**\*Applications must be received 60 days prior to your event.**

* Complete the online application. Ensure that it has been SUBMITTED and not still in DRAFT form: <https://app2.apply4.com/eventapp/usa/tempe>
* Pay the application and permit fee. Call 480-350-5180.
* Deposit due. Depending on size and scope of the event, a deposit may be required. It is non-refundable 90 days prior to the event date.

**Your application is not considered complete unless the following documents are received (as applicable):**

* Insurance – If on city-owned property, you must obtain appropriate insurance for your Special Event. Certificates may be requested by the City of Tempe Risk Management Division (see Insurance Requirements, Section 10 Special Events Handbook). Insurance does not need to be submitted to the city if it is held on private property.
* Liquor License(s) - If you plan to serve or sell alcoholic beverages at your event, you must submit an application for a Special Event Liquor License or an Extension of Premises. An Alcohol Control Plan must accompany the liquor application. The links to the liquor application and Alcohol Control Plan are on the application login page.
* Vendors - They must be licensed to operate in Tempe. They must obtain or be able to obtain a State of Arizona Transaction Privilege Tax License (see Tax and Licensing, Section 15, page 23 Special Events Handbook).
* Fireworks/Pyrotechnics Permit - If you plan to have fireworks or pyrotechnic displays at your event, you must submit an online application for an Explosives / Pyrotechnics Permit through the Tempe Fire Medical Rescue Community Risk Reduction Division (See Fireworks and Pyrotechnic Displays, Section 8, page 13).
* Tent and Canopies - If you plan to erect a tent, canopy or temporary membrane structure over 400 square feet in size (with sides) or over 700 feet in size (without sides), you must submit an online application for a Tent/Canopy Permit through the Tempe Fire Medical Rescue Community Risk Reduction Division (see Tents & Temporary Structures, Section 14, page 20).
* Street Closing/Freeway Ramp Closures - If you need to close streets or freeway ramps you must submit a traffic management plan obtained by a traffic control service company. Freeway ramps require an ADOT permit.
* Payment Due - Payment is expected and required. Non-payment will result in future event applications not being accepted.
* Maricopa County Health Permit - If you plan to serve or sell food or drinks at your event (other than prepackaged), you must submit an application for a Health Permit to the Maricopa County Environmental Health Department. (see Health Permits, Section 9, page 16).