



## STEELE INDIAN SCHOOL PARK (Indian School Road and Central Avenue)

Phone (602) 534-4810 • [tyre.davis@phoenix.gov](mailto:tyre.davis@phoenix.gov) • Fax (602) 732-2549 • TTY (602) 262-6713

**Special Event Information Sheet: The following information section, (pages 1 through 7) are for informational purposes and do not need to be faxed back with the event application.**

### WHY DO I NEED TO SUBMIT A SPECIAL EVENT APPLICATION?

If your event/activity request is for SISP Park property you must fill out an application. \*Events will not be considered until an application is submitted.

Public Assembly outside the Park – no application required. Contact Phoenix Police Community and Patrol Services at 602-262-7331, TTY 602-262-6151 to coordinate.

### HOW SOON SHOULD I START THE PROCESS?

The process can begin twelve (12) months out from event date. The minimum times are listed below:

**Minimum of 3 months in advance for events of 1000 participants**  
**Minimum of 5 months in advance\* for events of 5000 participants**

### ACCEPTANCE OF YOUR APPLICATION SHOULD IN NO WAY BE CONSTRUED AS FINAL APPROVAL OF YOUR REQUEST.

### TERMS AND EXPLANATIONS TO HELP YOU FILL OUT YOUR SPECIAL EVENT APPLICATION

#### ADA & Accessibility

ADA stands for, Americans with Disabilities Act. It is the responsibility of the event organizer to ensure the event site is accessible to the disabled. Such examples are 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. Vendors should be prepared to meet any accessibility accommodations.

#### Alcohol Service

If you are selling or serving alcohol, contact the Phoenix Licensing Services at 602-262-4638 (<https://www.phoenix.gov/cityclerk/services/licensing/liquor/special>), TTY 602-262-4638 and the Arizona Department of Liquor License and Control at 602-542-5141, TTY 602-542-2806 to obtain information on a City and State Special Event Liquor License. Information can also be obtained on the Arizona Department of Liquor License and Control web-site at: <http://www.azliquor.gov/series15.cfm> This is normally a 60 day process and will also require liquor liability insurance. If there are fees or donations associated with your event, a special events liquor license is required. If your event takes place in a City park, a beer/alcohol permit may be required.

#### Applicant

This must be the chief officer or a representative of the event organization who has been authorized by the organization to complete the special event application.

#### Application Process and Approval

Once the application is received, it is reviewed by City staff and a recommendation is made to either the Deputy Director or the Phoenix Parks and Recreation Board for approval. The Parks and Recreation Board is established by the City Charter and has the authority to establish policies and enter into contracts for use permits at recreational facilities and City right-of-way. A minimum of sixty (60) days is required for the approval of special events. Once your event has been approved or denied, you will be contacted by the event liaison.

### Applications/Date Hold

Deposit is required to hold the date requested for your event upon approval.

New Events: Applications are accepted 11 months out from event  
Recurring Events: Applications are accepted 13 months out from event. Once event is held, event organizer has up to 30 days after the event to secure date for following year before it is released for other events.

### Business License Requirement

All businesses affiliated with your event that sell a product must obtain a City and State Privilege (Sales) and Use Tax License. For more information, please call Phoenix Licensing Services at 602-262-6785, TTY 602-534-5500 and Arizona Department of Revenue at 602-542-4576, TTY 602-542-4021. Information can also be obtained through the Arizona Department of Revenue web site at: [www.revenue.state.az.us](http://www.revenue.state.az.us).

### Decibel Levels

All decibel is a unit for measuring the relative loudness of sounds. Certain parks and facilities have limitations of sound decibels. Please refer to the park or facility fact sheet for decibel restrictions.  
(See Noise and Amplified Sound).

