



Special Event Application
User Manual



QUEEN CREEK
PARKS & RECREATION

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Getting Started


Welcome to the Town of Queen Creek Office - Special Events online permitting process. Please review the initial instructions on the homepage of [Eproval](#). To proceed with the application, an account is required.

Account

An account must be created to apply for a Special Event or Block Party. Once the account is created, select the account button at the top to open the drop-down option and select “Login”.

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All new accounts must verify the associated email address. It is important to note that automated email notifications will be sent throughout the application process. Follow the prompts of the email to verify the account. After the account is created, enter the email and password to log in. If the password is forgotten, there is an option to reset it.



Welcome to the Town of Queen Creek's Online Permit Application System. Our goal is to help create successful events of every size and scope and clearly define the expectations for producing an event in the Town of Queen Creek.

Login

Email (required)

Password (required)

[LOG IN](#) [Forgot Password?](#) [Create Account](#)


Dashboard

The dashboard is the primary location to manage your applications

1. Find the dashboard using the menu navigation at the top
2. Create new applications
3. View existing applications
4. Check the status of applications

approval DASHBOARD APPLICATIONS

APPLICANT DASHBOARD



My Applications


[Create Application](#) [Older Applications](#)

ID#	Application	Start Date	End Date	Last Updated	Status	Actions
1198	Block Party Application: Sun Valley	Dec 23, 2024	Dec 23, 2024	Aug 06, 2024	Under Review	
1202	Intent to Apply: Sun Valley Parade	Jan 01, 2025	Jan 01, 2025	Aug 05, 2024	Submitted	
1201	Intent to Apply: Intent to Apply	N/A	N/A	Aug 05, 2024	Draft	

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Selecting “Create Application” provides the option to select the type of permit to apply for. Special Event Permits will start by selecting the “Intent to Apply”.

APPLICANT DASHBOARD





My Applications

Create Application ▼ Older Applications

ID#	Application	Start Date	End Date	Last updated	Status	Actions
1169	Special Event Permit Application: Party	Jul 24, 2024	Jul 24, 2024	Aug 31, 2024	Under Review	

Review the instructions, and select the large button at the bottom of the page to start the process.

Business Hours
Monday-Thursday, 8 a.m. - 7 p.m.
Friday, 8 a.m. - 3 p.m.
Closed Saturday and Sunday

 [Intent to Apply](#)
Click here to apply! 

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Application Basics

Applications are organized into sections for collecting information. Each section can be viewed on the left-hand “Application Menu”. The menu allows skipping between sections and completing them in any preferred order. Sections of the application that still need to be completed are indicated with an orange exclamation point (!). A gray box at the top of each section may provide additional information to assist with completing the application.

The screenshot shows the 'APPLICATION' interface for 'SPECIAL EVENT: PUPPY ROUNDUP'. The 'APPLICATION MENU' on the left lists several sections, each with an orange exclamation point (!) indicating they are incomplete. A red arrow points to the 'Insurance' section. The main content area displays the 'Insurance' section header and a gray informational box titled 'Certificate of Insurance and Additional Insured Endorsement'. A red arrow points to this box. The box contains text explaining that the host organization is responsible for providing a Certificate of Insurance and a separate Additional Insured Endorsement reflecting Commercial General Liability insurance, Worker's Compensation insurance, and Liquor Liability insurance (if applicable). It also states that the insurance and endorsements shall specifically name the Town, its officers, employees, volunteers, and agents as an additional insured and shall provide coverage for the entire duration of dates and times for which the Special Event Permit is in effect, including set up and dismantle dates. If the event includes the use of alcohol, whether or not it is distributed on Town property, Liquor Liability Insurance shall also be required.

When a section is complete the orange exclamation point will change to a green check mark (✓).

