

SPECIAL EVENT PERMIT APPLICATION

Date of Application: December 6, 2018		Permit Application Number:	
SECTION I: APPLICANT INFORMATION			
Name of Applicant (must be on site during the event) Rev. Marcos Velasquez (JoAnn Ortega)			
Phone Number 520-568-4605	Cell Phone Number 520-238-2381	Fax Number 520-568-0861	
Business Address 18700 N. St. Gabriel Way		City Maricopa	State AZ Zip Code 85238
Corporation / Organization Name or D.B.A. Our Lady of Grace Catholic Church		E-mail Address frvelasquez51@gmail.com	
State of Incorporation AZ	Tax ID # 208849244	City Sales Tax ID # 208849244	
SECTION II: EVENT INFORMATION			
Name of Event Our Lady of Grace Annual Community Festival			
Event Date(s) Feb 8-10, 2019	Hours of Event see description	Set Up Feb 4-8, 2019	Take Down Feb 11-15, 2019
Location of Event/ Address 18700 N. St. Gabriel Way, Maricopa, AZ 85238			
Sponsors of the Event Our Lady of Grace Catholic Church			
Brief Description of Event three day festival with food, drinks, entertainment, raffles, games, car show and carnival that is open to the public. Operating hours are Friday, 4:00 pm - 10:00 pm, Saturday, 10:00 am - 11 pm, and Sunday, Noon to 8:00 pm.			
**PLEASE INCLUDE A DETAILED SITE PLAN WITH THIS APPLICATION **			
Charity Name Our Lady of Grace Catholic Church		501(c)3 Number See attached letter	
Charity Contact Name JoAnn Ortega		Contact Phone Number 520.251.1900	
Charity Address 18700 N. St. Gabriel Way, Maricopa, AZ 85328		Charity Phone Number (if different from above)	
*If the event involves the participation of a charity, the applicant is required to provide an acknowledgement letter from the charity.			
Has this event ever been held at another location? (→) Yes () No If yes, please provide the appropriate references:			
Location #1			
Date: Last weekend in January, 2008-2016		Location: 45295 W. Honeycutt Ave., Maricopa, AZ 85238	
Contact Name JoAnn Ortega		Phone Number 520.251.1900	
Location #2			
Date:		Location:	
Contact Name		Phone Number	

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Has the Applicant/Organization ever had a liquor license or event permit denied, revoked or suspended? () Yes (→) No If Yes, please explain:		
Will there be an admission charge? () Yes (→) No If yes, list all price categories:		
Anticipated daily attendance: 2000	Anticipated peak attendance: 3000	
Will there be entertainment? (→) Yes () No If yes, please complete the following:		
Group Various bands and dance groups, gymnastic groups, singers, etc.	Performance Location Church Grounds	Scheduled Time various throughout festival
Will novelty items be sold? () Yes (→) No If yes, please describe below:		
Item	Vendor Selling	Price(s)
Will there be contracted concessionaires/caterers? () Yes (→) No If yes, please provide the following information:		
Name of Concessionaire/Caterer		Address
Phone No.	Items to be sold	
How close are the nearest residences to the event? 300 ft.		
What type of advertising/promotion will be done prior to the event?		
Radio: (→) Yes () No	If yes, stations: KCCF 88.3; KLVK 89.1; KZAI 89.9; KFLR 90.3; KEBR 90.7; KLVK 96.7; KIH-P-AM 102.9; KLVA 105.5; KXEG-AM 1028; KIH-P-AM 1310.	
TV: () Yes (→) No	If yes, stations:	
Newspaper Ads: (→) Yes () No	If yes, newspapers: Casa Grande Dispatch, Catholic Outlook, COPA TV, KLOVE Community Happenings	
Press Releases: (→) Yes () No	If yes, how many? 1	
Fliers/Posters: (→) Yes () No	If yes, where distributed: Church grounds and local businesses	
*PLEASE ATTACH ANY PLANNED PROMOTIONAL MATERIALS		
SECTION III: EVENT SPECIAL FEATURES		
WILL THE EVENT INCLUDE ANY OF THE FOLLOWING? (Indicate on site plans)		
TENTS OR CANOPIES (→) Yes () No If yes, provide the following:		
Company: Our Lady of Grace Church Property		
Address: 18700 N. St. Gabriel Way, Maricopa, AZ 85138		
Contact: Abbie Legaspie	Phone: 602.251.5944	
Number of Tents: 5 tents and 5 canopies	Size(s): 50X50, 40X20, 20X20, 10X10	
*Tents over 200 sq. ft. and canopies over 400 sq. ft. require permits from the City of Maricopa Fire Department.		
*All tents and canopies must be properly secured via tent stakes and will be subject to inspection by the Fire Department.		

