

CITY OF ELOY

SPECIAL EVENT APPLICATION

628 N. Main Street, Eloy, AZ 85131
520-466-9201 Fax: 520-466-3161



PLEASE NOTE: THIS DOCUMENT MUST BE FULLY COMPLETED OR IT WILL BE RETURNED. APPROVAL OF THE APPLICATION SHALL BE WITHIN THE DISCRETION OF THE CITY OF ELOY, BASED UPON SUCH CONSIDERATIONS DEEMED APPROPRIATE, INCLUDING BUT NOT LIMITED TO HEALTH AND SAFETY CONSIDERATIONS OF THE ATTENDEES, THE SURROUNDING COMMUNITY, AND ZONING.

1. Name of Business/Organization/Individual Sponsoring Event:

2. Non-Profit I.R.S. Tax Exempt Number/Tax I.D. Number/Social Security Number: _____

3. Sponsor's Phone Number: _____

4. Sponsor's Address: _____
Street City State Zip

5. Driver's License Number/State (if sponsor is individual): _____

6. Name of the Event: _____

7. Provide detailed description of event:

8. Location of the event: _____
Physical Address (do not use a P.O. Box address)

9. Owner of the property: _____

(Attach written permission of the property owner if the location includes any private property. Include phone number, address and any other Contact information).

IF YOU ARE PLANNING TO REQUEST THE USE OF A CITY FACILITY (PARKS, POOL, RECREATION FACILITIES) AND USE OF ELECTRICITY, OR RENTAL OF CITY EQUIPMENT FOR THIS EVENT, PLEASE FILL OUT THE CITY FACILITY USE SECTION OF THIS APPLICATION (PAGE 5).

10. Person making application: _____
First Middle Last

11. Applicant's Mailing Address: _____
Street City State Zip

12. Phone Numbers: _____
Applicant's Home Applicant's Business Applicant's Fax Number

13. Date(s) and Hours of Event:

	<u>Date</u>	<u>Day of Week</u>	<u>FROM (a.m./p.m.)</u>	<u>TO (a.m./p.m.)</u>
Day 1:	_____	_____	_____	_____
Day 2:	_____	_____	_____	_____
Day 3:	_____	_____	_____	_____
Day 4:	_____	_____	_____	_____

14. Is the organization using the services of a promoter or other person to manage the event? If yes, attach a copy of the agreement.
 Yes No

15. Specify the anticipated number of attendees at the event: Persons _____ Vehicles _____

16. Specify the anticipated gross revenues from the event:

17. Will alcoholic beverages be sold and/or allowed at the event? Yes No

a. If "No" to 17., what measures will be implemented to ensure that alcoholic beverages will not be brought into the event? _____

b. If "Yes," will you have the appropriate liquor license required on or before the date(s) of the event? Yes No
(Failure to provide proof that this or any required permit has been obtained shall result in automatic revocation of a Special Events Permit).

18. What security and control measures will you have in place before, during and after the event? (List type and number of security/police personnel, parking/traffic control measures, and type of fencing and control barriers, if applicable).

No. of security/police personnel: _____

Parking/Traffic control measures: _____

Fencing/Control barriers for alcohol sales: _____

Other: _____

19. Approximate number of equipment, commercial vendors and temporary facilities such as stands, stages, seating or game booths, if any, which will be involved in the event; the type of animals, and description of the vehicles, equipment and facilities, if any.

Number of temporary food booths. _____ Are booths privately owned or rented from the City? _____

Number of bleachers. _____ Are bleachers privately owned or rented from the City? _____

Other equipment:

20. State the scope of use of any open flame devices, flammable or combustible liquids or gases. If any fireworks or pyrotechnics special effects materials are planned to be used, state the name(s) of the individual/company directly responsible for their use or operation, listing qualifications and training for such operation or use.

21. A description of the proposed signs to advertise the event, including size, shape color and location.

22. What provisions have been made for first aid or medical services?

23. What provisions have been made for sanitary facilities?

24. What arrangements have you made for clean-up during and after the event? Will you require the rental of additional trash dumpsters from the City? If so, list quantity and size requested.

25. Will this event require the closure of streets? If so, please list the intersections and the closure times. (Example: Main Street, from 6th Street – 7th Street, 6:00 a.m. – 5:00 p.m.)

