

Supplemental Check List and Information Sheets

PLEASE ATTACH THE APPROPRIATE SUPPLEMENTAL FORMS FOR EACH AREA

Form Submitted	Document	Required Form(s)
<input type="checkbox"/>	A1	Town Property Rental Information
<input type="checkbox"/>	A2	Private Property/Parking Approval Form
<input type="checkbox"/>	B1	Insurance Requirements <i>(only for events on Town Property)</i>
<input type="checkbox"/>	B2	Insurance Certificate <i>(example shown; include yours here)</i>
<input type="checkbox"/>	C	Race Application
<input type="checkbox"/>	D	Vendor/Sponsor Information and Checklist
<input type="checkbox"/>	E	Temporary Food and Beverage Application
<input type="checkbox"/>	F	Waste Management Plan
<input type="checkbox"/>	G	Event Security Application and Plan
<input type="checkbox"/>	H	Temporary Structure and Equipment Form
<input type="checkbox"/>	I	Business Notification Form
<input type="checkbox"/>	J	Event Timeline Example
<input type="checkbox"/>	K	Parade Form

ATTACH A DETAILED SITE MAP AND INDICATE THE LOCATIONS OF THE FOLLOWING APPLICABLE ITEMS

<input type="checkbox"/>	Parking accommodations: attendee, ADA, supplier, volunteer, rideshare, bikes, etc.
<input type="checkbox"/>	Layout of tables, chairs, picnic tables, etc.
<input type="checkbox"/>	Identify entrances, exits, and emergency exits as well as all fencing and barricading
<input type="checkbox"/>	Lost and found property area(s) and First Aid area/tent
<input type="checkbox"/>	Permanent and portable toilet facilities, as well as wash stations (indicate total number)
<input type="checkbox"/>	Light tower(s) and electrical supply/service (permanent and portable generators)
<input type="checkbox"/>	Inflatable activities and/or rides
<input type="checkbox"/>	Stage(s), platform(s), bleachers, dance floor(s), etc.
<input type="checkbox"/>	Trash bin locations; indicate with a "T" (trash) and/or "R" (recycle) and/or "D" (dumpster)
<input type="checkbox"/>	Canopy and/or tents (over 100 square feet)
<input type="checkbox"/>	Booth Spaces (100 square feet or less)
<input type="checkbox"/>	Food booths/trucks
<input type="checkbox"/>	Signage and banners that will be hung or installed
<input type="checkbox"/>	Affected streets, alleys, and rights-of-way, including those that will be closed
<input type="checkbox"/>	Unpaved and/or dirt lot areas used for event activities or parking

ADDITIONAL REQUIREMENTS (as applicable)

<input type="checkbox"/>	Lost Persons Plan	Any event over 500 people
<input type="checkbox"/>	Medical Plan	All athletic events (runs, races, and rides) or any event over 500+
<input type="checkbox"/>	Signage Plan/Map	Locations on the event site and off the event site

Please send ALL pages of your application in ONE email to Brent Taysom: Brent.Taysom@gilbertaz.gov