

# Application for Special Use Permit

- Complete the application form completely. Incomplete forms will not be processed.
- Non-refundable application fee of \$100.00/per event required at time of submission.
- Applications will be reviewed on a first-come, first-served basis and should be submitted 30 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 damages.
- 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 persons 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

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

## Event Information

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

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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 permit being processed.

## Special Arrangements:

Please mark the following items that apply to the event or service and give an explanation below:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Admission/Tour/Class Certification Fee  | <input type="checkbox"/> <b>Extra</b> Trash Cans   | <input type="checkbox"/> Ramada Reservation        |
| <input type="checkbox"/> Booth/Vendors (Selling Products)  | <input type="checkbox"/> Barricades                | <input type="checkbox"/> Group Camping Reservation |
| <input type="checkbox"/> Drawings or Raffles   | <input type="checkbox"/> Portable Sanitation Units | <input type="checkbox"/> Youth Group Reservation   |
| <input type="checkbox"/> Tickets or items or services sold   | <input type="checkbox"/> Portable Boat Dock        | <input type="checkbox"/> Day Use Reservation       |
| <input type="checkbox"/> Food Prepared on Site   | <input type="checkbox"/> Reserve Buoys             | <input type="checkbox"/> Trail Usage               |
| <input type="checkbox"/> Tents/ Canopies   | <input type="checkbox"/> Portable Picnic Tables    | <input type="checkbox"/> Competitive Track         |
| <input type="checkbox"/> Amusement Rides/Inflatable  | <input type="checkbox"/> Signs/Banners             | <input type="checkbox"/> Public Road Usage         |
| <input type="checkbox"/> Generators  | <input type="checkbox"/> Open to the Public        | <input type="checkbox"/> Area Closure              |
| <input type="checkbox"/> Stage and/or risers   |  |  |
| <input type="checkbox"/> Open Flames or Cooking ( <b>During a fire ban, charcoal and wood fires will not be permitted.</b> )   |  |  |
| <input type="checkbox"/> Music or any sound producing equipment/amplifier used?<br><b>(Permittee must comply with established Park Quiet Hours 10:00 p.m. – 6:00 a.m.)</b> |  |  |

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, please explain:
Submit a copy of the permit or permit application.
Will food be catered to the event?      Yes      No
If yes, indicate the business name, phone number, and permit number of the cater:
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, EMT's, or paramedics for events. This service is at the expense of the applicant.

- It is the responsibility of the applicant to contact the Event Coordinator or 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 involved with event planning.
- All traffic control and medical issues must be handled by the Maricopa County Sheriff's Office and are at the discretion of the Park Supervisor. Park Staff will provide a contact list for these services.
- **Insurance requirements** - All events are required to name "Maricopa County Parks and Recreation Department and "Park" as additionally insured on the Certificate of Insurance. Minimum General Aggregate Limit of \$2,000,000 with \$1,000,000 per occurrence of Liability Insurance is required. Complete and accurate certificates must be received at least 30 days prior to your scheduled event. The Park Supervisor may require an increase in the required Aggregate if recommended by the Departments Contract Administrator or County's Risk Management Department.
- **County Property-** This permit is for County property and shall not be construed as an authorization for use of adjacent private or other public property or any other area where a separate Permit may be required. Permittee shall be responsible for obtaining all necessary permits required by federal, state, municipal, or other governmental or private entity. Permit is not transferable.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

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

# Operating Plan

**To be completed by Park Staff:**

Name and Address of Permittee:

Authorized activity and permit area:

Permit expiration date:

Names of instructors, guides, etc., approved for activity:

Specific Terms and Conditions: