



# City of Flagstaff Recreation Services

Location: 1702 N. Fourth Street, Flagstaff, AZ 86004

Mailing Address: 211 W. Aspen Ave., Flagstaff, AZ 86001

Phone: (928) 213-2300 Fax: (928) 556-1226

## Use Permit Application

Event Name: (if applicable) \_\_\_\_\_

Name of Facility/Park: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Specify Ramada Number/Location: (1, 2, North, South, etc. if applicable) \_\_\_\_\_

Date(s) & Hour(s) of Use (include set-up & break down time): \_\_\_\_\_

Organization's Name (if applicable): \_\_\_\_\_

Full Name of Person Responsible: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

I need an Alcohol Beverage Permit – Bushmaster and Ponderosa Parks only

I would like to rent an equipment bag for this reservation (additional fees apply)

### PLEASE CHECK ALL THAT APPLY TO THIS EVENT

- I will be using a canopy or tent. I will adequately weight it down by using \_\_\_\_\_
- This event will be open to the general public
- I will distribute or sell food, alcohol, non-food items or services to the general public (does not include private functions)
- This is an athletic tournament or event
- I will need to use the adjacent sports fields for games or activities for more than 1 day
- I will have amplified entertainment beyond that of a boom-box or small stereo (Use of any DJ requires additional permit)
- This event will have set-up that includes a bounce house, carnival ride, laser tag, or inflatable's (Foxglenn unavailable)
- This event will take place in the parking lot and I will need exclusive use of the parking lot
- I will be using a generator for \_\_\_\_\_
- I will have over 150 guests at this event

\_\_\_\_\_ I understand that additional permits may be required and this permit only indicates use of above Ramada for times listed on receipt.

\_\_\_\_\_ Additional permits may require 14 calendar days or more to process. Late Fees may apply and permits will not be accepted 10 days or less prior to event.

THE INFORMATION ABOVE WILL BE REVIEWED TO DETERMINE IF YOUR EVENT WILL REQUIRE A SPECIAL EVENT PERMIT. SHOULD THIS EVENT FALL INTO THE CATEGORY OF SPECIAL EVENT, A RECREATION STAFF MEMBER WILL CONTACT YOU WITHIN 72 HOURS AND PROVIDE INFORMATION ON ADDITIONAL APPLICATION STEPS AND/OR FEES.

*The Applicant agrees to defend, indemnify, and hold harmless the City of Flagstaff, its agents, representatives, officials, and employees, from and against any and all claims, damages, losses, and expenses (including but not limited to attorney fees, court costs, and the cost of appellate proceedings), relating to, arising out of, or alleged to have resulted from the acts, error, mistakes, or omissions of the Applicant, its agents, employees, contractors, subcontractors, customers, invitees, guests or other persons doing business with the Applicant, in connection with the Event described in the Application, provided that such claims, damages, losses and expenses are attributable to bodily injury or to injury to or destruction of property. I have read and understand all of the attached policies and will abide by all policies, rules, regulations, and conditions of use as written. I understand that the event permit is not transferable to any other individual or group.*

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Office Use Only	
<input type="checkbox"/> Special Event	<input type="checkbox"/> Standard Rental
Reviewed by _____	Date _____