The screenshot shows the 'APPLICATION' interface for 'SPECIAL EVENT: PUPPY ROUNDUP'. The 'APPLICATION MENU' on the left lists several sections, each with a green check mark (✓) indicating they are complete. A red arrow points to the 'Insurance' section. The main content area displays the 'Site Plan/Route Map' section header and a gray informational box. The box contains text explaining that as an event organizer, the host organization is responsible for providing a clear and fully detailed site plan or route map that illustrates all aspects of the event plans, including street closures, event boundaries/routes, event infrastructure and event operational elements. The base map used for the site plan or route map must be depicted in a manner that Town and other public agency authorities can clearly see the scaled dimensions, street names, and locations of all event components proposed on the site plan or route map. Below this text is a sub-section titled 'Boundaries and Routes' with a bullet point stating that the site plan or route map must include the names of all streets and/or areas that are part of the proposed event, including auxiliary parking and production areas.

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Submitted applications and their statuses can be viewed under the Application Review tool.

The screenshot displays the 'APPLICATION REVIEW' interface for Queen Creek Parks & Recreation. It features a sidebar with 'APPLICATION TOOLS' and a main content area for a 'SPECIAL EVENT: SPECIAL EVENT PERMIT APPLICATION' titled 'Application Review' for 'Puppy Roundup' on Tuesday October 1, 2024 - Wednesday October 2, 2024. A radio button labeled 'Submitted' is selected, indicated by a red arrow. Below are tabs for 'Application Comments', 'Details', 'Permits', and 'Related Applications', and a 'POST COMMENT' button.

Status Labels

The application status will be updated during the various stages of the application process.

The application status references the overall progress of the application. The options include:

- **Draft (Grey)**: The application has been started but not submitted.
- **Submitted (Brown)**: The application has been submitted, and additional changes cannot be made. Staff have not yet started the review process.
- **More Info Needed (Blue)**: Staff needs additional information, which may require sharing further documents or details.
- **Under Review (Orange)**: Staff reviews is in progress.
- **Declined (Red)**: The application has been denied.
- **Approved (Green)**: The application is approved and permitted.
 - **Tentatively Approved (Green)**: The reservation of space is tentatively confirmed, submission of the full application is still required.

The individual sections of an application will also use status labels. The options include:

- **Not Yet Reviewed (Brown)**: Staff representatives have not yet reviewed the section.
- **More Info Needed (Blue)**: Staff need additional information. A comment must be provided, or the section must be resubmitted (when applicable).
- **Under Review (Orange)**: Staff review in progress.
- **Declined (Red)**: A section of the application or event component has not been approved. The rest of the event may still be approved and receive a permit.
- **Approved (Green)**: The section is approved and will be noted on the permit.

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Special Event Permits

Steps

Step 1 - Intent to Apply. The Intent to Apply provides a general overview of the event. Staff will review and tentatively approve the initial request. Completing this step will unlock the full application once approved by the Special Events Staff. The Intent to Apply can be submitted up to **one year** before the event.

The screenshot shows the 'APPLICATION' page for 'Host Organization'. On the left is an 'APPLICATION MENU' with items: Host Organization (selected), Contacts, Event Information, Event Dates And Attendance, Event Location, Event Details, Transportation, Acknowledgement, and Summary. The main content area is titled 'INTENT TO APPLY: INTENT TO APPLY Host Organization'. It contains three sections: 'Host Organization' (describing the applicant's legal and financial responsibility), 'Chief Officer of the Host Organization' (describing the authorized officer), and 'Billing Contact' (describing liability for fees and costs). A footer note states: 'All fields are required unless otherwise specified.'

Step 2 - Application. The Special Event Application will require additional information based on the responses provided in the event details. Specific details must be provided for each event component in the corresponding section. The deadline to submit the application is 60 days before the event.

The screenshot shows the 'APPLICATION' page for 'Event Details'. The 'APPLICATION MENU' on the left has 'Event Details' selected, with sub-items: Stages, Tent/Membrane Structures, Temporary Structures, Electrical/Power Sources, Food (Prep/Vendor List), Vendor List (Non-Food), Alcohol Service, and Amplified Sound. The main content area is titled 'SPECIAL EVENT: DOGGY ROUNDUP Event Details'. It contains an 'Event Details' section with text explaining that a customized permit application will be generated based on the event plans. Below this, there are two questions with radio button options: 'Will stages be used at the proposed event?' (Yes/No) and 'Will tents or membrane structures be used at the proposed event?'.

