



102 Roadrunner Dr.
Sedona, AZ 86336
(928) 282-7098
sedonaaz.gov
FAX (928) 204-7163

Parks and Recreation

Below is a complete list of additional documents that may be required for your rental. Please read the list completely to determine which requirements pertain to your rental request. You can click the items below to be directed to the item's description.

[HUB CAPACITY LIMIT PLAN](#)

[REQUIREMENTS FOR GENERAL LIABILITY](#)

[REQUIREMENTS FOR RENTERS CONDUCTING BUSINESS ON CITY PROPERTY](#)

[REQUIREMENTS FOR RENTALS SERVING ALCOHOL](#)

[REQUIREMENTS FOR RENTALS WITH RENTED ITEMS \(tables, chairs, bouncy houses, lighting, etc.\)](#)

[REQUIREMENTS FOR RENTALS WITH FOOD SERVICE/FOOD VENDORS/FOOD TRUCKS \(selling\)](#)

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Once your rental request is approved, we will list each of the required documents to complete your rental request and the date by which they are due. Failure to supply the required documentation by the given deadlines will be cause for the City of Sedona to cancel your rental request. It is important to supply the required documentation within our planning timelines. **Resubmissions of a rental request due to missed deadlines will not be accepted for up to 30 days.**

LIST OF DOCUMENT REQUIREMENTS FOR RENTAL REQUESTS:

HUB CAPACITY LIMIT PLAN

The capacity for the HUB is a strict limit of 200 people which includes staff, performers, and attendees. We will require a written plan on how you will assure that your event does not have attendance of more than 200 people. If you are unable to meet this requirement, we will be unable to approve your event.

REQUIREMENTS FOR GENERAL LIABILITY

A **Certificate of Insurance (COI) & Endorsement** listing the City of Sedona as additionally insured for coverage of up to \$1 million for your reservation(s) will be required.

1) General liability Insurance

Some renters can cover the insurance requirements by using homeowner's insurance. If you are unable to use that option, then please visit our rentals and reservations webpage (www.sedonaaz.gov/rentals) and view the GatherGuard information under the "Does your event need liability insurance?" section toward the bottom of the page. You will be able to secure the necessary insurance at a reasonable price.

REQUIREMENTS FOR RENTERS CONDUCTING BUSINESS ON CITY PROPERTY

You may need to secure a **Sedona Special Event Business License**.

If you are collecting money in exchange for services of any kind (tickets or enrollment costs, whether collected prior to the event or at the event, or selling goods or services of any kind at the event) you may be required to obtain a Special Event Business License. And although you may have a Sedona Business License, you may need to apply for the Special Event Business License for the event.

Please check with the City Clerk's office on whether your rental activities require a Special Event Business License or a Business License. Please contact the City Clerk's office [here](#).

REQUIREMENTS FOR RENTALS SERVING ALCOHOL

ALCOHOL: SERVING ONLY (no payments/no tips exchanged)

If your rental involves serving alcohol, it will be necessary to provide the following items:

- 1) Event liability insurance**
- 2) Alcohol liability coverage of at least \$1 million**

Some renters can cover the insurance requirements by using homeowner's insurance. If you are unable to use that option, then please visit our rentals and reservations webpage (www.sedonaaz.gov/rentals) and view the TULIP information under the "Does your event need liability insurance?" section toward the bottom of the page. You will be able to secure the necessary insurance at a reasonable price.

3) Bartender's information and AZ certifications

We will need confirmation that your event will have experienced and/or certified bartenders. We will need each bartender's TIPS, BASIC Title 4, or comparable certification or experience, and acknowledgement that he/she will be responsible for assuring that anyone served alcohol is of legal drinking age according to Arizona State Laws, and that he/she will not over-serve guests. We ask that each bartender or the company handling alcohol at your event contact us directly to agree to these terms and supply the requested documentation/information.

4) City and State Approval (serving to the public)

City and State approval may be required. Please download the State's "Special Event Permit Application Kit – Series 15" paperwork (found here: <https://www.azliquor.gov/forms.cfm>) and submit it to the Sedona City Clerk's office at least 60 days before your event. After approval, you will retrieve the paperwork from the City Clerk and submit it to the State for approval, which must be received by the State at least 10 days prior to your event.



