



**Sport Season 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: SEASON INFORMATION**

Sport Name:

Expected Participation:

Season Date(s):

List of Schedule including dates and times of games and practices: (Attach sheets if necessary)

**Indicate if your event will include the following:**

Drag and Dress Fields?

Set Bases/ Pitcher's Plate?

Pitcher's Mound?

Water/Electrical Hook-ups ?

Portable Restrooms? \*To be provided by applicant - 1 portable restroom per 100 attendees\*

Keys Rental?

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 your medical plan: (Attach sheets if necessary)

**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 <a href="https://www.azliquor.gov/forms.cfm">https://www.azliquor.gov/forms.cfm</a> 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.

**Section C- City Facility Use**

Select all that apply:  
 Keiller Park  
 Quail Park  
\*Please note that facility rates have changed.\*

**Section D- TRAFFIC CONTROL - Parades require 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

**Section E- Rates**

- Seasonal Field Usage will be \$400.00 per month with light usage an additional \$15.00 per hour after 11:00 p.m.
- Seasonal Field usage will be \$250.00 per month with no light usage

\* fees can be offset by in-kind contributions mutually agreed to by the City Manager or designee and permit applicant.

\*If multiple teams utilize the same field, the light usage fee can be split cost.\*

**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 updates 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 CONIDITONS**

By signing this document, Applicant agrees to the following:

- \* Applicant is at least 18 years of age or is 21 years of age if alcohol is involved in the event.
- \* All vendors will be informed of their requirement to attain the appropriate permit before the event.
- \* The \$50 non-refundable application fee has been paid upon completion of this application.
- \* Liability insurance must be submitted 7 days prior to the event date. Failure to do so will result in the cancellation of the event
- \* Facility fees are subject to change as the City evaluates Rates
- \* The applicant does not have ownership of the field and must be willing to work with other sporting programs
- \* Applicant may be required to sign updated facility use document if changes to the permit process occur
- \* Applicant understands the risk of COVID-19 and will have signed waivers for each team member participating at City Facilities (See Attachment 1)
- \* Applicant understands that on the number of night time games and/or practices, fees for light usage may be changed at the descretion of the Public Works Director.
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PERMIT HOLDER INITAILS \_\_\_\_\_

**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 "Indemnatee") 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 Indemnatee shall, in all instances, except for claims arising solely from the negligent or willful acts or omissions of the Indemnatee, 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 the damage/cleaning dependent on the condition of the facility.

PERMIT HOLDER INITALS \_\_\_\_\_  
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Permit Holder

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Date Signed

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Public Works Representative

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Date Signed

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Department of Public Safety Representative

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Date Signed

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City Manager's Office Representative

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Date Signed

## Quail Park

### Rental Fees and Deposits

	Location(s)	Amount	Number of Dates	Total
	Application Fee * One Time fee*	\$50.00		
	Single Field Day Use (Day)	\$30.00		
	Single Field Day Use (Night)	\$50.00		
	Seasonal Use with Lights	\$400.00 Per Month		
	Seasonal Use No Lights	\$250.00 Per Month		
	Key Rental Deposit * Per Key*	\$20.00		
	Cleaning/Damage Deposit * One Time Fee*	\$250.00		
<b>Total Fees and Deposits</b>				

## Keiller Park

### Rental Fees and Deposits

	Location(s)	Amount	Number of Dates	Total
	Application Fee * One Time fee*	\$50.00		
	Field Single Day Use (Day)	\$30.00		
	Field Single Day Use (Night)	\$50.00		
	Lights and Field #1	\$400.00 Per Month		
	Lights and Field #2	\$400.00 Per Month		
	Lights and Field #3	\$400.00 Per Month		
	Field #1	\$250.00 Per Month		
	Field #2	\$250.00 Per Month		
	Field #3	\$250.00 Per Month		
	Grass Field	\$250.00 Per Month		
	Concession Stand	\$100.00		
	Key Rental Deposit	\$20.00		
	Cleaning/Damage Deposit * One Time Fee*	\$250.00		
<b>Total Fees and Deposits</b>				

## 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.