



# Special Events Permit Application

Special Events Office • 90 E. Civic Center Drive • Gilbert, AZ 85296 • Phone 480-503-6200 • Fax 480-503-6204

Date of Application:	Permit Application # (For office use only)
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**This application accompanies a Special Event Handbook.** To avoid a late fee, applications must be submitted a minimum of 60 days prior to the event with a non-refundable application fee of \$50 attached. The application fee payment does not guarantee event approval. Special Event Permit Fee is \$100 per day- max \$500. All applicants will be charged site rental and event deposit fees as appropriate and are expected to fully reimburse the town 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, Traffic Engineering, Site Supervisors, Environmental and Safety, and all necessary permit fees including: Tents, Generators, Staging, Road Closures and Fireworks.

### Event Producer Information

Name of Applicant (the organization is financially responsible for all invoice and damages obtained as a result of this event)				
Name of Primary Contact (must be on site during the event)				
E-Mail Address				
Phone Number	Fax Number	Cell Phone Number		
Billing Address			City	State
			Zip	

### Event Information Summary

Name of Event
Event Address (Include Venue Name if applicable)

Dates and Times					Outdoor Music		Attendance
	Date	Day of Week	Start Time	End Time	Start Time	End Time	Estimate
Set Up							
Set Up							
Day 1							
Day 2							
Day 3							
Tear Down							

*If the event will be held more than 3 days please use additional form to list dates, day and hours.*

**Brief Description of Event (attach separate form if needed)**

**Event Features and Site Plan**

*All Event Features listed must be identified on Site Plan  
Site Plan Requirements are listed in the handbook and on page 8 of this application*

**Stages and Platforms**

The event will include the following (check **all** that apply):  Live Band and/or DJ  Pre-recorded Music  PA System

Will there be a stage(s)?  Yes  No If yes, please list quantity Stage Dimensions:

Will there be any stage trussing for lighting or sound?  Yes  No If yes, please list dimensions:

If yes, please describe:

*A stage inspection will need to be performed for any stag over 120sq ft and fees may apply.  
All engineering and/or manufacture's installation instructions for stage, towers, lighting etc. will be required.*

**Tents and Temporary Structures:**

Will your event site have Tents or Temporary Structures:  Yes  No

If yes please list:

Number of Tents < 400sq. ft:

Number of Tents >401 sq. ft:

**Tent Company Name Providing Tents larger than 401 sq ft.**

**Tent Company Contact Number**

*Tents and temporary structures over 400 sq ft require a permit and Town of Gilbert inspection.*

**Concessions and Vendors**

*All vendors must be listed on the event vendor list - page 10 of this application*

**All vendors selling food, product or services in Gilbert will need a current Business license.**

*Please complete and attach a vendor list form-Attachment D and submit 14 business days prior to the event.*

*No vendors may be added to the event after list is submitted.*

The event will include the following categories of vendors (check **all** that apply):

- Food    
  Retail    
  Display/Info    
  Games    
  Massage/Chiropractor    
  Other:

**On-Site Cooking?**     Yes     No    What type of onsite cooking will be used?

**Additional Site Equipment and Activities**

*All items listed below must be listed on the event site plan-page 8*

**Temporary Fencing** (show on site plan)

Fencing company:

Contact person:

Phone number:

**Barricades** (show on site plan)

Barricade company:

Contact person:

Phone number:

**Power Requirements** (show all locations on site plan)

Will any type of Generators be used for this event? If Yes, What size generator will be used?

Generator company:

Contact person:

Phone number:

Will any Town electric utilities be needed (only available at designated event sites)?  Yes     No

**Additional Lighting** (show all locations on site plan)

Lighting company:

Contact person:

Phone number:

**Inflatable's/Amusement Rides** (show all locations on site plan)

Number of Inflatable/Rides:

Inflatable/Amusement Ride company:

Contact person:

Phone number:

**Water**

Will any Town water meter/hookups be needed?  Yes     No

**Animals** (petting zoo, horse rides, reptile exhibits/shows)

Will animals of any type on event site (show all locations on site plan)  Yes     No

**Parade**

Will your event involve any types of floats or parade vehicles?  Yes     No

*If Yes, please submit Parade section of this application-page 12 and refer to Traffic Section of the handbook for road closures and restrictions*