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ALCOHOL: SELLING (payment/tips exchanged)

If your rental involves selling alcohol, it will be necessary to provide the following items:

1) Event liability insurance

2) Alcohol liability coverage of at least \$1 million

Some renters can cover the insurance requirements by using homeowner's insurance. If you are unable to use that option, then please visit our rentals and reservations webpage (www.sedonaaz.gov/rentals) and view the TULIP information under the "Does your event need liability insurance?" section toward the bottom of the page. You will be able to secure the necessary insurance at a reasonable price.

3) Bartender's information and AZ certifications

We will need confirmation that your event will have experienced and/or certified bartenders. We will need each bartender's TIPS, BASIC Title 4, or comparable certification or experience, and acknowledgement that he/she will be responsible for assuring that anyone served alcohol is of legal drinking age according to Arizona State Laws, and that he/she will not over-serve guests. We ask that each bartender or the company handling alcohol at your event contact us directly to agree to these terms and supply the requested documentation/information.

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5) Sedona Business License number, if required

Please share this information with the vendor scheduled for your rental as they may have to apply for a Sedona Special Event Business License. Even if the vendor already has a Sedona Business License, they may need to apply for the Special Event Business License for your event.

Please have your vendor check with the City Clerk's office on whether a Special Event Business License or a Business License is required. Please contact the City Clerk's office [here](#).

REQUIREMENTS FOR RENTALS WITH RENTED ITEMS (tables, chairs, bouncy houses, lighting, etc.)

We will need to know which rental company(ies) you are working with as we will need a **Certificate of Insurance (COI) & Endorsement** listing the City of Sedona as additionally insured from each company.

If your rental is with Verve, please provide us a copy of the rental agreement and we will be able to use a COI we have on file.

REQUIREMENTS FOR RENTALS WITH FOOD SERVICE/FOOD VENDORS/FOOD TRUCKS (selling)

We will need the following items:

- 1) List of all participating caterers and/or food trucks**
- 2) Certificate of Insurance (COI) & Endorsement from each vendor**

Food vendors paying a fee to be present at the event or realizing profits at the event must provide their own insurance coverage. The event producer can elect to cover the vendor(s) present at their event, or the vendor(s) can secure this insurance independently.

- 3) Sedona Business License for each vendor, if required**

Please share this information with the food provider(s) scheduled for your rental as they may have to apply for a Sedona Special Event Business License. Even if the food provider already has a Sedona Business License, they may need to apply for the Special Event Business License for your event.

Please have your vendors check with the City Clerk's office on whether a Special Event Business License or a Business License is required. Please contact the City Clerk's office [here](#).

Mobile Food Vending (Food Truck) information:

<https://www.sedonaaz.gov/home/showpublisheddocument/40315/63707951351740000>

- 4) Special Events Food License from the County (serving to the public)**

A Special Event Food license will be required for each vendor serving food at your event. Please direct your vendors to the County's website for information and application materials: <https://yavapai.gov/Portals/39/Forms/SE-VendorPack.pdf>. There is a fee for this license and the application process should begin at least 30 days before the event. If you are not in compliance with Yavapai County Environmental Services Guidelines, it should be noted that a health inspector could shut down your food operation the day of the event. If this should occur, the City of Sedona shall not be responsible or in any way accountable for this action nor any resulting consequences.



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REQUIREMENTS FOR RENTALS WITH VENDORS

VENDORS SELLING/REALIZING PROFIT ON CITY PROPERTY

We will need the following items:

- 1) List of all participating vendors**
- 2) Certificate of Insurance (COI) & Endorsement from each vendor**

Vendors paying a fee to be present at the event or realizing profits at the event must provide their own insurance coverage. The event producer can elect to cover the vendor(s) present at their event, or the vendor(s) can secure this insurance independently.

- 3) Sedona Business License number for each vendor, if required**

Please share this information with the vendor(s) scheduled for your rental as they may have to apply for a Sedona Special Event Business License. Even if the vendor already has a Sedona Business License, they may need to apply for the Special Event Business License for your event.

