



City of Tolleson Special Event Permit

A SPECIAL EVENT PERMIT IS REQUIRED WHEN A SPECIAL EVENT

- (1) Is held on City property or impedes, obstructs, impairs, interferes or disrupts normal or usual use of City property, facilities or right-of-way; or
- (2) Requires the use of any City resource or services that would not be necessary in the absence of such a special event; or
- (3) Is a grand opening, sidewalk sale, seasonal sale or special vehicle seasonal sale.

****** Special Event Building permit is required for any canopies 400 square feet or more.

- i. Please call the Tolleson Building Department at (623) 936-7111

SPECIAL EVENT PERMITS CATEGORIES:

Permits are categorized as Class 1, Class 2 and Class 3 level permits depending on the level of City services necessary for the event. Class 1 and Class 2 level permits will require administrative approval only. Class 3 permits will require Council approval.

Class 1: Special events and sales that have little to no impact on City resources, such as grand openings, sidewalk sales, and residential block gatherings.

Class 2: Special events and sales that have some impact on City resources but the impact is minimal, such as special vehicle sales or seasonal sales that remain mostly on private property; parades are limited to sidewalks.

Class 3: Special events and sales that have a high impact on City resources, such as a parade in city streets or rights-of-way, or street fair. **Parades will not be allowed on local residential streets unless it is in route to or from a main street (i.e. Van Buren Street) with minimal impact.**

SPECIAL EVENT LIMITS

A special event shall not occur more than 10 consecutive or 24 total days during the calendar year and, of the 24 calendar days per year, no more than 10 total days in any calendar quarter, unless otherwise provided by this Article.

RESTRICTIONS

The following restrictions shall apply to seasonal sales, special vehicle sales and sidewalk sales:

- (1) Seasonal sales, which shall be limited to a maximum of 31 consecutive days unless a shorter time period is set by law;
- (2) Special vehicle sales. Special vehicle sales are limited to two special vehicle sales within a three-month period, lasting no more than 30 consecutive or 48 total days per year.
- (3) Sidewalk sales, subject to the following limitations:
 - a. Sidewalk sales may only be conducted in front of or adjacent to the retail establishment; and
 - b. A retail establishment shall not hold more than three sidewalk sales lasting no more than ten consecutive days per sale in a calendar year.

APPLICATION PROCEDURES AND REQUIREMENTS.

- (A) **Permit Application.** An applicant shall complete a special event permit application in the form prescribed by the City and provide the following information, as applicable:
- (1) Type and description of the special event;
 - (2) Name, address, email address, and telephone number of the applicant and contact person, if different from the applicant;
 - (3) Proposed date of the special event, together with beginning and ending times;
 - (4) Proposed location, including site plan or drawing;
 - (5) Tents, generators, pyrotechnic and other fire hazard information;
 - (6) Estimated numbers of special event staff, participants, and spectators;
 - (7) Parking information;
 - (8) Vendor and concessions information;
 - (9) Noise information, including whether a band, DJ or PA system is involved;
 - (10) Sanitation information;
 - (11) Whether liquor will be present;
 - (12) Whether the special event is open to the public and whether fees, if any, will be charged to participants or spectators.
 - (13) Signature of the applicant. If the application is for an activity on private property, the property owner or an agent of the property owner with the property owner's authorization shall sign the application.
 - (14) Traffic and street closure information, including route map;
 - (15) Services requested from the City, including police, fire, and emergency medical services;
 - (16) Barricade Plan;
 - (17) Insurance as prescribed in Section 3-8-10;
 - (18) Notification Plan. For applications involving street closures, the applicant shall use a form prescribed by the City to solicit comments or concerns regarding street closure from neighbors and businesses, as specified by the City, whose vehicular access to their property is affected by the street closure and submit to the City any such comments or concerns;
 - (19) Security Plan.
- (B) **Timing of Application.** Applicants shall submit completed special event permit applications for Class 3 permits to the City at least 60 calendar days before the special event, for Class 2 permits, at least 15 days before the event, and for Class 1 permits, at least 5 days before the event for approvals. Applications that are not timely submitted may be denied unless the applicant demonstrates to the special events administrator that compliance within the deadline was impractical or impossible, or the special events administrator determines that the delayed application will not impair the City's ability to accomplish the purposes of this Article.
- (C) **Multiple Jurisdictions.** If a special event involves multiple governmental jurisdictions, the applicant is required to obtain all applicable written authorizations from other governmental jurisdictions related to the special event.

