and serve all spirituous liquors under retailer's license – Business operates normally, minimum of 25% of gross revenue from alcohol sales is donated to licensee

Dispense and serve all spirituous liquors under special event - The special event licensee is in charge of selling alcohol that was purchased or donated by the special event licensee. The retailers existing alcohol inventory must be separated from any alcohol used during the special event. **Must attach letter from the location suspending license for duration of special event**

Split premise between special event and retail location - Both the special event licensee and the retailer will conduct sales of alcohol. (These sales will be done in separate areas. If alcohol is donated or purchased by the special event licensee it must be in a separate area than the alcohol that is dispensed by the licensed retailer.)

Off Sale only - Wine/Distilled Spirits Pull, Live or Silent Auctions – Retailer will still be permitted to conduct all normal sale and service of alcohol.

**SECTION 4**

1. Has the applicant been convicted of a felony, or had a liquor license revoked within the last five (5) years?

Yes  No If yes, attach letter of explanation.

2. How many special event days have been issued to this organization during the calendar year? 0

3. Is the Organization using the services of a Special Event Contractor? (A licensee can utilize the services of a special event contractor who may purchase and sell alcohol on behalf of the licensee. If no special event contractor is listed, the licensee is responsible for the sales and service of alcohol.)

Yes  No If yes, please provide the Name of the Special Event Contractor: \_\_\_\_\_

4. Is the organization using the services of a series 6, 7, 11, or 12 licensee to manage the sale or service of alcohol? (Licensees who hold a series 6, 7, 11, or 12 license are automatically qualified to be the special event contractor)

Yes  No if yes, please provide the Name of Licensee: \_\_\_\_\_ License #: \_\_\_\_\_

5. List the name of the Individual or Organization that will receive revenues, **MUST EQUAL 100 PERCENT.**

**Attach additional sheet if necessary.**

Name: The Jerome Chamber of Commerce Percentage: 100% Item A.

Address: 260 Hull Avenue Jerome AZ 86331  
Street City State Zip

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

Address: \_\_\_\_\_  
Street City State Zip

Please read A.R.S. § 4-203.02 Special event license; rules and R19-1-205 Requirements for a Special Event License.

**ALL ALCOHOLIC BEVERAGE SALES MUST BE FOR CONSUMPTION AT THE EVENT SITE ONLY.**

**NO ALCOHOLIC BEVERAGES SHALL LEAVE A SPECIAL EVENT UNLESS THEY ARE IN AUCTION WINE OR DISTILLED SPIRITS PULL SEALED CONTAINERS OR THE SPECIAL EVENT LICENSE IS STACKED WITH WINE /CRAFT DISTILLERY FESTIVAL LICENSE.**

**SECTION 5** License premises diagram. The licensed premises for your special event is the area in which you are authorized to sell, dispense or serve alcoholic beverages under the provisions of your license. Please attach a diagram of your special event licensed premises. Please show dimensions, serving areas, fencing, barricades, or other control measures and security position.



If the special event will be held at a location without a permanent liquor license or if the event will be on any portion of a location that is not covered by the existing liquor license, this application must be approved by the local governing body before submitting to the Department of Liquor Licenses and Control. Please contact the local governing board for additional information.

**APPLICANT SIGNATURE**

**Declaration:**  
I, (Print Name) Ginger Flaherty, declare under penalty of perjury that I am authorized to submit this application. I have read the contents of this application, and to the best of my knowledge believe all statements made on this application to be true, correct and complete.

