



TEMPORARY SALES AND PROMOTIONAL EVENTS HANDBOOK



CHANDLER
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To assist you in the planning of your Temporary Sales and Promotional Event (TSPE) we have compiled this helpful handbook for your reference. Inside you will find information on what qualifies as a TSPE, how to complete and submit your application, helpful contact information, and examples of additional documentation. We have worked diligently to streamline the permitting process while continuing to provide vital information that helps to make your event safe and successful.

TEMPORARY SALES AND PROMOTIONAL EVENT

Temporary Sales and Promotional Event (TSPE) is a special event that deviates from the permitted use of the space. Approved TSPE permitted events cannot exceed a total of 48 calendar days in any calendar year.

Types of events include:

- Seasonal vendors (fireworks, Christmas tree lots, and pumpkin patches)
- Activities promoting a special event, product, merchandise or other promotion
- Food Truck Events (Exceeding 3 Trucks)**
- Sidewalk Sales, Farmer's Markets, Marketplaces, etc.
- Extension of Premise
- Other events on private, nonresidential property
- Parking Lot/Sidewalk Extension
- Temporary Extension or Special Events Liquor Sales

Or any combination but not limited to the above items

Please note that **ALL food trucks and food truck events, regardless of the number of food trucks in attendance, are still **REQUIRED** to have a Chandler Fire Department inspection prior to operating within the City of Chandler **



Applications must be submitted 60 days prior to the event.



The Permitting Committee reviews, approves, denies, or conditionally approves all submissions.



All submitted application must be approved and permitted three weeks prior to the scheduled event.



For specific details related to TSPEs please reference Chandler City Code Chapter 32-6.



HOW TO APPLY

1. Complete the TSPE application.

a. Items required as part of the application

i. Site Property Owner Permission Letter

ii. Site Map

iii. Certification of Insurance (COI)

iv. General Fire Form

v. Signed Covenant of Indemnification

*****Sections not relevant to proposed event, put "N/A"*****

2. Email completed application packet to TSPE@chandleraz.gov

3. Upon committee review additional documents may be requested of the applicant, with corresponding deadlines.

- Open Flame Permit and Fee (**Fire**)
- Food/Beverage Vendor Application (**Fire**)
- Canopy or Tent Application and Fee (**Fire**)
- Generator Permit Application (**Building**)
- Liquor License and Fee (**Tax and License**)
- Vendor Registration Sheet including Transaction Privilege Tax Number and City Business Registration Number, if applicable (**Tax and License**)

4. Pay all applicable Fire Fees.

5. Pay all applicable Liquor Fees.

For questions, inquiries, and concerns, please contact:

Erin Barry

Special Events Sr. Specialist

TSPE@chandleraz.gov

(480) 782-2649

TSPE Timeline Flowchart

60 Days

Completed Application, Site Map, Property Owner Permission Letter, and COI must be submitted to TSPE@chandleraz.gov

45 Days

Applicant receives results of review and is provided with additional items and deadlines needed to completed approval process

30 DAYS

All outstanding items are due. Liquor Application is due to Tax and Licensing

3 Weeks

Application is approved and permit is issued contingent upon fire inspection, if required.

1 WEEK

If applicable, Neighborhood Notification must be distributed.

Enjoy your event

***If your Liquor License application is submitted to Tax and Licensing less than 30 days prior to event, your application is NOT guaranteed approval

CERTIFICATE OF INSURANCE (COI)

EXAMPLES

ACORD		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY)
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. IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must 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).				
PRODUCER	CONTACT NAME	PHONE	FAX	SALES
	ADDRESS			
INSURED	INSURER A	INSURER B	INSURER C	INSURER D
	INSURER E	INSURER F		
COVERAGES		CERTIFICATE NUMBER:	REVISION NUMBER:	
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.				
TYPE OF INSURANCE	ADD. SUBS.	POLICY NUMBER	POLICY PERIOD	LIMITS
GENERAL LIABILITY				
☒ COMMERCIAL GENERAL LIABILITY				EACH OCCURRENCE \$1,000,000
☐ CLAMS-MADE ☐ OCCUR				PROPERTY DAMAGE \$5,000
GEN. AGGREGATE LIMIT APPLIES PER:				PERSONAL & ADV. INJURY \$1,000,000
☐ POLICY ☒ PER-ACCIDENT ☐ LOC				GENERAL AGGREGATE \$2,000,000
AUTOMOBILE LIABILITY				PRODUCTS - COMP/OP AGG \$1,000,000
☒ ANY AUTO				COVERED SINGLE LIMIT \$1,000,000
☒ ALL OWNED AUTOS				BODILY INJURY (Per person) \$
☒ HIRE/AUTOS				BODILY INJURY (Per accident) \$
☒ SCHEDULED AUTOS				PROPERTY DAMAGE (Per person) \$
☒ NON-OWNED AUTOS				PROPERTY DAMAGE (Per accident) \$
UMBRELLA LIAB.				EACH OCCURRENCE \$
☐ EXCESS LIAB.				AGGREGATE \$
☐ OCCUR				
☐ CLAMS-MADE				
WORKERS COMPENSATION AND EMPLOYERS LIABILITY				
☐ ANY PROPERTY DAMAGE/HEALTHCARE OFFICER/OWNER EXCLUDED?				
☐ If yes, describe with description of operations below.				
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required) The City of Chandler, its agents, representatives, officers, directors, officials, and employees are additional insureds. Certificate contains severability of interest and waiver of subrogation. Event name, date & location:				
CERTIFICATE HOLDER		CANCELLATION		
Business Name		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.		
Business Address		AUTHORIZED REPRESENTATIVE		
Attn:				

