



SPECIAL EVENT REQUEST FORM AND GUIDELINES

Return to:

Isabel Juarez

Special Events Coordinator
3701 W. Anthem Way, Ste. 201
Anthem, AZ 85086

ijuarez@anthemcouncil.com

Phone: 623-742-4510



SPECIAL EVENT REQUEST FORM *(please print legibly)*

Organization name <i>(responsible for event)</i>	Is the organization a 501(c)3	Expected attendance		
Contact name <i>(responsible party)</i>		Event name		
Street address <i>(no P.O. Box)</i>		City	State	Zip
Email	Phone	Cellphone		
Requested reservation date	Setup time <i>(must be after 6 a.m.)</i>	Event time	Tear-down time	Departure time

Rental purpose *(describe in detail)*

REQUESTED FACILITIES *(check all that apply)*

Softball Field <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 Rates (per hour): \$18 non-profit \$68 corporate <input type="checkbox"/> Field/Court lighting <i>(Softball fields)</i> Rates (per hour): \$24 non-profit \$30 corporate	<input type="checkbox"/> Amphitheater* Rates (per hour/2 hour minimum): \$36 resident \$75 non-profit \$100 corporate/non-resident <i>*If using amplified sound, an Amplified Sound Permit is required (nonrefundable fees apply).</i>	<input type="checkbox"/> Northwest grass/Upper park Rates (per hour/2 hour minimum): \$25 non-profit \$25 corporate <input type="checkbox"/> Veterans Memorial* Rates (per hour/2 hour minimum): \$25 personal use; fees are waived for military use <i>*Memorial reservations may require an additional form to be completed.</i>	Ramada <input type="checkbox"/> Train <input type="checkbox"/> Bike Rates (per hour): \$14 non-profit \$80 corporate <input type="checkbox"/> Other <i>(please explain)</i>
--	---	---	--

ADDITIONAL INFORMATION

Will this event be open to the public? Yes No Will there be fees/admission to participate? Yes No

Will this event be a fundraiser? Yes No If yes, please explain _____

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

If yes, please explain in more detail: _____

Will there be any amplified sound/music? If yes, a Sound Permit is required (non-refundable fees apply) Yes No Live performances? Yes No

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

If yes, please list all vendors you intend to use (name and phone—list any additional vendors on back):

- _____
- _____
- _____
- _____
- _____

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 nonprofit filing for the liquor license? _____

Will any other items be sold? Yes No If yes, please describe: _____

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

List all activities that you plan to offer (inflatables, music, entertainment, food booths, etc.—list additional information on back or attach summary):

- _____
- _____
- _____
- _____

Will generators be used? Yes No If yes, please explain _____

Will any part of this event take place on county roadways or require road restrictions (i.e. 5k)? Yes No

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

ACC SPECIAL EVENT REQUEST FOR COMMUNITY PARK

Generally, special events are temporary outdoor uses, which extend beyond the normal and routine uses of ACC Community Park and standards allowed by the Anthem Community Council (ACC) guidelines and Maricopa County Zoning Ordinances. The Zoning Ordinances contain regulations limiting the duration and frequency of special events. Special regulations apply to specific types of events.

The **ACC Special Event Request Form** must be completed for any event that will require a change to or closing of ACC Community Park, or any portion of the park, from its normal daily operations.

Special Event Request Forms are submitted to the Special Events Coordinator:

Isabel Juarez, ijuarez@anthemcouncil.com – Phone: 623-742-4510

APPLICATION PROCESS/FILING TIMELINE & APPLICANT INFORMATION

The application process is intended to provide the ACC with an overview of your event. The information provided is used to determine whether or not your request complies with ACC rules and guidelines, the impact on area residents, businesses and/or park guests. ACC staff is committed to helping you with the event request process and to help make your event as successful as possible, while also complying with all ACC rules, regulations and best practices. The Anthem Community Council reserves the right to decline event requests.

A Special Event Request Form may be submitted at any time, but no later than 30 days prior to the anticipated event date.