### Sanitation

Applicant is responsible for (a) having a sufficient number of containers to handle all trash generated by the event; (b) removing trash during and after the event; (c) completely cleaning the site and adjacent/affected areas after the event; and (d) providing a sufficient number of restroom facilities (including ADA accessible facilities). If any portion of the event takes place on town property and town personnel need to perform additional cleaning due to your event, **you will be billed** by the Town of Gilbert for this service. Arrangements can be made for a trash/recycle cans or garbage dumpster by the Town of Gilbert. The event will include the following:

(check **all** that apply):

**Town of Gilbert Sanitation Services**

Town of Gilbert Trash/Recycle Cans will be needed  Yes  No

If Yes, please list number of trash cans needed.

If Yes, please list number of recycle cans needed

Town of Gilbert Garbage Roll off (show location of deliver on site plan)

20 Yard Roll Off  40 Yard Roll Off

**Outside Sanitation Company/Equipment**

Portable restroom facilities (show on site plan)

Restroom company:

Contact person: Phone number:

We will be responsible for our own trash removal  Yes  No If Yes, please describe trash remove plan.

Will waste water/gray water be generated?  Yes  No

Is so, how will it be disposed?

### Public Safety

Applicant is responsible for providing a safe and secure event. This includes the event venue, event parking areas, and adjacent areas affected by the event. Applicant must ensure adequate personnel are present to provide general security, maintain order, contain liquor to licensed premises, protect money, provide medical assistance, etc. Depending on the nature of the event, private security personnel and/or off-duty police officers may be required. The Gilbert Fire and Rescue Department recommends an emergency medical standby when daily attendance exceeds 2,000 people.

The event will include the following (check **all** that apply):

**Security Personnel**

Event staff and/or volunteers

Hired security personnel

Company name:

Contact person:

Phone number:

Gilbert PD off-duty officers

Estimated number:

Gilbert Police Explorers-(Town of Gilbert Event sites only) Estimated number:

**Medical Standby**

Standby emergency medical staff (paramedics/EMTs)

Company name:

Contact person:

Phone number:

Gilbert Fire Paramedics

Estimated number:

*After reviewing the event application, you may be required to use Town of Gilbert Off-Duty Police and/or Paramedics for the event.*



**Fireworks**

Will your event include any type of Professional Firework Displays:  Yes  No

*If yes, the contracted Fireworks company will be required to obtain all necessary permits from the Town of Gilbert Fire and Rescue Department. The event promoter will be responsible to secure/fence the Fireworks Shoot Site(s).*

Will your event include any type of selling and consumer Firework products:  Yes  No

**Traffic Control**

The applicant is responsible for hiring a barricade company for any public street, lane, sidewalk closure or restriction. The Town of Gilbert does not provide barricades. Show proposed closures on site plan.

The event will include the following (check **all** that apply):

- Sidewalk closure
- Street or lane closure (barricade plan required 20 days prior to the event)

Barricade company:

Contact person:

Phone number:

*After reviewing the event application, you may be required to submit a traffic control plan for approval. If a road closure/restrictions are required you will be required to pay for a Town of Gilbert on-site traffic inspector to be sure approved traffic control plan is followed.*

**Alcohol**

Will there be any alcohol served at this event?  Yes  No *If yes, a separate alcohol permit application will need to be submitted.*

If liquor is present at your event, state law requires liquor to be contained within the event venue. A liquor license is required if the event is open to the public, or if there is a fee for admission, food or drink. Anyone serving liquor must be familiar with state liquor laws. See the Arizona Department of Liquor Licenses and Control for additional information.

Check only **one**:

Liquor will **not** be present at the event.

Liquor will be present, but the event is private (i.e., invitation-only, not open to the public), there is no fee for admission, food or drink, and donations will not be solicited.

The event is adjacent to an existing liquor establishment (restaurant or bar) and the establishment will temporarily extend their liquor-licensed premises to include my event. The liquor establishment must complete the Arizona Department of Liquor Licenses & Control (DLLC) Extension of Premises form and you must include this completed form (signed and notarized) with your event application. Once approved by the town of Gilbert, you must take the form to Arizona DLLC at 800 W. Washington, 5th Floor, for issuance of the actual extension permit. For additional information, call 602-542-5141.

