



SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Name and Title (If Applicable):

Organization Name (If Applicable):

Applicant or Organization Mailing Address

Primary Phone:

Secondary Phone:

Email Address:

Insurance: Events held on City property are required to include a certificate of liability insurance of one million dollars (\$1,000,000) and appropriate endorsements naming the CITY OF WILLCOX AND ITS OFFICIALS, OFFICERS, EMPLOYEES AND AGENTS AS ADDITIONALLY INSURED. Applicants policy is primary and non-contributory and subrogation must be waived.

SECTION A: EVENT INFORMATION

Event Name:

Expected Attendance:

Event Date(s):

Start Time:

End Time:

Event Location and Address:

Description of Event and Activities:

Indicate if your event will include the following:

Inflatbles?

Carnival/Amusement rides?

Water/Electrical Hook-ups ?

Cooking/Open flames?

Temporary Fencing?

To be provided by the permit holder

Musical Entertainment?

Portable Restrooms?

To be provided by the permit holder

Retail Vendors? (All vendors must possess a temporary business license. Contact City hall at (520) 394- 4271)

Is food being prepared?

Is food being sold?

Please review the Arizona Department of Health Services Food Safety Regulations by visiting <http://www.azdhs.gov/documents/preparedness/epidemiology-disease-control/food-safety-environmental-services/az-food-code.pdf>

A food vendor permit must be completed and returned to the Cochise County Health Department at least 14 business days prior to the event. Contact the Willcox Office at (520) 384-7100

Please attach a list of all food and retail vendors including the business name, contact name, and telephone number.

Describe the following (attach sheets if necessary):

Medical Plan:

Security Plan:

Event Lighting:

Sanitation/Facilities:

Trash service adjustment: Contact Southwest Disposal at (520)384-0765 if garbage bins will be hauled.

Section B- Alcohol

Will alcohol be sold? Will Alcohol be consumed (Non-Sales)?

The appropriate liquor license must be approved by the Arizona Department of Liquor Licenses and Control Visit https://www.azliquor.gov/forms.cfm and submit application 30 days in advance.	Events that involve consumption of alcohol require one million (\$1,000,000) liquor liability insurance and an off-duty police officer. Contact the Willcox Department of Public Safety at (520)384-4673 Please Submit a Liquor Liability in person to the Public Services and Works Office at 250 N. Railroad Ave.
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Section C- City Facility Use

Select all that apply:

- Willcox Community Center
- Keiller Park
- Railroad Park
- Quail Park
- Willcox Community Pool

Please note that facility rates have changed.

Section D- TRAFFIC CONTROL - Parades require a separate permit application.

Off-Duty City Employee Request

Consult the Public Services and Works Department to determine if your event requires the presence of a City employee for which compensation must be paid.

- Off-Duty Police Officer: Contact the Willcox Department of Public Safety at (520)384-4673
- Off-Duty Public Works Employee: Contact the Public Services and Works Office at (520)384-6447

VENDOR LICENSURE REQUIREMENT

Applicant certifies that all retail vendors will possess updated transient business licenses on the event date. Applicant certifies that all food vendors will possess updated permits on the event date and that all food served will follow Cochise County Health Department Guidelines. Vendors found without a license or permit will be fined.

PERMIT HOLDER INITIALS _____

APPLICATION TERMS AND CONDITIONS

- By signing this document, Applicant agrees to the following:
- * Facility fees are subject to change as the City evaluates new rates.
 - * The applicant does not have ownership of the facility.
 - * Liability insurance must be submitted prior to utilizing City Facilities.
 - * Applicant may be required to sign updated facility use document if changes to the permit occur
 - * Applicant understands the risk of COVID-19 and will have signed waivers for the event at City Facilities.

(See attachment).