### Food / Beverage Service

If your event will have food and/or beverage services contact the Maricopa County Environmental Services Department at 602-506-6978, TTY 602-506-6704 to receive specific guidelines. You can also obtain information on their web site at <http://www.maricopa.gov/EnvSvc/EnvHealth/SpecialEvents/Default.aspx> For information on use of fire and open flame contact the Phoenix Fire Department, Fire Prevention at 602-262-6771, TTY 602-495-5555.

### Formal Agreement

Upon approval, a number of conditions will be identified as part of an appropriate Letter of Understanding or Letter of Agreement. These conditions must be followed during the course of your event. These conditions are to be adhered to by the applicant and any vendors or subcontractors involved in the event. Failure to submit a signed letter and/or comply with the conditions can result in cancellation of the event, the forfeiture of deposit (if applicable), fines (cost recovery for unscheduled or emergency city services), and denial of city property for future events.

### Generators / Electrical Permit

Contact Development Services at 602-262-7884, TTY 602-262-534-5599 for more information.

### Insurance

All the proper insurance documentation must be received by the Parks and Recreation Department event liaison at least **two** weeks prior to the event. Failure to comply with insurance requirements will result in the forfeiture of the use of city property for the event. Please read the Insurance Specifications and Indemnification Guidelines in the Special Event application.

### Medical Assistance

Medical response is the responsibility of the event organization. The city may require specifics for medical personnel at your event. Fees are charged for the use of Phoenix Fire Department personnel and services. For more information, please call Fire Department, Fire Prevention Section at 602-262-6771, TTY 602-495-5555

### Neighborhood Notification for Events of 5000 plus participants

The applicant is **required** to notify **all** residents, businesses, places of worship and schools that are impacted by street closures and/or noise related to your event. Notification boundaries will be determined by City staff. All residents, businesses, places of worship and schools within that boundary area must receive a notification. An example notification format is within this packet. An example notification must be submitted to the Parks and Recreation Department event liaison for review prior to notification delivery. Once approved, the notice must then be mailed or hand delivered to designated impacted areas at least **two** weeks prior to your event (or sooner per the level of impact of the event). Information on the notice should include, but not be limited to; the name of the event, date(s), time(s), location, the assigned Police Traffic Sergeants name and phone number (if applicable), type of activity and telephone number of where the public can contact your organization for concerns or issues. Direct phone calls and attendance to neighborhood association meetings may also be required. **Failure to comply with notification requirement may result in the forfeiture of the use of city property for the event. Verification of neighborhood notification is required.**

### Noise and Amplified Sound

If your event has amplified sound, the City representative, makes the determination that noise from your event is disruptive to others, and may require you to lower or discontinue the noise. Also, they may order entertainment to cease if it incites a crowd or has the potential for unruly or risky behavior. Failure to comply will result in cancellation of your event. (See Decibel Levels).

### Non-Profit

An entity or organization that has been recognized as tax exempt by the Internal Revenue Service and is in good standing. A copy of the IRS tax exemption letter will be required and verified.

### Parking / Shuttle plan for events of 5000 plus participants

Describe the parking plan for event staff, vendors, volunteers, participants and spectators.

### Probation

The City reserves the right to prohibit or place detailed restrictions on future events held on City parks and right-of-way due to unsatisfactory past performance.

### Public Contact Name / Phone Number

Information from your application is considered public information and may be used in developing a calendar of community events. The name and phone number is to be publicized for responding to citizen questions and concerns before and after the event.

### Publicity Plan

This is a description of how you intend to inform the public about your event. It can be brief and general. Please include the date you intend to start publicity. **Do not start publicity until you have secured event approval.**

### Reference Checks

Reference checks will be conducted for all new events.

### Security

Security requirements vary widely for different events. Security needs are evaluated by the Police Department with the authority to recommend the level of security as deemed necessary. Phoenix off-duty officers can be secured by calling 602-262-7323, TTY 602-262-6151.