The applicant for the Special Event Request must be at least 18 yrs. of age and the authorized representative for the business, organization or individual conducting the event. This person must be 1) available for any questions the ACC staff may have related to the request; 2) the main point of contact and present at the event; 3) the responsible party for all subsequent documentation or materials that may be required for submittal; and 4) responsible party for payment.

Park Rules and Guidelines

The applicant and event organizer must comply and follow all facility and park rules and guidelines. **See attached ACC Community Park Rules and Guidelines (section 5.2.3 of the Board Policy Manual).**

PARK AVAILABILITY & EVENT VENUES

ACC Community Park is available for event rentals during operational hours of M-Sun, 6 a.m.-10 p.m., depending on availability.

ACC Community Park: 41703 N. Gavilan Peak Pkwy., Anthem, AZ 85086 (submit to ACC Special Events Director)

ACC Community Center: 41130 N. Freedom Way, Anthem, AZ 85086 (contact Community Center at 623-879-3011 to submit a request for this property)

***This form does not apply to event requests taking place on commercial properties. Contact the ACC's **Business Services Specialist** at bsservices@anthemcouncil.com or visit OnlineAtAnthem.com for more information regarding these events.**

SITE PLAN

A detailed site plan is required for all special events taking place in ACC Community Park. Please attach a separate document that clearly shows (if applicable):

- Specific location of the event
- Stage location and dimensions
- Fencing & Generator location
- Portable restrooms/locations
- Food truck locations
- Emergency event plan
- Security contact and confirmation if applicable.
- Dimensions of tent/canopies (indicating personal or commercial)
- Tent or canopy location(s)
- Sound location
- Table/chair location and quantity

COVID-19 SAFETY PLAN

A detailed COVID-19 safety plan is required for all special events taking place in the ACC Community Park. Please attach a separate document that clearly defines the organizers plans to manage and adhere to the following COVID-19 safety concerns:

- Specific sanitation and hygiene procedures
- Mask Protocol
- Limitation on public gatherings or occupancy restrictions
- Social Distance Protocol

PERMITS & FEES

Permit and Fees required by the ACC:

- Special event rentals require a non-refundable **\$25 application fee** due *at the time of submittal*
- Rental invoice payment due *two weeks prior to scheduled event*
- Amplified Sound Permit, a non-refundable **\$100 fee** (if applicable – see sound and entertainment section)
- A refundable security deposit of **\$250** is required *at least 30 days prior to the event date* (see security deposit section)

Additional applications, permits and fees may need to be filed by the event organizer (or the ACC) prior to a special event being approved. There are always special circumstances that may require additional review. *Categories below and throughout the document marked with an asterisk (*) are subject to inspection.*

Maricopa County Sheriff's Office

Depending on the nature of the event, private security personnel and/or off-duty deputies may be required (see public safety section). *Additional fees will apply* and are the responsibility of the hosting organization for direct payment to the security company.

Daisy Mountain Fire and Medical Department (DMFMD)

If any of the following apply for your event, you are required to submit an application to the DMFMD for an inspection and compliance with county regulations and fire safety at least one month prior to event date.

- Carnivals/fairs
- Exhibits/trade shows
- Generators*
- Hot air balloon
- Open flames/cooking devices
- Tents/canopies*

Additional fees will apply and are the responsibility of the hosting organization for direct payment to the DMFD. Specific questions should be directed to the DMFMD at 623-465-7400; visit <https://www.daisymountainfire.org> for the application.

Maricopa County Environmental Health Services

In order to sell or give away any food or beverage product at an event, you are required to apply for a Temporary Food Service Establishment permit. Fees may apply. Please read the special event program requirements and download the application: <https://www.maricopa.gov/4996/Permits-Forms-and-Applications> or contact Environmental Services.

Bake Sales are subject to Maricopa County guidelines and must be pre-approved by the ACC.

Maricopa County Department of Transportation

Events that use county roadways, require road closures, road restrictions or alterations, street parking or modification of light signals require a permit. For more information: <https://www.maricopa.gov/499/Permits>. Proof of permit must be submitted two (2) weeks prior to event.

