

Steele Indian School Park Special Event Guidelines & Date Request

Amphitheater – This open air out door stage is 60 x 60 foot round cement pad and will accommodate 1000 people in surrounding grass seating. This area is perfect for concerts, weddings or other ceremonies.

- Rental, staffing, and damage deposit applicable.
- Driving permitted only on the reinforced concrete drive way leading in/out of Amphitheater
- No fencing allowed
- No ticketed events
- A generator must be provided for large electric needs.
- Clean up of area is the Users responsibility.
- Equipment can not be left over night in the Park
- No staking allowed

Circle of Life – This grass area will accommodate 2000 people and is south of the Amphitheater. This area is perfect for small festivals, health fairs, informational type events, and can be rented in addition to the amphitheater if space is needed for vendor or informational tents.

- Damage deposit, rental and staff fees applicable
- Driving permitted only on the fire lane leading in and out
- Staking of tents not allowed
- No fencing allowed
- No ticketed events
- Driving is prohibited on grass or any other sidewalk in the area except the fire lane.
- Brown bollard gates at access points will be opened by Park staff for load in/load out
- A generator must be provided for large electric needs.
- Clean up of the area is the Users responsibility.
- Equipment can not be left in the Park over night.

Phoenix Green – This Thirty acre area is used for large special events and is perfect for gated, ticketed events of up to 100,000 people. Free events open to the public do not need to be fenced.

- Damage deposit, rental and staff fees applicable
- Driving permitted in designated areas only.
- Staking is allowed in designated areas only.
- Events with alcohol must have their own security and must be fenced
- Trash Dumpster will need to be brought in for events in this area
- Port-a-Jon's will need to be brought in for events in this area
- Generators are required for all electric needs
- Clean up of the area is the Users responsibility.
- Equipment can not be left in the Park over night

Recreation Staffing Fee: \$42.00/hour/staff	Maintenance Staffing Fee: \$59.00/hour/staff
NUMBER OF PARTICIPANTS	DEPOSIT AMOUNT
100 - 999	\$ 500.00
1000 - 2999	\$1000.00
3000 - 4999	\$1500.00
5000 +	\$2000.00
AREA OF PARK	FEE
PHOENIX GREEN - Accommodates 3000 +	
Non Profit	\$ 500.00/day
Private	\$1000.00/day
Commercial	\$1500.00/day
CIRCLE OF LIFE- Accommodates 1000 to 3000	
Non Profit	\$250.00/day
Private	\$500.00/day
Commercial	\$750.00
AMPHITHEATER- accommodates up to 1000	
Non Profit	\$300.00/day
Private	\$600.00/day
Commercial	\$900.00/day

**STEELE INDIAN SCHOOL PARK
Special Event Interest Form**

This is a preliminary interest form and will be used to obtain information about the event you are proposing to have at Steele Indian School Park. Filling this out does not guarantee approval of the reservation for your special event. Once you have filled this out please email to Park Manager, Tyre Davis at tyre.davis@phoenix.gov.

TYPE OF EVENT: _____

Check the Area of the Park you are requesting:

Amphitheater: ____ **Circle of Life:** ____ **Phoenix Green:** ____

Day: _____ **Date:** ____/____/____ **Time Event:** _____ **to** _____

Set up time from: _____ **to:** _____

Take down time from: _____ **to:** _____

Number of Participants you are expecting: _____

Sponsoring Organization: _____

Contact Person Name: _____ **Phone:** _____

Email Address _____ **Cell Phone:** _____

Address: _____ **City:** _____ **Zip:** _____

- Is your organization a non profit? Yes: ____ No: ____ (If yes please provide a copy of your 501(c) 3)
- Is this event open to the public? Yes: ____ No: ____
- Please list all equipment will you be bringing: _____

- Will alcohol be served? Yes: ____ No: ____ (Off duty police required for events serving alcohol)
- Will you have Amplified Sound? Yes: ____ No: ____
- Will you have vendors? Yes: ____ No: ____ If Yes, how many? _____
- Will you have tents? Yes: ____ No: ____ If yes what size? _____
(Staking is not allowed except in designated areas of the Phoenix Green.)
- Will you need electric? Yes: ____ No: ____ (Generators are needed for large electric needs)
- Will you be bringing in any type of stage? _____

Official use only:	Notes:
Request approved _____	
501(c)3 rec'd _____	
Certificate of Insurance rec'd _____	
Deposit and Fee amount paid _____	
SUR contract # _____	