### Set-up / Tear-down

This will describe the time or area needed for setting up and tearing down the event. Please include the hours anticipated for both set up and tear down. If your event requires sound checks, the time(s) and date(s) of sound checks must be included in your application. **Park rental fee includes one set up day and one tear down day before and after the event (if necessary and if calendar allows.) Any additional set up or tear down dates will be charged the daily use rate along with staff fees.**

### Site Plan and/or Route Map

To ensure proper review of your event, a site plan must be submitted at the first scheduled planning meeting. This is applicable for moving routes and fixed venues. Please include all portable structures, restrooms, stages, tables, tents, fencing, trash containers, dumpsters, food areas, beer gardens, generator locations, etc. in your plan. Identification of all event components must meet accessibility standards.

### Sponsor / Promoter

An entity or organization that assumes full responsibility for the production of the event including staffing, funding, planning and full liability.

### Tent / Canopy Permits

If you are erecting a tent in excess of 400 square feet, or a canopy in excess of 1200 square feet, you must obtain a tent/canopy permit from the Fire Department, Fire Prevention Section. Call 602-262-6771, TTY 602-495-5555 for more information. Tents/canopies are required to be sand bagged. **Staking is not permitted without special permission.**

### Traffic Plan / Street Closures

If there are any requested street closures, a detailed Traffic Control Plan (TCP) is required from a professional barricade company. This detailed plan shall include all the routing plans for traffic and barricades. This plan must be approved by the Street Transportation Department before the event can be held.

### Trash Removal

Describe the plan for removing trash generated by the event. This plan must include removing trash generated by the event that filters into areas surrounding the event, the neighborhood and on parking lots used by the event patrons and/or spectators. The plan should include clean up during and after the event. **Fines may be imposed for unscheduled and/or emergency services to clean the site.** The City reserves the right to require the applicant to provide additional trash receptacles and/or roll-off bins for the event. Any costs would be incurred by the event organization.

## EVENT NEIGHBORHOOD NOTIFICATION FORMAT EXAMPLE

**NAME OF EVENT**

**EVENT DAY/DATE**

**EVENT TIMES**

This notice is to INFORM residents, businesses and places of worship that the following street restrictions will be made in order to safely stage the above named event. For concerns about access, please contact (**POLICE LIAISON at XXX-XXX-XXX**). For other concerns or questions please call (**EVENT ORGANIZATION at XXX-XXX-XXX**). Day of the event, call **Crime Stop at 602-262-6151, TTY 602-262-6151** for any illegal parking complaints or issues with the parade or event. For sound issues with the event call **Steele Indian School Park Cell phone at 602 402-3776**.

**EVENT DESCRIPTION AND STREET CLOSURE RESTRICTIONS INFORMATION: (Please list all of the street closures associated with your event, dates and times of closures).**

## SPECIAL EVENT FEE/DEPOSIT INFORMATION

**The User Fee and Deposit are due in full as soon as your event is approved and must be submitted in order to hold a date.** The staffing fees are due two weeks prior to your event. If damages occur to City property due to your event, fines will be deducted from the deposit. If event damages exceed the deposit amount the organization will be billed accordingly and the deposit amount will increase for your next event. Failure to pay for damages incurred will result in denial of City property for future events. Please make checks out to "City of Phoenix". Deposit refunds will take up to 4 to 6 weeks at the conclusion of your event. Deposits cannot be carried over to the following year.

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

**INDEMNIFICATION CLAUSE:**

Event Sponsor ("Sponsor") shall indemnify, defend, save and hold harmless the City of Phoenix and its officers, officials, agents, and employees (hereinafter referred to as "Indemnatee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Sponsor or any of its owners, officers, directors, agents, employees or subcontractors. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of Sponsor to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree.

It is the specific intention of the parties that the Indemnatee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnatee, be indemnified by Sponsor from and against any and all claims. It is agreed that Sponsor will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. In consideration of permission to hold the event, the Sponsor agrees to waive all rights of subrogation against the City, its officers, officials, agents and employees for losses arising out of or resulting from the event.