PERMIT HOLDER INITIALS

SPECIAL EVENT PERMIT AGREEMENT AND ACKNOWLEDGEMENT

Applicant shall indemnify, defend, save and hold harmless the City of Willcox 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, attorney's 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, subcontractors or invitees. 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 judgement costs where this indemnification is applicable. In consideration of permission to hold the event, Applicant agrees to waive all rights of subrogation against the City, its officers, officials, agents and employees for losses arising out of or resulting from the event. The City reserves the right to refuse installation of amusements or facilities that violate safety regulations. If Applicant is acting on behalf of an organization, Applicant certifies that he/she is an authorized officer of the Applicant or the agent of the organization, is acting on the organization's behalf, and is duly authorized to execute this Agreement and Acknowledgement on the organization's behalf. Applicant further certifies that he/she has read and understands all the terms of this Agreement and Acknowledgement, agrees that the Applicant shall be bound by its terms and conditions, and is of lawful age and legally competent to sign this Agreement and Acknowledgement. The City's issuance of a special event permit shall constitute a written agreement or contract between the City and Applicant for purposes of insurance requirements. Applicant agrees to the payment of all non-refundable and refundable fees specified in this document unless otherwise authorized by the Public Works Department. Applicant further acknowledges that depending upon the nature and location of the Applicant's special event, additional permits may be required. The City reserves the right to withhold cleaning/damage deposits depending on the condition of the facility after the permit expires.

PERMIT HOLDER INITIALS _____

Permit Holder

Date Signed

Public Works Representative

Date Signed

Department of Public Safety Representative

Date Signed

City Manager's Office Representative

Date Signed

COMMUNITY CENTER**Rental Fees and Deposits**

	Room(s)	Amount	Number of Dates	Total
	Application Fee *One Time Fee*	\$50.00		
	Main Hall	\$250.00		
	Fireplace Room	\$80.00		
	Kitchen	\$150.00		
	Entire Facility	\$400.00		
	Cleaning/Damage Deposit	\$250.00		
	Total Fees and Deposits			

Quail Park**Rental Fees and Deposits**

	Location(s)	Amount	Number of Dates	Total
	Application Fee *One Time Fee*	\$50.00		
	Main Rodeo Arena (Rodeo & Tractor)	\$200.00		
	Main Rodeo Arena (Horse)	\$150.00		
	Main Rodeo Arena (Play Day)	\$100.00		
	Warm Up Arena	\$50.00		
	Concession Stand	\$100.00		
	ENTRE FACILITY (Single Day)	\$400.00		
	ENTIRE FACILITY (Additional Days)	\$300.00		
	Cleaning/Damage Deposit	\$250.00		
	Total Fees and Deposits			

Keiller Park**Rental Fees and Deposits**

	Location(s)	Amount	Number of Dates	Total
	Application Fee *One Time Fee*	\$50.00		
	Large Ramada	\$50.00		
	Entire Park Excluding Fields	\$150.00		
	Cleaning/Damage Deposit	\$250.00		
	Total Fees and Deposits			

Railroad Park**Rental Fees and Deposits**

	Location(s)	Amount	Number of Dates	Total
	Application Fee *One Time Fee*	\$50.00		
	Park Rental	\$75.00		
	Cleaning/Damage Deposit	\$250.00		
	Total Fees and Deposits			

Pool Rental				
Rental Fees and Deposits				
	Location(s)	Amount	Number of Dates	Total
	Application Fee *One Time Fee*	\$50.00		
	Pool Rental	\$50.00		
	Lifeguard Fee (Per Person)	\$13.50 (Per Person)		
Total Fees and Deposits				

Payment Log					
Date:	Check #/ Debit/ Cash	Amount	Balance	Cust Int.	Int.

The Applicant agrees to leave tables, chairs, and all City of Willcox property within the facility used. Applicants responsible for lost or damaged property will not be returned the Cleaning/Damage Deposit and may be additionally charged.

The Applicant agrees to return City of Willcox facility keys to the Public Services and Works Department within two (2) days after the event date.