



Special Events Permit Application

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

Date of Application:		Permit Application # (For office use only)			
<p>This application accompanies a Special Event Handbook. To avoid a late fee, applications must be submitted a minimum of 60 days prior to the event with a non-refundable application fee of \$35 attached. Late applications are subject to an additional \$50 processing fee and those submitted within 60 days of an event may not be accepted. The payment of fees does not guarantee event approval. Permits are \$100 per day, to a maximum of \$500.</p> <p>All applicants will be charged facility rental fees as appropriate and are expected to fully reimburse the City for all services related to event production which may include, but are not limited to, Police, Fire/EMS, Park and Facility Maintenance, Field Services, Sanitation, Street Engineering, Site Supervisors, Environmental, and all necessary permit fees including: Special Event Liquor, Tents, Generators, Fireworks, Carnival, Exhibition/Tradeshow, Street Festivals, and Haunted Houses. Daily fees will be assessed until all event equipment is removed from the park premises. Full payment is due upon receipt of final invoice.</p> <p style="text-align: center;"><u>Comprehensive site plans must accompany this application.</u></p> <p style="text-align: center;">* Note the <i>Important Notice, Section 12, page 7.</i></p>					
Section 1 – Applicant Information					
Name of Applicant Representative (must be on site during the event)					
Driver's License Number	State	E-Mail Address for Correspondence		Date of Birth	
Phone Number			Cell Phone Number		
Business Address			City	State	Zip
Corporation/Organization Name of D.B.A.					
State of Incorporation	Tax ID #	501(c)3 #	Arizona TPT License #		
Have you ever coordinated/promoted another event/s? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, please provide the following:					
Last event/s	Location	Date	Contact Name and Phone		
Section 2 – Event Information					
Name of Event				Anticipated Daily Attendance	
Event Date(s)	Set-up Date and Hours	Hours of event each day (begin and end times)		Take Down Date and Hours	
E-Mail address for public information			WEB address for public information		
Location of Event/physical address					
<i>Please note Tempe Town Lake and Beach Park Requirements: No helium balloons or laser lights.</i>					
Sponsors of the Event					
Brief Description of Event					
Has this event been held in another location? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, please provide the following:					
Last event/s	Location	Date	Contact Name and Phone		

Section 3 – Event Features

Will there be an admission charge? Yes No If yes, list all price categories below.

Will there be entertainment? Yes No If yes, please attach a complete list of entertainment.
*A complete list of entertainment will be required before final approval.
 Once approved, no changes may be made unless authorized.*

Will merchandise and/or food items be sold? Yes No If yes, please attach a complete list of vendors.

List any hashtags that will be used on social media:

Facebook Yes No Facebook Name:

YouTube Yes No Channel:

Twitter Yes No Twitter Handle:

Instagram Yes No IG Handle:

Other social media:

Is any other promoter/producer assisting you with your event? Yes No

Name of Promoter and Promotion Company

Address

City

State

Zip

Will the event include any of the following? (Indicate on site plan and/or vendor list)

Tents or Canopies Yes No Number of Tents:
Tents over 400 sq ft and canopies over 900 sq ft require permits from the Fire Department.

Company

Contact name and phone

Fireworks Yes No
*Fireworks require written notification from the fireworks production company to the FAA at Sky Harbor International Airport.
 A copy of the letter is required with this application. Fireworks
 require permits from the City of Tempe Fire Department.*

Open Flames or Cooking Yes No *Current 2-A10BC fire extinguisher with current service tags required within 25'.
 Cooking equipment using oils and fats require an additional K extinguisher.*

Company

Contact name and phone

Temporary Fencing Yes No Provide accurate dimensions of fenced area on site plan.

Company

Contact name and phone

Port-O-Johns Yes No

Company

Contact name 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 name and phone

Signs / Banners Yes No

Company

Contact name and phone

Inflatables Yes No

Company

Contact name and phone

Section 4 – Transportation					
Does the event propose using, closing or blocking any of the following If yes, specify location and duration on site map. Bike Valet (Tempe Beach Park Only) – Contact 602-377-6641 or bikevalet@biketempe.org					
City Streets	<input type="checkbox"/> Yes	<input type="checkbox"/> No	City Sidewalks	<input type="checkbox"/> Yes	<input type="checkbox"/> No
City Bus Stops	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Public Parking Lots	<input type="checkbox"/> Yes	<input type="checkbox"/> No
City Alleys	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Multiuse Paths	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Public Bicycle Parking	<input type="checkbox"/> Yes	<input type="checkbox"/> No	City Right-of-Ways	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Section 5 – Use of City Utilities					
Will any City electric hookups be used?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Electric Location including amperage		
Will any City water hookups be used?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Water Location(s)		
Will waste water/gray water be generated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Is so, how will it be disposed?		
Section 6 – Alcohol					
Will there be alcohol at the event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Will alcohol be given away?	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Will the alcohol be sold?	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Will the alcohol be donated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Who is the alcohol being donated by or purchased through:		
Is alcohol included in the admission price of the event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
<p>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? <input type="checkbox"/> Special Event Liquor License <input type="checkbox"/> Extension of Premises (existing liquor license holders only)</p>					
Has the applicant/organization ever had a liquor license or event permit denied, revoked or suspended? <input type="checkbox"/> Yes <input type="checkbox"/> 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
<i>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.</i>					
How will attendees be identified as minors or age 21 and over?					
Have the alcohol servers received training in sale/service of alcoholic beverages? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when and where?			Is a bartending service being used? <input type="checkbox"/> Yes <input type="checkbox"/> No Name of Company		
Section 7 – Event Security					
Are you requesting off-duty Tempe Police officers? <input type="checkbox"/> Yes <input type="checkbox"/> No Number of personnel requested: _____					
<i>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.</i>					
Are you requesting private security? <input type="checkbox"/> Yes <input type="checkbox"/> No Number of personnel requested: _____					
<i>The City of Tempe allows only security companies that are licensed and bonded in the State of Arizona.</i>					
Security company and Contact Info.					AZ Dept of Public Safety ID#

