



Development Services / eventpermits@maranaaz.gov

11555 West Civic Center Drive / Marana, AZ 85653

Ph (520) 382-2600 / Fax (520) 382-2641 / maranaaz.gov

SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Name:	Title (if applicable):
Organization Name (if applicable):	
Applicant or Organization Mailing Address:	
Primary Phone:	Secondary Phone:
E-mail:	

INSURANCE: If the event is being held on Town property, such as a Town park or Town right-of-way, a certificate of insurance and additional insured endorsement, evidencing insurance in the amounts and types determined by the Town and naming the Town of Marana as additional insured, will be required.

SITE PLAN (REQUIRED): On a separate sheet of paper, provide a site plan or sketch, showing the property location in relation to surrounding properties, the area to be used, the access to the property and the location of any proposed facilities. Identify pedestrian travel, parking areas, vending areas, stages and other principal features of the venue. If temporary parking areas are to be used, applicant must also attach a Parking Layout and Circulation Plan.

SECTION A- EVENT INFORMATION

Event Name:	Expected Attendance:
Event Date(s):	Start Time: End Time:
Event Location (Address or Legal Description): <i>If in a Town Park, please also complete SECTION B</i>	

Will your event include any of the following? *Requires inspection	
Inflatables/hot air balloons? <input type="checkbox"/> Yes <input type="checkbox"/> No	Canopy (open)*? <input type="checkbox"/> Yes <input type="checkbox"/> No
Fireworks/rockets/pyrotechnics? <input type="checkbox"/> Yes <input type="checkbox"/> No	Size: Qty: Secured with: <input type="checkbox"/> Buckets <input type="checkbox"/> Sandbags
Water/Electrical hook-ups*? <input type="checkbox"/> Yes <input type="checkbox"/> No	Tent (enclosed)*? <input type="checkbox"/> Yes <input type="checkbox"/> No
Open Flames/Cooking? <input type="checkbox"/> Yes <input type="checkbox"/> No	Size: Qty: Secured with: <input type="checkbox"/> Buckets <input type="checkbox"/> Sandbags
Temporary Fencing? <input type="checkbox"/> Yes <input type="checkbox"/> No	Generator*? <input type="checkbox"/> Yes <input type="checkbox"/> No
Banners/Decorations? <input type="checkbox"/> Yes <input type="checkbox"/> No	Size: Type:
Musical Entertainment? <input type="checkbox"/> Yes <input type="checkbox"/> No	Retail Vendors? <input type="checkbox"/> Yes <input type="checkbox"/> No Food Vendors? <input type="checkbox"/> Yes <input type="checkbox"/> No

Description of event activities (be specific). Please provide a list of all retail/food vendors and include the business name, contact name, and telephone number. All food/retail vendors must have a current Marana Business License; all food vendors must have a current county health department permit, if required by applicable county regulations. *(Attach additional sheets if necessary):*

Describe the following *(Attach additional sheets if necessary):*

Medical Plan:

Security Plan:

Event Lighting:

Sanitation/Facilities:

