

SPECIAL EVENT PERMIT APPLICATION

Parks & Recreation Department - Special Events
 90 E. Civic Center Drive, Gilbert AZ 85296
 480-503-6200 | www.gilbertaz.gov



Shaded areas for TOG – SE use only.		
Event/application permit #:	Date application was received:	
Date application fee was paid:	Amount Paid:	Staff Processing:
Date applicant was notified of application acceptance/denial:		Special Event Meeting Date:

NOTICE TO PERMIT APPLICANT

- Submit all completed applications through the Gilbert Parks and Recreation Department - Special Events, located at 90 E. Civic Center Drive, Gilbert, AZ 85296
- Applicants are advised to review and comply with **ALL** requirements of the Gilbert Municipal Code Chapter 15: Special Events
- Completed Special Event Permit Applications **must** be submitted a **minimum of sixty (60) calendar days** prior to the date the event is scheduled to begin.
 - A late fee will be charge for all applications received less than sixty (60) calendar days prior to the event date.
 - Applications received less than thirty (30) calendar days prior to the event date are not guaranteed to have time to be processed or approved.
- Applicants must conform to all requirements for maintaining liability insurance, as seen on the insurance supplemental form.
- 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, including - but not limited to - the following services:
 - Police
 - Fire/EMS
 - Park and Facility Maintenance
 - Field Services
 - Sanitation
 - Traffic Engineering
 - Site Supervisors
 - Environmental and Safety
 - All necessary permit fees, such as tents, road closures and fireworks.

Event Promoter Information

Name or Title of the Event:	
Event Promoter:	Tax I.D. #: Business License:
Street Address:	
City, State, & Zip code:	
Business Phone:	Cell Phone:
Day-of Contact:	Day-of Contact Phone:

Event Details: Location, Date, and Time

Where is the proposed event going to be held? Town of Gilbert Property Private Property

If the event is to be held on Town of Gilbert property, please complete Document **A1: Town Property Rental Information**

If the event is to be held on private property, please complete Document **A2: Private Property/Parking Approval Form**

Either A1 or A2 (not both) will be required for your event, so please fill out only the document that is applicable.

Event date(s)	Date:	First Day of Event:			Last Date of Event:		
Set Up	Date:	Start:	AM	PM	End:	AM	PM
Event Operations:	Date:	Open:	AM	PM	Close:	AM	PM
	Date:	Open:	AM	PM	Close:	AM	PM
	Date:	Open:	AM	PM	Close:	AM	PM
Tear Down	Date:	Start:	AM	PM	End:	AM	PM

Is it intended that the event will recur at a regular interval for a set period of time (ex. every weekend for two months) with the same exact site plan? Yes No

If yes, please list the dates of the event series (6 months maximum per series):

Additional Event Information

Please provide a brief description of the event:

Expected attendance at the event: _____

Are you requesting a Gilbert Fire and Rescue ALS/EMT Team _____

Depending on event size and features, Gilbert Fire and Rescue may require ALS personnel to be onsite.

Will there be amplified music/sound during the event? Yes No

If yes, do you agree to abide by the Town of Gilbert Noise Ordinance – Section 42-61? Yes No

If yes, what type of amplified sound will be used? Please select all that apply:

Live Music PA System/Announcer Pre-recorded Music Other: _____

If yes, do you understand that you are expected to notify all business and residents within ¼ mile of any amplified sound 5 days prior to your event? Yes No

Will an admission fee be charged to persons attending this event? Yes No

If yes, please submit Document **G: Event Security Application and Plan** with this application.

Will anyone (vendors, sponsors, participants, etc.) be charged a fee to participate in the event? Yes No

If vendors/sponsors will be present at the event conducting business, the Event Promoter is responsible for providing a list of vendors/sponsors, business licenses and insurance certificates (if held on Public Property) for each vendor 14 days prior to the event start date. Please submit this information with Document **D: Vendor/Sponsor Information and Checklist**.

Will animals of any type be on site for this event? Yes No

If yes, and the event is held on Gilbert Property, dogs must be kept on leash at all times.

If the event has a petting zoo, a certificate of insurance naming Gilbert as additionally insured will be required. Animals must be kept in a secure pen with access to water and shade. Location of animal pen must be included on the map.

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 the 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 of Gilbert, 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

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 Authorized Agent

Title

Date