



## RENTAL GUIDELINES AND FEE SCHEDULES

Thank you for your interest of reserving a City of Phoenix Parks and Recreation downtown park area.

The following contains information regarding Civic Space Park, Heritage and Science Park/Historic Heritage Square, Margaret T. Hance Park, and Steele Indian School Park (SISP). Most reservations should be placed a minimum of 3 months in advance.

*Please review carefully to ensure that the needs of your event can be accommodated.*

## LAWS / LICENSES / SAFETY

- ◆ User shall obtain all permits and licenses required by law, ordinance, or Parks and Recreation Department rules and regulations.
- ◆ User will follow all applicable local, state, and federal safety rules and regulations.
- ◆ User will maintain safety conditions for workers, patrons and the public. This includes ensuring safe working condition of any types of equipment or other such items or materials.
- ◆ Staff may stop hazardous activities or the use of any tool/piece of equipment which the City deems unsafe.
- ◆ The City reserves the right to eject or cause to be ejected any disorderly person or persons at City facilities. Neither the City nor its employees are liable for any damages that may result from such actions.
- ◆ For events in a public park or street, the following is required: A Special Event Application from the Parks and Recreation Department; a Public Outdoor Assembly Permit from the Fire Department for events with a projected attendance of 500 or more, or 50 or more people within barricades or fencing.
- ◆ Designated fire lanes are mandatory for all events.
- ◆ Events must comply with a maximum decibel reading of 85 decibels as measured at park perimeter.

## INSURANCE / LIABILITY

User agrees to indemnify, defend and hold the City harmless from all liability, damages, costs and expenses in connections with all claims, actions or causes of action for injury, death or property damage arising from or out of the use and occupancy of the facility. The City does not accept responsibility for any injuries that may occur. User groups are responsible for providing their own insurance coverage.

User shall provide a certificate of insurance for general liability in the amount of \$2 million, with the City of Phoenix named as additional insured and as certificate holder depending on event.

Certificate of insurance **MUST READ EXACTLY** as follows: The City of Phoenix, a municipal corporation, its officers, agents, and employees shall be named as additional insured in respect to (event name, date, time and location).

Automotive and liquor liability insurance may also be required.

## PARKING

- ◆ The use of public transit, including light rail/bus is encouraged as parking is limited at downtown parks.
- ◆ No driving on the park, pavers or into the event area without prior approval from the park manager.
- ◆ Vehicles must be parked in approved parking areas for the event; this may include parking garages, metered parking or free parking lots.
- ◆ Parking is prohibited on sidewalks or park open space areas.

## ALCOHOLIC BEVERAGES

- ◆ If you are selling alcohol, or collecting any monies where alcohol is present a Special Event Liquor License will be required. Please contact City of Phoenix Licensing Services at 602-262-4638, TTY 602-262-4638; and, the Arizona Department of Liquor License and Control at 602-542-5141, TTY 602-542-2806.
- ◆ If beer is being served and not sold a City of Phoenix Parks and Recreation Department beer permit is required. Beer permits must be purchased at designated parks locations or online.
- ◆ Liquor license information can also be obtained at <https://www.phoenix.gov/cityclerk/services/licensing/liquor/special> and <https://www.azliquor.gov/>.
- ◆ Special Event Liquor Licenses should be submitted at least 90 days prior to the event date.
- ◆ Off-duty Phoenix Police officers and/or private security may be required for some events.

## SET UP OF FACILITY AND DECORATIONS

- ◆ User is responsible to provide own equipment (e.g., tables, chairs, stages), as limited equipment is available at some indoor facilities.
- ◆ If an indoor facility already has chairs set up in theatre style seating, it is the User's responsibility to arrange the room as desired, and then return it to theatre style seating by rental's end.
- ◆ All areas are rented "AS IS"; the Park Manager must approve all materials used for decorative purposes.
- ◆ Prohibited items include glass containers, nails, helium balloons, open fires, rice, birdseed, confetti and flower petals.
- ◆ Nothing can be taped/hung on any structure or fixture of the building's interior or exterior, including trees. Candles, smoke machines, smudging activities, fireworks and pyrotechnics require additional permission.
- ◆ Staples and thumbtacks MAY be permitted with Park Manager's authorization, and must be removed by rental's conclusion.