APPLICATION PROCESSING; TIME FRAMES.

- (A) Considerations. The special events administrator shall make decisions on completed applications, including whether to impose permit conditions, based on whether the applicant has demonstrated that the applicable requirements in Section 3-8-4 are satisfied.
- (B) Application Review Time Frames. The time frames by which the City will review and make a decision and administrative approvals on special event permit applications shall be posted on the City's website. (Class 3 permits are reviewed and approved by Tolleson City Council, which meets only on the 2nd & 4th of each month, except during summer break or Holidays. Applications must be received no later 30 days before each event)
- (C) Application Withdrawal. An applicant may withdraw its application prior to the issuance of an approval or denial. The City may consider an application withdrawn if the applicant fails to provide requested information or explanation of why the information cannot be provided within fifteen calendar days of the request.
- (D) Special Event Cancellation. An applicant shall notify the special events administrator immediately once the applicant knows that a permitted special event will not occur.
- (E) Misrepresentations. If the applicant makes a material misrepresentation on an application, such as a significant understatement of the anticipated number of participants, the applicant shall pay to the City any and all costs incurred by the City as a result of the misrepresentation.

City of Tolleson SELL Fees

APPLICATION REVIEW FEES	FEE
Review Fee	\$75
PERMIT FEES	
Class 1 Permit	\$25.00; additional \$25 expedited fee if submitted less than 5 days before the event
Class 2 Permit	\$50.00; additional \$50 expedited fee if submitted less than 5 days before the event
Class 3 Permit	\$175.00; additional \$150 expedited fee if submitted less than 30 days before the event ¹ Clean up deposit: \$250.00 due upon reservation submittal

Permit fees are refundable if the application is denied with the exception of review fee.

The applicant must pay in full to the City of Tolleson any cost incurred for use of City or vendor resources such as barricades, traffic cones, trash receptacles, staffing etc.

Class Types			
Type	Class 1	Class 2	Class 3
Definition	Events/sales that have no impact on City resources (PD, Fire, Field Operations, etc.)	Events/sales that has minimal impact on City resources.	Large event footprint, anticipated high attendance and traffic count, high parking demands, etc.
Examples	Grand openings Seasonal Retail Sales Sidewalk Sales Special Vehicle Sales Residential Block Parties	Parades Event which requires inspections (tents, etc.)	Event held partially or entirely on public property.

- An additional fee will be charged to expedite application.
- The Arizona Department of Liquor License and Control (ADLLC) charges a separate fee. Review the ADLLC Application form for cost associated with your application.
- Other City/County/State fees may apply.
- Food vending services at a special requires registration through Maricopa County Environmental Services (Fees may apply)
- **Canopy/tent 400 square feet or over must apply for a permit through the Tolleson Building Department.**

¹ Must be submitted no less than 15 days before the event.

City of Tolleson Special Event Permit Application

Total Number of Attendees: If applicable circle one

0 - 100 101 - 250 251 - 500 501 - 2,500 2,501 - 5,000

► Applicant Information:

1) Name of Qualified Organization:

Blessed Sacrament Roman Catholic Parish

Must match Sec. 1 on DLLC Application. List name exactly as listed with AZ Corporation Commission/ Organizing Documents.

2) Applicant Name:

Leticia Peralta

Must match Sec. 9 #1 & Sec. 14 on DLLC Application. List name exactly as listed on the ID submitted with the application.

3) Applicant Email Address for City Notices:

Lperalta@blessedaz.org4) Applicant Phone Numbers: Daytime/Cell #: 602-531-5682 Organization's #: 623-936-7107

5) Does the applicant and/or business have a current business license filed with the City of Tolleson? If yes, provide a copy of the business license along with the application.

If no, the applicant and/or business owner must obtain a business license to do business in the City of Tolleson.

► Event Information:

6) Address of Special Event: 512 N 93rd Ave Tolleson, AZ 85353

Street Address (include Bldg. /Suite #), City, State, ZIP

Must be an address/cannot be only cross streets. Must match Sec. 7 on DLLC Application.

