



# Special Event Application

Please complete all information. Do not leave any spaces blank. Write N/A in spaces that do not pertain to your event. Incomplete applications will not be processed. Applications for a one-time event involving no more than 50 people with no sale of goods or services and conducted completely on private property may skip page 2, but require a site plan. Full review typically requires **30 days**. Applications submitted less than 30 days prior to an event may not be accepted.

## 1. Event Information

Name of Event: \_\_\_\_\_

Describe Event: \_\_\_\_\_

Date(s) of Set-up: \_\_\_\_\_ Hour(s) of Set-up: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Hour(s) of Event: \_\_\_\_\_

Location of Event/Street Address: \_\_\_\_\_

Please complete **“FACILITY USE APPLICATION & PERMIT FORM”** if the event is proposed in a City facility, **see pages 6-7**

Name of property owner where event is to be held (if private property, a letter authorizing use by the owner must be attached):

Will there be:

Live entertainment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Description:	
Any items or services sold?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Vendor Information:	
Food Truck(s)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Quantity:	Description:
a Stage?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Quantity:	Dimensions:
Tents or Canopies?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Quantity:	Dimensions:
Open flames or cooking?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Explain:	
Fireworks?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Temporary Fencing?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Dimensions:	
Electric Generators?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Quantity:	kW Size:
Carnival/Amusements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Quantity:	
Spotlights?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Quantity:	
Traffic Control Plan?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Fire Watch (Emergency Medical)	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Private Security	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Contact Information:	
Description of any other activities at the event:				
Do you plan to have alcohol at the event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Will you need electrical connections?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		

## 2. Applicant Information

Contact Person and Organization Sponsoring the Event: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_



## Special Event Application (cont.)

### **3. Parades, Motorcades, Running/Walking/Cycling/Skating Events**

Assembly Area: \_\_\_\_\_ Assembly Time: \_\_\_\_\_

Disassembly Area: \_\_\_\_\_ Disassembly Time: \_\_\_\_\_

Number of Units: \_\_\_\_\_

Description of Units (vehicles, marching bands, pedestrians, animals, inflatables, floats, sound amplification, special effects)

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**Closure of Public Access** – A **separate** plan indicating vehicle/pedestrian traffic control, detour routes, directional signs, and street closures must be submitted for the proposed closure of any streets, sidewalks, alleys, rights-of-way, parking lots or any other public access area. Please note: Street closures are primarily intended for parades, races, and events which must take place within the street. Signatures of affected residents may be required in residential areas, see page 5.

**Parade or Race Routes** – A **separate** plan indicating the proposed parade or race route, including assembly and disassembly areas, must be submitted with this application.

**Business License** - Any person, partnership, syndicate, firm, association, or corporation, before engaging in any of the businesses, callings, or professions, hereinafter collectively called “business” or “businesses”, within the corporate limits of the city or who conducts a business outside the corporate limits of the city and who solicits, canvasses, advertises, or delivers products or performs services within the city limits shall procure from the Finance Department a license for the carrying on of the business, upon payment of the license tax, as provided by the fee schedule adopted in the City Code.

If any of your activities meets the criteria identified above please contact the Finance Department or visit their website at <http://www.elmirageaz.gov/343/Business-Licensing-Tax-Information> to obtain the proper business license(s) for your business(es).

### **4. Insurance**

For events occurring on City-owned property or other major commercial events on private property, the applicant must provide a certificate of insurance for commercial general liability, auto liability, and liquor liability (if applicable) naming the City of El Mirage as additional insured. The certificate must indicate the dates, times, and location of event. The person or organization listed on the certificate must be the applicant. Please have your insurance provider address the certificate to the attention of Parks and Recreation, at least 15 days prior to the event date. The minimum limits are as follows:

- \$ 1,000,000 per occurrence
- \$ 2,000,000 aggregate
- \$ 1,000,000 automobile liability (or non-owned automobile liability)
- \$ 1,000,000 Liquor liability insurance

Additional limits may be required after review. Providing the above-listed insurance does not in any way reduce or eliminate any responsibility assumed under the indemnity agreement statement.