Arizona State Liquor Board

The Arizona State Liquor Board must grant a Liquor License for any event where alcohol will be served/sold. Restrictions apply for alcohol containment areas and security (see liquor section).

For more information: <http://www.azliquor.gov/series15.cfm>

The nonprofit entity that is issued a liquor license for distribution at any event on ACC-owned property must also be the same entity that provides *proof of liquor liability insurance, naming the Anthem Community Council as additional insured.*

SECURITY DEPOSIT

A refundable security deposit of \$250 is required at the time of booking the event. If eligible, the security deposit will be refunded by check 30 days after the event concludes. No refunds or partial refunds will be issued under the following circumstances:

- Damage to property including landscape and structures, irrigation system, etc.
- Excess waste
- Violation of the Amplified Sound Permit conditions or any park rules
- **Misleading information provided in event request form and/or guidelines (i.e. additional attendees or adverse impact on park)**
- **Failure to comply with information provided on event request form and conditions of COVID-19 Safety Plans.**
- Event balance is not paid in full.

INSURANCE

All events taking place on ACC-owned property require the event holder, sub-contractors and vendors to carry liability insurance for their own protection and for the protection of ACC. This liability insurance must name the Anthem Community Council as additional insured, with the language, limits and coverage shown below.

Commercial General Liability Insurance

Each Occurrence Limit:	\$1,000,000 combined single limit
General Aggregate Limit:	\$2,000,000
Products/Completed Operations Aggregate Limit:	\$2,000,000
Personal Injury Limit:	\$1,000,000

The Commercial General Liability Insurance policy must be endorsed to include Anthem Community Council, its subsidiary and affiliated entities and all of their respective directors, officers, partners, members, managers, employees, agents and volunteers as additional insured on a primary and non-contributory basis. All certificates of insurance are to include the following:

Certificate Holder:

Anthem Community Council
3701 W. Anthem Way, Ste. 201
Anthem, AZ 85086

Automotive Insurance: If event holder has any sub-contractors or vendors that have been approved by the ACC to drive on ACC-owned property (outside of the parking lots), they are required to submit a valid copy of automotive insurance coverage.

Automobile Liability Insurance (covering all owned, non-owned and hired autos used in connection with the work)

Each Accident Limit:	\$1,000,000 combined single limit
----------------------	-----------------------------------

LIQUOR

If alcohol is present at your event, Arizona state law requires that it be contained (fenced) within the event venue. A **Liquor License** is required with a copy of the license submitted to the ACC Special Events Manager at least two (2) weeks prior to the event date. All events offering liquor must obtain ACC approved security to manage the contained area.

Liquor liability insurance is required by the individual, organization or business that is serving the alcohol. A copy of this insurance, naming the Anthem Community Council as additional insured, must be submitted at least two (2) weeks prior to the event date. All guests and attendees are expected to abide by all applicable laws.

PUBLIC SAFETY

The applicant is responsible for holding an event that is safe, responsible and secure. Applicant must ensure adequate personnel are present to provide general supervision, contain liquor to licensed premises and within designated contained areas, protect personal property and consider safety elements if the event is located near the park lakes; adverse weather or nearby lightning can impact event cancellations.

The event should not impede the neighboring residents, surrounding park activities or guests from enjoying their experience in the park.

VENDORS & SUB-CONTRACTORS*

If vendors (food, entertainment, games, etc.) and/or sub-contractors (portable restrooms, water trucks, labor, janitorial, equipment rentals, ice trucks, etc.) will be present at your event, they are required to comply with ACC park rules and guidelines.

Service vehicles may drive on park grounds with prior authorization and restrictions. Vehicles may only drive on the warning tracks of the athletic fields. **Driving on the grass/turf is strictly prohibited.**

Food vendors are required to comply with Maricopa Environmental Health Service guidelines. **Additional conditions/restrictions are currently in place due to the COVID-19 pandemic and must be adhered to.** General liability insurance naming the Anthem Community Council as additional insured is required from each vendor/sub-contractor. A list of all vendors must be submitted at least 30 days prior to your event date, along with their liability insurance.

