



City of Apache Junction
 300 E. Superstition Blvd.
 Apache Junction, AZ 85119
 (480) 474 - 5080
 abravo@ajcity.net

Event Application

(Please complete and return for special events, community events and private events—for more information visit www.ajcity.net/EventInfo)

General Information:

Sponsoring organization: _____

City of Apache Junction license #: _____ Is the organization a non-profit? _____

Event name: _____ Annual event: Yes No Years: _____

Date(s) of event: _____ Start time: _____ AM / PM End time: _____ AM / PM

*Completed application must be received 30 days prior to the event date

Set-up time: _____ AM / PM Take down time: _____ AM / PM

Event location: _____

Responsible party: _____ Email: _____ Phone: _____

Mailing address: _____

Insurance company*: _____ Amount: \$ _____ Policy No.: _____

*A certificate of insurance with the city of Apache Junction as an additional insured is required for events held on public property.

Will the event be benefiting a non-profit organization*: _____

*Proof of non-profit status must be submitted with application

Please list any additional sponsors: _____

Will the event include vendors/booths? Yes No How many: _____

*All vendors must have a valid city business license prior to the event (480) 474-5070 & food vendors must meet all Pinal County Health Codes (520) 866-6864

Total attendance: _____ Peak attendance: _____

Is the event open to the public? Yes No Are there fees for the event? Yes No Cost: \$ _____

Event Activities:

Please provide a detailed description of the event/festival: _____

Amplified Music (list DJ): _____ Live Entertainment (list band): _____

Rides (list company): _____ Inflatable (list company): _____

Petting Zoo (list company): _____ Signs / Banners (explain): _____

Parade, run, or other event utilizing city streets: _____

Facilities - Equipment - Services:

Please list any public property impacted*: _____

*Include public streets or public rights-of-way

Please list any equipment you are requesting: _____

Equipment Pick-up: _____ AM / PM Drop Off: _____ AM / PM

Please list any services that you are requesting: _____

Event Planning:

Please attach an event site plan including streets, entrances & exits, parking, emergency access, tent locations, alcohol/food area and music/DJ area.

Please list your plans for security: _____

Please list your plans for medical services / first aid: _____

Please list your plans for clean-up during and after the event: _____

Please list your plans for restrooms: _____

Please list your plans for electricity and water: _____

Please list your plans for parking: _____

Will there be alcohol at the event? * If yes, please describe: _____

*If alcohol is being sold, a valid state liquor license is required - (602) 542-9032. Applications for special event liquor licenses, or an extension of premises must be submitted to the city clerk's office at least 45 business days prior to the event. A Malt Beverage Permit is required for events with groups of 7 or more if the event is held at a city facility.

Please list your plans to control dust at the event: _____

Permittee agrees to comply with all federal, state and municipal laws, rules, ordinances, regulations and orders with respect to the use of facilities and occupancy thereof. Permittee, during the terms of this permit, and agrees to indemnify and hold harmless owners from each and every loss, cost, damage and expense arising out of any occurrence causing injury or death of persons or damage to property due to conditions of the leased premises or neglect thereof by Permittee. Permittee further agrees to provide, pay for and maintain public liability insurance with both owner and Permittee named as the insured. Permittee agrees that it will pay for any unusual wear, tear, breakage or damage to facility occurring from the public or principals representing the Permittee. Subsequent to use of the facility, maintenance staff will inspect the premises to determine that no unusual wear, tear, breakage or damage was done. Should an inspection reveal damages, Permittee shall reimburse the Lessor for full costs necessary to restore facility to its condition prior to use by Permittee. The Lessor reserves the right to refund payments made in advance for the rental of any facility should the Lessor decide the performance is not in the best interest of Lessor and cancel the use of the facility on the date or dates specified.

I certify that the statements made in this application are true and complete to the best of my knowledge.

Printed Name

Driver's License Number

Signature

Date

FOR OFFICIAL USE:						
Fee:	PD:	P&Z:	CC:	PW:	P&R:	FD:
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Final approval sent to sponsor: _____