**INSURANCE REQUIREMENTS:**

Sponsor and subcontractors shall procure and maintain until all of their obligations have been discharged insurance against claims for injury to persons or damage to property which may arise from or in connection with the event.

The insurance requirements herein are minimum requirements and in no way limit the indemnity covenants contained in this agreement. The City in no way warrants that the minimum limits contained herein are sufficient to protect the Sponsor from liabilities that might arise out of the activities encompassed by this agreement by the Sponsor, its agents, representatives, employees or subcontractors and Sponsor is free to purchase additional insurance as may be determined necessary.

A. **MINIMUM SCOPE AND LIMITS OF INSURANCE:** Sponsor shall provide coverage with limits of liability not less than those stated below.

1. **Commercial General Liability – Occurrence Form**

Policy shall include bodily injury, property damage and broad form contractual liability coverage.

- General Aggregate \$2,000,000
- Products – Completed Operations Aggregate \$1,000,000
- Personal and Advertising Injury \$1,000,000
- Each Occurrence \$1,000,000
- Fire Damage (Damage to Rented Premises) \$ 50,000
- Liquor Liability (if alcohol is being sold) \$1,000,000

- a. The policy shall be endorsed to include the following additional insured language: **"The City of Phoenix shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Sponsor."**
- b. The policy shall be endorsed to **include Liquor Liability coverage if alcohol is being sold at the event.**

## 2. Automobile Liability

Bodily Injury and Property Damage for any owned, hired, and non-owned vehicles.

Combined Single Limit (CSL) \$1,000,000

- a. The policy shall be endorsed to include the following additional insured language: **"The City of Phoenix shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Sponsor, including automobiles owned, leased, hired or borrowed by the Sponsor."**

## 3. Worker's Compensation and Employers' Liability

Workers' Compensation Statutory

Employers' Liability

Each Accident \$100,000

Disease – Each Employee \$100,000

Disease – Policy Limit \$500,000

- a. Policy shall contain a **waiver of subrogation** against the City of Phoenix.

## B. **ADDITIONAL INSURANCE REQUIREMENTS:** The policies shall include, or be endorsed to include, the following provisions:

1. On insurance policies where the City of Phoenix is named as an additional insured, the City of Phoenix shall be an additional insured to the full limits of liability purchased by the Sponsor even if those limits of liability are in excess of those required by this agreement.
2. The Sponsor's insurance coverage shall be primary insurance and non-contributory with respect to all other available sources.
3. Coverage provided by the Sponsor shall not be limited to the liability assumed under the indemnification provisions of this agreement.

## C. **NOTICE OF CANCELLATION:** Each insurance policy required by these insurance provisions shall provide the required coverage and shall not be suspended, voided, canceled, reduced in coverage or endorsed to lower limits except after thirty (30) days prior written notice has been given to the City. Such notice shall be sent directly to **(City of Phoenix Department Representative's Name & Address)** and shall be sent by certified mail, return receipt requested.

## D. **ACCEPTABILITY OF INSURERS:** Insurance is to be placed with insurers duly licensed or approved unlicensed companies in the state of Arizona and with an "A.M. Best" rating of not less than B+ VI. The City in no way warrants that the above-required minimum insurer rating is sufficient to protect the Sponsor from potential insurer insolvency.

## E. **VERIFICATION OF COVERAGE:** Contractor shall furnish the City with certificates of insurance (ACORD form or equivalent approved by the City) as required at least two (2) weeks prior to the event. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

All certificates and endorsements are to be received and approved by the City before the event commences. Each insurance policy required must be in effect at or prior to commencement of activities under this agreement and remain in effect for its duration. Failure to maintain the insurance policies as required or to provide evidence of renewal is a material breach of contract.