7) Date(s) of Event (consecutive days): From: 10/10/25 To: 10/12/25

Must match Sec. 11 on DLLC Application. If only 1 day, write date twice.

8) Is the location a private residence?

☐ Yes ☒ No9) Is the location a City-owned property? (If yes, attach a copy of liability insurance coverage showing the City as co-insured.) ☐ Yes ☒ No9) Will the event be held in a City park or street? (If yes, attach documentation authorizing the event in the park/street.) ☐ Yes ☒ No10) The event will be held: (choose one) ☐ Indoors ☒ Outdoors ☐ Both

(Additional permits may be required. Refer to Dept. Review Section)

11) General Description of Event including activities:

Carnival with rides, music, live entertainment and food booths.

12) How does this event support your organizations mission and tie into or support the City of Tolleson's mission, vision, and core values:

This event brings the community together as well as preserves the traditions of the communities culture.

City of Tolleson Special Event Permit Application

13) Will there be any Rides/Concession Games at the event? ☒ Yes ☐ No

14) If yes, list the name of a licensed company providing Rides/Games:

Sun Valley Rides

A licensed amusement company must be used for rides and/or for concession games operated by a concessionaire for profit.

15) Will an Auctioneer be used at the event? ☐ Yes ☒ No

15.1) If yes, choose a box below and provide details:

☐ Is licensed in Tolleson, Name of Auctioneer: _____

☐ Works for an Auction House licensed in Tolleson, Name of Auction: _____

☐ Will donate services

16) Will there be any canopies/tents on-site during the event? ☒ Yes ☐ No

If yes, please list the size(s) for each canopy on your layout plan.

20x30

Canopy/tent 400 square feet or more must apply for a permit through the Tolleson Building Department.

Sales Tax Report: Within 30 days after the special event, the applicant must submit the sales report that was submitted to the state indicating that sales taxes have been paid.

I ACKNOWLEDGE THAT PRIOR TO SUBMITTING THIS APPLICATION I THOROUGHLY REVIEWED THE CITY OF TOLLESON SPECIAL EVENT PERMIT APPLICATION. I ALSO UNDERSTAND THAT MY APPLICATION REVIEW FEE IS NOT REFUNDABLE, EVEN IF THE APPLICATION IS WITHDRAWN OR DENIED, PERMIT FEES ARE REFUNDABLE. I SWEAR UNDER PENALTY OF PERJURY THAT I HAVE READ THE FOREGOING APPLICATION AND THAT ALL THE INFORMATION AND STATEMENTS MADE HEREIN ARE TRUE AND CORRECT. I ACKNOWLEDGE THAT I AM RESPONSIBLE FOR THIS EVENT AND THAT IT IS MY RESPONSIBILITY, AS THE APPLICANT, TO ENSURE THE EVENT COMPLIES WITH ALL CITY, COUNTY & STATE REQUIREMENTS/LAWS.

Printed Applicant Name: Leticia Peralta

Signature: Leticia Peralta

Date: 7/11/2025

Internal Use Only:

All applicants must have a current One-time/special event/non-renewable business license filed with the City of Tolleson.

Type of Application:

☐ Class 1

☐ Class 2

☐ Class 3

Reviewed by: Upon review initial

____ Special Event Administrator

____ Tolleson Police Department

____ Building Inspector

Class 3 Only: Completed applications must be submitted to the City Clerk's office to be placed on future agendas.

☐ Certificate of Insurance

☐ Indemnification Letter

Class 1 and/or Class 2:

☐ Approved

☐ Denied

Signature of Special Event Administrator: _____

City of Tolleson Special Event Permit Application
Street Closure Application (Parade or Street Fair)

Please note that additional permit requirements may be required (i.e. liquor license permits) and require additional lead times for processing. Please take this into account when submitting your Special Event permit; as we cannot expedite your meeting to accommodate this requirement.

This form must include the following:

- (1) Traffic and street closure information, including route map;
Parades will not be allowed on local residential streets unless it is in route to or from a main street (i.e. Van Buren Street) with minimal impact, the throwing of candy is not allowed in residential areas.
- (2) Services requested from the City, including police, fire, and field operations;
- (3) Barricade Plan;
- (4) Insurance as prescribed in Section 3-8-10;
- (5) Notification Plan. For applications involving street closures, the applicant shall use a form prescribed by the City to solicit comments or concerns regarding street closure from neighbors and businesses, as specified by the City, whose vehicular access to their property is affected by the street closure and submit to the City any such comments or concerns;

Please attach route maps, barricade plan and event site plan. The application will NOT be approved without the listed attachments.

