



TOWN OF FOUNTAIN HILLS SPECIAL EVENT APPLICATION

Event: _____

Date of Event: _____

Please complete and return to:
Town of Fountain Hills
Community Services Department
16705 E. Avenue of the Fountains
Fountain Hills, Arizona 85268

Available online at <http://www.fh.az.gov/284/Special-Events>

SUBMITTING YOUR EVENT APPLICATION

Thank you for your interest in hosting a special event in Fountain Hills. With gorgeous weather, scenic views, and easily accessible event venues, Fountain Hills is the perfect location for your next event!

Before you submit your application, there are a few things to remember:

- Applications must be submitted a minimum of 90 days before the proposed start date of the event.
- Submission of your special events application does not guarantee approval for your special event.
- Special event permits are mailed to the event organizer upon approval of the application.
- If you are seeking co-sponsorship with the Town, please do so in writing attached to this form. Clearly state what kind of co-sponsorship you are seeking such as: goods, services, waivers, etc.
- The event organizer is responsible for all aspects of the event including but not limited to; set-up, tear-down, trash/debris removal, possible damages, permit and application fees, and event contact information.

This COMPLETED application MUST be submitted to the Town of Fountain Hills no less than 90 days prior to the proposed event date. The permit application fee is due at the time of submission. An incomplete Special Event Application packet will not be accepted or reviewed. Town staff has the right to refuse to review and/or reject the application.

ATTACHMENTS CHECKLIST

Refer to the Town Code excerpts in this document as to whether or not you must submit the following. For a full listing of all attachments, visit <http://www.fh.az.gov/284/Special-Events>

When applicable, attach copies of:

- Proof of Insurance **(REQUIRED)**
- Event layout map **(REQUIRED)**
- Business/Vendor License(s) **(See Appendix A)**
- Alcohol Application (Town issued) **(See Appendix B)**
- State Liquor Application (Completed)
- Proposed Road Detours/Traffic Control Plan **(See Appendix C)**
- Route map **(If Applicable)**
- Sign Map **(If Applicable)**
- If you are a non-profit or affiliate (including donation of proceeds), please attach a copy of your 501c3

TOWN OF FOUNTAIN HILLS SPECIAL EVENT APPLICATION

APPLICANT INFORMATION

Instructions: Please carefully read the cover page of this document, page 1, before completing this application.

Date of Application: _____

Name of Applicant/ Responsible Organization: _____

Street Address: _____ Apt/Unit/Suite: _____

City: _____ State: _____ Zip Code: _____

E-mail Address: _____

Daytime Phone: _____ Cell Phone: _____

Point of Contact for Public Information _____ Daytime Phone: _____

E-mail Address: _____

Website: _____

Are you requesting Town Sponsorship or co-sponsorship? Yes No

Additional Documentation Required: If you are requesting co-sponsorship, please attach a letter of request outlining all resources and sponsorship support that you are requesting. Approval of any and all sponsorship and co-sponsorship requests are at the discretion of the Fountain Hills Town Manager and/or Town Council. Submission of requests does not guarantee approval.

EVENT DETAILS

Event Name: _____

Event Date(s): _____ to _____

Event Location (Check all that apply): _____

Town Property I own the property The Owner of the property is: _____

Additional Documentation Required: Please attached a copy of your overall event layout as well as any fenced areas and/or a route map for parades, runs, walks, marches, etc. Maps must include location of stages, bleachers, inflatables, rides, tents, canopies, booths or other temporary structures and waste and recycling receptacles/dumpsters. If your event includes property that neither you nor the Town owns, you must attach a letter from the property owner granting permission for the proposed date(s) and time(s) of event.

Type of Event (Check all that apply):

- | | | |
|--|---|---|
| <input type="checkbox"/> Run/Walk | <input type="checkbox"/> Park Festival | <input type="checkbox"/> Farmers Market |
| <input type="checkbox"/> Concert | <input type="checkbox"/> Street Festival | <input type="checkbox"/> Parade/Procession |
| <input type="checkbox"/> Fundraiser | <input type="checkbox"/> Fireworks/Pyrotechnics | <input type="checkbox"/> Open to the Public |
| <input type="checkbox"/> Private Event | <input type="checkbox"/> Other _____ | |

Event Hours (include registration time): _____ to _____

Set up Date(s): _____ to _____ Time(s): _____ to _____

Break down Date(s): _____ to _____ Time(s): _____ to _____

Proposed Rain Date(s): _____ Total Anticipated Attendance: _____

Has this event been produced before? Yes No If yes, where _____

Will there be an admission fee? Yes No

If yes, Fee per Adult: _____ Fee per Child: _____ (Include age brackets)

Event Description (Please provide a brief description of your event. Attach additional pages or materials as needed.):

Parade/Event Route

Number of Participants (Units and floats for parades): _____

Step-Off Time (applicable only for events with a route) _____ to _____

Start Area: _____ Finish Area: _____

Additional Documentation Required: If parade, race, run or walk, etc. please indicate route and attach a proposed route map.