All certificates required shall be sent directly to **(Tyre Davis, 17642 N. 40<sup>th</sup> Street, Phoenix, AZ 85032)**. The event title and location shall be noted on the certificate of insurance. The City reserves the right to require complete, certified copies of all insurance policies required at any time. **DO NOT SEND CERTIFICATES OF INSURANCE TO THE CITY'S RISK MANAGEMENT DIVISION.**

- F. **SUBCONTRACTORS:** Sponsor's certificate(s) shall include all subcontractors as additional insured under its policies **or** Sponsor shall furnish to the City separate certificates and endorsements for each subcontractor. All coverage for subcontractors shall be subject to the minimum requirements identified above.
- G. **APPROVAL:** Any modification or variation from these insurance requirements shall be made by the Law Department, whose decision shall be final. Such action will not require a formal Contract amendment, but may be made by administrative action.

#### **SPECIFIC INFORMATION & GUIDELINES FOR STEELE INDIAN SCHOOL PARK**

- Acreage: 75 Acres
- Web-Site/Map: <https://www.phoenix.gov/parks/parks/alphabetical/s-parks/steele-indian-school>
- Park hours: 6:00 a.m. to 10:00 p.m. Daily
- Event hours: **Events must end by 9:00 p.m.**

#### **Fees:**

- Special Event user fees/deposits/staffing fees are applicable for all events. **The User Fee and Security Deposit** must be paid at the time an event application is accepted and approved. All other fees are due and must be paid two weeks prior to the event.
- Staff fees are charged because park staff must be brought in to **oversee** the set up, event, and tear down of event. Park Staff are assigned to an area by their supervisor to oversee that cars and equipment are coming into the Park in designated ways and in designated areas. They are also assigned to an event to open/lock restrooms/ gates and other duties as assigned by their supervisor. Park staff are not allowed to help carry, drive, or assist with lifting or to assist with the events set up and or tear down.

#### **Decorations/Banners/Signage:**

- Decorations can not be hung from trees, light poles, ramadas or any permanent fixture of the Park.
- Piñatas are not permitted at the Park
- Tape is not permitted on any permanent surfaces
- Banners/signage are to remain within event site unless prior approval is obtained
- Staking is prohibited at the Park
- All signage must be free standing; signs can not be hung from trees, light poles, ramadas, etc.

#### **Amplified Music/Entertainment:**

- Maximum decibel levels are from 85 to 100 decibels (**level to be determined by Park Manager**).

#### **Parking:**

- There are 500 spaces available at the Park.
- For large events and on weekends only an additional TBD spaces are available at the CTHVAMC. A request for this parking must be made in writing to Park management. A Letter of Understanding with the CTHVAMC may be applicable and mandatory for some events.
- Events exceeding 5000 participants need to provide shuttles from external parking sites and need to pay for no parking signs throughout nearby park neighborhoods. Signage to be posted by a barricade company and paid by the event organization (Approximate cost: \$2000).

#### **Trash/Clean Up:**

- Events with attendance in excess of 1,000 people must arrange for extra trash disposal.
- Events with attendance in excess of 5,000 must arrange for a roll off dumpster for trash disposal.
- Grease must be poured into containers and removed from facility.
- Facility must be left clean and without damage. Refund of deposit will be impacted based on condition left.
- Trash disposal and complete clean up of event area is the event sponsors responsibility.

**Electricity:**

- It is the event's responsibility to determine the power needs of the event and rent generators.

**Site Map/Equipment Layout:**

- A full and detailed set up map and event timeline with all event specifics and other pertinent information must be approved and received not less than 2 weeks prior to event.
- The designated park area for events is the Phoenix Green.
- City staff will not handle, care for or act as custodian of any equipment or property delivered to the facility prior to the event and shall not be liable for any loss or damage to such property.
- All deliveries need to be coordinated with Park staff and an event representative on site to direct equipment set up and tear down.

**Fire Lane:**

- An 8' fire lane must be accessible throughout the event.

