



Special Events Conditions of Use

Town of Carefree Special Events Conditions of Use must be strictly observed
AT ALL TIMES as an integral part of any permissions granted for usage of Town facilities.

Sanderson Lincoln Pavilion Facility Usage

NO special event signage may be placed on or over the Sanderson Lincoln Pavilion logo on the stage.
The Town reserves the right to review and approve all on-site advertising for any permitted event.

Sanderson Lincoln Pavilion Facility Equipment Rental

As an added service, the Town offers the rental of tables and chairs for special events.
A separate Facility Rental Fee Agreement is required to rent equipment.
Town Public Works employees **ONLY** may set up rental equipment. **Monday-Friday set-up fee is \$75.**
Events requiring set-up on **WEEKEND** dates (or legal holidays) will incur additional charges.
No Public Works employee assistance is available for tear-down/clean up (Public Works will handle equipment returns the next business day after the event ends.)
Access to the Green Room and technical equipment is limited to Town staff only.

Available town assets:

- Ten (10) each 60" round tables; ten (10) each 42" round tables; 300 metal folding chairs

TECHNICAL NEEDS such as a sound mixer, monitors, microphones, etc...will require using a third-party vendor and event co-ordination with Town Staff/Facility Manager.

Electrical Requirements

The Town's power availability for events is 120 volt receptacles on 20 AMP circuit breakers. If additional power is required, the event promoter will be required to provide a **generator** capable of handling the power load needs for the duration of the event. Broken receptacles are the responsibility of the event promoter.

All electrical needs must be reviewed and approved by the Town Facility Manager.

Restrooms and Sanitation

The Town will be responsible for managing cleanliness of and supplies for the Carefree Desert Gardens public restrooms during the event (*costs are included in the permit fees.*)

The event promoter is responsible for returning all rental areas and any/all adjacent/affected areas to a completely clean site after the event.

Event promoters with three-day or longer events, or those events with greater than 1,000 attendees expected are responsible for contracting with a waste disposal company for a minimum 20 yard dumpster, and MUST have an on-site maintenance team for trash removal during and after the event.

Dumpster placement must be indicated on the **site plan**.

Advertising

Banners will be hung and placed in the Sanderson Lincoln Pavilion at the discretion and direction of Town staff, and must be approved prior to installation. Signage in right-of-way areas may be placed by the event promoter AFTER receiving approval from Town Administrator. All signage on Town property **outside** of the Pavilion **MUST** be approved **BEFORE** the event.

When the Town of Carefree logo is utilized in advertising/signage for an event (ie. Town sponsorship) the usage is subject to the Town of Carefree logo branding standards.



Alcohol and Fencing/Barriers

If alcohol is present, AZ state law requires it must be contained within the event venue. Liquor license applications **must be submitted at least 45 days prior** to the event to the AZ State Liquor Control Board.

A valid State of AZ liquor license is required if:

- The event is open to the public.
- If there is a fee for admission, food or drink.
- Donations are being solicited.

Check only one:

- Alcohol will not be present at the event.
- Alcohol will be present, but the event is **private** (not open to the public) AND there is no fee for admission, food or drink, and donations will not be solicited.
- Event is adjacent to an existing establishment (restaurant or bar) that possesses a valid State of AZ Liquor License, and the establishment agrees to temporarily extend their premises to include event.
- Alcohol will be present and available for sale, and the event promoter possesses a **valid State of AZ Liquor License** (*copy of license and necessary insurance required with application.*)

Fencing and maintaining a restricted admittance area is required around all areas that contain served alcohol, along with securely-monitored entrance and exit areas. The event promoter and/or liquor license holder is responsible for providing fencing and security within the event venue boundaries.

Traffic Control and Street Closure

The event promoter is responsible for creating a **site-plan** which outlines barricade usage, specific street closures and any parking restrictions desired. **ALL STREET CLOSURES REQUIRE APPROVAL FROM TOWN COUNCIL.**

Event promoters are responsible for controlling all vendor traffic **BEFORE and AFTER** the event.