Liquor will be present and I am making arrangements with a charitable, civic, fraternal, political party/campaign committee, or religious organization for Special Event Liquor License (SELL). The SELL form available from Development Services Department at 480-503-6700. The SELL approval process is handled through Development Services Department and SELL applications should be submitted at least 45 days prior to the event.

Organization name:

### Parking

The applicant is responsible for ensuring adequate parking for attendees and for minimizing any negative impacts to adjacent areas. The applicant is responsible for obtaining authorized approval for any private parking or event areas.

The event will include the following (check **all** that apply):

- Public parking (Town parking lot, on-street parking)
- On-site Non-Town of Gilbert parking (Will require written permission from property owner and/or landlord)
- Off-site parking (Will require written permission from property owner and/or landlord)
- Parking on a dirt lot (The Town of Gilbert recommends you contact Maricopa Air Quality to request a complimentary inspection of the undeveloped site you plan on using for parking. Contact: 602-506-6179)
- Shuttle service from off-site parking areas (attach a shuttle plan and written permission from property owner and/or landlord).

### Insurance Requirements

**A Current Certificate of Insurance is Required from ALL event promoters and vendors selling products or providing a service on Town Property.**

All event promoters, vendors selling products, vendors offering an onsite service and/or having animals as part of their booth/event, and all companies delivering equipment to the event site (town owned property), will be required to attach an original copy of a Certificate of Insurance. Commercial General Liability Insurance in the amount of \$1 million each occurrence combined single limit for bodily injury and property damage liabilities and \$2 million aggregate is required.

**The certificate must show:**

- The Town of Gilbert, its agents, officers, employees and volunteers are named as “Additional Insured”. All Certificate of Insurance policies must reflect this with the exception of workers compensation.
- Address information should read: ***Town of Gilbert, 50 E. Civic Center Drive, Gilbert, AZ 85296.***
- The insurance certificate needs to be received by the Special Events Office **at least fifteen (15) business days prior to the event.**
- The Town of Gilbert shall be notified at least 30 days prior to cancellation or alteration of any insurance coverage. A 10-day notice of cancellation for non-payment of premium.
- Workers Compensation Policies shall contain a Waiver of Subrogation clause in favor of the Town of Gilbert.
- General Liability Including:
 

Bodily Injury	Contractual	Independent Contractors
Comprehensive Form	Product/Completed Operations	Hazard
Premises Operation	Personal injury	Broad Form Property Damage

**In addition, specific date(s) and locations(s) of the event, to include set up and take down, must be stated clearly on the certificate. Certificates must be received no less than fifteen (15) working days prior to the event.**

**OTHER INSURANCE OR RISKS**

**Fireworks Production**

General Liability - \$10,000,000 each occurrence  
 Auto Liability - \$1,000,000 combined single limit (each accident)  
 Workers Compensation – Arizona Statutory Requirements

**Carnival/Amusement Rides**

\$2,000,000 General Liability  
 \$1,000,000 Auto Liability  
 Workers Compensation – Arizona Statutory Requirements



**Important Notice**

All applicants are advised that events, whether gated or on-gated, whether charging admission or not, and which are held in Town parks, streets and/or sidewalks next to streets, are held on traditional public forums within which the exercise of U.S. Constitutional First Amendment rights have been and are traditionally conducted. The Town cannot and will not tolerate any restriction of such rights by applicants and/or their promoters, employees, agents, subcontractors, assigns, volunteers, security personnel or others associated with applicants (collectively "Event Personnel") in the holding of events. By signing this Permit Application, all applicants acknowledge and agree that the Insurance and Indemnification provisions contained respectively on Permit Application apply to alleged violations by Event Personnel of any of the laws, common laws, statutes, ordinances and rules and regulations pertaining to the subject matters stated in this paragraph, and that the insurance and/or self-insurance of applicants and/or Event Personnel will cover the Town, its respective officers, agents, employees and volunteers should the Town, and/or its respective officers, agents, employees and volunteers be subjected to claims, demands, lawsuits and/or other actions alleging such violations. Applicants are encouraged to consult with their own attorneys for independent legal advice about applicants' duties and obligations concerning the subject matters contained in this paragraph. Applicant acknowledges that applicant has read and understood this Notice, agrees to comply with and abide by its terms, and has placed applicant's initials in the space below to verify such acknowledgement and understanding.