Proposed Event Date: 10/11/2025 Applicant Name: Leticia Peralta
Proposed Event Setup Date: 10/11/2025 Event Setup Start Time: 8:00 am
Event Setup End Time: 11:00 am
Proposed Event Teardown Date: _____ Event Teardown Start Time: _____
Event Teardown End Time: _____

Event taking place:

☒ Street _____ Park _____ City Public Building _____ Commercial Location

Events Components: (Please select all that apply)

☐ Race: 1 Mile, 3K or 5K

☐ Amusement Rides

☒ Live Music

☐ Food Vendors

☐ Merchandise Vendors

☒ Vehicles

☒ Animals

☐ Tournament

☐ Ceremony

☐ Bike Ride

☒ Parade/Floats

☐ Other: _____

City of Tolleson Special Event Liquor License Application

We are thrilled to be guests in your neighborhood and it's important to us that we are communicating clearly with you, the neighbors, to determine if there are any comments or concerns related to the event and/or proposed street closure. I have provided a copy of the site plan and/or details of the street closure explaining the proposed Special Event. If you have any comments or concerns related to the event, please note in the applicable column. If you prefer to contact the City's Events Administrator directly, contact Tolleson City Hall at 623-936-7111 or at john.p.lopez@tolleson.az.gov

Please read before filling out: I hereby declare that I am an authorized representative of the listed business and have been informed by the event applicant/designee of the event details, including proposed street closures. By marking "No" for concerns, I am relaying that I have no significant concerns about the event. By marking "Yes" for concerns, I am relaying that I have concerns with the event and/or street closure and will state the reason(s) why in the comment box.

Date: 6/24/25 Printed Name: Carlos Alcantara Title: Manager
(Owner, Manager, Etc.)
Business Name: Tierra del sol Business Address: 9310 W Van Buren St
Tolleson, Arizona 85353
Did you receive a copy of event plan: ☒ Yes ☐ No Do you have Concerns: ☐ Yes ☒ No
Comments/Concerns if any: _____

Signature: [Signature]

Date: 6/24/25 Printed Name: Ali Alawadhi Title: Manager
(Owner, Manager, Etc.)
Business Name: Tolleson Market Business Address: _____
Tolleson, Arizona 85353
Did you receive a copy of event plan: ☐ Yes ☒ No Do you have Concerns: ☐ Yes ☒ No
Comments/Concerns if any: _____

Signature: [Signature]

Date: 6/24/25 Printed Name: Bryant Ariza Title: Manager
(Owner, Manager, Etc.)
Business Name: Tamale G. Business Address: _____
Tolleson, Arizona 85353
Did you receive a copy of event plan: ☐ Yes ☒ No Do you have Concerns: ☐ Yes ☒ No
Comments/Concerns if any: _____

Signature: [Signature]

City of Tolleson Special Event Liquor License Application

We are thrilled to be guests in your neighborhood and it's important to us that we are communicating clearly with you, the neighbors, to determine if there are any comments or concerns related to the event and/or proposed street closure. I have provided a copy of the site plan and/or details of the street closure explaining the proposed Special Event. If you have any comments or concerns related to the event, please note in the applicable column. If you prefer to contact the City's Events Administrator directly, contact Tolleson City Hall at 623-936-7111 or at john.p.lopez@tolleson.az.gov

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Date: 6-27-25 Printed Name: Richie Title: Manager
(Owner, Manager, Etc.)

Business Name: Pete's Fish & Chips Business Address: _____
Tolleson, Arizona 85353

Did you receive a copy of event plan: ☒ Yes ☐ No Do you have Concerns: ☐ Yes ☒ No

Comments/Concerns if any: _____

Signature: [Signature]

Date: 6/30/25 Printed Name: Magdalena Rivera Title: Owner
(Owner, Manager, Etc.)

Business Name: Yerbaria Magdalena Business Address: _____
Tolleson, Arizona 85353

Did you receive a copy of event plan: ☐ Yes ☐ No Do you have Concerns: ☐ Yes ☒ No

Comments/Concerns if any: _____

Signature: [Signature]

Date: 6/30/25 Printed Name: Ximena Arayga Title: _____
(Owner, Manager, Etc.)