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OPEN FLAMES OR COOKING (→) Yes () No If yes, provide the following:	
Company: Our Lady of Grace Catholic Church	
Address: 18700 N. St. Gabriel Way, Maricopa, AZ 85138	
Contact: Teresa Diaz	Phone: 520-280-1415
* FIRE DEPARTMENT INSEPCION WILL BE REQUIRED PRIOR TO EVENT (Schedule with Division of Fire Prevention)	
* Fire extinguishers are required.	
FIREWORKS () Yes (→) No If yes, provide the following:	
Company:	
Address:	
Contact:	Phone:
*Fireworks require permits from the City of Maricopa Fire Department.	
TEMPORARY FENCING (→) Yes () No If yes, provide the following:	
Company: LP Rent a Fence	
Address: P.O. Box 519, Stanfield, AZ 85172	
Contact: Michelle Zavala	Phone: 602-763-6438
*Provide accurate dimensions of fenced area.	
*ADEQUATE FIRE LANES AND EXITS MUST BE PROVIDED & IDENTIFIED IN ACCORDANCE WITH FIRE CODE AND CITY ORDINANCE 08-04 (Contact the Division of Fire Prevention for further information @ 520-494-2303).	
PORT-A-JOHNS (→) Yes () No If yes, provide the following:	
Company: A 1 Company Inc. - Phx	
Address: P.O. Box 410004, Salt Lake City, Utah 84141-0004	
Contact:	Phone: 480-633-1200
ELECTRICAL SERVICES / GENERATORS (→) Yes () No If yes, provide the following:	
Company: Pineapple Equipment	
Address: P.O. Box 27624, Tempe, AZ 85285	
Contact: John Doles	Phone: 602.689.0734
*Use of generators requires an additional electrical permit from Development Services.	
CARNIVAL / AMUSEMENT RIDES (→) Yes () No If yes, provide the following:	
Company: Sun Valley Rides	
Address: 7558 W. Thunderbird Rd., Peoria, AZ 85381	
Contact: Steve	Phone: 602.363.2677
*An additional special permit from the City of Maricopa Fire Department is required.	
SIGNS / BANNERS (→) Yes () No If yes, provide the following:	
Company: Our Lady of Grace Catholic Church	
Address: 18700 N. St. Gabriel Way, Maricopa, AZ 85138	
Contact: Ann Maidman	Phone: 580-265-5006
*Please submit a sign plan in conjunction with this application that shows the proposed location, placement, and size of all off-site directional signs. Directional signs shall be no greater than four (4) square feet and may be permitted within the City right-of-way, excluding medians. Directional signs may be placed twenty-four (24) hours in advance of the event and event signs may be placed five (5) days prior to the event. All signage shall be removed within forty-eight (48) hours after the conclusion of the event.	
INFLATABLES (→) Yes () No If yes, provide the following:	
Company: Maricopa Pantry (Mountain View Community Church)	
Address: 50881 W. Papago Rd., Maricopa, AZ 85138	
Contact: Jim Shoaf	Phone:
WILL FOOD BE SERVED (→) Yes () No	
*If yes, a health permit from Pinal County will be required.	