\_\_\_\_\_  
**Initials of applicant's authorized agent or applicant if event is held on Town Property**

**Certification**

I hereby certify that 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, defend and save harmless the Town of Gilbert and its respective officers, agents and employees and volunteers 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, defend and save harmless, the Town of Gilbert and its respective officers, agents and employees, and volunteers 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. In such an instance, I understand that all event participants must follow the Town's guidelines and procedures for lake/facility evacuation and that this event is being held inside the Town limits and all Town of Gilbert rules and regulations apply. I also understand that the Town of Gilbert reserves the right to determine if park facilities are unusable as a result of inclement weather.

I realize my submittal of this application request constitutes a contract between myself and the Town of Gilbert is a release of Liability. I understand that I am responsible for all fees associated with this Special Event.

I am the said applicant and submit this application request of my own free will.

\_\_\_\_\_  
**Signature of Applicant's Authorized Agent or Applicant** Date

\_\_\_\_\_  
Title Date



**This document must be submitted with the event application pages 1-7.**

## **Special Event Site Plan**

**Please make sure plan includes the following:**

*(Multiple site plans can be submitted, ex: one plan to map parking and streets, one plan mapping power locations, a plan mapping stage/tents and activities, etc).*

- All distances or measurements noted in feet.
- Fire lanes of 20 feet to allow access within 150 feet of all areas of event site.
- All entry and exit points for the event.
- All activities have fencing or other means of segregation must have a minimum of two exits.
- Exits must be a minimum of 16 feet wide and labeled as Emergency Exits.
- Locations of all tents or temporary structures.
- Location of all amusements, inflatable/activities.
- Location of all electrical supply and service (permanent and portable generators)
- Location of all barricades that will be used.
- Location of all vendors – fixed and mobile.
- Location of all dumpsters and trash receptacles.
- Location and layout of tables, chairs, picnic tables, etc., that will be used.
- Location of any stages that will be used or placed.
- Location of all parking areas, including ADA spaces.
- Location of unpaved, dirt lots used for parking and or event activities.
- Location of permanent and portable restroom facilities.
- Location of signage and banners that will be hung or installed.
- A map of all affected streets, alleys and rights-of-way, including those that will be closed.





**This document must be submitted 14 business days prior to the event start date.**

## Special Event Business and Neighborhood Input

Some events may be required to obtain input and/or notify nearby and affected businesses or property owners. You will be informed if this is required for your special event. *Make additional copies of this page as needed.*

<b>Name of Event:</b>	<b>Event Dates/Times:</b>
<b>READ BEFORE SIGNING:</b>	
<ul style="list-style-type: none"> <li>By signing my name below, I hereby declare I am an authorized representative of the listed business (owner, manager, or other person with authority) and I have been informed by the event applicant about the details of the event, including, but not limited to nature of the event, street closures (date/time) and event day contact person (including phone number).</li> <li>By marking “<b>No concerns</b>”, I hereby declare I have no significant concerns about the event taking place.</li> <li>By marking “<b>Concerns*</b>”, I hereby declare I have significant concerns about the event taking place.</li> </ul> <p><small>*If you have concerns about the event, or if you would like to discuss the event with the Town of Gilbert Special Events staff, please call (480) 503-6200 or email <a href="mailto:Brent.Taysom@gilbertaz.gov">Brent.Taysom@gilbertaz.gov</a></small></p>	
As the authorized person, I have <input type="checkbox"/> <b>No Concerns</b> <input type="checkbox"/> <b>Some Concerns</b> about the event taking place. Business Name: _____ Address: _____ Phone Number: _____ Name and Title (PRINT): _____ Signature: _____ Date: _____	
As the authorized person, I have <input type="checkbox"/> <b>No Concerns</b> <input type="checkbox"/> <b>Some Concerns</b> about the event taking place. Business Name: _____ Address: _____ Phone Number: _____ Name and Title (PRINT): _____ Signature: _____ Date: _____	
As the authorized person, I have <input type="checkbox"/> <b>No Concerns</b> <input type="checkbox"/> <b>Some Concerns</b> about the event taking place. Business Name: _____ Address: _____ Phone Number: _____ Name and Title (PRINT): _____ Signature: _____ Date: _____	