Business Name: Piña Express Business Address: _____
Tolleson, Arizona 85353

Did you receive a copy of event plan: ☒ Yes ☐ No Do you have Concerns: ☐ Yes ☒ No

Comments/Concerns if any: _____

Signature: [Signature]

City of Tolleson Special Event Liquor License Application

Date: 6/25/25 Printed Name: Johnny S. Title: Manager
 (Owner, Manager, Etc.)
 Business Name: Metro by t-mobile Business Address: 9550 W Van Buren
 Tolleson, Arizona 85353
 Did you receive a copy of event plan: ☒ Yes ☐ No Do you have Concerns: ☐ Yes ☒ No
 Comments/Concerns if any: _____

 Signature: J.S.

Date: 06/25/25 Printed Name: Karen Mendez Title: Program Director
 (Owner, Manager, Etc.)
 Business Name: ATA Martial Arts Business Address: 9550 W Van Buren St. St. #6
 Tolleson, Arizona 85353
 Did you receive a copy of event plan: ☒ Yes ☐ No Do you have Concerns: ☐ Yes ☒ No
 Comments/Concerns if any: _____

 Signature: Karen Mendez

Date: 6/25/25 Printed Name: Sherlynn Zavala Title: AGM
 (Owner, Manager, Etc.)
 Business Name: Sonic Drive In Business Address: 9550 W Van Buren St
 Tolleson, Arizona 85353
 Did you receive a copy of event plan: ☐ Yes ☒ No Do you have Concerns: ☐ Yes ☐ No
 Comments/Concerns if any: _____

 Signature: Sherlynn Zavala

City of Tolleson Special Event Liquor License Application

Date: 6/27/25 Printed Name: Sesús Ramirez Title: _____
(Owner, Manager, Etc.)
Business Name: Red chair Barber Shop Business Address: 9386 W. Van Buren St
Tolleson, Arizona 85353
Did you receive a copy of event plan: ☒ Yes ☐ No Do you have Concerns: ☐ Yes ☒ No
Comments/Concerns if any: _____

Signature: [Signature]

Date: 6-27-25 Printed Name: Natalie M. Nandin Title: Owner
(Owner, Manager, Etc.)
Business Name: Fixations Styling Salon Business Address: 9353 W. Van Buren
Tolleson, Arizona 85353
Did you receive a copy of event plan: ☒ Yes ☐ No Do you have Concerns: ☐ Yes ☒ No
Comments/Concerns if any: _____

Signature: [Signature]

Date: 6/27/25 Printed Name: Sonia Nieto Title: [Signature]
(Owner, Manager, Etc.)
Business Name: IRMA'S MEXICAN FOOD Business Address: 9323 W. Van Buren
Tolleson, Arizona 85353
Did you receive a copy of event plan: ☐ Yes ☒ No Do you have Concerns: ☐ Yes ☐ No
Comments/Concerns if any: _____

Signature: Sonia Nieto

City of Tolleson Special Event Liquor License Application

Date: 6/30/25 Printed Name: Nathaniel Rodriguez Title: _____
 (Owner, Manager, Etc.)
 Business Name: Reggie's Town Barbershop Business Address: 9550 W Van Buren
 Tolleson, Arizona 85353
 Did you receive a copy of event plan: ☒ Yes ☐ No Do you have Concerns: ☐ Yes ☒ No
 Comments/Concerns if any: _____

