

applicant will be required to fill out a Large Group Reservation application along with required site plan to reserve facility.

Internal Use Only

Front Desk Staff Name: _____ Date received: _____

Special Events Review

Name: _____ Date: _____

Special Event: Yes or No

Notes: _____

Check List (please initial)

_____ Certificate of Insurance

_____ Site plan submitted

_____ Staff Needed

Permit Application Park/Athletic Facility Event

City of Tempe
Recreation Services
3500 S. Rural Road, Suite 201
Tempe, AZ 85282
(480) 350-5200
Fax: (480) 350-5058



Date Received _____

Reservation Number _____

**SECTION 1
INTRODUCTION**

Thank you for your interest in City of Tempe facilities. Please complete the following permit application if your groups size is 100+ or Parks and Recreation staff requested you to do so, and return to:

Recreation Services
Facility Recreation Coordinator OR FAX to: 480-350-5058
3500 S. Rural Road, Suite 201
Tempe, AZ 85282

Picnic and athletic facilities are limited in number. The City of Tempe's intent is to serve Tempe residents and Tempe-based organizations and companies. All applications must be submitted a minimum of **30 days prior to the event**. Incomplete applications will not be processed. Please allow at least 10 working days for this application to be processed. You will receive your approved park reservation in the mail requesting payment and signage. For park fees, availability, guidelines and any further assistance please call (480) 350-5200.

If required deposits are to be refunded, the refund will be paid to the *individual* listed on the reservation unless you request a change. Refunded deposits are paid in the form of a check approximately 2 weeks after your event.

Please remember this application is not final approval of your event, including the date and location. You are **not authorized** to advertise an event in a City of Tempe facility until you have received a signed facility use permit. **THIS APPLICATION IS NOT THE FACILITY USE PERMIT.**

Again, our staff is available to assist with the application. Thank you for the effort on behalf of your Organization.

**SECTION 2
APPLICANT INFORMATION (All information is required below to process your information)**

Organization _____
Business Address _____
City _____ State _____ Zip _____
Business Phone _____ Fax _____ E-mail _____

Name of Event Coordinator _____

Home Address _____

City _____ State _____ Zip _____ Home Phone _____

Business Phone _____ E-mail _____ Mobile _____

Name of Back-Up Contact _____ Home Phone _____

Business Phone _____ E-mail _____ Mobile _____

If your Organization/Company has a non-Tempe address but has a physical presence in Tempe please provide the Tempe Address and a copy of the business letterhead stationery: _____

**SECTION 3
EVENT INFORMATION**

Name of Event _____

Is the event open to the public? Yes _____ No _____

Description of Event _____

Requested Date of Event _____

FACILITY REQUIREMENTS:

Park Name _____

Ramada(s), Park Area or Field Requested:

Event Hours: 8:00AM – 12 mldnight

Set-up Begins _____

Starting Time _____

Ending Time _____

Clean-up Ends _____

Expected Attendance _____

Will there be a cost to attend?

No Yes

Ticket Price: _____

Softball Field:

Yes _____ No _____

Preferred Time:

8-10 am 10-12 am

12-2 pm 2-4 pm

4-6 pm

6-8 pm 8-10 pm

Volleyball Court:

Yes _____ No _____

Preferred Time:

8-10 am 10-12 am

12-2 pm 2-4 pm

4-6 pm

6-8 pm 8-10 pm

NO VEHICLE ACCESS unless requested at least 1 week in Advance.

Some reservations may require a **STAFFING FEE** of \$10 per hour.

**SECTION 4
BEER PERMIT – Must be Tempe Resident/Business**

**SECTION 5
MUSIC / SOUND**

Will there be beer present at the event? Yes No

If the answer is Yes, please answer the following:

Will beer be . . .

Sold at the event? Yes No

Included in ticket/admission price? Yes No

Allowed to be brought into the event by attendees? Yes No

P. A. System? Yes No

D. J.? Yes No

Live Band? Yes No

Given away at the event? Yes No

Live Music (Non-Amplified)? Yes No

If Yes to any of the above questions, describe: _____

Only beer is allowed at City of Tempe facilities - (NO GLASS or BOTTLES).

Available ONLY at Kiwanis Park and valid only until 7 pm. Music/Sound must not interfere with other park users. (Must reserve entire Ruben or Entire Fiesta for a Music/Sound Permit).