Event Signage

Please provide a description and tentative location of all signage you are requesting to use for your event, this includes any and all signage that may be placed both inside and outside of your event boundaries.

Additional Documentation Required: Please attach a map marking the placement and sign type of all requested event signage.

PARKING/DELIVERIES

The Town of Fountain Hills does not allow for personal or non-essential vehicles to remain on the lawn of any of our parks or street medians during the running times of any event. Vehicles may be on the premises, except for the Avenue of the Fountains Plaza, for the purposes of loading and unloading only. A member of the organizers staff/volunteer must be present for any and all deliveries made to the event location. All vehicles MUST be removed from the lawn/turf or street/median area and into designated parking at least 30 minutes prior to the start of the event.

PUBLIC SAFETY PLAN

You may be required by the Town of Fountain Hills to have security and/or medical services present at your event. You may hire your own licensed outside Security Company or you may hire Maricopa County Sheriff Office (MCSO) and/or Rural Metro Fire Department.

Will security be on site? Yes No

If yes, has security been contracted/scheduled? Yes No

If yes, which company/service provider? MCSO Deputy Private Security

How many security personnel will be hired? _____

Contact: _____ Phone: _____

Please describe your security plan:

- Has the Rural Metro Fire Department (FHFD) been notified of the event? Yes No
Will Rural Metro, or other safety agency, be on-site? Yes No
Have you made provisions for on-site medical services? Yes No

If yes, please describe your medical plan:

AMPLIFIED SOUND/ENTERTAINMENT RELATED ACTIVITIES

Amplified sound shall be permitted through an approved event application permit. Approved times will be based on the proposed times below.

Will your event include amplified sound? Yes No

Will sound checks be conducted prior to start time? Yes No

What times are you requesting amplified sound? Start: _____ End: _____

Describe the kind of sound equipment that will be used at the event:

Are there any musical entertainment features related to your event? Yes No

Please list all entertainment acts and/or schedule of times for events/performances:

Does the Entertainment include any inflatables? Yes No
(If yes, please indicate location on site map)

How will the inflatable(s) be anchored? The Town of Fountain Hills specifically prohibits the use of stakes in all Town event spaces. Acceptable anchoring tools include: water barrels, sand bags, concrete blocks. Staking may only be permitted under extraneous circumstances, granted by special permission from the Community Services Director or designee. (Inspections may be required)

FENCING

Will your event include the installation of fencing?

Yes

No

If yes, indicate the placement on site map and explain the type of fencing being used:

Please explain how your fencing will be attached to the turf area?

STAGES/PLATFORMS

Will your event include the installation of stages or platforms?

Yes

No

If yes, indicate on site map.

How many stages? _____

What are the dimensions? _____ (Inspections will be required)

TENTS/CANOPIES

The Town of Fountain Hills specifically prohibits the use of stakes in all Town event spaces. Acceptable anchoring tools include: water barrels, sand bags, concrete blocks. Staking may only be permitted under extraneous circumstances, granted by special permission from the Community Services Director or designee. (Inspections may be required)

Tents over 400 square feet and canopies open on all sides over 700 square feet require a permit. Inspections will be done prior to the start of the event.

Will your event include the installation of tents or canopies?

Yes

No

If yes, indicate on site map.

How many tents? _____

What are the dimensions? _____ (Inspections will be required)

WASTE MANAGEMENT/RECYCLING

You are responsible for properly disposing of all waste and garbage throughout the term of your event. Immediately upon conclusion of the event, the area must be returned to its original condition. Should you fail to perform adequate clean up or damage occurs to Town property, you will be billed at full recovery rates.

RESTROOMS

Should you choose, or are required to rent portable restrooms for your special event; you as the event organizer are responsible for the rental and maintenance. If provided, at least one toilet at each location must be ADA accessible. The suggested number of restrooms to be provided is 1 for every 100 attendees. If your event is an all day event, or you are serving alcohol, the suggested number of restrooms is 1 for every 75 attendees.

INSURANCE

A certificate of insurance is required for all events in the amount of One (1) Million dollars individually or Two (2) Million aggregate. The Town of Fountain Hills must be named additionally insured under the above special event's insurance policy for the dates of the event.

Additional Documentation Required: Event organizers must provide a copy of the Certificate of Insurance a minimum of 60 days prior to the start of your event.

MARKETING/ ADVERTISING/ PROMOTIONS

Please explain how you will market, advertise or promote this event or invite attendees to the event (Include event website, and social media sites if applicable):

Please attach your event's official logo/insignia if applicable:

SIGNATURE

I have read the rules and regulations contained in the document and agree to abide by these rules and regulations. I am duly authorized by the organization to submit this application on its behalf and agree to be financially responsible for any fees and costs that may be incurred by or on behalf of the event in the Town of Fountain Hills. I certify that the information I have provided on this application is correct to the best of my knowledge. If the event details change, I agree to submit a revised application or provide additional information in writing, via e-mail, at least 10 days prior to the event.

Name (Please print): _____

Signature: _____ **Date:** _____