**This document must be submitted 14 business days prior to the event start date.**

**Sponsor/Vendor List**

**All food and retail vendors must submit a copy of their Town of Gilbert Business License.**

Sponsor/Vendor Name	Contact Information	Certificate of Insurance Submitted	Business License #
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

**PLEASE HAVE VENDORS SUBMIT ALL INSURANCE AND BUSINESS LICENSE COPIES TO THE EVENT PROMOTER (NOT PARKS AND RECREATION OFFICE).**

A complete list of vendors, sponsors and all necessary paperwork must be submitted fourteen (14) business days prior to the event.



**This document must be submitted 14 business days prior to the event start date.**

### Special Event Parade Questionnaire

1. Date of parade\_\_\_\_\_

2. Start time of parade\_\_\_\_\_Completion time of parade\_\_\_\_\_

3. Location of proposed assembly area\_\_\_\_\_

Assembly start time\_\_\_\_\_

4. Have arrangements been made for traffic control (barricading and/or police officers)

Yes  No If yes, please explain\_\_\_\_\_

\_\_\_\_\_

If no, when will these arrangements be made?\_\_\_\_\_

5. During the event will you occupy all or a portion of the streets?\_\_\_\_\_

6. Approximate number of persons, animals and vehicles, which will constitute the event.

Number of people\_\_\_\_\_

Number of animals\_\_\_\_\_Type of animals\_\_\_\_\_

Number of vehicles\_\_\_\_\_Type of vehicles\_\_\_\_\_

Have arrangements been made for emergency medical personnel?  Yes  No

If no, when do you expect the arrangements to be completed?\_\_\_\_\_

7. Other pertinent information

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. **Attach map of parade route** Indicate the starting point, proposed travel route and the termination point.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**This document must be submitted 14 business days prior to the event start date.**

## Special Event Equipment/Delivery List

**EVENT NAME:** \_\_\_\_\_

**EVENT DATE(S):** \_\_\_\_\_

List all event components associated with your event including, but not limited to, those mentioned below.  
**Complete as applicable.**

SERVICE(S) OR COMMITTEE	NAME of BUSINESS	PERSON RESPONSIBLE	PHONE NUMBER W - WORK C - 24 HOUR	Delivery/Pick up Dates
Production Company			(w) (c)	
Fireworks Company			(w) (c)	
Portable Restrooms			(w) (c)	
Tents/Chairs/ Tables			(w) (c)	
Generated Power			(w) (c)	
Fencing			(w) (c)	
Traffic Barricades			(w) (c)	
Stage			(w) (c)	
Sounds/ Lighting			(w) (c)	
Security			(w) (c)	
Golf Carts			(w) (c)	
Alcohol			(w) (c)	
Sanitation			(w) (c)	
Carnival Rides and Inflatable/Activities			(w) (c)	
Medical Services			(w) (c)	
Beverage Provider			(w) (c)	
Cleaning Crews			(w) (c)	



**This document must be submitted 14 business days prior to the event start date.**

## Special Event Parking Agreement

Applicant is responsible for all parking arrangements, including obtaining authorized approval for use of any private property areas.  
*Make additional copies of this page as needed.*

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

**Event Dates/Times:** \_\_\_\_\_

- READ BEFORE SIGNING:**
- By signing my name below, I hereby declare I have legal authority over the private parking area/lot for my stated business.
  - By marking “**Approve**”, I hereby authorize the use of said parking area/lot by the special event applicant for the purpose of special event parking by event attendees.
  - By marking “**Disapprove**”, I hereby deny the use of said parking area by the special event applicant for the purpose of special event parking by event attendees.

As the authorized person, I hereby  **Approve**  **Disapprove** of event parking at my business.

Business Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Name and Title (PRINT): \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

As the authorized person, I hereby  **Approve**  **Disapprove** of event parking at my business.

Business Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Name and Title (PRINT): \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

As the authorized person, I hereby  **Approve**  **Disapprove** of event parking at my business.

Business Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Name and Title (PRINT): \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Special Events Department**  
**90 E. Civic Center Drive, Gilbert, AZ 85296 • Phone: 480-503-6200 • Fax: 480-503-6204**