**SECTION 6
AMENITIES & AMUSEMENTS**

If your event will include any of the following please provide the name of the company providing the service as well as the contact person, address and phone number. If you will be providing your own equipment please

	Yes	No	Company	Contact	Phone
Group Potluck OR Caterer	<input type="radio"/>	<input type="radio"/>	_____		
Tables/Chairs:	<input type="radio"/>	<input type="radio"/>	_____ _____		
Tents/Canopies:	<input type="radio"/>	<input type="radio"/>	_____		
PLEASE INDICATE SIZE:			<input type="radio"/> 10x10 <input type="radio"/> 20x20 <input type="radio"/> Other _____		
Booths:	<input type="radio"/>	<input type="radio"/>	_____		
PLEASE INDICATE SIZE & QUANTITY:			<input type="radio"/> 6-foot table <input type="radio"/> Other _____ how many _____		
Port-A-Johns:	<input type="radio"/>	<input type="radio"/>	_____ _____		
Inflatables:	<input type="radio"/>	<input type="radio"/>	_____ _____		
Games:	<input type="radio"/>	<input type="radio"/>	_____		
DESCRIPTION OF GAMES:			_____ _____		
Petting Zoo:	<input type="radio"/>	<input type="radio"/>	_____ _____		
Pony Rides:	<input type="radio"/>	<input type="radio"/>	_____ _____		
Other:	<input type="radio"/>	<input type="radio"/>	_____ _____		

~ Please, No Dunk Tanks ~ Please, No Water Balloons~ Please, Thoroughly Pick Up After Piñatas

Certificate of Insurance is Required for these Vendors

SECTION 7

FUND RAISING If your event is a fund raiser please complete this section.

Which charity will receive part of the proceeds? _____

A letter from the charity, on the charity's letterhead, explaining the financial arrangements and their expectations is required.

Will there be a cost to attend? No _____ Yes _____ Ticket Cost: _____

Will there be merchandise, services or concessions sold? Yes _____ No _____

All vendors must have a valid Arizona and Tempe sales tax license.

The event sponsor is required to provide the City of Tempe a list of all individuals scheduled to sell merchandise, food, etc. The information must include company names, contact persons, addresses and phone numbers.

SECTION 8

INSURANCE

A certificate of insurance may be required. Need will be determined by size of the event and type of activity taking place. This insurance is primary to the City of Tempe's self-insurance retention. Groups required to provide a certificate of insurance must submit seven (7) days in advance. Certificates must state the following: The City of Tempe is named as an additional insured.

Minimum limits of liability coverage are as follows:

General Liability	\$1,000,000
Liquor Liability (if liquor is served)	2,000,000

The certificate of insurance requirement is very important and should not be left until the last days to be addressed. The lack of required insurance coverage and proper certificates will jeopardize the event.

A separate certificate of insurance will be required from each vendor servicing the event.

SECTION 9

SITE PLAN

A site plan depicting the layout/arrangement of the event is required for review by the Fire, Police, Audit and Licenses, and Public Works departments. Please include the locations of the following: stages, entertainment, food/information booths, tents/canopies, liquor locations, port-a-john, amusements (bounce-a-lot, etc.), generators, security positions and other event components. Please be as detailed and accurate as possible.

SECTION 10

CLEAN-UP/DAMAGE DEPOSIT

A Clean-up/Damage Deposit may be required to insure that the event area is left clean and to serve as a partial recovery element for damages. The deposit amount will be based on the size of the event and the type of activities to take place.

SECTION 11

CERTIFICATION

I hereby certify that the statements made in this application are true and complete to the best of my knowledge, and that I am authorized to execute this application. Intentional omission or falsification of information is sufficient grounds for denial of the application and subsequent revocation of the permit. I agree to **defend**, indemnify and hold harmless the City and its respective **officials**, officers, agents, and employees and **volunteers** from any and all losses, claims, liabilities, **vicarious and/or derivative liabilities**, damages, costs, and expenses, including reasonable attorney's fees and court costs, resulting from the conduct of the applicant, **user**, sponsor or promoter, their employees or agents, with regard to the event applied for.

Signature of Authorized Agent of Applicant

Printed Name

Title