



SAN CARLOS APACHE POLICE DEPARTMENT

Terry Rambler
Chairman

Elliot Sneezy
Chief of Police



Po Box 157 San Carlos, AZ 85550 * Phone (928) 475-1700 * Fax (928) 475-2805

SPECIAL EVENT PERMIT APPLICATION

Application Fee: \$25.00

(Acceptable Methods of Payment: Business Check, Money Order, Cashier's Check or Debit/
Credit Card.

PAYABLE TO: San Carlos Apache Police Dept. PO BOX 157 San Carlos, AZ. 85550)

Please email completed form to: scpdrecords@scat-nsn.gov

Permit Number: _____
Date Received: _____
Received By: _____

APPLICANT INFORMATION

Organization/Business Name: _____

Applicant Name: _____

Title/Position: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Email Address: _____

Emergency Contact Name: _____

Emergency Contact Phone: _____

EVENT INFORMATION

Event Name: _____

Event Description: _____

Event Location: _____

Date(s) of Event: _____

Event Start Time: _____ AM ☐ PM ☐ Event End Time: _____ AM ☐ PM ☐

SCAT SPECIAL EVENT PERMIT APPLICATION

Expected Attendance: _____

SCAT Sponsored Event? ☐ Yes ☐ No

Is this event open to the public? ☐ Yes ☐ No

Admission Fee Charged? ☐ Yes ☐ No

If Yes, Amount: \$ _____

EVENT ACTIVITIES

Check all that apply:

- ☐ Cultural Event
- ☐ Powwow
- ☐ Parade
- ☐ Festival/Fair
- ☐ Concert/Entertainment
- ☐ Athletic/Sporting Event
- ☐ Community Gathering
- ☐ Fundraiser
- ☐ Vendor Market
- ☐ Educational Event
- ☐ Other: _____

Describe activities:

VENDORS

Will vendors be present? ☐ Yes ☐ No

If Yes, Number of Vendors: _____

Vendor Types:

- ☐ Food Vendors
- ☐ Merchandise Vendors
- ☐ Arts & Crafts Vendors
- ☐ Information Booths
- ☐ Other: _____

Applicant is responsible for ensuring all vendors comply with applicable Tribal, Federal, and Health regulations.

SCAT SPECIAL EVENT PERMIT APPLICATION

FOOD SERVICE

Will food be served or sold? ☐ Yes ☐ No

If Yes:

☐ Prepared On-Site

☐ Catered

☐ Pre-Packaged

Food Provider(s):

ALCOHOL

Will alcohol be present, sold, or distributed?

☐ Yes ☐ No

If yes, approval from the appropriate Tribal authority is required and must be attached.

SECURITY PLAN

Will security be provided? ☐ Yes ☐ No

Security Provider:

Number of Security Personnel: _____

Has the event been coordinated with the San Carlos Apache Police Department?

☐ Yes ☐ No

Describe security measures:

TRAFFIC AND PARKING

Estimated Number of Vehicles: _____

Parking Location(s):

Will road closures be required? ☐ Yes ☐ No

If yes, describe:

MEDICAL AND EMERGENCY SERVICES

First Aid Services Available?

☐ Yes ☐ No

Medical Provider:

Emergency Evacuation Plan Attached?

☐ Yes ☐ No

EQUIPMENT AND FACILITIES

Check all that apply:

- ☐ Stage
- ☐ Tents/Canopies
- ☐ Sound System
- ☐ Generators
- ☐ Portable Toilets
- ☐ Lighting Equipment
- ☐ Fireworks (Separate Approval Required)
- ☐ Other: _____

ENVIRONMENTAL AND CLEANUP PLAN

Describe trash collection and cleanup procedures:

Applicant agrees to restore the event site to its original condition and remove all trash, equipment, and materials immediately following the event.

INSURANCE REQUIREMENTS

Proof of liability insurance may be required.

Insurance Company: _____

Policy Number: _____

Coverage Amount: _____

Certificate Attached: ☐ Yes ☐ No

SCAT SPECIAL EVENT PERMIT APPLICATION

REQUIRED ATTACHMENTS

- ☐ Site Map/Event Layout
- ☐ Security Plan
- ☐ Traffic/Parking Plan
- ☐ Emergency Response Plan
- ☐ Insurance Certificate (if required)
- ☐ Vendor List
- ☐ Food Service Permits (if applicable)
- ☐ Alcohol Authorization (if applicable)
- ☐ Other: _____

APPLICANT CERTIFICATION

I certify that the information provided in this application is true and correct. I understand that approval of this permit does not exempt me from compliance with all applicable Tribal, Federal, State, and local laws, regulations, and policies. I agree to assume responsibility for the conduct and safety of all participants and attendees.

Applicant Signature: _____

Printed Name: _____

Date: _____

NOTICE

The San Carlos Apache Tribe reserves the right to deny, suspend, or revoke any permit when necessary to protect public safety, Tribal resources, public health, or Tribal interests. Failure to comply with permit conditions and SCAT Resolution No. JUN-26-142 Unruly Gatherings & Special Events Ordinance; Minors Curfew; and

Special Event Permit Regulations AKA Dezirae's Law may result in permit revocation, removal from Tribal property, fines, or other enforcement actions.

REVIEW AND APPROVALS

San Carlos Apache Police Department

Approved: ☐ Yes ☐ No

SCAT SPECIAL EVENT PERMIT APPLICATION

Conditions:

Police Representative: _____

Signature: _____ Date: _____

Fire / Emergency Services Review

Approved: ☐ Yes ☐ No

Conditions:

Representative: _____

Signature: _____ Date: _____

Environmental / Facilities Review

Approved: ☐ Yes ☐ No

Conditions:

Representative: _____

Signature: _____ Date: _____

Final Tribal Authorization

Approved: ☐ Yes ☐ No

Permit Number: _____

Authorized Official: _____

Title: _____

Signature: _____ Date: _____

Special Conditions: