

Maricopa County Parks and Recreation

Application for Special Use Permit

- Complete the application form completely. Incomplete forms will not be processed.
- A non-refundable application fee is required per event at the time of submission.
- Applications will be reviewed on a first-come, first-served basis and should be submitted 60 days prior to the requested date.
- Maricopa County Parks and Recreation Department reserves the right to refuse any application for health or safety reasons or to protect the park from significant damage.
- A decision to reject or terminate a Special Use Permit may be appealed. All requests for appeals must be submitted in writing within ten (10) calendar days.
- All people entering a park under a Special Use Permit are subject to all entrance and/or use fees and all rules and regulations concerning park resources and facility use.
- All fees will be determined prior to permit issuance. Additional fees may be charged by the Maricopa County Sheriff's Office or Department of Transportation for traffic plans or other services.

Applicant Information

Applicant Name:	
Business Name:	
Non-Profit? ☐ Yes ☐ No	If so, indicate Tax ID Number (501-C3):
Address:	
City, State, Zip:	
Phone 1:	
Phone 2:	
E-mail Address:	

Event Information

Date(s) of Use/Event:
Name of Event:
Park Name, Facility and/or Area of Park Requested: -----
Type of Event or Purpose of Activities:
Timeline of Event (including set-up and take down):
Estimated # of Participants:
Estimated # of Spectators:
Number of Staff in Set-up Crew:
Number of Vehicles:
Delivery of Equipment/Tents/Other Required? ☐ Yes ☐ No
If yes, Delivery Company's Name and Equipment to be Delivered:

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Event Marketing/Promotions

- All advertisement for the event completed by the applicant must be pre-approved by the Department PIO

Indicate what type of advertising/promotion will be done by the applicant prior to the event:

☐ Flyers☐ Magazine☐ Radio☐ Media☐ News releases☐ Other

What is the dollar value of the marketing packet?

Will proceeds from the event be donated to a charity? ☐ YES ☐ NO

If yes, please list organization:

If yes, submit documentation from the charity/organization to the Park Supervisor prior to the permit being processed.

Special Arrangements:

Please mark the following items that apply to the event or service and explain below:

☐ Admission/Tour/Class Certification Fee

☐ Booth/Vendors (Selling Products)

☐ Drawings or Raffles

☐ Tickets or items or services sold

☐ Food Prepared on Site

☐ Tents/ Canopies

☐ Amusement Rides/Inflatable

☐ Generators

☐ Stage and/or risers

☐ Open Flames or Cooking (During a fire ban, charcoal and wood fires will not be permitted.)

☐ Music or any sound-producing equipment/amplifier used?

☐ Extra Trash Cans

☐ Barricades

☐ Portable Sanitation Units

☐ Portable Boat Dock

☐ Reserve Buoys

☐ Portable Picnic Tables

☐ Signs/Banners

☐ Open to the Public

☐ Ramada Reservation

☐ Group Camping Reservation

☐ Youth Group Reservation

☐ Day Use Reservation

☐ Trail Usage

☐ Competitive Track

☐ Public Road Usage

☐ Area Closure

(Permittee must comply with established Park Quiet Hours 10:00 p.m. – 6:00 a.m.)

For any items marked above, please explain:

Additional:

Will live entertainment be provided? ☐ Yes ☐ No

If so, Group/Program Name:

Location of Performance at Event:

Performance Time:

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Will alcohol be served, sold, or provided in any way? ☐ Yes ☐ No

If yes, a liquor license and permits must be secured from the Maricopa County Clerk of the Board of Supervisors - www.maricopa.gov/694/Licenses-Permits. Remember to submit a copy of the permit or permit application with the SUP application.

Will food be catered to the event? ☐ Yes ☐ No

If yes, A food permit must be secured from the Maricopa County Environmental Services Department - www.maricopa.gov/5114/Food-Restaurants. Remember to submit a copy of the permit with the SUP application.

Will the special event occur or have the participants on the parks roadway system? ☐ Yes ☐ No

If yes, a traffic plan permit must be secured from the Maricopa County Department of Transportation - www.maricopa.gov/4841/Traffic-Control-Plan-Submittals. Remember to submit a copy of the permit with the SUP application

Will off-duty MCSO Officers be required? ☐ Yes ☐ No

EMT's or paramedics? ☐ Yes ☐ No

Note: Maricopa County Parks and Recreation reserves the right to require the use of off-duty MCSO Officers, EMTs, or paramedics for events. This service is at the expense of the applicant.

- It is the responsibility of the applicant to contact the Park Supervisor to schedule a meeting prior to creating a course or event layout, to discuss safety issues, traffic control, and other issues that may be a concern and will involve Park Staff, Maricopa County Sheriff's Office, and all persons engaged in event planning.
- All traffic control and medical issues must be handled by the Maricopa County Sheriff's Office and are at the Park Supervisor's discretion. Park Staff will provide a contact list for these services.
- **Insurance requirements** - All events are required to name the "Maricopa County Parks and Recreation Department and "Park" as additionally insured on the Certificate of Insurance. A minimum General Aggregate Limit of \$1,000,000 with \$2,000,000 per occurrence of Liability Insurance is required; however, higher insurance amounts may be required depending on the event recommended by the Department's Contract Administrator Maricopa County's Risk Management. Complete and accurate certificates must be received at least 30 days prior to your scheduled event.
- **County Property**- This permit is for County property. It shall not be construed as an authorization for the use of adjacent private or other public property or any other area where a separate Permit may be required. The permittee shall be responsible for obtaining all necessary federal, state, municipal, or other governmental or private entity permits. The permit is not transferable.

By signing this application, you acknowledge that your event has NOT been approved by the Parks Department. To help move the approval process forward, please make direct contact with the Park Supervisor for the event date confirmation.

Signature of Applicant _____ Date _____

By signing above, I state the information given in this application is true to the best of my knowledge.

**EMAIL THE COMPLETED PACKET TO
MARICOPACOUNTYPARKS@MARICOPA.GOV**