



Office Phone (928) 536-7103
Fax (928) 536-2539

SPECIAL EVENT APPLICATION

Recreation and Parks Department

The enclosed information is being requested to ensure that your special event in our town facility is a success, while at the same time ensuring the safety of the community.

This packet includes the following information:

- Special Event Information Sheet
- Hold Harmless/Use Agreement
- Sale of Goods in Parks Application

Thank you for your interest in the Town of Snowflake's facilities. Please complete the following application and return it to:

Snowflake Recreation & Parks
81 West 1st South
Snowflake, AZ 85937

A reservation is required prior to submitting your application. The venue site and the event date **must be secured in advance** in order to proceed through the approval process. This is an application and **does not** guarantee all requests will be approved. All completed applications must be submitted a **minimum of 15 business days** prior to the event. Large events may be subject to a pre-meeting with Town of Snowflake staff. Additional fees may be required.

The security deposit and the hourly rental fee(s) are due at the time the reservation is made. Security deposits are refundable barring there is no damage, and the area is left clean of trash.

A \$100 security deposit is required. (An additional deposit may be required)

Payment can be made with cash or company check.

Reservations can be made up to **six** months in advance.

Refunds/Credit Policy: A minimum of ten **(10)** business days (M-F) notice is required for a refund.

Town of Snowflake - Insurance Requirements

Insurance **will be required** when an individual, group, organization or business conducts an event utilizing a Town of Snowflake facility if **any** of the following applies:

- The general public is invited to attend, observe and/or participate.
- Sales of merchandise and/or food will take place.

If an event held at a Town of Snowflake facility does not meet one of the above criteria and is intended for the sole use of the individual, group, organization, or business conducting the event, no insurance will be required.

Coverage Required:

Commercial General Liability Insurance in the amount of \$ 1 million each occurrence combined single limit for bodily injury and property damage liabilities and \$2 million aggregate is required. The **Town of Snowflake shall be named as additional insured** under the certificate of insurance. Address information should read: Town of Snowflake, Attn: Recreation and Parks, 81West 1st South St. Snowflake Arizona 85937. The insurance certificate needs to be received **at least seven (7) business days prior to the event.**

Special Event Information Sheet

General Information:

Permit # _____

Event Name: _____

Dates and Times of Event:

Set up Date/Time: _____ (must be included in your rental time)

Take Down Date/Time: _____ (must be included in your rental time)

Non Profit: No Yes if yes, status must be verified with the Arizona Corporation Commission or a copy of the Non Profit 501 C3 Certification must be submitted.

Contact Person: _____

Address: _____ City: _____ State: _____ Zip: _____

Promoter/Organization: _____ Phone: _____ Fax: _____
Address: _____ City: _____ State: _____ Zip: _____

Person Responsible: _____ Phone: _____ Fax: _____

E-Mail: _____ Cell Phone: _____

Anticipated Attendance: _____

Is this event open to the public? _____

Event Location:

Name of Facility:

Areas Reserved:

Event Type:

- | | |
|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Arts/Crafts | <input type="checkbox"/> Exhibition |
| <input type="checkbox"/> Festival | <input type="checkbox"/> Food Fair |
| <input type="checkbox"/> Carnival | <input type="checkbox"/> Fund Raiser |
| <input type="checkbox"/> Concert | <input type="checkbox"/> Other: _____ |

Planned Activities:

Describe all activities that will take place at the event: _____

(Please check all boxes in acknowledgement and/or that apply and fill out information in as much detail as possible.)

SITE PLAN - You are required to attach a **detailed site plan** showing location set-ups of all activities involved with the event.

ALCOHOL, BONFIRES, CONFETTI, WATER SLIDES/POOLS, and OPEN FLAME such as tiki torches and candles are **not** permitted in Town parks.)

VEHICLES will **not** be allowed to drive on any grassed areas in the park.

ELECTRICAL NEEDS

Purpose: _____ Where: _____ When: _____

Purpose: _____ Where: _____ When: _____

Purpose: _____ Where: _____ When: _____

REFUSE CONTAINERS

You will be **required** to supply additional trash containers. Here are some suggested (per-day) estimates for figuring the amount of containers needed.

50 – 100 people	1 – 2 yard container
100 – 500 people	2 – 4 yard container
500 – 1000 people	4 – 4 yard container

Number of people _____ Number of containers to be supplied _____

RESTROOMS – Regular/Portable

Recommend one (1) per 225 people; and one (1) Handicapped Accessible.

of Portable Units: _____ # of Handicapped Accessible Units: _____

Location: _____

Date Delivered: _____ Time Delivered: _____

Date of Pick up: _____ Time of Pick up: _____

Company/Vendor: _____ Phone Number: _____

TENTS/CANOPIES (Select areas only. Staking into the ground is not permitted within a 2 ft. radius of any sprinkler head or valve box.)