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OTHER – Description of any other activities at the event:			
SECTION IV: STREETS / TRAFFIC			
DOES THE EVENT PROPOSE CLOSING, BLOCKING, OR USING ANY OF THE FOLLOWING:			
CITY STREETS () Yes (→) No If yes, provide the following:			
Street	From/To	Date(s)	Time(s)
CITY SIDEWALKS () Yes (→) No If yes, provide the following:			
Sidewalk	From/To	Date(s)	Time(s)
CITY ALLEYS () Yes (→) No If yes, provide the following:			
Alley	From/To	Date(s)	Time(s)
PUBLIC PARKING LOTS () Yes (→) No If yes, provide the following:			
Parking Lot		Date(s)	Time(s)
PUBLIC BICYCLE PARKING () Yes (→) No If yes, provide the following:			
Bicycle Rack Location:			
What alternative bicycle parking will be provided (include location)?			
SECTION V: USE OF CITY FACILITIES			
Will any City facilities be used? () Yes (→) No If yes, provide the following:			
Facility	Person Contacted	Phone	
Will any City electric or water hookups be used? () Yes () No If yes, provide the following:			
Electric Location	Service Needed (in amps)		
Water Location	Service Needed		

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SECTION VI: EVENT SECURITY	
Will the event be using private security? (→) Yes () No If yes, provide the following:	
Security Company	21st Sentry Security
Address	2135 E. Knudson Dr., Phoenix, AZ 85024
Contact Person	Richard Roll 623.556.7121
Number of personnel contracted for:	4
*Events greater than 1,000 people will require an experienced crowd management person plus (1) for each additional 250 persons.	
SECTION VII: ALCOHOL	
*Glass containers or glass bottles are NOT allowed in City parks.	
Will there be alcohol at the event? (→) Yes () No If yes, please answer the following:	
*Beer and wine only are allowed on City property.	
Will alcohol be sold? (→) Yes () No	
Will alcohol be given away? () Yes (→) No	
Is alcohol included in the admission price to the event? () Yes (→) No	
*If you answered Yes to any of the above, a Special Event Liquor License is required.	
Charity's or Organization's Name	501 (c)3 Number
*A letter from the charity or organization agreeing to participate as the agent for the special event liquor license is required and must accompany the original event application.	
Name of Contact at Charity or Organization	Phone Number
JoAnn Ortega	520.251.1900
On-Site Agent Responsible for Liquor	Rev. Marcos Velasquez
How will attendees over the age of 21 be identified?	Use of wristbands
Have the alcohol servers received training regarding the sale and service of alcoholic beverages? (→) Yes () No If yes, where & when?	
On site training by Mario Ortega and Frank Espejo, retired police officers	
What controls will be used to keep underage attendees from obtaining alcohol at the event?	
All persons appearing under the age of 35 will be ID'd and provided wristbands.	
*A site plan showing locations of alcohol service areas, type and height of fencing, and security check areas must be provided and correspond to the description of the controls above.	
*A site plan and emergency action plan (and/or an Incident Action Plan) must be submitted to the Division of Fire Protection for review and approval 30 days prior to the event.	
Will more than 50% of the gross revenues derived from the event be derived from alcohol sales? () Yes (→) No	



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SECTION VIII: PARADE INFORMATION
Assembly Area
Disassembly Area
Number of Units
Description of the units (e.g., motorized, animals, floats, sound amplification)
*Attach a proposed route and indicate assembly and disassembly areas.
SECTION IX: INSURANCE REQUIREMENTS
Proof of applicable insurance that will be in effect during the license period must be attached.
The certificate must show general liability including: <ul style="list-style-type: none">• Bodily Injury• Comprehensive Form• Premises Operations• Contractual• Independent• Contractors• Products/Completed• Operations• Hazard• Personal Injury• Broad Form Property Damage

I certify that the statements made in this application are true and complete to the best of my knowledge.

Incomplete applications may not be processed.

Print Name	Signature	Date
Rev. Marcos Velasquez	<i>Rev. Marcos C. Velasquez</i>	12-6-18

Site Plans should indicate the following:

1. An outline of the entire event venue including the names of all streets or areas that are part of the venue.
2. All existing structures, restrooms, and parking areas with the event site.
3. Location of proposed street closures, temporary parking areas, and any temporary fencing, barriers, or barricades.
4. Location of all temporary structures (stages, bleachers, grandstands, other seating areas, tents, portable restrooms, booths, trash containers, dumpsters, etc.).
5. Location of cooking and/or food service areas; alcohol service areas; vendor areas; and any other booth areas.
6. Location of vendors/information booth(s)/entertainment.
7. Location of generators and/or source of electricity.
8. Placement of vehicles and trailers.
9. Entrance/exit locations for outdoor events that are fenced, and entrance/exit locations within tents or temporary structures.
10. Identification of all event components that meet Americans with Disabilities Act accessibility requirements (including, but not limited to accessible parking, passenger loading/unloading areas, restrooms, seating, and path of travel) if your event is open to the public.
11. A route map for parades or other moving components to the event.
12. Any staff/information booths, first aid stations, etc.

