City of Tempe Parks & Recreation Department
3500 S. Rural Road
Tempe, AZ 85282
480-350-5200
Fax: 480-350-5058

Permit Application
Park/Athletic Facility Event

Tempe

Date Received _____ Reservation Number _____

SECTION 1
INTRODUCTION

Clear Form -- Start Over

Thank you for your interest in City of Tempe facilities. For groups of 100 or more, or to reserve a large group area, please complete the following application and return to:

Recreation Services	OR
Facility Recreation Coordinator	Fax to: 480-350-5058
3500 S. Rural Road	OR
Tempe, AZ 85282	Click on Submit (at bottom of the form)

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

Organization _____

Business Address _____

City _____ State _____ Zip _____

Business Phone _____ Fax _____

Name of Event Coordinator _____

Home Address _____

City _____ State _____ Zip _____ Home Phone _____

Business Phone _____ Fax _____ Mobile _____

Email Address: _____

Name of Back-Up Contact _____ Home Phone _____

Business Phone _____ Fax _____ Mobile _____

If your organization has a non-Tempe address but has a physical presence in Tempe, please provide the Tempe address:

_____

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: (Ruben Romero after 8 a.m.)

_____

_____

Event Hours:

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.

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ECTION 4
BEER PERMIT

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 ____

Given away at the event? Yes ____ No ____

Included in ticket/admission price? Yes ____ No ____

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

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

SECTION 5
MUSIC / SOUND

P. A. System? Yes ____ No ____

D. J.? Yes ____ No ____

Live Band? Yes ____ No ____

Live Music (Non-Amplified)? Yes ____ No ____

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

_____

Available ONLY at Kiwanis Park and valid only until 7 pm. Music/Sound must not interfere with other park users.

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.

	Yes	No	Company Name
Group Potluck OR **Caterer**	☐ ☐		_____
Tables/Chairs:	☐	☐	_____
Tents/Canopies:	☐	☐	_____
PLEASE INDICATE SIZE:			☐ 10x10 ☐ 20x20 ☐ Other _____
Booths:	☐	☐	_____
PLEASE INDICATE SIZE & QUANTITY:			☐ 6-foot table ☐ Other _____ how many _____
Port-A-Johns:	☐	☐	_____
Inflatables:	☐	☐	_____
Games:	☐	☐	_____
DESCRIPTION OF GAMES:			_____
Petting Zoo:	☐	☐	_____
Pony Rides:	☐	☐	_____
Other:	☐	☐	_____

~ 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 statement 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 Event Coordinator Printed Name

_____

Title

Click here to Submit via Email