

Special Events Permit Application Special Events Office • 3500 South Rural Road • Tempe, AZ 85282 • Phone 480-350-5180

Date of Application:			Perr	Permit Application # (For office use only)				
This application accompanies 60 days prior to the event with \$50 processing fee and those event approval. Permits are seen applicants will be chargerelated to event production services, Sanitation, Street Eliquor, Tents, Generators, Flassessed until all event equip	th a non-refun submitted wi \$100 per day, sed facility re which may in Engineering, S ireworks, Car	dable appoint thin 30 da to a maximutal fees clude, but ite Supervnival, Exh	lication feet ays of an extended and of \$5 as appropriate are not livisors, Environ/Tra	e of \$35 attache vent may not be 00. riate and are ex- mited to, Polic rironmental, and adeshow, Street	d. Late appeared. Appeared to e, Fire/EM all necess t Festivals,	plications a The paymo fully reiml IS, Park an sary permit and Haunt	ent of fees of the course the course the course included Houses.	o an additional does not guarantee eity for all service Maintenance, Fielding: Special Even Daily fees will be
	<u>Comprel</u>	nensive si	te plans m	ust accompany	v this appl	ication.		
	*	Note the I	Important l	Notice, Section	12, page 6.			
Section 1 – Applicant In	nformation							
Name of Applicant (must be on		event)						
Driver's License Number	State	E-Mail A	Address for	Correspondence			Date of Birth	
Phone Number	,	1		Cell Phone N	lumber		ı	
Business Address				City			State	Zip
Corporation/Organization Name	of D.B.A.							1
State of Incorporation	Tax ID#		5010	(c)3 #	•	City Sales Ta	ax ID#	
Have you ever coordinated/pron If <i>yes</i> , please provide the foll		vent/s?	Yes [] No				
Last event/s	Location	Location			Contact Name and Phone			
Section 2 – Event Inform	nation			-				
Name of Event						Anticipa	ated Daily A	ttendance
Event Date(s)	Set-up Date and	Hours of event each day (begin and end times)			Take Dow	n Date and Hours		
E-Mail address for public information WEB address for public information								
Location of Event/physical address	ess	Please note	· Tempe Towi	ı Lake and Beach P	ark Reauirem	nents: No helii	um balloons, r	oopcorn or laser lights.
Sponsors of the Event				Zewen I				
Brief Description of Event								
Has this event been held in another location? Yes No If <i>yes</i> , please provide the following:								
Last event/s	Location			Date	Contact N	ame and Pho	one	

Section 3 – Event Features								
Will there be an admission charge?								
Will there be entertainment?	Yes			se attach a complete lis				
				l be required before fi ay be made unless aut		val.		
Will merchandise and/or food item	ns be sold?	Yes	□ No If y	yes, please attach a co	mplete list	of vendors.		
What type of advertising/promotion will be done prior to the event? Please attach all promotional material.								
Radio Yes	Radio Yes No What Stations? TV Yes No What Stations?							
Fliers/Posters Yes	No How	many?		Press Releases	Yes	□No Hov	w many?	
Newspaper Ads Yes	No What	publication ⁶	?	1				
Is any other promoter/producer ass	sisting you	with your ev	vent? Yes	□No				
Name of Promoter and Promotion	Company		Address			City	State	Zip
Will the event include any of the f	following? (Indicate on	site plan and/or	vendor list)				
Tents or Canopies	Yes	□No ft and canon		er of Tents: ft require permits from	m the Fire	Department	:	
Company	ver 400 sq j	п ини сипор	Contact nam		n me i ne	Берантен	•	
Company			Contact nam	ic and phone				
Fireworks	Yes	□ No	· 1 1		E44 . 61	77 1 7	14	
Fireworks require writter				ction company to the l with this application. I			ernational A	irport.
Open Flames or Cooking	re			of Tempe Fire Depar Cfire extinguisher wit		service tags	required with	hin 25'
Cooking equipment using oils and			nal K extinguish	her.	n current .	service iugs i	equirea wiii	un 25 .
Company			Contact nam	e and phone				
Temporary Fencing	Yes	□ No P	rovide accurate	dimensions of fenced	area on si	ite plan.		
Company			Contact nam			1		
Port-O-Johns	Yes	□No						
Company			Contact nam	e and phone				
Electrical Services/Generators Yes No Generators must be separated from tents by a minimum of 20' and shall be isolated from contact by fencing or other approved means.								
Company Contact name and phone								
Carnival/Amusement Rides Yes No A separate permit from the Fire Dept may be required.								
Company			Contact nam	e and phone				
Signs / Banners	Yes	□No			· · · · · · · · · · · · · · · · · · ·			
Company			Contact nam	e and phone				
Inflatables	Yes	□No	I					
Company			Contact nam	e and phone				