By signature of this special events permit application, the listed applicant agrees to abide by all requirements set forth by Ordinance # 02-521, related to special events and shall be held responsible for all aspects of the listed special usage, including any and all special conditions place on the approval of this special events application by the City. ****The Event Sponsor agrees to indemnify, defend, and hold harmless the City and its officials, officers and employees from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorneys' fees and costs) arising out of the use of City property in connection with event, including (without limitation) claims involving bodily injury of any person (including death) or property damage.****

Signature

Date

ATTENTION!!

THIS SPECIAL EVENT PERMIT APPLICATION DOES NOT COVER LICENSING FOR MERCHANDISE/FOOD VENDORS AND PROVIDING FREE FOOD TO THE PUBLIC. VENDORS ASSOCIATED WITH YOUR EVENT, OR INDIVIDUALS PROVIDING FREE FOOD ARE REQUIRED TO OBTAIN INDIVIDUAL LICENSING AS FOLLOWS:

- **FOOD VENDORS/FREE FOOD TO THE PUBLIC:**

THE PINAL COUNTY HEALTH DEPARTMENT INSPECTS AND APPROVES ALL FOOD VENDING/GIFTING TO THE PUBLIC. THE EVENT SPONSOR IS REQUIRED TO CONTACT THE HEALTH DEPARTMENT AT 520.836.5931 or 520.866.6864 TO COORDINATE LICENSING OF ALL FOOD VENDOR/PROVIDERS AT LEAST 3 WEEKS PRIOR TO THE EVENT. IN ADDITION, EACH INDIVIDUAL FOOD VENDOR IS REQUIRED TO OBTAIN A VENDOR PERMIT THROUGH THE CITY OF ELOY'S FINANCE DEPARTMENT AT 624 N. MAIN STREET, ELOY, ARIZONA 85131, 520.464.3401.

- **MERCHANDISE VENDORS:**

MERCHANDISE VENDORS ARE REQUIRED TO OBTAIN A VENDING PERMIT THROUGH THE CITY OF ELOY'S FINANCE DEPARTMENT AT 624 N. MAIN STREET, ELOY, ARIZONA 85131, 520.464.3401.

THE EVENT SPONSOR WILL BE REQUIRED TO SHOW PROOF OF REQUIRED LICENSING, PRIOR TO APPROVAL OF THE SPECIAL EVENT PERMIT.

CITY OF ELOY

SPECIAL EVENT APPLICATION

USE OF PUBLIC FACILITIES/EQUIPMENT

Park/Equipment/Facility Use Fees	Requested		Fees:
Park Facility: Deposit = \$100.00 (Refundable deposit. May be covered by the Special Events Deposit) Electricity Hourly Rate: \$10.00/hr	Park Facility: Date: Hours: Electricity Use: _____ Hours		\$
Vendor Spaces: (Special Events Only) Non-Profit Organization = \$10.00 per booth For-Profit Organization = \$20.00 per booth	For-Profit _____ Non-Profit _____ Event: Date: # of Booths: _____		\$
Equipment: Deposit = \$50.00 (Refundable) Tables = \$2.00/table Chairs - \$.50/chair	<u>Tables</u> Number: Date:	<u>Chairs</u> Number: Date:	\$
TOTAL:			\$

All statutes and ordinances of the Federal, State, County and City governments shall be complied with in the use of the parks and recreation facilities. Participants shall adhere to all rules, regulations, policies and procedures with regard to the use of the parks, and other recreational facilities.

Prior to the event the City of Eloy Parks and Recreation Department will ensure that the park facility is cleaned and prepared for the event. All decorating and clean-up is the responsibility of the permit holder. Park facilities left in unacceptable condition will be cleaned by the Department staff. Cleaning deposits will be returned at the prorated cost of staff cleaning.

The consumption of alcoholic beverages is prohibited in public areas. Smoking is not permitted in public facilities.

All participants of parks, facilities, and/or equipment usages do so at their own risk. The City of Eloy shall be held harmless of all liability pertaining to injury or accident and/or arising from the participation in permit usage. The City of Eloy retains priority of all parks, facilities and equipment for use of City functions and or/activities. Failure to adhere to permit regulations may result in revocation, City Ordinance 79-164A.

