

ANTHEM VETERANS MEMORIAL RESERVATION FORM (please print legibly)

Contact name (Responsible party)		Company/Organization name (if applicable)		
Street address (no P.O. Box)		City	State	Zip
Email		Phone	Cell	
Requested reservation date	Arrival time (include set-up, must be after 6 a.m.)	Departure time (include teardown, at least 30 mins before posted closing)		
Circle day of week for reservation M T W TH F SA SU		Rental purpose (type of event)		

RENTAL INFORMATION & FEE STRUCTURE

The Anthem Veterans Memorial (AVM) is a quiet place of reflection for veterans, their families and visitors. The AVM stands in the Anthem Community Park, owned and maintained by the Anthem Community Council (ACC). Any event or gathering using the AVM as a backdrop must maintain the dignity and respect inherent to the Memorial and those visiting it. **Rental area applies to the northwest upper grassy area of the park adjacent to the Memorial, allowing the Memorial to be used as a backdrop.**

Personal use
(\$25/hr administration fee applies; 2-hr minimum)

Military use*
(administration fee is waived)

* See Anthem Veterans Memorial use guidelines.

Provide rental details (please be specific)

ADDITIONAL INFORMATION

Will responsible party listed above be present at the rental? Yes No If not, who will be the responsible party at the rental? _____

Is the rental for a: 501c3 organization Community-based organization Military

Will this rental be open to the public? Yes No If yes, what is the means of public notification? _____

What is the expected attendance? _____

Will rental include additional structures/tents, equipment, supplies, fencing, staging, etc.? Yes No If yes, will tent exceed 10'x10'? Yes No

Will there be any amplified sound/music? Yes No Live performances? Yes No

Will you be hiring any additional people or services for this rental? Insurance may be required. Yes No

Will food be sold or served at the rental? * Yes No If yes: Prepared on site Catered If catered, name of caterer? _____

Will alcohol be served? Yes No If yes, what is the name of the non-profit filing for the liquor license? _____

Will there be any amusement or entertainment? Yes No If yes, please explain: _____

*Selling or serving of food may fall under the Maricopa County Environmental Health Guidelines, which may require additional permits.

PAYMENT

Form of payment Cash Credit card **Name on credit card** _____

Credit card type Visa MasterCard Discover _____ - _____ - _____ - _____

Expiration ____ / ____ **CVV code** (on back) ____ **Cardholder Zip** _____

Reservations are for personal or business use only. Selling of products, services and/or fundraising is not permitted. Some rentals may fall under the Maricopa County Special Use Guidelines, which may require additional permits. Amplified sound is permitted as long as not disturbing other guests. Personal and service animals are permitted; no other animals are allowed. All ACC Community Park rules apply. See Facility Rules and Regulations for special conditions regarding additional structures (inflatables, etc.) and the ACC Banner Policy.

By signing this document, I agree, for myself and on behalf of my guests using the facility, to comply with the rules noted above and posted at the Park. I voluntarily accept the liability for any and all injuries or damage resulting from the use of the facility and release Anthem Community Council, Inc. ("ACC") and its employees, officers, and agents from any liability. I further agree to defend and indemnify ACC from any and all claims brought against ACC related in any way to the use of the facility. I acknowledge that failure to adhere to the rules may result in additional fees and/or suspension of reservation privileges.

Signature (of responsible party) _____ Date _____



OFFICE USE ONLY - REC'D BY:	DATE REC'D: _____ TIME REC'D: _____	CONTACT DATE: _____ CONTACT TIME: _____	CONFIRMED? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, reason:
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RULES & REGULATIONS FOR FACILITY RENTALS

1. All ACC Community Park rules apply; additional guidelines noted on ACC rental and event application apply.
2. Events associated with the AVM as a backdrop must be free to the public and cannot involve fundraising efforts.
3. User takes full financial responsibility for damage to the AVM, benches or adjacent lawn/landscaping.
4. The AVM may not be altered at any time. Nothing may be semi-permanently placed on any part of the memorial. No item(s) may be placed on or affixed to the AVM glass mosaic Great Seal of the United States, Circle of Honor pavers, pillars, flag pole, benches or other pavers at any time.
5. The position of the flags may not be changed/lowered unless ordered by the AZ Governor or U.S. President.
6. Benches may be used for seating only.
7. Special wreaths are permitted if they are displayed on a wreath stand and are located on the sidewalk near the Memorial. All wreaths must have prior approval from ACC staff.
8. The user will take every caution to protect the integrity of the glass mosaic of The Great Seal of the United States.
9. No chairs, tables or other equipment may be placed on the pavers of the Memorial.
10. No food or drink may be placed on benches or on the pavers.
11. Podiums must be placed on the stone area around the Memorial or between benches.
12. Set-up and tear down are the sole responsibility of user. All chairs, tables, sound systems, etc. must be secured at user's expense.
13. Personal sound equipment is acceptable for events of personal use. Amplified sound is only acceptable at special events. All music played at events must be in keeping with the integrity of the Memorial and Park.
14. All cords for sound systems that cross sidewalks and pathways must have covers.
15. ACC property may not be borrowed or rented.
16. ACC staff is not available to help coordinate, set up/tear down, or assist with the planning and implementation of personal use functions. Staff will coordinate internally for those events that significantly impact the daily use of the Park.
17. Military uses include reservations by a military branch, military-related organization/associations and veteran nonprofit/organization uses by a branch of the U.S. Armed Forces, a military organization, a veteran or military nonprofit or a nonprofit that serves veterans such as USO, VFW, American Legion, American Legion Auxiliary, Wounded Warriors, etc.
18. **Exclusions for use:** Memorials or funeral services and military honors are reserved for the time of burial; no caskets, cremains or burial ceremonies are permitted; gun salutes are not permitted; other events which may cause negative reflection upon the AVM or those visiting it are prohibited.

Any event or celebration that requires catering or rental of a Ramada, Community Center rooms or Anthem Civic Building rooms is not included with the AVM Use Guidelines. Separate arrangements must be made for other facility rentals aside from the AVM; additional fees will apply.

This is not necessarily an exhaustive list of all policies, procedures, and rules associated with ACC property. While this is intended to be an accurate reflection of all procedures, management reserves the right to revise any policies, rules, schedules, etc. with or without notice, as circumstances change (e.g. emergencies, change in personnel, workload, community issues, etc.). Failure to follow policies, procedures, and guidelines may jeopardize usage of the amenities. For a more comprehensive list of facility rules, guidelines and policies, please reference the ACC's Board Policy Manual at OnlineAtAnthem.com.

By signing this document, I agree, for myself and on behalf of my guests using the facility, to comply with the rules noted above and on the front of this form. With my signature I also authorize the Anthem Community Council to charge my credit card for the rental once confirmation is received and for any damages sustained as a result of the rental.

Printed name

Signature

Date