Our Lady of Grace Catholic Church

18700 North St. Gabriel Way
Maricopa, Arizona 85138

520-568-4605

Fax: 520-568-0861

December 6, 2018

To Whom It May Concern,

Our Lady of Grace Catholic Church, a non-profit charitable entity, will be sponsoring the Our Lady of Grace Annual Community Festival, Friday, February 8 through Sunday, February 10, 2019,

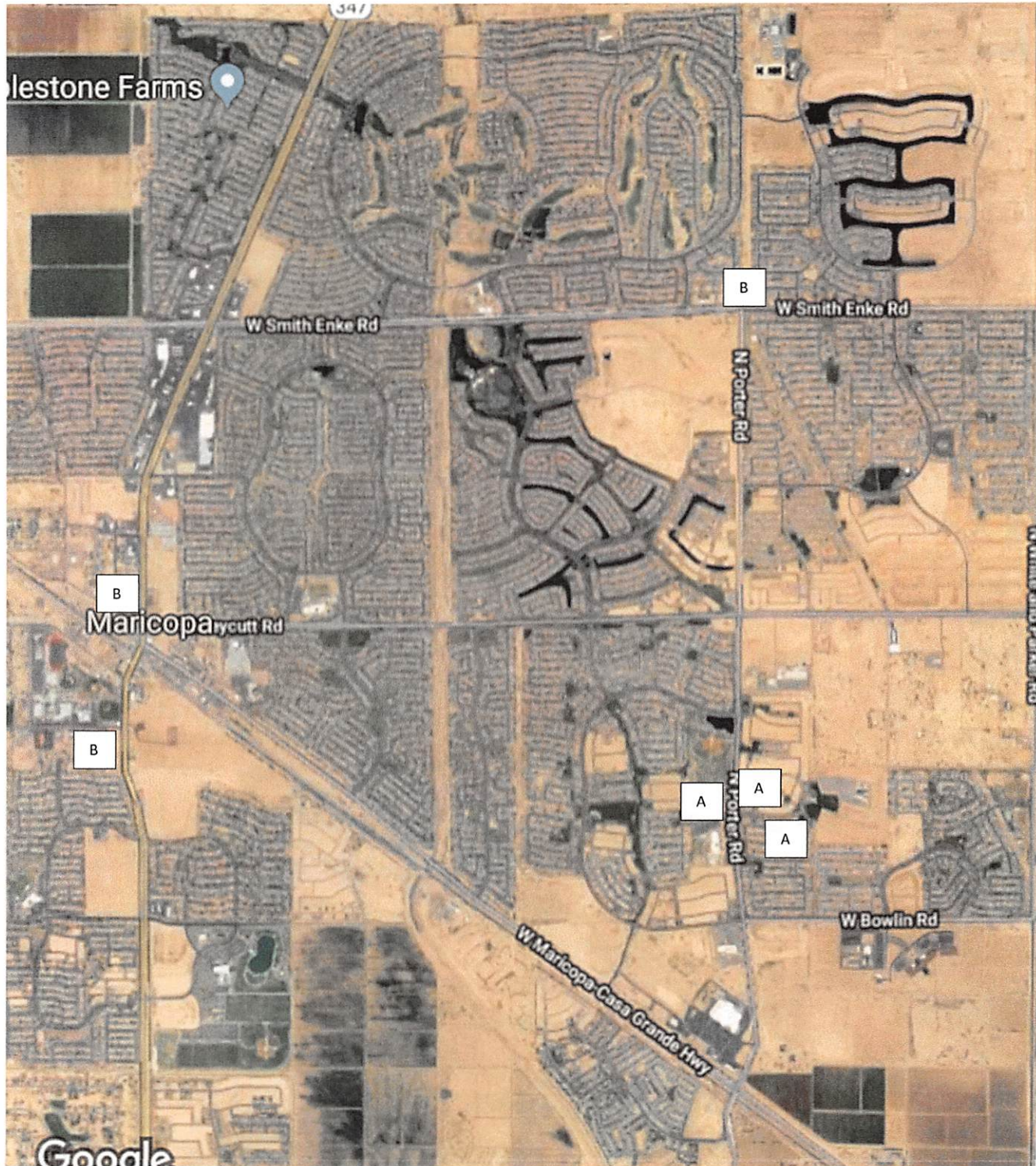
Sincerely,


Rev. Marcos Velasquez

Our Lady of Grace Catholic Church Annual Community Festival

Signage will include A-frame directional signs, not to exceed 4 sq. ft., located on Porter Road and Adams Way.