Section 4 – Transportation							
Does the event propose using, closing or blocking any of the fol	lowing If y	es, specify location	and duration on	site map			
City Streets Yes No .	Ci	ty Sidewalks		☐ Yes ☐ No			
·			•				
City Bus Stops Yes No		iblic Parking Lots	l	Yes No			
Public Bicycle Parking Yes No		ultiuse Paths		Yes No			
City Alleys Yes No	Yes No City Right-of-Ways			Yes No			
Section 5 – Use of City Utilities							
Will any City electric hookups be used? Yes No Electric Location including amperage							
Will any City water hookups be used?	Will any City water hookups be used?						
Will waste water/gray water be generated? Yes No	Is so, how v	will it be disposed?					
Section 6 – Alcohol							
Will there be alcohol at the event? Yes No							
Will alcohol be given away?							
Will the alcohol be sold?							
Will the alcohol be donated?	ho is the alco	ohol being donated	by or purchased	through:			
Is alcohol included in the admission price of the event? Yes No							
If you answered <i>Yes</i> to any of the above, a City and State Liquor License may be required.							
Attach copy of State of Arizona application. Which type of license will be used for the event?							
Special Event Liquor License							
Has the applicant/organization ever had a liquor license or event permit denied, revoked or suspended? Yes No If <i>yes</i> , please explain:							
If applying for a Special Event Liquor License, the following must be provided:							
Name of Contact and Charity Name 501(c)3 #	City	State	Phone	On-site Agent			
A letter from the charity or organization agreeing to participate as the agent for the Special Event Liquor Permit is required and must accompany the original event application.							
How will attendees be identified as minors or age 21 and over?							
Have the alcohol servers received training in sale/service of alcoholic Is a bartending service being used?							
beverages?							
If yes, when and where? Name of Company							
Section 7 – Event Security Are you requesting off-duty Tempe Police officers? Yes No Number of personnel requested:							
Are you requesting on-auty rempe Ponce officers? The Number of personnel requested:							
After reviewing the event application, you may be required to use City of Tempe Off-Duty Police Officers for the event. To schedule Off –Duty Police Officers, please call 480-350-8789.							
Officers must be requested 3 weeks prior to the event.							
Are you requesting private security? Yes No Number of personnel requested:							
The City of Tempe allows only security companies that are licensed and bonded in the State of Arizona.							
Security company and Contact Info. AZ Dept of Public Safe							

Section 8 – Emergency Medical Services								
Are you requesting off-duty Tempe EMT's?	Yes No Number	er of personnel requested:						
After reviewing the event application, you may be required to use City of Tempe Off-Duty EMT's or paramedics for the event.								
Section 9 – Facility/Park Maintenance								
What is your trash removal and clean-up plan?								
Volunteers Outside refuse company	Company Name:	Contact Name/Phone:						
If additional city refuse containers are needed, please of	If additional city refuse containers are needed, please call 480-350-8131. All costs for containers, dumping and removing are the responsibility of the applicant/promoter.							
The park must be returned to its original	The park must be returned to its original condition and all equipment removed or daily rental fees will be accessed.							
Section 10 – ADA Accessibility Requirer	nents							
Parking Existing Lots: When lots are used for activities of not possible, the same number of spots must be p								
Temporary lots: Accessible spaces must be creat with standards, marked with the accessibility sym								
Accessible Routes Accessible routes must connect event site feature.	s, including parking, exhibits and	activities and public amenities.						
Portable Toilets A minimum of 5%, but never less than 1, portable toilets shall be accessible. For questions or assistance with these requirements please call 480-350-2905.								
Section 11– Insurance Requirements								
The City of Tempe has established insurance requirements for those facility users, vendors and contractors entering into agreements with the City for the purpose of special events and activities. Before commencing use or services under an agreement with the City of Tempe a certificate of insurance that complies with the requirements referenced below must be furnished.								
All special event applicants shall name the City of Tempe as an "Additional Insured", per item one below, on all policy(ies), except workers compensation and shall reflect this on a Certificate of Insurance. Applicant agrees that any insurance available to the applicant shall be primary and non-contributory to the city's self-insured retention. Applicant shall obtain certificates of insurance from all vendors participating in this event unless covered under applicant's insurance policy. Vendors must comply with all requirements listed in this section. Complete and accurate certificates must be received by the Special Events Office a minimum of five (5) working days prior to the event. Separate certificates of insurance shall be provided by all carnival and amusement companies and firework production companies with the limits shown in this section and shall name the City of Tempe as "Additional Insured" as per item one below. Additional coverage may be required depending upon the nature and scope of the event. For more information or questions regarding insurance requirements, please contact our Risk Management Department at 480-350-8248. Risk Management reserves the right to evaluate the liability of each event and assess the required insurance limits. Event permits will not be issued until all insurance requirements are satisfactorily met.								
 The certificate must show: The City of Tempe, its agents, officers, employees and volunteers are named as "Additional Insured." All Certificate of Insurance policies must reflect this with the exception of workers compensation. The City of Tempe shall be notified at least 30 days prior to cancellation or alteration of any insurance coverage. A 10-day notice of cancellation for non-payment of premium. Workers Compensation Policies shall contain a Waiver of Subrogation clause in favor of the City of Tempe. General Liability Including: Bodily Injury Contractual Independent Contractors Comprehensive Form Product/Completed Operations Hazard Premises Operation Personal injury Broad Form Property Damage In addition, specific date(s) and locations(s) of the event, to include set up and take down, must be stated clearly on the certificate. Certificates shall be received no less than thirty (30) working days prior to the event. 								
certificate. Certificates shall be received no l	ess than thirty (30) working day	s prior to the event.						

