



**Event held within City limits
(not in a Park Facility)**

City of Apache Junction
300 E. Superstition Blvd.
Apache Junction, AZ 85119
480-474-5080 (Al Bravo)

Event held at a Park Facility

Apache Junction Parks & Recreation
300 E. Superstition Blvd.
Apache Junction, AZ 85119
480-474-5152 (Jeff Kopp)

Event Application

Please complete and return form to the designated City staff above at least 30 days prior to the event.
for more information visit www.ajcity.net/EventInfo

General Information:

Sponsoring organization/business/individual: _____

City of Apache Junction license #: _____ Tax #: _____ Is the organization a non-profit? _____

Event name: _____ Annual event: Yes No Years: _____

Date(s) of event: _____ Start time: _____ AM / PM End time: _____ AM / PM

Set-up time: _____ AM / PM Take down time: _____ AM / PM

Event location: _____

For events on private property, owned by other than the sponsoring party, a letter of permission from owner must be attached to event application.

Please note that this application does not override any rules or regulations of the property owner or HOA.

Responsible party: _____ Email: _____ Phone: _____

Mailing address: _____

Insurance company*: _____ Amount: \$ _____ Policy No.: _____

*A certificate of insurance with the city of Apache Junction as an additional insured is required for events held on public property.

Will the event be benefiting a non-profit organization*: _____

*Proof of non-profit status must be submitted with application

Please list any additional sponsors: _____

Will the event include vendors/booths? Yes No How many: _____

*All vendors must have a valid city business license and tax license prior to the event & food vendors must meet all Pinal County Health Codes as well as Superstition Fire and Medical District inspection and approval of tent structures and food vendors.

Is the event open to the public? Yes No Total attendance: _____ Peak attendance: _____

Are there fees for the event (admission, space rental, parking fees, etc)? Yes No

Details of fees: _____

Event Activities:

Detailed description of the event/festival (size, location, and activities will determine if other City departments may be involved in the review/approval process:

Amplified Music (list DJ): _____ Live Entertainment (list band): _____

Rides (list company): _____ Inflatable (list company): _____

Petting Zoo (list company): _____ Signs / Banners (explain): _____

Parade, run, or other event utilizing city streets: _____

Facilities - Equipment - Services:

Please list any public property impacted*: _____

*Include City or Park facility, public streets, sidewalks, or public rights-of-way

Please list any equipment you are requesting from Parks & Rec: _____

Event Planning:

Please attach an event site plan including streets, entrances & exits, parking, emergency access, tent locations, alcohol/food area and music/DJ area.

Please list your plans for security: _____

Please list your plans for medical services / first aid: _____

Please list your plans for clean-up during and after the event: _____

Please list your plans for restrooms: _____

Please list your plans for electricity and water: _____

Please list your plans for parking: _____

Please list your plans to control dust at the event: _____

Will there be alcohol at the event? * If yes, please describe: _____

*If alcohol is being sold, a valid state liquor license is required. Applications for special event liquor licenses, or an extension of premises must be submitted to the city clerk's office at least 45 business days prior to the event. An Alcohol Permit is required for all events held at a City Park. (Limited facilities allow alcohol)

Facility/Equipment Use Waiver

Permittee agrees to comply with all federal, state and municipal laws, rules, ordinances, regulations and orders with respect to the use of facilities and occupancy thereof. Permittee, during the terms of this permit, and agrees to indemnify and hold harmless owners from each and every loss, cost, damage and expense arising out of any occurrence causing injury or death of persons or damage to property due to conditions of the leased premises or neglect thereof by Permittee. Permittee further agrees to provide, pay for and maintain public liability insurance with both owner and Permittee named as the insured. Permittee agrees that it will pay for any unusual wear, tear, breakage or damage to facility occurring from the public or principals representing the Permittee. Subsequent to use of the facility, maintenance staff will inspect the premises to determine that no unusual wear, tear, breakage or damage was done. Should an inspection reveal damages, Permittee shall reimburse the Lessor for full costs necessary to restore facility to its condition prior to use by Permittee. The Lessor reserves the right to refund payments made in advance for the rental of any facility should the Lessor decide the performance is not in the best interest of Lessor and cancel the use of the facility on the date or dates specified.

When reserving Apache Junction Parks & Recreation Facility/Equipment—Refund Policy

All rentals must be cancelled at least one business day prior to the rental date in order to be considered for either a partial refund, credit, or transfer. It is the policy of Apache Junction Parks & Recreation department to only grant exceptions to this if a rental is cancelled due to weather. Refunds given will be minus a minimum of \$5 or 10% of the fees, whichever is greater. Please contact our office if you have questions regarding a refund, credit, or transfer at 480-983-2181.

I certify that the statements made in this application are true and complete to the best of my knowledge. I further understand, that this application is not final until all check-list items are completed by myself, the responsible party.

Printed Name

Driver's License Number

Signature

Date

City Representative - Approval Signature

Date