



**City of Prescott**  
**Recreation Services: Special Events**  
 824 E. Gurley St ♦ Prescott, AZ 86301  
 (928)777-1122 ♦ Fax: (928)771-5843

## 2016 GRASS AREA EVENT APPLICATION

**Incomplete applications will not be processed.** If the space does not pertain to your event, please annotate N/A. Complete Application must be received at the Recreation Programming Office in the Grace Sparkes Activity Center, 824 E. Gurley Street, Prescott, AZ 86301, **no later than 30 days prior** to the start of your event. Please remember to print out your application and attach any additional permits or applications included in this packet that you need for your event. **Faxed applications will not be accepted.** Any questions regarding this application please contact us at (928)777-1122.

### Section 1. Event Information

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

Event Date(s) and Event Time(s): \_\_\_\_\_

Description of Event: \_\_\_\_\_

\_\_\_\_\_

Event Set-Up Date: \_\_\_\_\_ Event Set-Up Time: \_\_\_\_\_

Event Tear-Down Date: \_\_\_\_\_ Event Tear-Down Time: \_\_\_\_\_

**\*Event Clean-Up:** Event clean-up and equipment removal must be completed by 8:00am the day following your event. This includes, but is not limited to removal of stages, barricades, fences, portable toilets, and other event production equipment, trash removal, street sweeping, power washing and other clean-up/grounds maintenance stipulations. If city crews are required to perform any type of clean-up service due to your event, you will be billed and required to pay for services rendered.

Event Location/ Street Address: \_\_\_\_\_

Expected attendance: \_\_\_\_\_

### Section 2. City Facilities/City Utilities For electric or water there will be a charge of \$10 for 4 hours or less; \$15 for over 4 hours

Will City water connections be needed (fees apply)?  Yes  No

If yes, please describe: \_\_\_\_\_

Will electrical connections/generators be needed (fees apply)?  Yes  No, will provide own generator.

If yes, please describe (include voltage; 110v or 220v. number of amps per item of equipment and total amperage. Submit an electrical service plan): \_\_\_\_\_

**\*Generators:** If you are planning to use a generator, please indicate on your site plan where it will be located. If your generator is 20kw or greater, you will be required to obtain a minimum electric generator permit (fees may apply). The name of the licensed contractor must be known at the time of permit issuance. An electrical service plan must be provided. Ramadas come equipped with electrical outlets

**\*City Parks:** Grass Area rentals are permitted at Watson Lake and Granite Creek Park. If you would like to hold your event at a city lake or park, please contact the Parks and Recreation office at (928)777-1122 or mail to: [recreation@cityofprescott.net](mailto:recreation@cityofprescott.net). All rental fees will be due NLT 20 days prior to event. A \$3.00 parking fee will be charged at Watson Lake for all vehicles entering your event, but event organizers have the option of pre-paying for event guests.

**Section 3. Event Equipment** \*Open Flame/Inflatables/Tents/Pyrotechnics: If you checked yes to any of the following items fees may be applied, please refer to the City of Prescott Fire Department Special Events Permit Application located at [www.cityofprescott.net](http://www.cityofprescott.net), or contact the Office of Fire Prevention at (928)777-1760. Inflatables must be rented by a licensed vendor who can provide evidence of insurance naming the City as the additional insured.

Will any of the following items be used at your event?

- |                     |                              |                             |                 |                |
|---------------------|------------------------------|-----------------------------|-----------------|----------------|
| Tents/Canopies      | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Quantity: _____ | Size(s): _____ |
| Portable Toilets    | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Quantity: _____ |                |
| Carnival/Amusements | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Quantity: _____ |                |
| Inflatable's        | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Quantity: _____ |                |

\*\*Events with Inflatable's- Any event containing inflatable's will need to provide the City with a Certificate of Liability Insurance form, from the rental company, naming the City as the additional insured and as the certificate holder. See **Section 8: Insurance** for more information.

**Section 4. Entertainment** Note: Amplified sound is not allowed at Granite Creek Park

- Will there be amplified sound?  Yes  No  
 If yes, please provide name and phone number of sound technician: \_\_\_\_\_
- Will there be live entertainment?  Yes  No  
 If yes, please provide group(s)/individual(s) name: \_\_\_\_\_

**Section 5. Alcohol Information** Note: Beer and Malt Beverage is permitted at Watson Lake without a permit. **To consume these items at Granite Creek you will need to purchase a Beer/Malt Beverage Permit for \$10.00.**

- Will there be any form of alcohol at your event? (If no, please continue to the Security Section)  Yes  No  
 Will alcohol be given away/sampled at your event?  Yes  No  
 Will attendees be allowed to bring alcohol to the event?  Yes  No

**Section 6. Security/Public Safety Information**

As an event organizer, you are required to provide a safe and secure environment for your event through sound preparation and by anticipating potential concerns. **The City of Prescott Police Department has the final authority to determine your event security requirements.**

**Security**

- Name of responsible person **to be present** for duration of event: \_\_\_\_\_  
 Home Address: \_\_\_\_\_  
 Business Address: \_\_\_\_\_  
 Home Phone Number: \_\_\_\_\_ Business Phone Number: \_\_\_\_\_  
 Cell Phone Number: \_\_\_\_\_

**Section 7. Applicant Information**

- Name of primary point of contact: \_\_\_\_\_  
 Street address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

## **Section 8. Insurance**

**The following applies to Amusement Rides:**

- The State of Arizona through Statute - ARS 44-1799.61 - 1799.64 requires an amusement ride operator have \$2 million CSL liability limits (or split limits of \$1mil BI & \$500,000 PD).
- This Statute requires the operator to provide documentation of insurance, inspection and permit to each sponsor, lessor or property owner of the property where the amusement ride is operated

**The following applies to Inflatable's:**

- Documentation of insurance is required from the inflatable vendor showing \$1million/\$2million liability limits with an excess policy of \$2million.
- The event applicant is responsible for ensuring the vendor of the inflatable's has sufficient training in the installation and operation of the device(s), and will comply with all manufacturers' directives, including but not limited to, proper staking and ensuring adult supervision when children are utilizing the inflatable's.

## **Section 9. Certification**

*Applicant agrees to defend, indemnify, and hold harmless the City of Prescott, its agents, representatives, officials, and employees, from and against any and all claims, damages, losses, and expenses (including but not limited to attorney fees, court costs, and the cost of appellate proceedings), relating to, arising out of, or alleged to have resulted from the acts, errors, mistakes, or omissions of the applicant, its agents, employees, contractors, subcontractors, customers, invitees, guests or other persons doing business with the applicant, in connection with the Special Event described in this Application, provided, such claims, damages, losses and expenses are attributable to bodily injury or to injury to or destruction of property.*

*Applicant has read and understands all of the attached policies and will abide by all policies, rules, regulations, and conditions of use as written. Applicant understands that the special event permit is not transferable to any other individual or group. Applicant certifies that all information on this application form is complete and accurate. Applicant understands that any omissions or misstatements of facts are cause for rejection of the application.*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

***Please sign and print this page and mail it to City of Prescott: Recreation Services, 824 E. Gurley St, Prescott, AZ 86301.***