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Application Review

When the Application status is “Under Review,” Town staff are collectively in the process of reviewing the application.

APPLICATION REVIEW

QUEEN CREEK
PARKS & RECREATION

APPLICATION TOOLS

- Application Review
- Communication Log
- Activity Log
- Documents Log
- Duplicate Application

SPECIAL EVENT: SPECIAL EVENT PERMIT APPLICATION
Application Review
Puppy Roundup
Tuesday October 1, 2024 - Wednesday October 2, 2024

● **Under Review** ←

Application Comments | Details | Permits | Related Applications

Under each section of the application, the departments that need to review it and their current status can be seen. Communication with the Town can be managed through comments.

Fire - SEP
More Info Needed

Parks and Recreation Admin
Not Yet Reviewed

Comments and Files:

Parks and Recreation Admin / Jul 03, 2024 10:08 AM
Looks good!

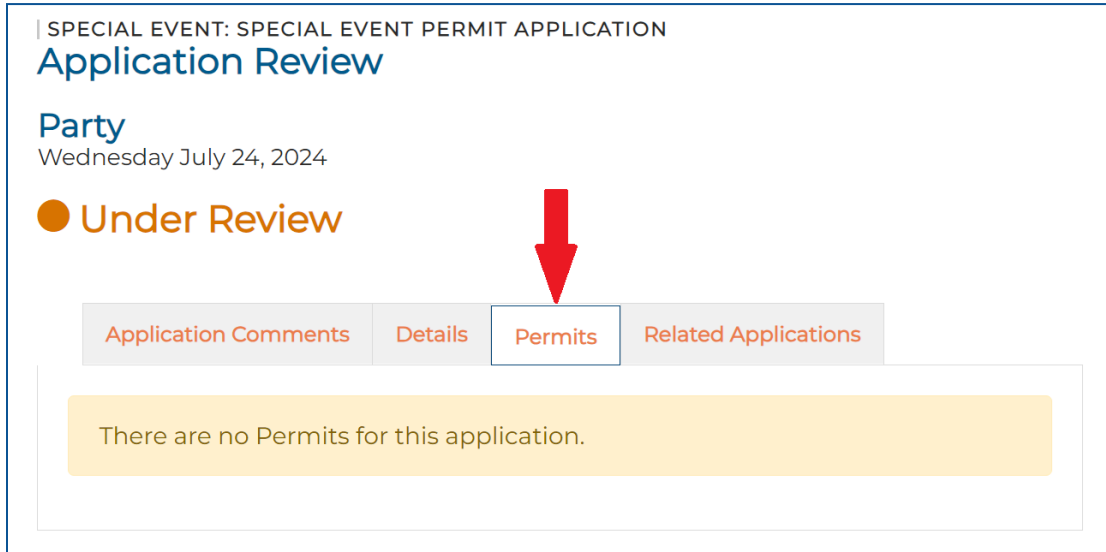
Administrator / Jul 15, 2024 02:46 PM
Please amend

POST COMMENT ←

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Permit

Once the application review is complete, the permit will be issued. To view the permit, select the "Permits" tab.



Contact Us!

Contact the Special Event Division with any questions regarding your Special Event Application or Facility Reservation.

McKinna Evans - Recreation Coordinator

McKinna.Evans@QueenCreekAZ.gov

Office: (480) 358-3723

Website: QueenCreekAZ.gov/SpecialEvents

Facebook: Facebook.com/QCRecreation

Queen Creek Parks and Recreation

Library Recreation Annex

(The entrance is on the SE corner of the QC Library building)

21802 S. Ellsworth Road

Queen Creek, AZ 85142

Phone: (480) 358-3700

Business Hours

Monday-Thursday, 8 a.m. - 7 p.m.

Friday, 8 a.m. - 3 p.m.

Closed Saturday and Sunday