Section 8 – Emergency Medical Services

Are you requesting off-duty Tempe EMT's? Yes No Number 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 – DO NOT LEAVE BLANK

Recycling is required at all events. Please visit www.tempe.gov/recycling or call 480-350-8131 for a list of recycling plans and certification levels. These plans detail how to host a more sustainable event while minimizing the contamination in recycling bins. All costs for containers, dumping and removing are the responsibility of the applicant/promoter. The park must be returned to its original condition and all equipment removed or daily rental fees will be assessed.

Please include a brief overview of your trash and recycling removal and clean-up plan. Include how you will use your staff and volunteers to assist with waste and recycling collections and staffing of the waste stations.

Include how you will use your staff and volunteers to assist with waste and recycling collections and staffing of the waste stations.

Solid waste and recycling hauler: <input type="checkbox"/> City of Tempe <input type="checkbox"/> Private Hauler	
Name of private hauler:	Contact name/phone:
Name of fryer oil/grease recycling hauler:	Contact name/phone:
Name of composting hauler:	Contact name/phone:

Section 10 – ADA Accessibility Requirements

Parking

Existing Lots: When lots are used for activities other than parking, accessible spaces must be kept open and usable. If not possible, the same number of spots must be provided as close as possible to original spaces and/or main event site.

Temporary Lots: Accessible spaces must be created and held in reserve for people with disabilities, laid out in accordance with standards, marked with the accessibility symbol, and connected to the closest accessible route.

Accessible Routes

Accessible routes must connect event site features, 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.

ADA Accommodation Requests

Marketing materials and media such as flyers, posters, social media, websites, advertisements, etc. are required to include contact information for ADA and disability accommodation requests. The contact information shall include phone number and email contact information. Optional: a time frame for the request to be considered reasonable, i.e. request at least 7 work days prior to the event.

For more information on event accommodations see: <https://adata.org/publication/temporary-events-guide>.

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:

1. 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.
2. 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.
3. Workers Compensation Policies shall contain a Waiver of Subrogation clause in favor of the City of Tempe.
4. 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.

Section 11– Insurance Requirements (cont'd)

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

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

Fees to be submitted with the Special Events Application

Application Permit Fee.....	\$35
Late Fee (if submitted within 60 days of event).....	\$50

Fees to be submitted prior to Task Force (if applicable)

Special Event Fee.....	\$100 permit fee/consecutive days, not to exceed \$500
Deposit.....	Minimum 25% of expected costs (Due 6 months prior to the event, and is non-refundable 90 days before the event)
Special Event Liquor.....	\$25 application fee and \$25 per day
Extension of Liquor Premises Permit.....	\$35

Remaining fees and City services to be assessed and invoiced following the event

Park Rental and Associated Fees. Per Day

	Non-Commercial	Commercial
Set-up/Take-down	\$ 500	\$ 750
<i>Fees will be assessed if any equipment is in the park.</i>		
Tempe Beach Park	\$1,500	\$3,000
Tempe Arts Park	\$1,000	\$1,750
Giuliano Park & North Linear Park	\$ 500	\$1,000
Tempe Town Lake Marina	\$ 500	\$ 750
Park User Fee	\$ 250	\$ 250
Kiwanis Park Site (Fiesta and Ruben fees apply)	\$ 250	\$ 250
Run/Walk Fee (not including park rental)	\$ 250	\$ 250
Lake Closure Fee	\$5,000-\$10,000/day	
Lake User Fee	\$ 200/event (less than 200 users), \$ 200/event plus \$1/user over 200, capped at \$1,000	
Road Closure Fees	\$1,000	\$2,000
Downtown Road Closure Fees	See Section 4 in the Handbook	
Facility Charge.....	\$0.50/ticket sold	\$1/ ticket sold (\$5,000 minimum)
<i>(applies to gated events only)</i>		

City Services

Police.....	\$67-\$87 per hour, per officer as determined, 3 hour minimum, vehicles/dispatch additional	
Fire/EMS.....	\$65 per hour, per staff (minimum of 2 & 4 hour minimum), plus logistics fee	
Traffic Operations.....	\$47.00 per hour, per staff person	
Barricades.....	Amount charged by contracted barricade provider	
Trash Container drop-off/pick-up.....	\$40.00 per hour, per staff person, container prices vary	
Refuse Containers.....	Prices Vary	
Custodial.....	\$28/per hour, per staff person	
Park Maintenance.....	Determined based on damage	

Miscellaneous fees (if applicable)

Tent/Canopy Permit.....	\$350/tent or canopy (tents over 400 sq. ft. & canopies over 900 sq. ft.)
Inspection Fees.....	\$150-\$250 (A separate fire dept. permit may be required)
Fireworks Permit.....	\$250 per location
Bagging Meter Fee	\$15 per meter to the Downtown Tempe Authority
Tax & License.....	See Section 15 in the Handbook