**Staking of Tents and Equipment:**

- Staking is only allowed in the Phoenix Green area of the Park in designated areas and with Park Manager approval.
- Staking is prohibited in all other areas of the Park.
- Fencing should be on t-stands.

**Driving on Park Property**

- Event vehicles are only allowed to drive within the flood irrigated areas of the Phoenix Green.
- Event vehicles are not permitted to drive in the grass areas that are irrigated by sprinklers.
- Event vehicles are only allowed on sidewalks if plywood (one half inch or more) is placed to cover sidewalks that will be driven on or crossed.

**Carnival Equipment/Inflatables:**

- Dunk tanks and inflatables with water features are prohibited at the Park.
- Carnival rides are prohibited from the Park.
- Petting zoos are prohibited from the Park.





STEELE INDIAN SCHOOL PARK

Third Street and Indian School

Phone (602) 534-4810 • TTY (602) 262-6713 • FAX (602) 732-2549 • EMAIL [tyre.davis@phoenix.gov](mailto:tyre.davis@phoenix.gov)

SPECIAL EVENT APPLICATION

(Completion of this application does not automatically approve your event.)

Failure to fill out this form completely may result in you event not being approve. Please complete and send back.

EVENT INFORMATION

- Race/Walk/Cycle/Skate
Festival
Athletic/Recreation
Concert/Performance/Live Music
Farmers Market (Outdoor)
Other

Event Title: Event Date(s): Day(s) of Week:
Proposed Event Location in Park:
Estimated Attendance per Day: Participants: Spectators:
Admission Fee? Yes No - Describe
Actual Event Hours: Set up Date(s): Times:
Tear Down Date(s) Times:
Is this considered to be an annual event? Yes No
Is the event for the purpose of fundraising? Yes No If yes, please name benefiting organization and provide certification of 501(c)3 status.
Describe in what capacity the organization will be benefiting.

APPLICANT & EVENT ORGANIZATION INFORMATION

- Commercial
Private
Non-Profit (Include copy of certification)\*

\*If partnering with a non-profit organization, please attach a letter from the non-profit verifying your partnership.

Name of Organization:
Event Coordinator: e-mail:
Address: City: State: Zip
Phone: Fax: Cell phone:
Responsible person "on-site" day of event: Cell phone:

Please list two professional organizations that have worked with you in the past. Please include contact name, organization name, address, phone number and e-mail address.

Name/Organization: Address:
Phone: Fax: e-mail:
Name/Organization: Address:
Phone: Fax: email:

Please list name, address, phone and e-mail of any professional organizer authorized to work on your behalf to plan, produce and/or manage this event:

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

**EVENT DETAILS**

Is event open to the public?  Yes  No - Describe: \_\_\_\_\_  
PUBLIC contact name for referral for media/citizen information or concerns: \_\_\_\_\_  
Public contact's phone and e-mail address: \_\_\_\_\_  
Event information Web site: \_\_\_\_\_  
Describe entertainment and related activities: \_\_\_\_\_

If this is a new event to the city of Phoenix, please list three references of past coordinators that have worked with you or your organization on events:

Name: \_\_\_\_\_ Venue: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Name: \_\_\_\_\_ Venue: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Name: \_\_\_\_\_ Venue: \_\_\_\_\_ Phone #: \_\_\_\_\_

What is your publicity plan? \_\_\_\_\_

Will media be invited to the event? Explain \_\_\_\_\_

Will public official(s) be invited to the event? Explain \_\_\_\_\_

**Please attach a letter detailing the history of your organization, including your mission statement. Within the letter, please outline the details of your proposed event (i.e. history, purpose, written description).**