Potential locations for banner type signs, not to exceed 32 sq. ft., are within setback limits: Headquarters Café, intersection of Honeycutt Rd and SR 347; Southwest corner, Honeycutt Ave. and SR 347; North side intersection of Smith-Enke Rd and Porter Rd.



A = A-Frame

B = Banner

A Frame Example (20" X 28")



Banner Example (8' X 4')

Our Lady of Grace Parish Festival

Food	Carnival Rides	Friday 4:00 – 11:00 pm Saturday 10:00 – 11:00 pm Sunday Noon – 8:00 pm
Family Fun	Games	

*Ride Wristbands available at Office
until the start of the Festival*

Porter Road at Adams, then follow the signs!
February 9-11, 2018

A horizontal banner sign with a white background and a black border. The text is centered and includes the festival name, activities, times, and location. A red box highlights the festival times.

**Internal Revenue Service
P.O. Box 2508
Cincinnati, OH 45201**

Department of the Treasury

Date: June 2, 2017

Person to Contact:

R. Meyer ID# 0110429

Toll Free Telephone Number:

877-829-5500

United States Conference of Catholic
Bishops
3211 4th Street, NE
Washington, DC 20017-1194

Group Exemption Number:

0928

Dear Sir/Madam:

This responds to your June 2, 2017, request for information regarding the status of your group tax exemption.

Our records indicate that you were issued a determination letter in March 1946, that you are currently exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, and are not a private foundation within the meaning of section 509(a) of the Code because you are described in sections 509(a)(1) and 170(b)(1)(A)(i).

With your request, you provided a copy of the *Official Catholic Directory for 2017*, which includes the names and addresses of the agencies and instrumentalities and the educational, charitable, and religious institutions operated by the Roman Catholic Church in the United States, its territories, and possessions that are subordinate organizations under your group tax exemption. Your request indicated that each subordinate organization is a non-profit organization, that no part of the net earnings thereof inures to the benefit of any individual, and that no substantial part of their activities is for promotion of legislation. You have further represented that none of your subordinate organizations is a private foundation under section 509(a), although all subordinates do not all share the same sub-classification under section 509(a). Based on your representations, the subordinate organizations in the *Official Catholic Directory for 2017* are recognized as exempt under section 501(c)(3) of the Code under GEN 0928.

Donors may deduct contributions to you and your subordinate organizations as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to them or for their use are deductible for federal estate and gifts tax purposes if they meet the applicable provisions of section 2055, 2106, and 2522 of the Code.

Subordinate organizations under a group exemption do not receive individual exemption letters. Most subordinate organizations are not separately listed in Publication 78 or the EO Business Master File. Donors may verify that a subordinate organization is included

in your group exemption by consulting the *Official Catholic Directory*, the official subordinate listing approved by you, or by contacting you directly. IRS does not verify the inclusion of subordinate organizations under your group exemption. See IRS Publication 4573, *Group Exemption*, for additional information about group exemptions.

Each subordinate organization covered in a group exemption should have its own EIN. Each subordinate organization must use its own EIN, not the EIN of the central organization, in all filings with IRS.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,

A handwritten signature in cursive script that reads "Stephen A. Martin".

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements



RR =
Portajohns
LT =
light tower/
generator

St Michael Way

N Parker Dr



St Michael Way

St Michael Way

St Michael Way

Fire Dept
Emergency Access

LT

FD Access

Baskets

Auction

LT

1st Aid

TB

Vol

Horses

RR / RR

Church

Beer

50 x 50

Vendors

C.W.