Section 11– Insurance Requirements (con't)

INSURANCE LIMITS

General Events

General events consist of those events held at any city facility other than Tempe Beach Park/Town Lake.

General Liability - \$1,000,000 each occurrence, \$2,000,000 aggregate

Auto Liability - \$1,000,000 combined single limit (each accident)

Workers Compensation – Arizona Statutory Requirements

Liquor Liability - \$2,000,000 each occurrence

Beach Park/Town Lake Events

\$1,000,000 each occurrence - \$2,000,000 aggregate

Events with limited exposure such as souvenir shops, clothing sales, and other small operations, or events with less than 500 people. This level also applies to such events as company picnics and charity walks as long as there is no alcohol or events on the lake itself.

\$5,000,000 each occurrence - \$5,000,000 aggregate

Events with more than 500 people in attendance or any non-motorized activity(ies) in or on the lake.

\$10,000,000 each occurrence Watercraft Liability

Events involving powerboats shall be required to carry at least \$10,000,000 of watercraft liability coverage. General Liability at the same limit is required for the associated land-based activity(ies).

Auto Liability - \$1,000,000 combined single limit (each accident).

Workers Compensation - Arizona Statutory Requirements

Liquor Liability - \$5,000,000 each occurrence.

OTHER INSURANCE OR RISKS

All other risks shall comply with the Additional Insured requirements as stated in item 1 above.

Fireworks Production

General Liability - \$5,000,000 each occurrence

Auto Liability - \$1,000,000 combined single limit (each accident)

Workers Compensation - Arizona Statutory Requirements

Liquor Liability

If your event is approved to have alcohol you will need to show proof of liquor liability coverage.

Tempe Beach Park - \$5,000,000 each occurrence

All other City facilities - \$2,000,000 each occurrence

Carnival/Amusement Rides

\$2,000,000 General Liability

\$1,000,000 Auto Liability

Workers Compensation - Arizona Statutory Requirements

Section 12 – Compliance with Laws

All applicants are advised that events, whether gated or non-gated, whether charging admission or not, and which are held on City parks, streets and/or sidewalks next to streets, are held on traditional public forums (fora) within which the exercise of U.S. Constitutional First Amendment rights have been and are traditionally conducted. The City cannot and will not tolerate any restriction of such rights by applicants and/or their promoters, employees, agents, subcontractors, assigns, volunteers, security personnel or others associated with applicants (collectively "Event Personnel") in the holding of events. Event Personnel shall comply with all other laws, common laws, statutes, ordinances and rules and regulations. By signing this Permit Application, all applicants acknowledge and agree that the provisions contained in Sections 11 and 13 of this Permit Application apply to alleged violations by Event Personnel of any of the laws, common laws, statutes, ordinances and rules, and that the insurance and/or self-insurance of Event Personnel will cover the City, its respective officers, agents, employees and volunteers should the City, and/or its respective officers, agents, employees and volunteers be subjected to claims, demands, lawsuits and/or other actions alleging such violations. Applicants are encouraged to consult with their own attorneys for independent legal advice about applicants' duties and obligations under this application.