Letter attached?  No  Yes

**Please check/answer the following that apply to your event:**

**Alcohol?**  No Alcohol  Free  Sold (Special Events Liquor License Required)

**Food\* or beverages?**  None  Served  Sold  Free  Caterer

**\*(must meet Maricopa County Health Codes call 602-506-6978, TTY 602-506-6704)**

- Will food be prepared on site?  No  Yes – Describe \_\_\_\_\_
- Will there be sound amplification?  No  Yes – Describe \_\_\_\_\_
- Will there be sound checks?  No  Yes – List dates/times \_\_\_\_\_
- Canopies or tents?  No  Yes – Describe #/sizes \_\_\_\_\_
- Bleachers?  No  Yes – Describe #/sizes \_\_\_\_\_
- Stage(s)?  No  Yes – Describe #/sizes \_\_\_\_\_
- Scaffolding/erected structures?  No  Yes – Describe \_\_\_\_\_
- Generators/electrical equipment?  No  Yes – Describe \_\_\_\_\_
- Portable restrooms?  No  Yes – Describe \_\_\_\_\_
- Mechanical carnival rides?  No  Yes – Describe \_\_\_\_\_
- Inflatable r/Moon Jumps?  No  Yes – Describe \_\_\_\_\_
- Temporary fencing?  No  Yes – Describe \_\_\_\_\_
- Roll off bins/trash containers?  No  Yes – Describe #/sizes \_\_\_\_\_
- DJ/Amplified Sound?  No  Yes – Describe \_\_\_\_\_
- Signs/Banners on site?  No  Yes – Describe \_\_\_\_\_
- Animals on site?  No  Yes – Describe \_\_\_\_\_
- Craft/Merchandise Vendors?  No  Yes – # \_\_\_\_\_
- Sponsor booths?  No  Yes – Describe #/sizes \_\_\_\_\_
- Food Vendors\*?  No  Yes – # \_\_\_\_\_

**\*(must meet Maricopa County Health Codes call 602-506-6978, TTY 602-506-6704)**

**EVENT OPERATIONS FORM**

**EVENT NAME:** \_\_\_\_\_ **DATE(S):** \_\_\_\_\_

**Area of the Park:** \_\_\_\_\_

**CONTACT:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

List all event components associated with your event including, but not limited to, those mentioned below: Entertainment, Portable Restrooms, Tent Company, Generators/Electrical, Fencing, Barricades, Sanitation, Caterers, Security (Private and Off-Duty Police), Cleaning Crews, Radios, Golf Carts, Stage/Sound/Lighting, Alcohol Vendor, Set-up and Tear-down Crews, Auctioneers, etc. **Complete as applicable.**

SERVICE(S) OR COMMITTEE	NAME of BUSINESS	PERSON RESPONSIBLE	PHONE NUMBER W - WORK C - 24 HOUR	E-MAIL
Production Company			(w) (c)	
Fireworks Company			(w) (c)	
Portable Restrooms			(w) (c)	
Tents/Chairs/ Tables			(w) (c)	
Generated Power			(w) (c)	
Fencing			(w) (c)	
Traffic Barricades			(w) (c)	
Stage			(w) (c)	
Sounds/ Lighting			(w) (c)	
Security			(w) (c)	
Golf Carts			(w) (c)	
Radios			(w) (c)	
Alcohol			(w) (c)	
Sanitation & Greywater			(w) (c)	
Inflatables			(w) (c)	
Medical Services			(w) (c)	
Beverage Provider			(w) (c)	
Cleaning Crews			(w) (c)	
Other			(w) (c)	

**EVENT MAINTENANCE / CLEAN-UP**

Sanitation: What are your plans for clean up during and after the event\*? \_\_\_\_\_

Are you hiring a professional clean up crew?

