Special Event Permitting Chart

Private Property Events
(any property not owned, leased or maintained by the Town)

Will the event require/invoke any of the following?

More than 500 attendees at any one time; or
A state-issued temporary extension premises liquor license, a special event liquor license or another license or permit; or
Have a potential closure or blocking of a street or sidewalk;

If YES, Special Event Permit is required
If NO, Special Event Permit is NOT required

Town Property Events
(all properties owned, leased and/or maintained by Gilbert)

Will the event require involve any of the following?

More than 500 attendees at any one time; or
Require a special event liquor license or another license or permit; or
Have a potential adverse impact to Town property; or
Require town services/resources* that go beyond what the town routinely provides under ordinary circumstances.

If YES, Special Event Permit is required
If NO, Special Event Permit is NOT required but a park permit MAY be required**

Other Permits that may be required for your event:

Fireworks Permit- Gilbert Fire Prevention - 480-503-6300
Arizona State Alcohol Permit
Arizona State Liquor Board Administrator- 602-542-9789
Town of Gilbert Development Services 480-503-6700
or Town of Gilbert Parks and Recreation 480-503-6200
Maricopa County Special Event Permit-(602)506-6978
Traffic Control Permit- Public Works-480-503-6400

*Town Required Inspections (examples):
Stages, Trussing, Carnival Rides, Generators
Development Services-Building Inspection

Food Truck/Vendors and Tents larger than 400 sq/ft.
Gilbert Fire Prevention

*Town Resources (examples):
Police- Streets closure or traffic control
Traffic Engineering- Streets closures
Parks- Trail/Park prep, Park Staffing
Fire/EMT- Medical and Emergency Services

** Call Parks and Recreation at 480-503-6200 to determine if a park permit is required and for more information about Special Event permit

Updated: December 18, 2018/ Effective January 6, 2019