 Signature: Nathaniel Rodriguez

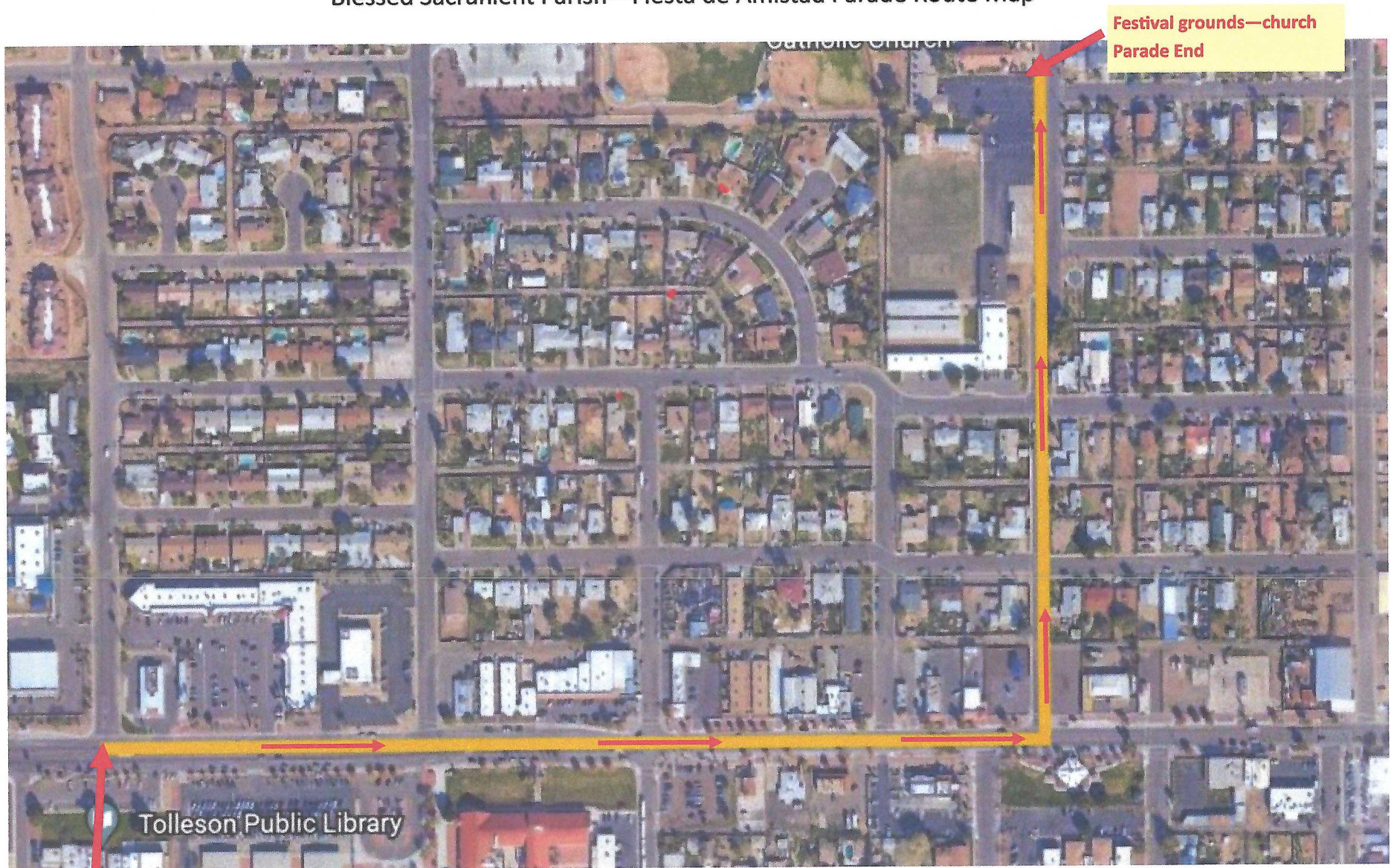
Date: 6/30/25 Printed Name: Missael Regalio Title: _____
 (Owner, Manager, Etc.)
 Business Name: Tortas Aguacates Business Address: 9550 W Van Buren
 Tolleson, Arizona 85353
 Did you receive a copy of event plan: ☒ Yes ☐ No Do you have Concerns: ☐ Yes ☒ No
 Comments/Concerns if any: _____

 Signature: [Signature]

Date: _____ Printed Name: _____ Title: _____
 (Owner, Manager, Etc.)
 Business Name: _____ Business Address: _____
 Tolleson, Arizona 85353
 Did you receive a copy of event plan: ☐ Yes ☐ No Do you have Concerns: ☐ Yes ☐ No
 Comments/Concerns if any: _____

 Signature: _____

Blessed Sacrament Parish—Fiesta de Amistad Parade Route Map



Festival grounds—church
Parade End

96th Avenue
Parade staging area

Parade Route:

Start: 96th Avenue and Van Buren - East on Van Buren St. to 93rd Avenue
North on 93rd Avenue to Blessed Sacrament Church Festival Grounds