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

**LOCAL GOVERNING BODY**

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

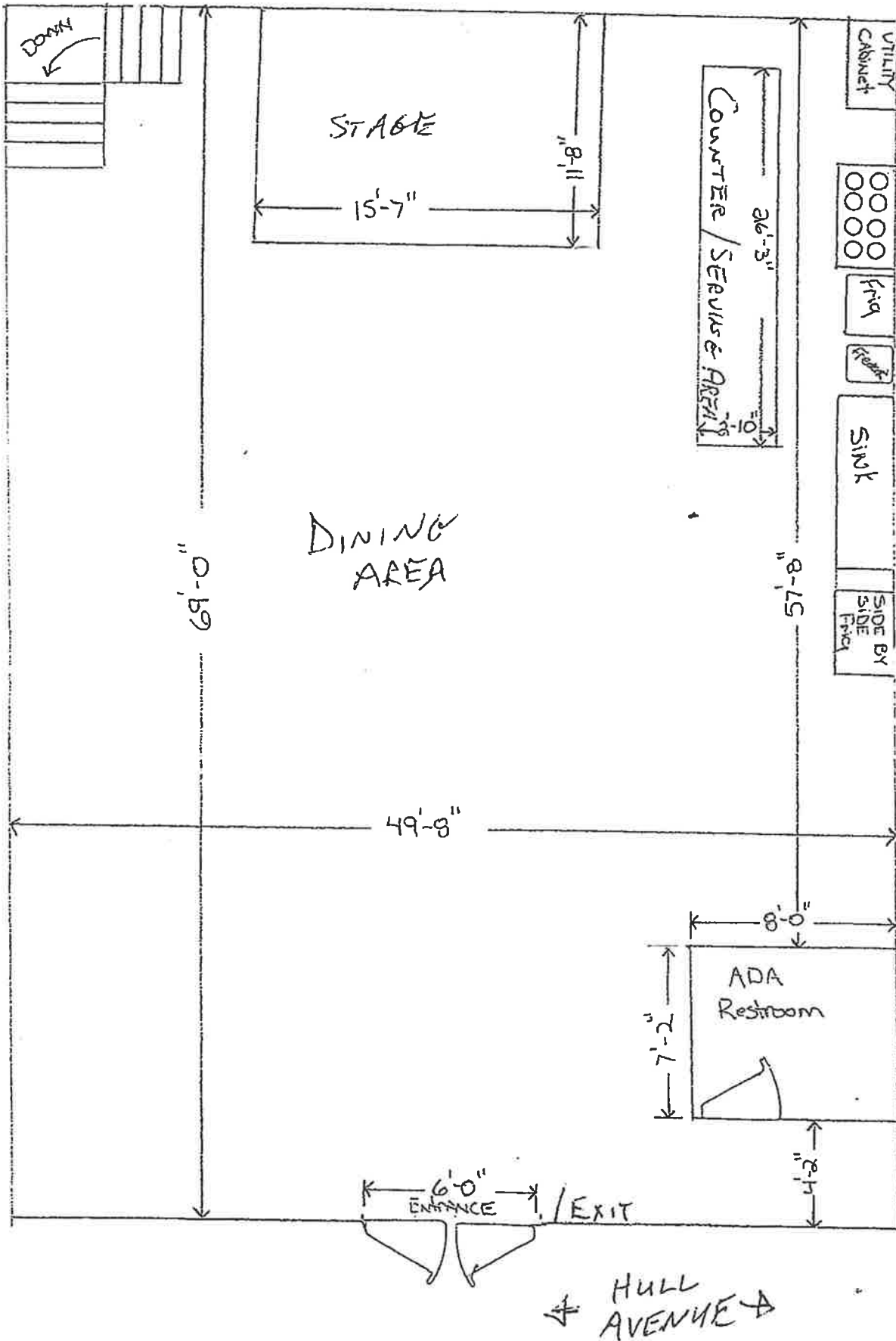
I, \_\_\_\_\_ recommend  APPROVAL  DISAPPROVAL  
(Government Official) (Title)

On behalf of \_\_\_\_\_  
(City, Town, County) Signature Date Phone

*The local governing body (city, town or municipality where the fair/festival will take place) may require additional applications to be completed and submitted. Please check with local government as to how far in advance they require these applications to be submitted. Additional licensing fees may also be required before approval may be granted.*

**AZDLLC USE ONLY**

APPROVAL  DISAPPROVAL BY: \_\_\_\_\_ DATE: \_\_\_\_\_



**SPECIAL EVENT HOLD HARMLESS AGREEMENT**

I, Ginger Mackenzie shall, through the signing of this Agreement, indemnify, hold harmless and defend the Town of Jerome, Arizona and its agents and employees from all suits and actions, including reasonable attorneys' fees and all costs of litigation and judgment of every name and description against the Town as a result of loss, damage or injury to person or property during the Special Event named (from page 2 of the Special Event Permit Application) Town Christmas in the Town of Jerome during the period 12/16/23 thru \_\_\_\_\_.

Signed this 28 day of November, 2023

Signature: Ginger Mackenzie

Name (print): Ginger Mackenzie

Witness: Bonnie J. [Signature]