ENTERTAINMENT & SOUND

Amplified sound is permitted at events with prior authorization and limited to three hours maximum per event rental. Speakers must be positioned in accordance with established ACC standards and all noise levels produced by guests, music, entertainment or speakers must comply with Maricopa County Zoning Ordinances.

ACC staff and security will monitor sound levels if it can be heard beyond your event area. You may be required to reduce or cease the volume if complaints are received or the levels are unreasonable per ACC/law enforcement. An Amplified Sound Permit is required (see permit and fees section).

TENTS & CANOPIES*

Personal pop-up tents/canopies are permitted with prior authorization and may not exceed 10'x10' in size. Personal pop-ups should be reinforced with heavy weights to prevent tents from blowing away and causing damage to property or other individuals.

Tents are only permitted on grassy areas and may not be used in parking lots, on sidewalks or on other concrete areas.

Commercial tents that are larger than 10'x10' require prior authorization and must be commercially installed and maintained according to manufacturer's specifications. Commercial tents are subject to DMFMD inspection.

SIGNS & BANNERS

Special permission is required for the use of signs and banners on ACC property. Please submit a Banner Request Form to the ACC Special Events Director if you wish to use banners to publicize your event to the general public. This form only applies to street corner banners (Anthem Way and Gavilan Peak Pkwy. and/or Daisy Mountain Dr. off I-17).

Banners used within the event boundaries in the park must face inward and not toward the streets or the public.

GENERATORS & POWER*

The use of personal generators is prohibited on ACC-owned property. Commercial generators are permitted for events with prior authorization, and if accompanied by an appropriate fire extinguisher and liability insurance from the rental company. See DMFMD for additional restrictions.

Electrical outlets within the event boundaries you are requesting may be used for minimal power source needs. Any electrical cords used must be kept away from pedestrian traffic, set up in a manner that is safe for the general public and properly covered and marked to minimize trip/fall hazard.

SANITATION & PORTABLE RESTROOMS

Applicant is responsible for maintaining an event area that is free from trash or overflowing receptacles and leaving the rental area in the same condition as it was found. The ACC and janitorial staff will provide extra receptacles in the event area to accommodate the number of people in attendance. Any additional janitorial services needed for your event, above and beyond their regular scope of work, will incur an additional fee to be paid by the applicant/event organizer. This could include extra restroom supplies, extra trash removal or extra cleaning services during or after event hours. Applicant is responsible for providing a sufficient number of restroom facilities (including ADA accessible facilities) to accommodate the anticipated

PAYMENT

Payments will be completed via invoice. A security deposit and application fee are required. Accepted forms of payment include: money order, cashier's check and credit card (Visa, MasterCard and Discover).

All ACC Community Park rules apply. Refer to attached Special Event Guidelines for permitting requirements and additional information related to events in the park.

By signing this document, I agree, for myself and on behalf of my guests, to comply with the rules enclosed and posted at the Park. I voluntarily accept the liability for any and all injuries or damage resulting from the use of the park and release Anthem Community Council (ACC) and its employees, officers and agents from any liability. I also voluntarily accept financial responsibility for any and all fees incurred from the reservation. 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 park.

Signature (of responsible party) _____

Date _____

COVID-19

The applicant understands that the risk of becoming exposed to or infected by COVID-19 may result from the use of these facilities and agrees to operate the event in compliance with all ordinances and in conformance with guidance issued by the Centers for Disease Control and Prevention, including, but not limited to, requirements and or suggestions regarding physical distancing, mask use, and occupancy restrictions. Applicant acknowledges that the ACC may cancel the event at any time should the event violate, or threaten to violate, any ordinances or guidance regarding the prevention of the spread of COVID-19 in the ACC's sole discretion.