Bounce Houses

Kidstown 20 x 30

LT

Chgo

Our Lady of Grace Parish

Vendors

Vendors

Vendors

Food Prep

RR

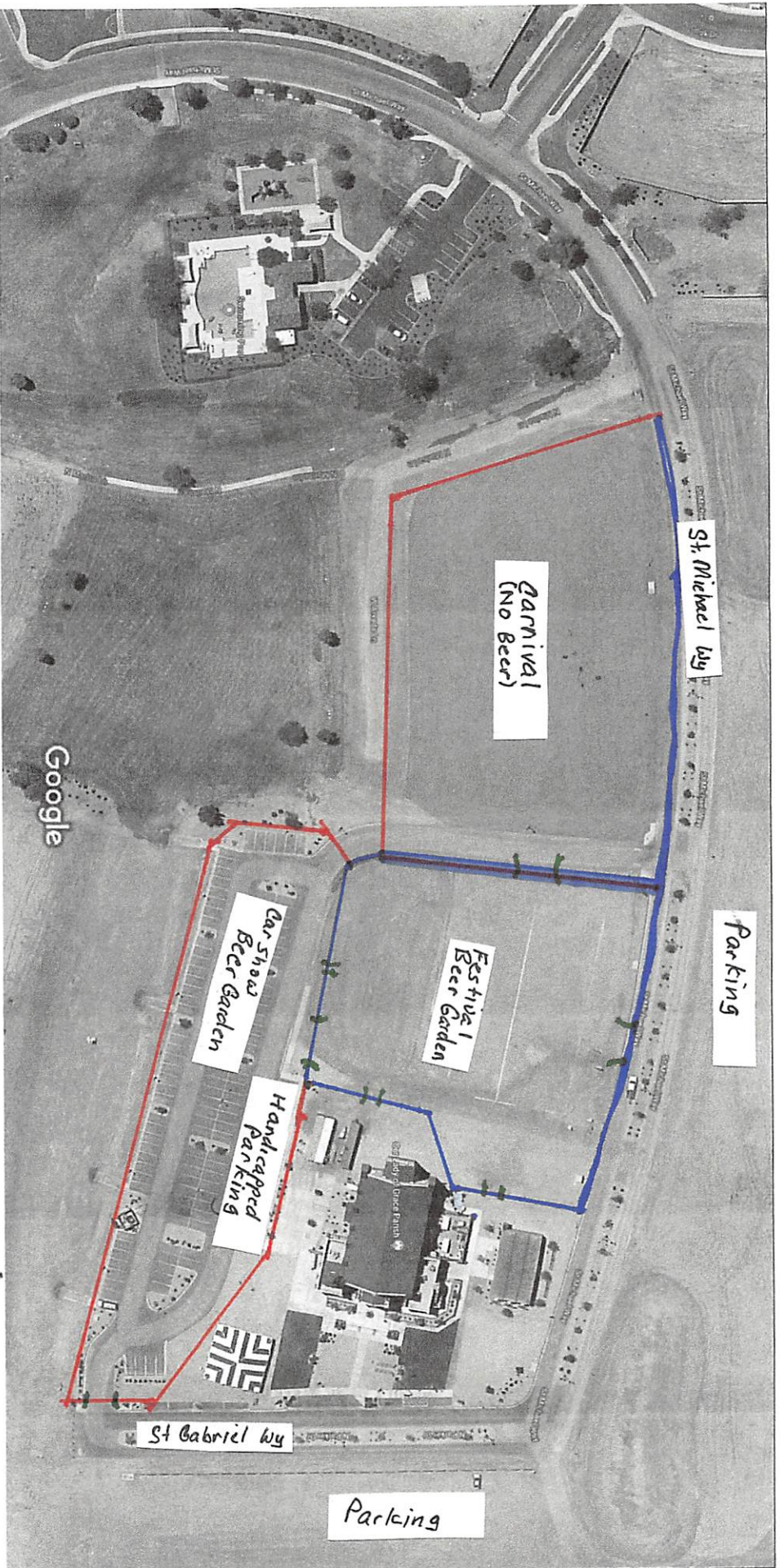
Handicapped Parking

Google

Google Maps

Maricopa

Our Lady of Grace Parish Festival



Chain link 8 FT
1500' Approx
no gates included

Snow Fence 4 FT
1600' Approx

Imagery ©2018 Google, Map data ©2018 Google 50 ft