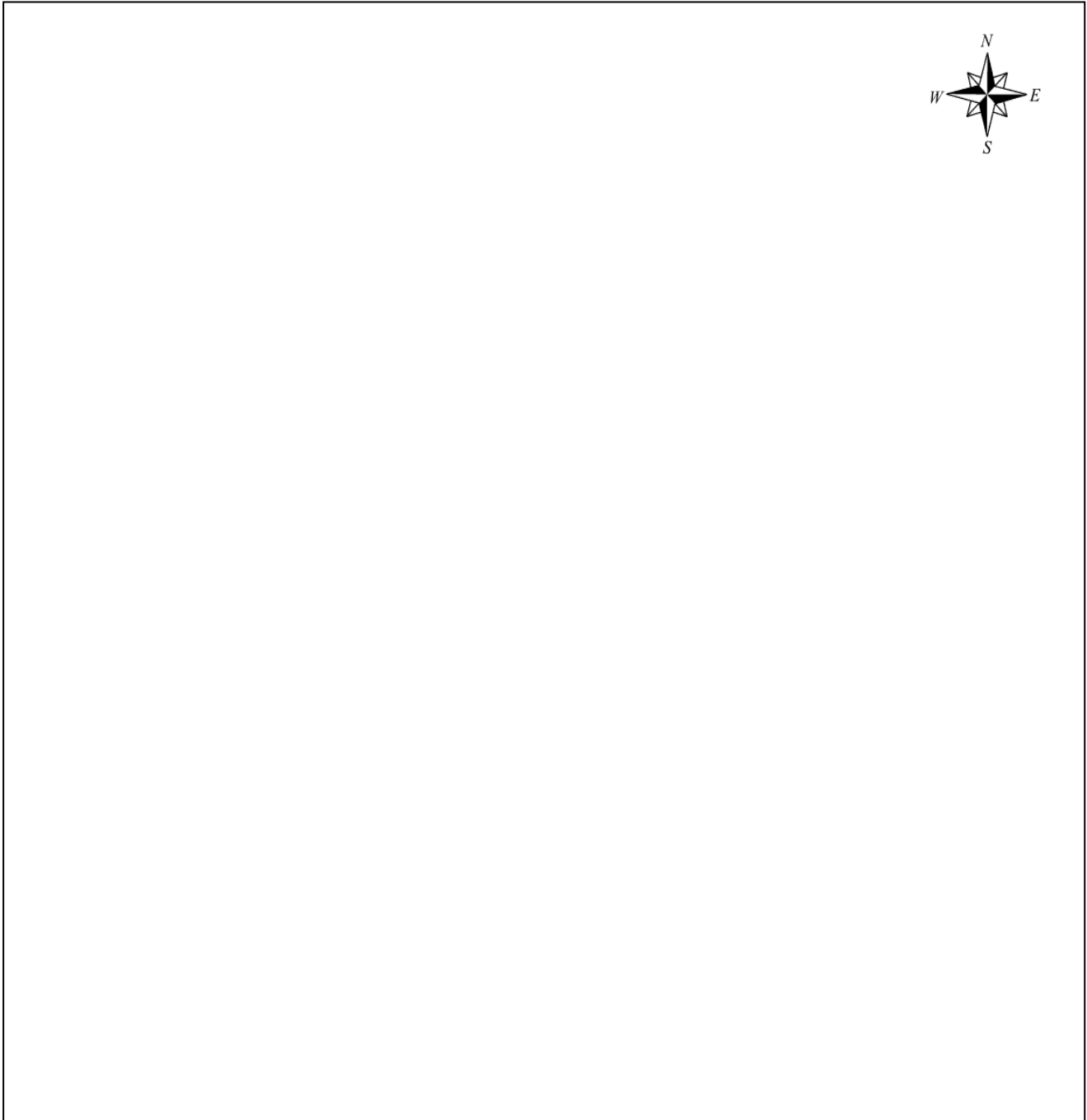
By signature of this special events permit application, the listed permit holder agrees to abide by all use policies and shall be held responsible for all aspects of the listed special usage. The special events permit must be approved by the Parks & Recreation Director upon application of permit.

Applicant's Signature

Date

SPECIAL EVENT APPLICATION DIAGRAM OF PREMISES

Special Event Diagram: Use this page to prepare a drawing of the set-up for your special event. The site plan must show property dimensions, adjacent streets, driveways, serving areas, vendor booths, on-site structures/trailers-temporary or permanent, fencing, barricades, closure of streets, location of port-a-johns, location of dumpsters/trash receptacles, security positions, entertainment stages, bleachers/seating, parking facilities, and other control measures. Show nearest cross streets, highway, or road if location doesn't have an address.



Approval of this application by the City of Eloy is conditioned upon applicant obtaining any and all other required permits and licenses, including but not limited to liquor, health, fire, business, right-of-way, temporary use and building. If such required permit(s) are not obtained, approval of this application by the City is deemed withdrawn.