Applicant assumes all of the risks associated with COVID-19, including without limitation, related exposure, contamination, and infection in connection with any and all use within and around the ACC's facilities and agrees to indemnify and hold harmless the following entities or persons for all claims of liability arising out of or related to COVID-19 in consideration for being permitted to use/access to facilities: the Anthem Community Council, LLC, and its agents, directors, officers, employees, volunteers, vendors, representatives, or affiliated persons' or entities ("released person").

Signature (of responsible party) _____

Date _____



anthem
community council

Anthem Community Council Parks – Banner Request Application/Policy

Hanging banners or placing signage out on Community Council property is only permitted with prior authorization.

Specified locations to display banners are available to 501(c)(3)/not-for-profit status organizations sponsoring an Anthem Community Council-approved event within the Anthem Community property (proof of status may be required).

Organization Name _____	Contact Name _____	
Event Name _____		
Contact Phone Number _____	Contact Email Address _____	
Event Location _____	Date(s) of Event _____	Time of Event _____
Select Locations: <input type="checkbox"/> Anthem Way & Gavilan Peak (corner) <input type="checkbox"/> Daisy Mountain		

Banner Request Process:

1. This application form (and accompanying documentation) must be completed and submitted to the Special Events Director at least 45 days before the event. Any request submitted after this time frame may not be eligible.
 - a. An 8 ½ x 11 proof of your banner must also accompany the application. (must show font and color schemes.)
2. Application packet will be reviewed and considered for approval within 14 days, at which time, the applicant will be notified of the status.
3. If approved, applicant will deliver approved banners to Community Park Maintenance Building 14 days prior to event.
4. Banners are permitted to hang 14 days prior to event and removed the last day of the event.
5. Banners will be available for pickup two days after the last day of the event at the Community Park Maintenance Building. Banners will be disposed of if not picked up 14 days after event.

Banner Guidelines:

1. Banners must have a 4'x10' dimension for the street corner locations, and a 3'x12' dimension for the community center. A 4'x5' banner will be required if multiple banners will be on display (excluding community center. Final banner size will be approved by the Anthem Community Council and applicant will be notified. (Banner size requirements are subject to change.)
2. Event name & information must be the prominent display on the banner.
 - a. Sponsor names and logos cannot exceed 25% of the banner dimensions.
3. One banner at each location, per organization, is permitted (if available.)
4. Maximum of two banners, representing two separate events, is permitted at each banner placement location.
5. Available dates will be scheduled on a first-come, first-served basis.
6. Once banners have been approved, anything submitted that does not meet approved standards or guidelines will be taken down.

Banner Location Options:

1. Anthem Way & Gavilan Peak Parkway (southeast corner)
2. Daisy Mountain Drive (just east of I-17)

Anthem Community Council (ACC)-sponsored events or partnership events will take precedence over all other events (i.e. Anthem Days, Music in May, Independence Day, Autumnfest, AVM Ceremonies, parade, triathlons, etc.). Anthem Community Council-sponsored events will be allowed banner placement at all locations, three weeks prior to the event, and may display sponsor information as needed. ACC sponsored events may place banners throughout Council property as approved. During those three weeks prior to the above events, ONLY Anthem Community Council-sponsored event and/or partnership event banners will be allowed on Anthem Community Council property. ACC-approved events may be eligible for banner placement in other areas of the park. Anthem Community Council is not responsible for damage to or theft of banners while on ACC property. *Subject to change.

By signing below, I acknowledge that I have read the *Banner Request Application/Policy*, have provided accurate information, and agree to the terms set forth. I also acknowledge that any misrepresentation of information provided, or non-compliance with the terms set forth, will be grounds for ineligibility of the Banner Request or removal of banner from specified locations.

Signature of person submitting this request

Date

This section to be completed by Anthem Community Council Staff

Date application received _____ Rec'd by (name) _____

Dates available: ____ Yes ____ No **Council approval:** ____ Yes ____ No **Date of approval** _____

Locations & Size approved:

Anthem Way/Gavilan Peak: ____ 5'x4' ____ 11'x4'

Daisy Mountain: ____ 5'x4' ____ 11'x4'

Banner(s) picked up by _____
(Please print)

Staff member _____
(Please print)