Quantity: _____ Size: _____ Where: _____

LIST ANY ADDITIONAL EQUIPMENT THAT WILL REQUIRE POWER

Name of Vendor: _____ Company Phone: _____ Fax: _____

Contact Person: _____ Cellular for day of the event: _____

Generator (Type- HP/KW) Gas: _____ Propane: _____ Electric: _____

- LIVE MUSIC** **DEE-JAY** **RADIO STATION ACTIVITY VAN**

(Music is not allowed any earlier than 6:00 am, and no later than 10:00 pm. Be considerate of park neighbors and other park patrons. Noise levels must comply with the Town Code.)

Name of Vendor: _____ Company Phone: _____ Fax: _____

Contact Person: _____ Cellular for day of the event: _____

INFLATABLE (S) (Select areas only)

- Staking into the ground is not permitted within 2 ft. radius of any sprinkler head or valve box.
- The vendor must receive instructions on placement of inflatables. **(928) 536-7431.**
- Water slides are **not** allowed.

Type of inflatable: (jumping/obstacle course/ other activity)

1) _____	Size: _____	Gas _____	Propane _____	Electric _____
2) _____	Size: _____	Gas _____	Propane _____	Electric _____
3) _____	Size: _____	Gas _____	Propane _____	Electric _____

(A maximum of one blower allowed unless the power is supplied by a generator - Attach additional sheet needed)

Rental Company: _____ Fax: _____

Contact Person: _____

Contact Phone: _____ Cellular day of event: _____

Generators and other internal combustion power sources shall be separated from temporary membrane structures (inflatable features), tents, and canopies by a minimum of 20' and be isolated from contact with the public by fencing or other approved means.

CLIMBING WALLS (must be coned off and are only allowed in parking lots.)

Name of parking lot: _____

Name of Vendor: _____ Company Phone: _____

Contact Person: _____ Cellular for day of the event: _____

TRAFFIC CONTROL/PARKING CONTROL

Where: _____ When: _____

(The Town of Snowflake may provide certain services, upon request and availability. Fees may be assessed for services provided.)

Off-Duty Police (928) 536-7500 Traffic Control (928) 536-7500

Barricades Number needed _____ Location : _____

Other

SECURITY

Person responsible on site: _____ Phone: _____

Private Security Company? No Yes Company Name: _____

Will security be staying over night? _____ Cellular: _____

Vehicle Description: _____ License Plate: _____

Will you be requesting off duty Snowflake police officers? No Yes If yes, contact the Police Department at (928) 536-7500.

Will medical services/first aid station be available? No Yes

HEATING/COOKING DEVICES

Propane Gas Sterno Charcoal

SALE OF GOODS IN PARKS – (See attached application)

If during your event you plan to have vendors or sell any items such as food, tickets, or promotional items, you will be required to fill out a “Sale of Goods in Parks” application. If you do not obtain **written permission** violations of conditions of sales may result in removal from the park, and penalties under the Snowflake Town code. Violators may also be subject to citation by the Navajo County Health Services Department.

VENDORS:

- Must obtain a "Vendor Permit." Permits available at the Snowflake Town Hall.
- Must provide liability insurance naming the Town of Snowflake as additionally insured.
- May be required to pay 15% of gross sales to the Town of Snowflake.

List any additional information or questions:

Name: _____ Date: _____

PERMIT COORDINATION LIST

Town Manager _____ **Date** _____

Police Chief _____ **Date** _____

Fire Chief _____ **Date :** _____

P/W Director _____ **Date** _____

R/P Director _____ **Date:** _____

HOLD HARMLESS/USE AGREEMENT

Please print or type:

In consideration of any services rendered and the use of the Town of Snowflake's facilities or Right-of-Way during the (print event) _____ event the period from (date & time)

_____ to _____, the permittee _____ agrees to the following:

1. That the permittee shall defend, indemnify and save harmless the Town of Snowflake, its officers, employees, agents and representatives from and against all losses, claims, demands, payments, suits, actions, recoveries and judgments of every nature and description arising by reason of any act or omission of the permittee, his agent(s), employees or participants during the event or in consequence of any negligence or carelessness regarding the same.

If permittee is required to provide insurance:

2. The Permittee's insurance shall be primary.
3. The Town of Snowflake shall be named as an additional insured on the permittee's liability insurance coverage for the referenced event, and the Hold Harmless Agreement be endorsed onto said insurance policy.
4. Said liability insurance shall be in an amount no less than \$1,000,000.00 per occurrence.
5. Said insurance shall not be canceled or expire during the term of the event unless a minimum of ten (10) days written notice is given to the Recreation and Parks Director of the Town of Snowflake.