Barricades/directional signage must be provided by the event promoter.

Vendor and Attendee Parking

For three-day or longer events, or those events with greater than 1,000 attendees expected, the event promoter is responsible for providing adequate parking for any event vendors, as well as for minimizing any negative parking impact from attendees to adjacent Town areas and businesses. Event vendor short-term parking is permitted **ONLY** when loading and unloading.

The event promoter must secure parking for their vendors and **submit a verification letter** from the parking source when applying for a permit. The vendor parking area must be indicated on the **site plan** for all event vendors.

Parking in unauthorized or no-parking areas may result in the issuance of citations and/or towing of vehicles.

Parking patrol *MUST* be hired by the event promoter between 9 a.m.–3 p.m. for the Post Office parking lot to monitor for illegal parking.

Public Safety and Volunteers

The event promoter is responsible for providing a safe and secure event. This includes the event venue, event parking areas, as well as any adjacent areas affected by the event.

Will you be hiring private security, MCSO posse or off-duty officer/s for the event? Yes No

(Depending on the nature of the event, private security personnel **may need to be hired**. Daily attendance that exceeds 1,000 people **REQUIRES** hiring private security.)

How many staff and/or volunteers are expected to be on-site for the event? _____



Vendor Concessions and Food Vendors/Trucks
All vendors selling ANY product or providing ANY for-profit services are required to obtain a Town of Carefree vendor's certificate. The event promoter is responsible to apply for and submit payment of a \$45 certificate fee per on-site vendor . All food vendors are required to cover their ground/work space with plastic tarps to contain grease and food spills.
Insurance Requirements
A current Certificate of Insurance is required for ALL events. Proof of insurance paperwork MUST BE received no later than 30 days prior to the event. The certificate must provide the Town of Carefree as the Certificate holder , with its agents, officers, employees and volunteers named as "additional Insured". A minimum of \$1 million in liability coverage is necessary for all events. (Address information: Town of Carefree, P.O. Box 740, Carefree, AZ 85377)
Coinciding Events
The Town reserves the right to schedule additional events occurring simultaneously on other Town-owned property. The Town is not liable for other events occurring on private property during a permitted event. Properties adjacent to the Carefree Desert Gardens are the sole responsibility of the landlord, and not controlled by the Town.
Post-Event Clean-up and Maintenance
Post-event requirements: 1) Any tape markings must be removed from Town streets and/or Town Property. 2) A final walk-thru of the event area is to be performed the morning following the final event day with Town staff. 3) All garbage, tie wraps, zip ties, tent weights, etc...left behind by vendors is to be removed promptly. 4) Event vendors are NOT to use trash receptacles located on or around private property. <u>ALL EVENT TRASH MUST BE DISPOSED OF THROUGH EVENT-PROVIDED RECEPTACLES.</u> 5) Removal of all food oil/grease stains on any pavement areas is the responsibility of the event promoter. 6) All areas contained within the approved event site-plan are to be restored to their original usage condition at the end of the event, regardless of whether or not they were utilized during the course of the event. For three-day or longer events, or those events with greater than 1,000 attendees expected, the event promoter is responsible to provide a clean-up plan, outlining all event maintenance and final cleaning requirements.
Weather
In the event of inclement weather, it is at the discretion of the event promoter to cancel the scheduled event. There will be no refunds of the permit application fee/s due to weather-related cancellations.
Open Applications
Applications will not be accepted by the Town before one (1) calendar year prior-to the date of the event.

Print Name: _____

Signature* : _____

Date: _____

Upon signing this agreement, signor acknowledges responsibility and agrees to all **Special Event Conditions of Use.*

Return all executed documents to Vicki Jasperson, Vicki@Carefree.org

Carefree Town Hall | 8 Sundial Circle | Carefree, AZ 85377 | 480.488.3686 | VisitCarefree.com