## EQUIPMENT AND DELIVERIES

- ◆ All setups must be completed 30 minutes prior to event start time.
- ◆ Loading and unloading of rental equipment, catering, and other items must be approved by City staff.
- ◆ All deliveries/pick up of supplies must be made during the specific hours of the reservation. The User is responsible to be on site for all rental items.
- ◆ Rental equipment or user's equipment is NOT the responsibility of the City of Phoenix; facility staff will not handle, care for, or act as custodian of any equipment or property.
- ◆ The use of barbecue grills and tree lights require specific procedures to be followed for approval to be granted by the Park Manager.
- ◆ All tents/canopies must be weighted/sandbagged appropriately. No staking (exception Phoenix Green at Steele Indian School Park with Park manager approval). Tents in excess of 800 square feet or canopies in excess of 1,200 square feet require a permit. Contact the Phoenix Fire Department at 602-262-6771.
- ◆ Bleachers and stages higher than 30" require a permit. For more information, please contact the City of Phoenix Planning and Development Department at 602-262-7811.
- ◆ Generators or temporary wiring to an existing electrical panel require a permit. For more information, please contact the City of Phoenix Planning and Development Department at 602-262-7811.
- ◆ For events wanting banners hung on light posts outside of the park, please contact the City of Phoenix Street Transportation Department at 602-495-7817.

## CATERING

- ◆ Food, beverages, linens, and all rental equipment, are the responsibility of the User.
- ◆ Onsite cooking is allowed with proper permit(s) and prior Park Manager approval.
- ◆ All cooked food must be prepared and served to professional catering standards, including permitting requirements. Please call Maricopa County Environmental Services at 602-506-6872, for more information.

## CLEAN UP

- ◆ User is responsible for clean-up of the facility inside and out after the event is over (within the rental time period) and must provide their own cleaning equipment (e.g., brooms, mops, hoses, buckets).
- ◆ If the clean-up extends beyond the contracted hours, User **WILL BE CHARGED** the appropriate rate and it will be deducted from the deposit. The park must be returned to pre-event conditions
- ◆ Trash must be bagged and removed from the site (pack it in/pack it out); or User may rent a trash container (location must be approved by Park Manager) large enough to accommodate all trash from the event.
- ◆ Food/drink spills need to be wiped up, areas swept, and all equipment removed from the facility within the rental time period. This includes vendors and/or any vehicle spills/spotting.
- ◆ Cooking oil and all grey water must be disposed of in a container and taken off of the property. Absolutely no usage of drains or disposing of such items are allowed on park grounds
- ◆ A maintenance fee will be charged and deducted from the deposit if the facility is left in need of cleaning as determined by the Park manager.

## DAMAGES

- ◆ User shall pay for any damage resulting from use of the park, equipment, turf or facility. This includes any damages caused by attendees, invitees, participants or contractors. Charges are deducted from the deposit.
- ◆ If the damage amounts exceed the deposit amount, a written cost estimate will be provided to the User.
- ◆ If no damage and proper clean up has occurred to the facility, the deposit will be returned within 3 to 4 weeks, for all rentals.
- ◆ To prevent turf or surface damage all vehicles require a catchment device for vehicle/equipment spills.

## USE FEES, DEPOSITS AND CANCELLATIONS

- ◆ Upon approval of a reservation request, a reservation permit will be emailed to the prospective renter.
- ◆ Deposits are required to hold a reservation. All remaining fees are due 30 days prior to the first day of rental period. Failure to pay said fees can result in a cancelation of the reservation.
- ◆ Fees are based on the classification of “public”, “private”, or “commercial”.
- ◆ Public = Free for all to attend. Private = by invitation only. Commercial = For profit, money exchanged.
- ◆ Fees and deposits are based on the dates and times given on the reservation request form.
- ◆ Fees are assessed for each day of the reservation including load in and load out
- ◆ Fees will be charged to User for set-up/take-down time and to oversee the reservation.
- ◆ Rentals will be charged staff fees where required.
- ◆ Use of amplified sound requires a permit from the Parks and Recreation Department.
- ◆ Use of inflatables (e.g., bounce houses) requires a permit from the Parks and Recreation Department.
- ◆ Payment can be made by credit card, check or money order. Make checks payable to the City of Phoenix.