Permittee also agrees:

6. That the permittee shall be responsible to make all improvements that are needed to the facilities and ground to conduct the specified event in a safe and prudent manner, and that all improvements shall be at the expense of the permittee.
7. That the permittee shall be responsible for the conduct of both participants and spectators in and about the facility and for damages, (beyond ordinary wear and tear) which may occur to the facility or other property, incident to permittee use of said facility.

Signature of Permittee or Authorized Representative

Print Name

Date

APPLICATION FORM

“SALES OF GOODS IN PARKS”

IMPORTANT NOTE:

Requests must be made a minimum of five days in advance of the sales. This is an application only. Sales are not permitted without written permission. Read the Guidelines for “Sales of Goods” in parks for more information.

Name of Organization: _____

Type of Organization (Non-profit, school, etc.): _____

Contact Person : _____

Mailing Address: _____

Day Phone: _____ Evening Phone: _____

Mobile Phone: _____ Fax Number: _____

Sales will take place at what event or activity in the Town of Snowflake? (Rodeo grounds, park, etc.) _____

1.) Do you, or the sponsoring group, have a park reservation completed? Yes__ No__

2.) Will you be serving food Yes__ No__

• If yes, provide a copy of all needed permits:

1. Navajo County Health Department
2. Town of Snowflake Vendors Permit
3. Other

• List of Vendors: _____

_____ (Attach list if needed)

• Contact Person and Phone: _____ (Attach list if needed)

Date(s) & Time(s) of request to sell goods:

• Date: _____ Time: _____

• Date: _____ Time: _____

• Date: _____ Time: _____

What specific item(s) do you wish to sell? _____

Other Information: (attach additional sheet if needed) _____

Fees: **Permit fee:**
Vendor fee: per day (When promoter is subletting to other vendors)

Total submitted: \$ _____

I understand that complete compliance with the established guidelines for “Sales of Goods” is required. Violations of conditions of sales may result in removal from the park. Violators may also be subject to citation by the Navajo County Health Department.

Signature: _____ **Date:** _____

RETURN TO: Snowflake Recreation and Parks Department - 81 West 1 South - Snowflake, Arizona 85937
Phone: (928) 536-7103 - Fax: (928) 536-2539

Town of Snowflake

Park Rules and Regulations

1. No spirituous liquor, beer, or wine allowed in parks or parking lot.
2. Please place litter in trash receptacles.
3. Glass containers are not permitted in parks or parking lots.
4. Horses are not permitted in parks.
5. Dogs must be on a leash at all times (owners are responsible for cleaning up after their animals).
6. No vehicles (including Go-Peds) are allowed on sidewalks or the grass.
7. Do not dump grease, salt or any other substance on park grounds and parking lots.
8. No golfing in Town Parks.
9. Slip and slides, pools and other water toys that ruin the grass are not allowed.
10. Parks are open from 6:00 am – 11:00 pm.
11. Sales of food, beverages, or any other item is prohibited in all Town Parks and within three hundred (300) feet of a Town Park, unless “Sales of Goods In Parks” application form has been approved.
12. Please report rule violations to the Snowflake Police Department at 536-7500. (The Parks and Recreation Department phone number is 536-7103 Ext. 225)
13. The Town of Snowflake, its officers, employees and agents shall not be responsible for any accident, injury, and/or loss of property or damage resulting from the use of the Park by any group or organization.
14. All requests for Park Permits shall be revocable at any time by the Department Director (or designate) upon finding of a violation of any rule, ordinance or state statute.

Snowflake Ramada Rules and Regulations

Following are the rules and regulation to be followed when using the Ramada’s at the Pioneer Park in Snowflake:

- Post one of your reservation cards on the clipboard located on the pole of the reserved Ramada, the morning of your reservation.
- Keep the other reservation card as a back up to the posted card.
- Be sure to return any keys that you have checked out before noon of the following day.
- **Parties and reunions are responsible for their own trash. Please bring your own plastic trash bags. There are dumpsters in the parking lot which should be used to dump your trash before leaving the park. Do not fill the park cement trash receptacles. They are not big enough for large parties and reunions. They are only emptied once a day Monday through Friday. Please think of other park patrons.**
- Vehicles are not allowed in the park. Keep vehicles in the parking lot.
- Slip and slides, pools and other water toys that ruin the grass are not allowed.
- Do not dump grease, salt or any other substance on park grounds.

Thank you for your cooperation.

Ball Field Rules

- 1) Climbing on or over fences is prohibited.
- 2) “Soft Toss” against the fence is prohibited.
- 3) Hitting against the fence is not allowed.
- 4) Vehicles are not allowed on fields.
- 5) Un-sportsmanlike conduct, fighting, foul language will not be allowed.
- 6) Use established base distance only
- 7) Failure to follow the rules will result in removal from the park and loss of privileges.