Yes – Name of Company \_\_\_\_\_ Event Day Phone # \_\_\_\_\_

No – Person responsible for final clean up \_\_\_\_\_ Phone # \_\_\_\_\_

Electrical/Water: Please describe your plan for electricity and water hook-ups \_\_\_\_\_

Greywater plan: \_\_\_\_\_

Will you have an electrician on site?  Yes  No

**\*It is the responsibility of the event organizer to ensure trash is picked up during and at the conclusion of the event. Event organizer is responsible for all trash on the event site and any trash associated with the event or event patrons or spectators that impact the surrounding area, adjacent streets, right-of-way, neighborhood homeowners property, schools, businesses or places of worship.**

**PUBLIC SAFETY / SECURITY**

Responsible person on site \_\_\_\_\_ Wk # \_\_\_\_\_ Cell # \_\_\_\_\_

Describe your plan for on-site security\*: \_\_\_\_\_  
\_\_\_\_\_

Will you be requesting off duty Phoenix police officers? Yes No (off-duty coordinator – 602-262-7323, TTY 602-262-6151)

Describe your plan for medical assistance: \_\_\_\_\_

Describe your water consumption plan for participants at the event. \_\_\_\_\_

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

**ACCESSIBILITY**

It is the responsibility of the event organizer to ensure the event site is accessible to the disabled. Such examples are 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. Vendors should be prepared to meet any accessibility accommodations.

(Initials) \_\_\_\_\_

**NEIGHBORHOOD NOTIFICATION**

The applicant of an event with attendance of 5000 plus is **required** to notify residents, businesses, places of worship and schools that are affected by parking issues and noise related to your event. **This notice must be submitted to the Parks and Recreation Department event liaison for review prior to notification delivery.** Once approved, the notice must then be mailed or hand delivered to designated impacted areas at least **two** weeks prior to your event (or sooner per the level of impact of the event on the community). Information on the notice should include, but not be limited to; the name of the event, date(s), time(s), location, type activity and telephone number of where the public can contact your organization for concerns or issues. **Failure to comply with notification requirement can result in the cancellation, postponement or other significant restrictions to your event or future events. Verification of neighborhood notification is required.**

(Initials) \_\_\_\_\_

**INSURANCE INFORMATION**

For consideration to hold the event and use of City property, the applicant agrees to provide general liability insurance and indemnify, defend and hold the City of Phoenix harmless as set forth in the Insurance Specifications and Indemnification guidelines (attached). If your event includes alcohol, liquor liability or host liquor liability coverage must be included on your certificate of insurance. Certificates of insurance are due **NO LATER** than **two weeks** before the event date. **Failure to comply with insurance requirement will result in the forfeiture of the use of city property for the event and for future events.**

(Initials) \_\_\_\_\_

**READ CAREFULLY BEFORE SIGNING**

I certify that the information set forth within this application is complete, true and correct to the best of my knowledge and belief, and that I have received and will comply with the information set forth on the attached Information Sheet and Fact Sheet. Information from your application is considered public information and may be used in developing a calendar of community events. **Acceptance of your application should in no way be construed as final approval or confirmation of your request.** The City of Phoenix reserves the right to refuse the application and it is revocable if deemed in the best interest of the City of Phoenix.

Applicant Name: (Print) \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Return completed and signed application to:  
City of Phoenix Parks and Recreation Department  
Steele Indian School Park  
17642 N. 40th St. Phoenix, Az 85032  
Attention: Tyre Davis  
Phone- 602 534-4810  
Email: [tyre.davis@phoenix.gov](mailto:tyre.davis@phoenix.gov)

This application form can be provided in an alternate format upon request. Call 602-262-6862 (voice) or 602-262-6713 (TTY). 602-534-3787 (FAX). E-mail: [Receptionist.PKS@phoenix.gov](mailto:Receptionist.PKS@phoenix.gov)

The City of Phoenix prohibits discrimination on the basis of race, ethnicity, national origin, sex, religion, age, sexual orientation, or disability in its services, programs and activities. Anyone who believes he or she has been discriminated against may file a complaint with the City of Phoenix Equal Opportunity Department.

**For Official Use Only**

Application Received by: \_\_\_\_\_ Date: \_\_\_\_\_  
Event approved by: \_\_\_\_\_