### **5. Site Plan**

A bird’s eye view of the area indicating the location(s) of equipment and activities must be submitted with this application. Please draw the plan or attach plans on 8-1/2” x11” or larger paper. The site plan should include all items that apply:

- |  |   |                                       |
|--|---|---------------------------------------|
| - Dimensions of the site (in feet)     | - Carnival or amusement rides           | - Existing or temporary water service |
| - Controlled access or admission areas | - Parking spaces for participants       | - Trash &/or recycling receptacles    |
| - Merchandise/Food/Service vendors     | - Activity & amusement areas            | - Existing and/or temporary fencing   |
| - Open flames/Cooking/Eating areas     | - Transportation transfer areas         | - Emergency access and fire lanes     |
| - Tents/canopies or other structures   | - Electrical service or generators      | - Liquor distribution & control areas |
| - Permanent and/or portable restrooms  | - Electrical cord layout and protection | - In and out access to the property   |





## Special Event Fees

___ Special Event Permit Processing Fee	\$ 25.00	<i>Minor (No Street/Parking Lot Closure)</i>
	\$ 50.00	<i>Major (Street/Parking Lot Closure)</i>
___ Special Event Business License	\$ 65.00	<i>/event</i>
___ Temporary Membrane Structure & Canopies (Tent Permit)	\$ 340.00	<i>&lt;800 sq. ft. and \$150.00 each add'l</i>
	\$ 600.00	<i>&gt;800 sq. ft. and \$150.00 each add'l</i>
___ Carnivals & Fairs	\$ 320.00	<i>/submittal</i>
___ Exhibits & Trade Shows	\$ 250.00	<i>1-5k sq. ft</i>
	\$ 325.00	<i>&gt;5k sq. ft.</i>
___ Amusement Building	\$ 250.00	<i>Permanent Structure</i>
	\$ 380.00	<i>Temporary Structure</i>
___ Fire Inspection (After Hours)	\$ 100.00	<i>(Min. 2 hours) / request</i>
___ Pyrotechnics/Fire Works Performance	\$ 600.00	<i>First display and \$300.00 each add'l display</i>
___ Fireworks Temporary Retail Sales	\$ 195.00	<i>/submittal</i>
___ Fire Watch	\$ 150.00	<i>+ cost of staff/occurrence</i>
___ Facility/Field Fees	\$ _____	
<b>TOTAL</b>	\$ _____	





**FACILITY USE APPLICATION & PERMIT FORM**

*All requests for use of facilities must first be approved by the City at least 48 hours in advance*

**A COPY OF YOUR CERTIFICATE OF INSURANCE MUST ACCOMPANY THIS APPLICATION**

**City of El Mirage - Customer Service - 14406 N Alto St., El Mirage, AZ 85335**

One-time use Date: \_\_\_\_\_ Day: \_\_\_\_\_

**Date(s)**

**Requested** Multiple dates use (List each date): \_\_\_\_\_

**Time**

**Requested**

Day: Su M Tu W Th F Sa  
 Start time: \_\_\_\_\_ a.m. p.m. End time: \_\_\_\_\_ a.m. p.m.

**Facility Requested**

(Location: i.e., Gateway Park)

Ramada 1 Ramada 2 Ramada 3  
 Ramada 4 Ramada 5 Ramada 6

**Area Requested**

(ie, Field #1)

**Equipment Requested**

Scoreboard Base Tables # \_\_\_\_\_ Chairs # \_\_\_\_\_

Other: \_\_\_\_\_

**Set-up Requested**

Classroom Theater Hollow Square U-Shape Conference

Other: \_\_\_\_\_

**Special Instructions**

**Does activity service El Mirage**

**Residents**

Yes No # of Residents Served: \_\_\_\_\_ Participant Fee: \$ \_\_\_\_\_ Discount to Residents \_\_\_\_\_

**Request for Waiver of Fees (Attach)**

*Any governmental or non-profit agency may request a waiver of fees for facility use. If requesting a waiver of fees, please include a narrative explaining why the City of El Mirage should grant your request and how both the City and its residents will directly benefit from the planned event. Upon review by the City Manager, a city representative will contact the applicant regarding the approval or denial.*

**Name of Organization**

**Designation**

Non-profit Profit Commercial Government

**Nature of Activity**

**Applicant Responsible**

(Please Print)

**Telephone**

Work Cell Home

**Mailing Address**

City Zip

*Thank you for choosing the City of El Mirage for your rental needs. Your patronage is valued and your rental is important. Should you have any comments, questions or concerns please phone (623) 935-6405, Monday through Friday, between 7:00am and 3:00pm. In the event that you incur a problem after 3pm on weekends and holidays, please phone (623) 933-1341 and the Police Dispatcher will contact the appropriate personnel to assist you.*