Cancellation Requested	Amount Refunded	Deduction or fees
31 days or more prior to scheduled event date	Refund of rental permit and deposit	None
30 to 14 days prior to scheduled event date	Full refund of rental permit	Forfeit of deposit fee
Less than 13 days prior to event date	Deposit refunded	Full rental permit is forfeited

**CIVIC SPACE PARK AND A.E. ENGLAND BUILDING**

424 N. Central Ave.  
Phoenix, AZ 85004  
602-262-7490

Fee Schedule	
AREA	FEE
Civic Space Stage and Lawn Area	\$300/hr.
A.E. England Auditorium, Public Fee	\$200/hr.
A.E. England Auditorium, Private Fee	\$500/hr.
A.E. England Auditorium, Commercial Fee	\$700/hr.
A.E. England Community Meeting Rooms	\$35/hr. each room (2-hour min.)

- ◆ Hours are from 8am to 10pm, inclusive of event set-up and tear-down
- ◆ Recommended maximum park capacity is 3,000 people, in consultation with public safety officials
- ◆ Meeting rooms: 3 rooms; 450 square feet each; accommodates 30 people each; or rooms may be combined into one large room at 1,350 square feet and accommodate 90 people.
- ◆ Auditorium: 4,500 square feet; accommodates 300 people maximum (auditorium rental does not include lobby space).
- ◆ The use of risers or portable staging is prohibited in the auditorium.
- ◆ Equipment available onsite: 300 chairs, 42 classroom tables (18"x72"), 2 screens, DVD and VHS players, and 2 LCD projectors. User must bring own laptop.
- ◆ Equipment loading zone is on the south side of the building.

**HERITAGE AND SCIENCE PARK**

115 N. 6th St.  
Phoenix, AZ 85004  
602-262-5029

Fee Schedule	
AREA	FEE
Lath House Pavilion or Rosson House	Please contact the Heritage Square Foundation for rental fees and information: 480-789-9781
Plaza Private Users	\$1,200/day
Plaza Public Users	\$600/day
Plaza Commercial Users	\$2,200/day
Meeting Room All Users	\$75/day

- ◆ ALL FUNCTIONS must end and clean-up begin by 11:00 p.m. Park closes at midnight. City Ordinance.
- ◆ Recommended maximum park capacity is 5,000 people, in consultation with public safety officials
- ◆ Rental areas: Heritage & Science Park Plaza (6th Street & Adams Concourses); Heritage Square Lath House Pavilion; and 2 small indoor meeting rooms.
- ◆ The 1895 Rosson House is available to rent for small, intimate wedding ceremonies. For ceremonies with no more than 30 people in attendance, including the wedding party, the bride and groom can exchange vows in the parlor of the entrance hall of the Rosson House. Ceremonies are scheduled during hours in which the house is closed to the public. Due to limited space, it is not possible to host a reception in the house itself.
- ◆ Rentals do not include lawns, brick walkways, or historic home yards.
- ◆ Plaza loading zone is at the park gates at 6th Street & Monroe and 7th Street & Adams.

**MARGARET T. HANCE PARK**  
67 W. Culver St.  
Phoenix, AZ 85003  
602-534-2407

Fee Schedule	
AREA	FEE
Non-profit Fee Users	\$500/day
Public / Private Fee Users	\$1,000/day
Commercial Fee Users	\$1,500/day
Flags and Urban Plaza	
Non-profit	\$100/day
Private	\$200/day
Commercial	\$300/day

- ◆ Hours are from 6am to 10:30pm., inclusive of event set-up and tear-down
- ◆ Recommended maximum park capacity is 16,000 people, in consultation with public safety officials
- ◆ Reservation areas: West Lawn, Bosque, Urban Plaza and East Lawn.
- ◆ Parking is limited; light rail and bus use is encouraged; light rail stations within walking distance at Central Avenue & McDowell and Central Avenue & Roosevelt.
- ◆ Burton Barr Central Library parking lots available for rent (\$250-\$350/day). Additional staff fees may apply.
- ◆ East Lawn loading zone is at the north end of park at 2nd Street & Culver.

