

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

Date of Application:				Pe	Permit Application # (For office use only)						
This application accompane 60 days prior to the event wire \$50 processing fee and those event approval. Permits are selected to event production Services, Sanitation, Street H. Liquor, Tents, Generators, F. assessed until all event equip	th a non- e submitt \$100 per ged facil which n Engineer Firework	refund ted with r day, to lity ren nay inc ring, Si s, Carn	lable applain 30 da to a maxir tal fees a lude, but te Supervival, Exh	lication f ys of an num of \$ as appro t are not visors, En hibition/I	Fee o ever 500 priat limi nviro	f \$35 attache at may not be te and are exited to, Polic commental, and eshow, Street	d. L acce expect e, Fi d all t Fes	ate appli epted. T ted to fu ire/EMS, necessar stivals, ar	cations a he payme lly reimh Park an ry permit nd Haunt	ent of fees of the course the course the course included Houses.	o an additional does not guarantee ity for all service Maintenance, Fielding: Special Even Daily fees will b
	Co	mpreh	ensive sit	te plans	mus	t accompany	v this	s applica	tion.		
		* N	Note the I	mportan	t No	tice, Section	12, p	age 6.			
Section 1 – Applicant I											
Name of Applicant (must be on	site durir	ng the e	vent)								
		,									
Driver's License Number	S	tate	E-Mail A	Address fo	for Correspondence				Date of Bir	rth	
Phone Number						Cell Phone N	lumb	er			
											La
Business Address						City				State	Zip
Corporation/Organization Name	e of D.B.	A.									
State of Incorporation	Tax II) #		50)1(c).	3 #		Cit	y Sales Ta	ax ID#	
Have you ever coordinated/prom If yes, please provide the foll		other eve	ent/s?	Yes	□ N	No					
Last event/s Location					Date		Contact Name and Phone				
Section 2 – Event Inform	nation										
Name of Event	11441011								Anticipa	ated Daily A	ttendance
<u> </u>											
Event Date(s)	Set-up Date and Hours Hours of event each day (begin and end times)			imes)	Take Down Date and Hours						
E-Mail address for public inform	nation				WEI	B address for p	oublic	informat	ion		
Location of Event/physical addr	ess		Dlagga nota	Towns To	wa L	ako and Poach D	Davle D	a quinam an	ta. No halis	um halloons n	ongowa on lagar lights
Sponsors of the Event			r ieuse noie	Tempe 10	wn L	іке апа Беасп ғ	ark K	equirement	s. No neu	ım vanoons, p	opcorn or laser lights.
Brief Description of Event											
Zivi Zesenpusi er Zven											
Has this event been held in anot	her locati	ion?	Yes	☐ No		If yes, p	please	e provide	the follow	ring:	
Last event/s	Loc	cation			D	ate	Cor	ntact Nam	e and Pho	ne	

