Town of Prescott Valley
Parks and Recreation Department
7351 E Skoog Blvd
Prescott Valley AZ, 86314
(928) 759-3090

Special Event Application - Abbreviated

If your event will have the following, please discontinue using this form and use the Special Event Permit Application:

- More than 50 attendees
- Alcohol permit request
- Street closure request or use of right of way
- Special effects, sound equipment, and pyrotechnics
- Advertising or marketing for the event

Applicant Information

Name of Applicant or Organization: _____

Address: _____
Street Address *Apartment/Unit #*

_____
City *State* *ZIP Code*

Phone: _____ Email _____

Event Information

Requested Date: _____ Requested Location: _____

Will your event serve food to the public? YES ☐ NO ☐ If yes, you will need to notify the County Health Department

Will your event require electric beyond standard connections? **Please note water is not provided by the town** YES ☐ NO ☐ If yes, explain _____

Are you requesting parking permits? YES ☐ NO ☐ If yes, list vehicle make, model & license plate number: _____

Will your event feature inflatables? YES ☐ NO ☐

Inflatable Usage Rules: Any inflatable that are to be used in the park are not permitted to be staked down but MUST be weighted. The company that you will be using for the inflatable(s) will be required to provide the Town of Prescott Valley a General Liability insurance certificate naming the Town of Prescott Valley as an additionally insured, for up to (1) million dollars, within (14) days of your event.

I have informed the inflatable company that no stakes can be used, and the inflatable must be weighted YES ☐ NO ☐

Inflatable Company: _____ Contact: _____

Phone: _____

Please draw a site map of the locations of your equipment, including inflatable and/or pop-up tents (if more room is needed, please provide an additional sheet:

Rules & Regulations

All events and applicant's guests, vendors, etc. are subject to and must abide by all codes, rules, regulations, ordinances, statutes, and laws of the Department, the town of Prescott Valley, the State of Arizona, and the United States of America. Below is a summary of the Parks and Recreation rules and regulations. Failure to abide by Park Rules and Regulations could result in immediate loss of privileges for current and future use.

- I have seen the Park and Ramada that I am reserving and am familiar with its overall condition. I am aware that, due to the effects of rain, wind, and other park patrons, the facilities may not be as clean as when routine maintenance was completed.
- Pets are to be kept on a leash, or confined, and under control at all times.
- A copy of the reservation and permit must be with me on the day of the reservation.
- Sound from audio equipment, operated at a volume so as to be audible greater than 50 feet from the source, is too loud.
- Alcoholic beverages and glass containers are not allowed in the Ramada, parking lot, or park grounds. I realize that I am responsible for my own setup and clean up (set up/cleanup is included in your rental time)
- Vehicles are not permitted within the boundaries of the park and are limited to the parking lots.
- No changes in the physical appearance of any shelter shall occur, including placing nails/staples in the woodwork.

I/We have read the policies, rules, regulations and fee charges and agree with these as stated. (A copy of the Facility Use Policy is available for review in the Parks and Recreation office). Any deviations from the stated policies, rules or regulations must be approved in writing by the Town of Prescott Valley Parks and Recreation Director, or designee, at least thirty (30) working days prior to use of the facility or field. Any deviations from the stated fees must be requested in writing at least (60) days prior to use of the facility or field and must be approved by the Community Services Director.

I/We agree to hold the Town of Prescott Valley harmless and will indemnify the Town of Prescott Valley for damages sustained as a result of an injury or property damage resulting from the use of Town property for which the Town of Prescott Valley may be held liable in connection with this request for use of Town property.

Further, the Town shall be indemnified by the undersigned for any and all loss or damage occurring to any Town property during the events for which the property is rented.

Applicant Name: _____ Date: _____

Department Use Only

Date Received: _____ Staff Comments: _____

General Liability Certificate received? (if needed) YES ☐ NO ☐

Event approved? YES ☐ ☐ If no, explain _____