**STEELE INDIAN SCHOOL PARK**  
300 E. Indian School Rd.  
Phoenix, AZ 85012  
602-534-8659

Fee Schedule	
AREA	FEE
Ramada Public Fee	\$25/hr per Ramada
Phoenix Green Public Fee	\$500/day
Phoenix Green Private Fee	\$1000/day
Phoenix Green Commercial Fee	\$1500/day
Circle of Life Public Fee	\$250/day
Circle of Life Private Fee	\$500/day
Circle of Life Commercial Fee	\$750/day
Amphitheater Public Fee	\$300/day
Amphitheater Private Fee	\$600/day
Amphitheater Commercial Fee	\$900/day
Phoenix Indian School Visitor Center	Please contact staff for more information at 602-648-9713
Memorial Hall	Please contact staff for more information at 602-534-8659.

- ◆ Hours are from 6am– 10pm, inclusive of event set-up and tear-down
- ◆ Recommended maximum park capacity is 30,000 people, in consultation with public safety officials
- ◆ The 75-acre park includes a 2.5 acre lake; an outdoor amphitheater with seating for 1,500 people; the 15-acre Entry Garden; the 30-acre Phoenix Green; and the 15-acre Neighborhood Park (playground, lighted basketball, fishing, grill, picnic area, ramadas, restrooms, lighted sand volleyball and a dog park on Northeast corner of park).
- ◆ Large ramada area has 7 ramadas that seat 32 people each.
- ◆ Large ramada area has grills, electrical outlets, sinks and a serving area.
- ◆ Large ramada reservations are from 9am. to 9pm, with reservations accepted no later than two days in advance and up to 6 months in advance.
- ◆ Parking: 500 spaces are available, additional requirements may apply (see staff for details)
- ◆ Memorial Hall is a historic facility and is an affordable venue for small performing arts groups and an ideal space for community meetings. It is a 4,300 squared foot facility that can seat up to 300 theater style and 165 in the balcony.
- ◆ The Phoenix Indian School Visitor Center is available for rent and features; a conference style meeting space, seating 120 theater style, a classroom for 45 people, a commercial kitchen, a board room that seats 12 and an exhibit space.



**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](mailto: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.





# Special Event Application

**Your event date and location is available. Please complete this application.**  
*A deposit will be due within 10 business days after application approval.*

Event Name:

Event Date(s)/Time:

Load-In Date(s)/Time:	Load-Out Date(s)/Time:
Park Name:	Specific park area being used:
Contact's Name:	Organization:
Cell Phone:	Email:

## EVENT DETAILS

Will event be open to the public: <input type="radio"/> Yes <input type="radio"/> No	Is this a ticketed event: <input type="radio"/> Yes <input type="radio"/> No	Estimated attendance:
Will media be invited to the event: <input type="radio"/> Yes <input type="radio"/> No If media is invited, please provide details:	Will elected public officials be invited to the event: <input type="radio"/> Yes <input type="radio"/> No If yes, who:	
Will there be vending of any kind during the event or are donations being collected: <input type="radio"/> Yes <input type="radio"/> No		
Will there be alcohol: <input type="radio"/> Yes <input type="radio"/> No    If yes, did you apply for a special event liquor license (City & State)? <input type="radio"/> Yes <input type="radio"/> No		
If this is a Margaret T. Hance Park event, have you applied for your Arizona Department of Transportation permit? <input type="radio"/> Yes <input type="radio"/> No		
Please check/answer the following:		
<input type="radio"/> Yes <input type="radio"/> No	Bleacher	Number / Sizes:
<input type="radio"/> Yes <input type="radio"/> No	Stage(s)	Number / Sizes:
<input type="radio"/> Yes <input type="radio"/> No	Scaffolding/erected structures	
<input type="radio"/> Yes <input type="radio"/> No	Generators/electrical equipment	Number / Sizes:
<input type="radio"/> Yes <input type="radio"/> No	Light towers	Number / Sizes:
<input type="radio"/> Yes <input type="radio"/> No	Portable restrooms	Number:
<input type="radio"/> Yes <input type="radio"/> No	Mechanical/carnival rides	Number:
<input type="radio"/> Yes <input type="radio"/> No	Inflatable/moon jumps	Number / Sizes:
<input type="radio"/> Yes <input type="radio"/> No	Temporary fencing	
<input type="radio"/> Yes <input type="radio"/> No	Roll off bins/trash containers	Number / Sizes:
<input type="radio"/> Yes <input type="radio"/> No	Signs/banner on site	
<input type="radio"/> Yes <input type="radio"/> No	Craft/merchandise vendors	Number:
<input type="radio"/> Yes <input type="radio"/> No	Food vendors must be self-contained	Number
<input type="radio"/> Yes <input type="radio"/> No	Animals on site	