PROPERTY OWNER PERMISSION LETTER

EXAMPLE

November 4, 2022

City of Chandler
235 S. Arizona Avenue
Chandler, AZ 85225

Re: [Redacted]

To Whom It May Concern:

As property manager for [Redacted] the Landlord hereby approves [Redacted] on commencing February 8, 2023 and ending February 12, 2023. The scope of event shall be contained to the parcel as attached.

Any questions, please call me.

Sincerely,

Event Name

Property Location

Event Name

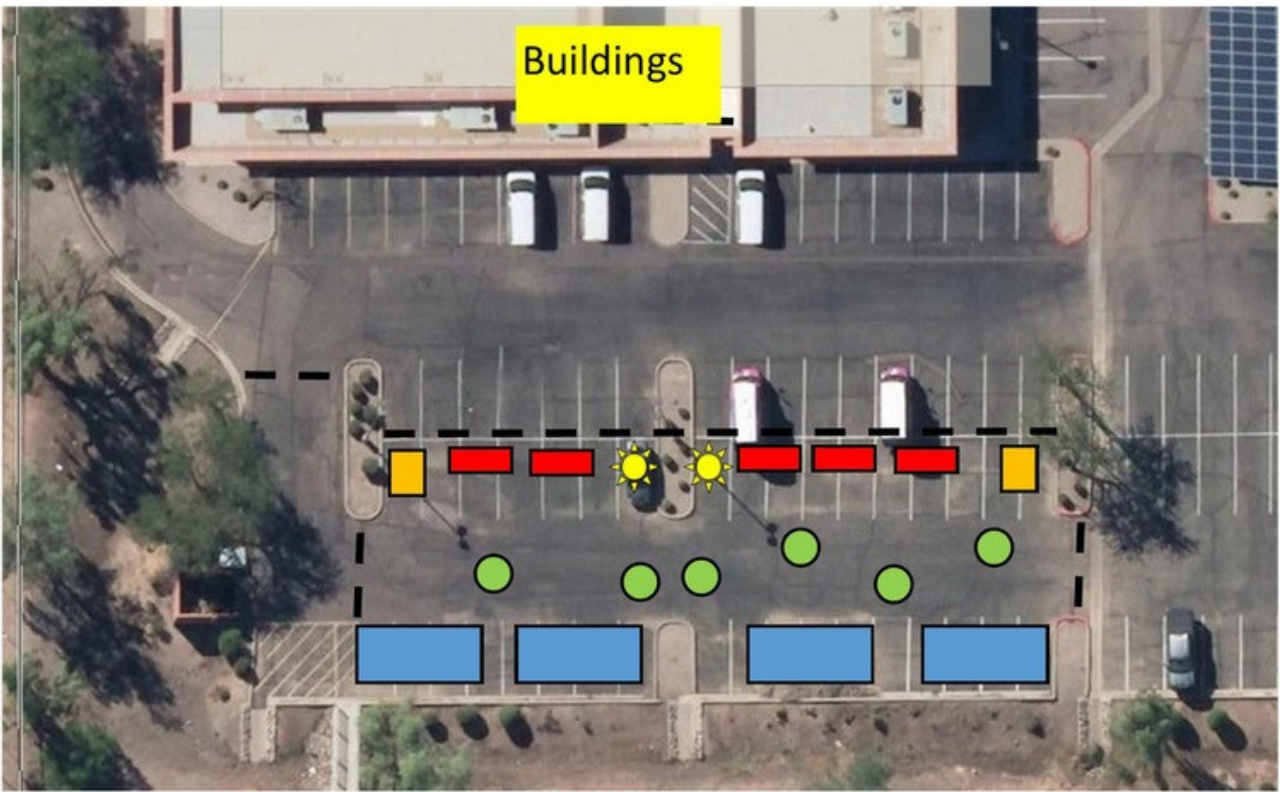
Property Owner Name/Signature
Phone Number

SITE MAP: EXTENSION OF PREMISE



- KEY:**
- Bar
 - Food Tent Sales
 - Tables/Chairs
 - Band/Stage
 - Security
 - Emergency Exits
 - Enter/Exit
 - Fencing
 - Portable Restrooms
- ***Everyone entering will be ID and given a wristband***

SITE MAP: PARKING LOT



- Parking Lot Event**
- Key**
- Light Tower
 - Tables and Chairs
 - Portable Restrooms
 - Food Trucks
 - Vendors
 - Barricades

KEY:

- Light Tower
- Entrance/Exit
- Fencing
- Emergency Exit
- Trees
- Loading Zone
- Cutting Station
- Storage