*Indemnification: The applicant and organization identified above hereby agree to indemnify, defend and hold harmless the City of El Mirage, and its employees, officers, elected officials, agents and anyone acting on or for its behalf (hereinafter collectively "City") from any and all liability, loss, claims, demands, litigation, causes of action, court costs, attorneys' fees and other expenses arising from or related to any loss, damage or injury (including death) to person or property in any way resulting from, arising out of or alleged to result from or arise out of the use of the City of El Mirage facility(ies) by me, the above identified organization or any persons invited or permitted by me or the organization to use the facility(ies), whether or not such loss, damage or injury is attributable, or alleged to be attributable, to the negligence of others, including the City.*

*Assumption of Risk and Release: I and the organization know the risks and dangers, from both known risks and unanticipated risky, of using the facility(ies) described above in the manner specified, and do so voluntarily and in reliance upon our own judgment and ability, not upon the property, equipment, facilities and existing conditions furnished by others, including the City. As consideration for being permitted to use the facility, I and organization, on behalf of ourselves and those whom we invite or permit to use the facility(ies), assume all risk of liability, and agree to release and waive the City of El Mirage of liability, for any loss, damage or injury (including death) to person or property from any cause whatsoever, whether or not attributable to the negligence of others including the City of El Mirage, arising out of the use of the facility in the manner set forth above and during the dates and times specified. This Assumption of Risk and Release shall also apply to any minor under 18 years of age whom we may bring or allow participating in any event or activity in, on or at the facility.*

Signature of Applicant

Date

## City of El Mirage Facility/Field Reservation Summary

### Sports Field Rentals

	Resident	Non-resident
Individual Field Rental	\$30 per hour	\$60 per hour
Reservation & Clean Up Deposit	\$150 (Refundable upon inspection following rental - groups of 100+)	
Staff Supervision	\$25 per hour (Determined based on type of usage)	

### Park Ramada Rentals

Park ramadas are available for reservations. Reserving a park ramada ensures the right to use a specific ramada at a scheduled date and time. Some park ramadas offer electrical outlets, designated barbeques and are lighted. Park hours are 6 a.m. to 10:00 p.m.

Ramada reservations are taken at City of El Mirage - Customer Service Office at 14406 N Alto St., Monday through Friday 8:00 a.m. to 5:30 p.m. A [Facility Use Permit](#) must be completed and submitted, along with payment by Visa, MasterCard, Cash or Check (made payable to the City of El Mirage).

	Resident	Non-resident
Single Ramada	\$15 per hour	\$30 per hour
Double Ramada	\$30 per hour	\$60 per hour
Center Pavilion (Gateway Park)	\$50 per hour	\$100 per hour
Reservation & Clean Up Deposit	\$150 (Refundable upon inspection following rental – groups of 100+)	

**FIRST-COME, FIRST-SERVE** – If a user group wishes, they may use ramadas on a first-come, first-served basis at no cost. However, if another group has a paid reservation for the ramada being used, the non-paying group must promptly vacate for the paid reservation group.

Reservations must be requested a minimum of 48 hours prior to the desired date and time. Reservations for the upcoming weekend (Friday evening, Saturday and Sunday) must be made by 2:30 p.m. Thursday of that week. All reservations for ramadas must be approved by the office of Customer Service. **For park ramada information please call the City of El Mirage Customer Service Office at 623-933-1228.**

### City Facility Room Rentals

	Resident	Non-resident
Senior Center Entire Facility	\$50 per hour	\$100 per hour
Senior Center Main Hall (Occupancy 70)	\$35 per hour	\$85 per hour
Senior Center Meeting Room (Occupancy 30)	\$25 per hour	\$75 per hour
Fire Department Training Room (Occupancy 24)	\$50 per hour	\$100 per hour
Police Department Cinnabar Conference Room (Occ. 40)	\$50 per hour	\$100 per hour
Reservation & Clean Up Deposit	\$200 (Refundable upon inspection following rental)	

### Insurance Requirements

Large groups of 100 or more will be required to provide a copy of a certificate of liability insurance. Liability insurance must name the City of El Mirage as additional insured and carry a \$1 million minimum per occurrence. The city does offer access to liability insurance through the Tenant User Liability Insurance Program (TULIP). Information on TULIP can be accessed from the City website [www.elmirageaz.gov](http://www.elmirageaz.gov).