



COCONINO COUNTY SHERIFF'S OFFICE SPECIAL EVENT REQUIREMENTS

*Return this completed packet to
The Coconino County Sheriff's Office
911 E Sawmill Rd
Flagstaff, Arizona 86001*

All permits and liquor licenses must be applied for and obtained prior to requesting a Deputy for your special event. A copy of all permits and licenses must be supplied to the Sheriff's Office.

Depending on the location of your event, permits can be requested from one of the below agencies.

- Coconino County Community Development**
*2500 N. Fort Valley Road Bldg. #1, Flagstaff AZ 86001
(928) 679-8850*

- Coconino County Parks and Recreation**
*2446 Fort Tuthill Loop, Flagstaff AZ 86001
(928) 679-8000*

- U.S. Forest Service:**
 - Coconino National Forest**
*1824 S Thompson Road 260 Flagstaff, AZ 86001
(928) 527-3600*

 - Kaibab National Forest**
*742 South Clover Road Williams AZ 86046
(928) 635-5600*

 - Apache-Sitgreaves National Forest**
*PO Box 968 / 2748 E AZ Overgaard AZ 85933
(928) 535-7300*



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911 E Sawmill Rd
Flagstaff, Arizona 86001*

TYPE OF EVENT:

- | | | |
|---|---|--|
| <input type="checkbox"/> Bike Race | <input type="checkbox"/> Concert | <input type="checkbox"/> Dinner |
| <input type="checkbox"/> Foot Race | <input type="checkbox"/> Dance | <input type="checkbox"/> Craft Show |
| <input type="checkbox"/> Walk Event | <input type="checkbox"/> Sporting Event | <input type="checkbox"/> Demonstration |
| <input type="checkbox"/> Other Event (Describe) _____ | | |

LOCATION _____

DATE OF EVENT: _____ **TIME OF EVENT:** From: _____ To: _____

Will alcohol be: Served Sold Allowed Not Allowed

- If alcohol is served and/or sold please provide a copy of the liquor license application to the Sheriff's Office.

Is this a recurring event? Yes No

Below is a list of criteria the Sheriff's Office is requiring from the event management holding the special event:

- **Map of the event/route:** Detailed maps of the event or course showing check points, aid stations, maintenance or service areas, spectator areas, parking areas, traffic control devices, barricades and signs.
- **Obedience to laws:** All traffic, criminal and liquor laws will be obeyed. The event sponsor shall be responsible for properly managing the conduct of those participating or attending the event. The Coconino County Sheriff's Office main commitment to all the surrounding communities is public safety. Our objective is to ensure laws for each special event are obeyed.

*** If Deputies are needed for the event it is the event coordinators responsibility to call our office. This request needs to be made preferably 90 days before but at least 30 days prior to the event being held. Full payment will be due upon request.*

Signature _____ **Date** _____
(The signer acknowledges and agrees to the requirements above)

Sheriff's Office Contact: Phone: 928-226-5012 **Fax:** 928-226-5095

Coconino County Sheriff's Office – EXTRA DUTY REQUEST CONTRACT

911 E. Sawmill Road Flagstaff AZ 86001, Phone: (928) 226-5012



Name of Organization: _____
(if private party, name of party)

Billing Address: _____

Phone: _____ Fax: _____ Email: _____

Contact Person: _____ Phone: _____

Type of Event: _____

Location of Event: _____ Date/Time of Event: _____

Number of participants expected: _____ Alcohol served? Yes No

Number of Officers Requested: _____ Uniformed? Yes No

Description of Service/Activity Requested of Officers (attach additional pages if necessary):

I am requesting extra duty officers for the above event. I understand the minimum coverage I can request is four hours for any one event on any one day. Although I can request a given number of officers, I understand that it is the discretion of the Coconino County Sheriff's Office (CCSO) to decide on the final number of officers, and/or supervisors needed for the event. I understand that the number of officers, and/or supervisors will be based on the type of event, past history of the event, similar events, number of participants expected, whether or not alcohol is served, and any conditions made by agencies providing space for my event.

I understand the Sheriff's officers assigned to work special events are, generally, extra-duty officers working at overtime pay rates, and I will be billed a flat rate for the individual officer(s) working the event. Administrative costs for the Sheriff's department are included in the application fee charged by Coconino County. For events that require traffic control, vehicle patrols, or those outside a ten mile radius from the station, I will be charged \$0.66/mile per vehicle. I further understand that officers working special events, although assigned specifically to the particular event, are employees of Coconino County, and do not work for the applicant.

I understand, and agree it is my responsibility to contact the Coconino County Sheriff's Office to request officers for the above mentioned event. The time frame for this request preferably 90 days before but at least 30 days prior to the event being held.

I agree to pay the current fees for the CCSO's extra duty rates. Full payment is required at the time of the request. I understand the total hourly rate is ~~\$68.00~~ per hour. Payment can be made by cash, cashier check, or money order. If my payment is greater than the total billing, or if the event is cancelled with at least 24 hours notification to the CCSO, I will receive a refund, or billed for any extra charges, if the amount paid is different than services rendered. **I agree to pay any attorney fees and costs incurred by the County in the event of legal action for non-payment.**

I understand it is my responsibility to ensure the event ends at the above listed time unless prior arrangements are made with the CCSO. If my event goes beyond the original time officers are scheduled to be present I will be charged, and responsible for paying each officer's additional services plus the administrative fees. I understand that due to safety or security issues additional charges can be applied to the time each officer remains beyond his/her originally scheduled time until the officers feel the event is acceptably closed.

It's also my responsibility to provide the CCSO with information necessary for the safety of my participants and the officers. This includes, but is not limited to, knowledge of possible conflicts between participants expected (either invited or uninvited) at my event.

By signing this, I verify I am an authorized agent of the above listed organization/party, and I have read, understood, and agreed to the terms of this contract. The information I have provided regarding the event is true to the best of my knowledge. I understand the Coconino County Sheriff's Office determines the terms of any extra duty services they provide, and the CCSO retains the right to refuse part, or the entire request for extra duty services. The CCSO also reserves the right to raise the hourly rate per event, if necessary.

Signature: _____ Date Signed: _____

Name (printed): _____ Date of Birth: _____

Driver's License State / No.: _____ Tax ID #: _____

Sheriff's Office Use Only:

CCSO Signature: _____ Date: _____