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PO Box 995, Tombstone, AZ 85638—Telephone: 520.457.9317—Fax: 520.457.2458

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## Fundamentals of the City of Tombstone Special Event Requirements

First, thank you for taking for time to create a special event in the City of Tombstone. It is no easy task to produce a successful event. If you are going to put in your time and effort to put on a special event planning will help you get the best results!

See our suggested ***Tombstone Chamber Planning a Special Event Timeline***. The final approval for your special event will come from having all the proper planning and paperwork, compiled (in the form your written request) to the Mayor and City Council.

Your special event request and accompanying paperwork must be submitted to City Hall 3 to 6 months prior to the start date of the event. Ensure that your request includes the following information:

- Who - The name and contact information of your organization
- Why - The purpose of your event?
- What - What events will take place?
- When - dates and times of event and activities such as a parade or entertainment
- Where - Exact locations of all activities (logistical outline/production schedule)

The Chamber office has examples you can request to receive in our Special Event Guide.

**Use of Firearms:** Make sure that if you are using any gunfire that the request states that there will be the "firing of blank ammunition".

**Insurance:** You will also be required to submit a Certificate of Liability (insurance) that names the City of Tombstone as an additional insured for coverage in the amount of at least 1 million dollars. This is easily obtained through most insurance agencies and is usually not too expensive for a special event. Research which company you are going to go through, include the information in your request and state that the purchase of the insurance is pending approval of the permit. (Several companies have provided us with their information; see Special Event Guide)

**Alcohol:** If there will the sales or consumption of alcohol you will not only have to include this information in your request but to apply for a special event permit through the state liquor board (Click on link for the Application for Special Event License from the Arizona Department of Liquor Licenses and Control).

Once you submit your request, it will be placed on the City Council agenda for approval at a Council Meeting. Regular Council meetings are held on the second Tuesday of the month and special Council meetings can be held at any time. The City Secretary should let you know at what meeting your request will be considered so you can have a representative there. We highly recommend someone from your organization attend the meeting because if any member of the Council have questions regarding the event and there is no one to answer them, they will probably table to request due to lack of information.

Once your request is approved by Mayor and Council, the City Clerk will issue your permit which you must have on hand during your event.