



City of Phoenix
PARKS AND RECREATION DEPARTMENT

Special Event Pre-Application

Thank you for your interest in a downtown park and with the City of Phoenix Parks and Recreation Department. Please complete the following and we will contact you within 5 business days.

Park: _____ Event Date(s): _____ Load-In/Out Dates/Times: _____

Contact Name: _____ Organization: _____ Phone Number: _____

Email Address: _____

Mailing Address: _____ City: _____ State: _____ Zip Code: _____

EVENT DETAILS

Event name: _____

Specific park area requested: _____

Will event be open to the public: Yes No

Is this a ticketed event: Yes No

Type of event: _____

Estimated attendance: _____

Will there be vending of any kind during the event (selling of tickets, food, beverages, items or donations): Yes No

Will there be alcohol: Yes No

Will you be requesting off duty Phoenix Police Officers or Security? Yes No

**After review of the application, the City of Phoenix reserves the right to require use of off-duty police officers at the expense of the organization.*

Notification: The applicant may be required to notify residents, businesses, places of worship and schools that are affected by parking issues and noise related to your event (85 decibel sound limit enforced from the park perimeter as measured on the "C" scale), depending on the venue and event attendance. The notification must be delivered within a minimum of a 1-mile radius and/or as determined by the Parks and Recreation Department.

ADA: It is the responsibility of the event organizer to ensure the event site meets ADA accessibility requirements. Examples include; public sidewalks may not be blocked with tents, portable toilets or other structures; cables or electrical cords must not create an obstacle; ADA-accessible parking and portable toilets must be available.

Insurance: For consideration to hold the event and use of City property, the applicant agrees to meet all City of Phoenix insurance requirements which shall include a minimum of \$2 million general liability insurance and indemnity, defend and hold the City of Phoenix. If your event includes alcohol, liquor liability coverage must be included on your certificate of insurance.

If you have any questions, please contact the Parks and Recreation Department at 602-262-6412.

Please complete and email the application to: pks.events@phoenix.gov

**The application can also be submitted in person at: City of Phoenix Parks and Recreation Department
2700 N. 15th Avenue, Phoenix, AZ 85007**

(Events with ticketed sales, liquor or vending require approval of the Parks and Recreation Board and may take up to 2 months for approval.)

The City of Phoenix prohibits discrimination on the basis of race, color, religion, sex, national origin, marital status, sexual orientation, gender identity or expression, or disability in its services, programs and activities.