Applicant shall not refuse to hire or employ or bar or discharge from employment any person, or to discriminate against such person in compensation, conditions, or privileges of employment, because of race, color, gender, gender identity, sexual orientation, religion, national origin, familial status, age, disability, or United States military veteran status. Applicant shall provide a copy of its antidiscrimination policy to confirm compliance with this requirement, or, attest in writing to compliance:

____ Current copy of antidiscrimination policy attached. **OR** ____ Applicant attests to compliance with TCC § 2-603(5). Applicant acknowledges that applicant has read and understood this Section, agrees to fully comply with and abide by its terms, and has signed in the space below to verify such acknowledgement and understanding.

Signature of applicant's authorized agent or applicant

Section 13 – Acknowledgement and Signature

HOLD HARMLESS AND INDEMNIFICATION:

I hereby certify that the statements made in this application are true and complete to the best of my knowledge. Intentional omissions or falsification of information is sufficient grounds for denial of the application and subsequent revocation of the permit. I agree to indemnify, defend and save harmless the City and its officers, agents, employees and volunteers from any and all losses, claims, liabilities, damages, costs and expenses, including attorney's fees and court costs, resulting from the use of the City's property and/or personnel, including all, suppliers, vendors or agents, or any of their guests, invitees or licensees with regard to the event. In addition, I agree to indemnify, defend and save harmless the City and its respective officers, agents, employees, and volunteers from any and all losses, claims, liabilities, damages, costs and expenses, including reasonable attorney's fees and court costs, resulting from any facility, park or lake closure due to inclement weather. In such an instance, I understand that all event participants must follow the City's guidelines and procedures for lake/facility evacuation and that this event is being held inside the City limits and all City rules and regulations apply. I also understand that the City reserves the right to determine if any park, lake, or other City facilities are unusable as a result of inclement weather, in its sole discretion.

RESPONSIBLE FOR COSTS:

By way of my signature below, I hereby acknowledge and agree that I am solely responsible for any and all costs associated with the response of City of Tempe resources and/or personnel that is required by the event or associated activities, and hereby agree to pay for all such costs within sixty (60) days of the event, without offset or contest. Such costs may include but are not limited to: emergency medical services; police assistance; facility/park rental; and traffic control, as determined to be required by the City in its sole discretion.

I have read and understand all of the terms and conditions of this application, and agree to all terms as stated. I am authorized by the applicant organization to agree to these terms, to enter into this agreement, and to sign on behalf of the organization. My signature below confirms my acceptance of all terms and conditions of this application, including the responsibilities and liabilities stated herein.

Signature of Applicant's Authorized Agent or Applicant	Date
Title	Date



Special Event Fees

Road • Tempe, AZ 85282 • Phone 4	80-350-5180				
Fees to be submitted with the Special Events Applications					
\$35 \$50					
	days not to avoid \$500				
Special Event Fee					
\$25 application fee plus \$25 per day \$35					
ed and invoiced following	the event				
Non-Commercial \$ 500	Commercial \$ 750				
¢1 500	\$2,000				
	\$3,000 \$1,750				
	\$1,000				
	\$ 750				
	\$ 250				
	\$ 250				
\$ 250	\$ 250				
\$ 500	\$ 750				
\$5,000-\$10,000/day					
\$ 200/event (less than 200 users), \$ 200/event plus \$1/user over 200, capped at \$1,000 For a series (max of 6 dates) the fee above would be paid for th first event and an additional \$100 for each event thereafter.					
\$1,000	\$2,000				
\$0.50/ticket sold	\$1/ ticket sold (\$5,000 minimum)				
\$67 per hour, per officer as of	determined,				
3 hour minimum, vehicles/dispatch additional \$64 per hour, per staff (minimum of 2 & 4 hour minimum), plus					
	woon.				
Amount charged by contracted barricade provider \$40.00 per hour, per staff person, container prices vary					
Determined on an individual event basis					
Determined on an individual	e evene susis				
\$250/tent or canony (tents al	pove 400 sa. ft. &				
canopies above 900 sq. ft.)	5010 roo sq. 11. w				
	lept. permit may be required)				
\$250 per location	· · · · · · · ·				
\$20 per vehicle					
See Section 16 in the Handb	ook				
	Applications \$35 \$50 pplicable) \$100 permit fee/consecutive Minimum 25% of expected and is non-refundable 90 days be \$25 application fee plus \$25 \$35 ed and invoiced following Non-Commercial \$500 \$1,500 \$1,000 \$500 \$500 \$500 \$500 \$250 \$250 \$250 \$				