Please have your vendors check with the City Clerk's office on whether a Special Event Business License or a Business License is required. Please contact the City Clerk's office [here](#).

VENDORS NOT SELLING/NOT REALIZING PROFIT ON CITY PROPERTY

We will need the following items:

- 1) List of all participating vendors**
- 2) Certificate of Insurance (COI) & Endorsement from the event producer/renter**

If a vendor is being paid to be present or is volunteering their services and will not be realizing profits at the event, the event producer must cover the vendor's insurance requirements. The event producer will have to list each vendor specifically in the updated policy (COI/Endorsement) or provide a copy of the policy highlighting the language negating the need for an Endorsement. This usually means a contract with each vendor is required to modify the policy.

COIs, ENDORSEMENTS, & GATHERGUARD

The City will require an endorsement to accompany each COI to prove the policy has been amended to include the City of Sedona as the additional insured party. We will not accept a COI alone unless the policy specifically negates the need for an Endorsement. We will require a copy of the policy with this language highlighted to make this exception. There is language on the COI that states that the certificate itself confers no rights, see below:

	CERTIFICATE OF LIABILITY INSURANCE	<table border="1"> <tr> <td>DATE (MM/DD/YYYY) 02/07/2022</td> </tr> </table>	DATE (MM/DD/YYYY) 02/07/2022
DATE (MM/DD/YYYY) 02/07/2022			
<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p>			
<p>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</p>			

The City of Sedona requires a Letter of Endorsement from the Insurance Provider stating the policy has changed. It is standard procedure for insurance companies and should be able to be furnished upon request.

Here is an example of the language from a standard letter of endorsement, which should also include a reference to the policy # shown on the COI it is endorsing:

<p>THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.</p> <p>GENERAL LIABILITY PLUS ENDORSEMENT</p> <p>This endorsement modifies insurance provided under the following: COMMERCIAL GENERAL LIABILITY COVERAGE PART</p> <p>This endorsement amends the policy by adding the following; please read each section carefully.</p>
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Please make sure the City of Sedona is listed as the additional insured party, with the address as follows:

City of Sedona
 102 Roadrunner Drive
 Sedona, AZ 86336

You should also put the specific address of the location(s) you are renting somewhere in the description of operations/location part of the certificate. Addresses for our locations are as follows:

Posse Grounds Park
 525 Posse Ground Road
 Sedona, AZ 86336

HUB
 525-B Posse Ground Road
 Sedona, AZ 86336

Pavilion
 525-E Posse Ground Road
 Sedona, AZ 86336

Rec Room
 525-D Posse Ground Road
 Sedona, AZ 86336

Sunset Park
 655 Sunset Drive
 Sedona, AZ 86336

TENTS

Some tents require a tent permit from the Sedona Fire District per the 2003 International Fire Code standard. You may contact the Fire District office at (928) 282-6800 or at 2860 Southwest Drive for additional information.



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IMPACT ON SCHOOL

It may be required that you meet with or obtain a letter from West Sedona School stating that they are aware of your event and the impact it may have on the school during school operating hours. (928) 204-6600.

PARKING/TRAFFIC CIRCULATION PLAN

An example can be provided upon request that would pertain to large events at Posse Grounds Park. Please show which parking lots will be used, traffic signage "Event Parking", volunteer locations, shuttle drop off/pick up points. You can use the most appropriate map provided below.

SITE MAPS

We may require a site map completed for each venue impacted by your rental. The map should include placement of trailers, vehicles, portable restrooms, entrance and exit points, vendor locations, first aid, signage, etc. You can use the most appropriate map provided below.

SHOW/PERFORMANCE TIMELINE

Please connect with Jason Vargo to discuss the timeline of your planned show. Please be prepared with details relating to the needs of your scheduled performances in terms of the number of acts, the size of the act(s), the nature of the act(s), soundcheck, switchover between acts, and set-up times before, between, and after the show.

Posse Grounds Softball Fields



Posse Grounds Pavilion