Section 3 – Event Features									
Will there be an admission charge?									
Will there be entertainment?	Yes			se attach a complete lis					
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 item	ns be sold?	Yes	□ No If y	yes, please attach a co	mplete list	of vendors.			
What type of advertising/promotic	on will be d			omotional material.					
Radio Yes]No What	t Stations?		TV					
Fliers/Posters Yes	No How	many?		Press Releases Yes No How many?					
Newspaper Ads Yes	No What	publication ⁶	?	1					
Is any other promoter/producer ass	sisting you	with your ev	vent? Yes	□No					
Name of Promoter and Promotion	Company		Address			City	State	Zip	
Will the event include any of the f	following? (Indicate on	site plan and/or	vendor list)					
Tents or Canopies	Yes	□No ft and canon		er of Tents:	m the Fire	Department	:		
Tents over 400 sq ft and canopies over 900 sq ft require permits from the Fire Department. Company Contact name and phone									
Company			Contact nam	ic and phone					
Fireworks	Yes	□ No	· 1 1		E44 . 61	77 1 7	14		
Fireworks require writter				ction company to the l with this application. I			ernational A	irport.	
Open Flames or Cooking	re			of Tempe Fire Depar Cfire extinguisher wit		service tags	required with	hin 25'	
Cooking equipment using oils and			nal K extinguish	her.	n current .	service iugs i	equirea wiii	un 25 .	
Company			Contact nam	e and phone					
Temporary Fencing	Yes	□ No P	rovide accurate	dimensions of fenced	area on si	ite plan.			
Company			Contact nam			1			
Port-O-Johns	Yes	□No							
Company			Contact nam	e 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.									
			Contact nam	tact name and phone					
Carnival/Amusement Rides	Yes	□No A		it from the Fire Dept	may be red	quired.			
Company			Contact nam	e and phone					
Signs / Banners	Yes	□No			· · · · · · · · · · · · · · · · · · ·				
Company			Contact nam	e and phone					
Inflatables	Yes	□No	I						
Company			Contact nam	e 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								
City Streets Yes No .	Ci	ty Sidewalks		☐ Yes ☐ No				
·								
City Bus Stops Yes No		iblic Parking Lots	l	Yes No				
Public Bicycle Parking Yes No		ultiuse Paths		Yes No				
City Alleys Yes No	Ci	ty Right-of-Ways		Yes No				
Section 5 – Use of City Utilities								
Will any City electric hookups be used? Yes No	Electric Location including amperage							
Will any City water hookups be used?	Water Location(s)							
Will waste water/gray water be generated? Yes No Is so, how will it be disposed?								
Section 6 – Alcohol								
Will there be alcohol at the event? Yes No								
Will alcohol be given away? Yes No								
Will the alcohol be sold?								
Will the alcohol be donated?								
Is alcohol included in the admission price of the event? Yes No								
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?								
Special Event Liquor License								
Has the applicant/organization ever had a liquor license or event permit denied, revoked or suspended? Yes 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				
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.								
How will attendees be identified as minors or age 21 and over?								
Have the alcohol servers received training in sale/service of alcoholic Is a bartending service being used?								
beverages? Yes No								
If yes, when and where? Name of Company								
Section 7 – Event Security Are your requesting off duty Tempo Police officers? Vec. No. Number of personnel requested:								
Are you requesting off-duty Tempe Police officers? Yes No Number of personnel requested:								
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.								
Are you requesting private security? Yes No Number of personnel requested:								
The City of Tempe allows only security companies that are licensed and bonded in the State of Arizona.								
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	er 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						
What is your trash removal and clean-up plan?						
Volunteers Outside refuse company	Company Name:	Contact Name/Phone:				
If additional city refuse containers are needed, please of	call 480-350-8131. All costs for con of the applicant/promoter.	I ntainers, dumping and removing are the responsibility				
The park must be returned to its original		red or daily rental fees will be accessed.				
Section 10 – ADA Accessibility Requirer	nents					
Parking Existing Lots: When lots are used for activities of not possible, the same number of spots must be p						
Temporary lots: Accessible spaces must be creat with standards, marked with the accessibility sym						
Accessible Routes Accessible routes must connect event site features	s, 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.						
Section 11– Insurance Requirements						
The City of Tempe has established insurance require with the city for the purpose of special events and ac Tempe a certificate of insurance that complies with t	tivities. Before commencing use	or services under an agreement with the City of				
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.						
notice of cancellation for non-payment of p 3. Workers Compensation Policies shall conta 4. General Liability Including: Bodily Injury Comprehensive Form Premises Operation In addition, specific date(s) and locations(s) of	e exception of workers compensations and days prior to cancellation or a premium. In a Waiver of Subrogation clause. Contractual Product/Completed Operations Personal injury f the event, to include set up and	ion. Iteration of any insurance coverage. A 10-day e in favor of the City of Tempe. Independent Contractors Hazard Broad Form Property Damage I take down, must be stated clearly on the				
certificate. Certificates shall be received no le	ess tnan tnirty (30) working day	s prior to the event.				

Section 11– Insurance Requirements (con't)

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 on-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. In addition, Event Personnel shall comply with all other laws, common laws, statutes, ordinances 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, and that the insurance and/or self-insurance of applicants and/or 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 acknowledges that applicant has read and understood this Section, agrees to fully comply with and abide by its terms, and has initialed in the space below to verify such acknowledgement and understanding.

Initials 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 and 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 and 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 park 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

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Application Permit Fee	\$35				
Late Fee (if submitted within 60 days of event)	\$50				
Special Event Fee	\$100 permit fee/consecutiv				
Deposit	and is non-refundable 90 days b				
Special Event Liquor	\$25 application fee plus \$2.	5 per day			
Extension of Liquor Premises Permit	\$35				
Park Rental and Associated Fees. Per Day	Non-Commercial	Commercial			
Set-up/Take-down	\$ 500	\$ 750			
Fees will be accessed if any equipment is in the park.					
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 (minimum)	\$ 250			
Kiwanis Walk Fee (not including park rental)	\$ 250	\$ 250			
Corporate Picnic Area at Tempe Beach Park (If used separate from Tempe Beach Park)	\$ 500	\$ 750			
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				
		s) the fee above would be paid for the			
		1 \$100 for each event thereafter.			
Road Closure Fees	\$1,000	\$2,000			
Facility Charge(applies to gated events only)	\$0.50/ticket sold	\$1/ ticket sold (\$5,000 minimum)			
City Services					
Police	\$67 per hour, per officer as determined, 3 hour minimum, vehicles/dispatch additional				
Fire/EMS	\$64 per hour, per staff (minimum of 2 & 4 hour minimum), plogistics fee				
Traffic Operations	\$47.00 per hour, per staff p	erson			
Barricades	Amount charged by contract				
Trash Container drop-off/pick-up		erson, container prices vary			
Custodial					
Park Maintenance	Determined on an individual event basis				
Tent/Canopy Permit	\$250/tent or canopy (tents a canopies above 900 sq. ft.)	above 400 sq. ft. &			
Inspection Fees		dept. permit may be required)			
Fireworks Permit.	\$250 per location	Tark and the second			
Vehicle Pass.	\$20 per vehicle				
V CHICLE I approximately the contract of the c	\$20 per venicie				