SECTION B- FACILITY USE			
Park Name:		Set-up time:	Removal time:
<input type="checkbox"/> Small Ramada (circle ramada number) #1 #2 #3 #4 #5		<input type="checkbox"/> Large Ramada (circle ramada number) #1 #2 #3 #4 #5	
<input type="checkbox"/> Pavilion	<input type="checkbox"/> Group Ramada	<input type="checkbox"/> Multipurpose (circle field number) #1 #2	
<input type="checkbox"/> Baseball (circle field number) #1 #2 #3 #4	<input type="checkbox"/> Softball (circle field number) #1 #3 #4 #5	Other:	
SECTION C- ALCOHOL			
Selling of alcohol? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, please also submit a Special Event Liquor License application. Liquor Licenses require approval by Marana Town Council and Arizona Department of Liquor. Submit applications at least 30 days prior to your event.	
Park consumption of beer/wine? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, please also obtain a separate Beer/Wine permit in person at Marana Parks and Recreation Administration Office. A valid government issued I.D. is required. The permit is for consumption of beer/wine only, as described in Marana Town code section 13-1-2 and doesn't allow for the sales of any kind.	
<input type="checkbox"/> Heritage Farm Park		<input type="checkbox"/> Ora Mae Harn District Park	
<input type="checkbox"/> Crossroads at Silverbell District Park			
SECTION D- TRAFFIC CONTROL			
A Traffic Control Plan must indicate vehicle/pedestrian traffic control, detour routes and directional signs, the time periods of the closure for any street, sidewalk, alley, right-of-way, parking lot or other public access area. Notice of the closure must be posted 72 hours prior to event with appropriate Uniform Traffic Control Devices. Attach a map of the route or area and Traffic Control Plan by Certified Barricade Company. An ADOT Permit (with 60 days advanced notice) may be required on certain streets. IE: I-10 Frontage Road			
Will barricades be set up and removed from Town streets? <input type="checkbox"/> Yes <input type="checkbox"/> No		Set-up time:	Removal time:
Barricade Company:		Company Phone:	
SPECIAL EVENT PERMIT AGREEMENT AND ACKNOWLEDGEMENT			
<p>Applicant shall indemnify, defend, save and hold harmless the Town of Marana and its officers, officials, agents, and employees (hereinafter referred to as "Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused in whole or in part, by the negligent or willful acts or omissions of Applicant or any of its owners, officers, directors, agents, employees or subcontractors. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of Applicant to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances, except for claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by Applicant from and against any and all claims. It is agreed that Applicant will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. In consideration of permission to hold the event, Applicant agrees to waive all rights of subrogation against the Town, its officers, officials, agents and employees for losses arising out of or resulting from the event. If Applicant is acting on behalf of an organization, Applicant certifies that he/she is the agent of the organization, is acting on the organization's behalf, and is duly authorized to execute this Agreement and Acknowledgment on the organization's behalf. Applicant further certifies that he/she has read and understands all the terms of this Agreement and Acknowledgment, agrees that he/she shall be bound by its terms and conditions, and is of lawful age and legally competent to sign this Agreement and Acknowledgment. By signing below, Applicant acknowledges that he/she has read and agrees to abide by all the terms, conditions, rules and regulations outlined in Chapter 10-6 of the Marana Town Code, including the requirements to provide a certificate of insurance and an additional insured endorsement evidencing insurance in the amounts and types determined by the Town and naming the Town of Marana as additional insured, if the event is being held on Town property. The Town's issuance of a special event permit shall constitute a written agreement or contract between the Town and Applicant for purposes of insurance requirements. Applicant further acknowledges that depending upon the nature and location of Applicant's special event, additional permits may be required.</p>			
PERMIT HOLDER INITIALS _____			
CHILDREN AMUSEMENTS TERMS AND CONDITIONS			
<p>Jumping Castles/inflatables/children amusements must be provided by vendors approved by the Town of Marana. No personally-owned jumping castles/inflatables are permitted in Town parks. Town of Marana Parks and Recreation will provide a list of approved vendors upon request. I will be having a jumping castle/inflatable/children amusements and I acknowledge and understand that I must use only Town-approved jumping castle/inflatable/children amusements vendors.</p>			
PERMIT HOLDER INITIALS _____			
PARK USAGE TERMS AND CONDITIONS			
<p>Cancellation or modification to permit must be made 4 days in advance or permit holder forfeits all applied fees. An Administrative Fee of \$13.00 will be applied for ALL refunds or cancellations. Permit holders must produce their copy of any permit upon request by park personnel. Applicants must be at least 18 years of age. Fees for facility use are non-refundable in the event of non-use, rain or shorter duration. Tents and canopies must be weighted down and secured. Sandbags and/or water barrels may be used. Staking is permitted only in approved areas. The use of Kiddie Trains, waterslides, pools, and hooved animals is prohibited in Town parks. Permit holders must pay the Town within ten days from the date of use of the facilities for any and all loss, breakage or need for repair of any piece of furniture, equipment or portion of facility. The burden of proof shall be upon the permit holder to prove that any damage was not caused by the permit holder or his/her organization. The Parks and Recreation Department reserves the right to cancel any reservation prior to scheduled use due to unforeseen Town of Marana conflicts, in which case the permit holder will be notified in advance and all pre-paid fees refunded. The Town reserves the right to revoke the right to use the facilities at any time, including during an event if there is a danger of injury or damage to person(s) or property. The permitted use of the facilities by a user does not, in any way, constitute an endorsement by the Town of Marana of the user's policies or beliefs. Permit holders must abide by all terms and conditions outlined herein, as well as all Town of Marana Parks and Recreation Regulations, as set forth in Chapter 13-1 of the Marana Town Code.</p>			
PERMIT HOLDER INITIALS _____			
Signature of Applicant:		Date:	