



City of Avondale

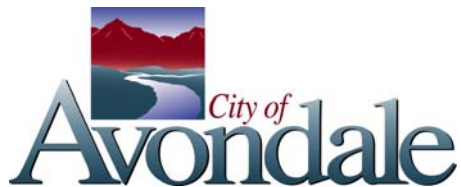
SPECIAL EVENT APPLICATION For City of Avondale Parks

NAME OF EVENT _____

EVENT DATE (S) _____

EVENT LOCATION _____

Date Received: _____



Community/Recreation Services
11465 W. Civic Center Drive Suite 100
Avondale, Arizona 85323
Phone: 623-478-3050 Fax: 623-478-3805

Special Events Application For City of Avondale Parks

This application **MUST** be submitted a minimum of 60 days prior to the event.

This application encompasses the use of Avondale Friendship Park and Coldwater Park. Parties will need to fill out this request in order to be considered for use of these parks for a “special event” that is not sports related or that entails using multiple elements and/or amenities of the park that is not specific to its design. Tournaments and sports related events will need to fill out a field allocation request, available at the Community/Recreation Services Office.

Any event requiring street closure, fire or police presence, or alcohol must complete the City of Avondale Special Event Application/Permit with the City Clerk’s office. (Contact the City Clerk’s Office at 623-478-3030)

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, engineering, site supervisors, and all necessary permit fees.

A comprehensive site plan including entrances to the event, location of fences (including type and height), stage, sound amplification systems, tents, cooking areas, portable restrooms or permanent restroom facilities, generators, carnival or amusement rides, fireworks, parking areas, location of emergency medical services, and all other special features that may apply, must accompany this application. The plan must also include traffic flow and controls.

The City of Avondale reserves the right to control the **Level of Sound** on any entertainment production. Sound levels shall be adjusted to conform to all applicable laws and ordinances.

Due to the physical location of some facilities, the complications of outdoor performance and wind changes, there can be significant challenges regarding sound levels with neighboring areas

TENTS AND CANOPOES

Tents over 200 sq.ft. and canopies over 700 sq. ft. require permits from the Avondale Fire Department. All tents and canopies will be inspected for fire safety by the Fire

Department prior to the event. Contact the Fire Marshal at 623-478-3163. Fees for permits are as follows: \$200 single tent or canopy. Each additional tent or canopy \$100.

INFLATABLES are allowed in City of Avondale parks with the proper approval. Insurance from the inflatable company will need to be provided, naming the City of Avondale as additionally insured prior to the event.

INSURANCE

All special events that are held on city property or that are co-sponsored by the City of Avondale are required to name the "City of Avondale as an Additional Insured" on the Certificate of Insurance. Complete certificates must be received a minimum of five (5) working days prior to the event. Separate certificates of insurance for \$2 million are required from all carnival and amusement companies and \$5 million from firework companies. For more information, please contact the Risk Management Division at (623) 478-3021. Event permits will not be issued until all insurance requirements are satisfactorily met.

PROCESS

This application will be reviewed by the Community/Recreation staff. Upon approval, a field permit will be issued. Fee's for amenity use (in accordance to standard park fees) **and** a deposit fee of \$100 will need to complete the reservation and secure permitted use. All park rules and policies need to be adhered to during the event and the user group needs to clean up after the event; failure to do so will jeopardize use of future amenities for events in the City of Avondale and will result in forfeit of deposit fees.

APPEAL PROCESS

Any organization or user group may appeal decisions made by the Community/Recreation staff concerning special event permits to the Parks and Recreation Advisory Board. This must be done in writing no more than two weeks after being contacted by staff and informed of what the decision for the upcoming season will be. The appeal will be submitted to the Community/Recreation Office and heard by the Advisory Board at the next available scheduled meeting. No permit will be issued until the Advisory Board has ruled on the appeal.

Special Event Application for City of Avondale Parks

Today's Date:

Organizations Name: _____
Main Contact: _____
Address: _____
City: _____ **State:** _____ **ZIP** _____
Home Phone: (____) _____ **Work Phone:** (____) _____
Cell Phone: (____) _____ **Fax # :** (____) _____
E-mail: _____

Organizational Information

Name of Event: _____
 Purpose of Event: _____
 Expected number of participants: _____
 % of Avondale Residents: _____
 Is your organization a non profit group? Yes No
 Is this event open to the public? Yes No
 Will there be any novelty items sold? Yes No If Yes, please describe: _____
 Will there be any contracted concessionaires/caterers? Yes No

Name of concessionaire/caterer	Address	Phone	Items being sold
--------------------------------	---------	-------	------------------

 How many vendors are anticipated? _____
(All vendors must have a City of Avondale tax/license. See attached forms & regulations).

FIELDS REQUESTED

Park Requested:

Please list Amenities Requested	Day(s)	Time (s)	To be used for.....

The following list of items need to be submitted with the application if applicable.

- Certificate of Insurance for \$2 million dollars naming the City of Avondale as additionally insured.
- 501c3 status (not-for-profit) paper work.
- Event site map.
- Proposed flyer – if advertised media and flyers need to be pre-approved by the City of Avondale.

- List of additional vendors that will be attending the event (all vendors will need to obtain a **City of Avondale tax/license**.)

Special Event Application for City of Avondale Parks

Organizations Name: _____

Main Contact: _____

CERTIFICATION

I hereby certify that I am the applicant filing this application as listed in Section 1 and the statements made in this application are true and complete to the best of my knowledge, and that I am authorized to execute the application. Intentional omissions or falsification of information is sufficient grounds for denial of the application and subsequent revocation of the permit. I agree to indemnify the City and its respective officers, agents and employees from any and all losses, claims liabilities, damages, costs, and expenses, including reasonable attorney's fees and court costs, resulting from the conduct of the applicant, sponsor or promoter, their employees, suppliers, vendors or agents, or any of their guests, invitees or licensees with regard to the event applied for. I agree to indemnify the City and its respective officers, agents and employees 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, an issued warning or other emergency situation. 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 that park facilities are unusable as a result of inclement weather.

Printed Name

Signature

Date