## COMPLETE INFORMATION - INFORMATION DUE 90 DAYS PRIOR TO EVENT DATE

If this is a new event to the City of Phoenix, please list contact information of three people or organizations you have worked with in previous events:

Name:	Venue:	Contact #:
Name:	Venue:	Contact #:
Name:	Venue:	Contact #:

List all event components associated with your event, including, but not limited to: *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.* Please answer the following:

Services	Name of Business	Responsible Party	Contact's #	Email
Production Company				
Firework Company (Pyrotechnics permit required)				
Portable Restrooms				
Tents/Chairs/Tables				
Generated Power				
Traffic Barricades				
Sounds/Lighting (85 decibel limit enforced)				
Sanitation/Greywater				
Medical Services				
Beverage Provider				
Cleaning Crews				
Radios				
Fencing				
Stage				
Alcohol				
Security				
Golf Carts				
Inflatables				
Other				



## EVENT MAINTENANCE AND SANITATION

Are you hiring a professional cleaning company?  Yes  No

If yes, provide the company's name:

Company's Contact:

Contact's E-mail:

Electrical/Water: Please describe your event plan for electricity and water accessibility:

Greywater Plan:

Cooking Oil Plan:

What waste material plan will you use?  Recycling  Compost  Trash

It is the responsibility of the event organizer to ensure trash is collected during and after the event and removed from the site. Event organizer is responsible for all trash that may impact the surrounding area, adjacent streets, right-of-way, neighborhood homeowners' property, schools, businesses and places of worship.

## PARKING PLAN

Please describe your plan for parking, as downtown parks have limited parking (please contact staff for details):

## TIMELINE

Please submit no less than four weeks out to include load-in and load-out (please contact staff for details):

## SITE MAPS

Please submit no less than two weeks out a detailed site plan for approval (please contact staff for details):

## PUBLIC SAFETY AND SECURITY

Please describe your plan for security:

Day of Event On-site Contact:

Cell Phone:

Have you applied for any/all safety permits including an outdoor assembly permits?  Yes  No

Will you be requesting off-duty Phoenix Police officers?  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.*

Please describe your plan for medical assistance/response:

Will emergency vehicles be on-site?  Yes  No

Please describe your water consumption plan for attendees during the event:

## ACCESSIBILITY

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. Vendors should be prepared to meet any accessibility accommodations.

Will the event have a designated accessible viewing area:  Yes  No

## NEIGHBORHOOD NOTIFICATION

The applicant of an event with an expected attendance of 3,000 plus is required to notify residents, businesses, places of worship and schools that are affected by parking issues and noise related to your event. The notification must be delivered within a minimum of a 1-mile radius and/or as determined by the Parks and Recreation Department. 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 potential 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 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 harmless as set forth in the Insurance Specifications and Indemnification Guidelines (attached). Additional insurance requirements will be provided to event organizers. If your event includes alcohol, liquor liability coverage must be included on your certificate of insurance. If your event includes automobiles on park property (excluding parking lots), automobile liability insurance must be included. Certificates of insurance are due NO LATER than 30 DAYS prior to the first day of rental period. Failure to comply with insurance requirements will result in the forfeiture of the use of City property for the event and for future events.

\_\_\_\_\_  
Initials

## APPLICATION PROCESSING

**Please send the completed application via email to [pks.events@phoenix.gov](mailto:pks.events@phoenix.gov); or mail/in person to 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 two months for approval. If you have any questions, please contact the Parks and Recreation Department at 602-262-6412.

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.

### FOR OFFICIAL USE ONLY

Application Received By:

Date:

Event Approved By:

Date: