

Document A1: TOWN PROPERTY RENTAL INFORMATION FORM

Complete this form if your event will be using Town of Gilbert Property

You must apply for use of a Town park or trail if you expect crowds from your event to overflow into a park or onto a trail, even if you are not formally setting up in the park. If you only need use of a park ramada for a private event, call 480-503-6200.

The applicant requests use of the following Gilbert Property/Facility:

- Freestone Park
- Civic Center Event Site
- Gilbert Regional Park
- Crossroads Park
- Other Facility (please specify): _____
- Water Tower Plaza
- Riparian Preserve
- Desert Sky Park
- Trail (please specify): _____

Attach an event site plan sketch to this application that shows what areas of the park will be in use and for what purpose. Maps of the parks may be found at the following link:
[https://apm.activecommunities.com/gilbertaz/Facility Search/Location Maps](https://apm.activecommunities.com/gilbertaz/Facility_Search/Location_Maps)

The applicant requests the following public facilities or Town services, if they are available on site:

- Electric access or utilizing existing power source

Describe electrical needs: _____

- Restroom facilities

Note: a cleaning fee will be charged for events over 200 people (\$30 per cleaning)

Special Event Sanitation Matrix

The chart below displays the number of units required when no pumping service is provided for a 50/50 mix of men and women, based on average crowd size and average hours at the event.

Average Hours at Event

Average Crowd Size	1	2	3	4	5	6	7	8	9	10
500	2	4	4	5	6	7	9	9	10	12
1,000	4	6	8	8	9	9	11	12	13	13
2,000	5	6	9	12	14	15	17	29	23	25
3,000	6	9	12	16	20	24	26	30	34	38
4,000	8	13	16	22	25	30	35	40	45	50
5,000	12	15	20	25	31	38	44	50	56	63
6,000	12	15	23	30	38	45	53	60	68	75
7,000	12	18	26	35	44	53	61	70	79	88
8,000	12	20	30	40	50	60	70	80	90	100
10,000	15	25	38	50	63	75	88	100	113	125

Special Event Sanitation Requirements

- A minimum of 10% of any portable restrooms provided to support your event must be accessible and located on a level area not to exceed a 2% cross-slope in any direction.
- In any location where multiple restrooms are provided, at least one (1) must be accessible in each location.
- If only one (1) restroom is placed in a location, it must be accessible.
- In any location where multiple sinks or hand sanitizing units are provided, at least one (1) unit must be accessible.
- If only one (1) sink or hand-sanitizing unit is placed in a location, it must be accessible.
- An accessible route to each portable restroom and sink or hand-sanitizing unit must be provided.

The Event Promoter agrees to provide the following items/services:

- Additional portable restrooms: Total Quantity _____ # Regular _____ # ADA _____
- Supplemental electrical equipment as needed: 20kw _____ 36kw _____ 66kw _____ Other _____
- Overnight security (if event is multiple days, or set up is the day prior to the event start date)

Event Promoters are expected to return Town property to the condition in which they were prior to event. Failure to do so may affect future event approval and may result in the forfeiture of some or all of the damage deposit.

Vehicle traffic on turf and trails is not permitted unless written approval is provided by the Special Event Coordinator. Event Promoter must have this in writing on site during the event. If you anticipate having vehicles on turf or trails, please contact the Special Event Coordinator for approval and coordination of infrastructure marking.

I have read, understand and agree to the requirements concerning the use of Town of Gilbert property.

Applicant Signature

Date