

City of Tempe Parks and Recreation

Large Group & Tournament Reservation Request Form



www.tempe.gov/parkreservations

- This form should be used for:
 - Large group reservation requests for:
 - Kiwanis Park Fiesta, Fire Circle, Ruben Romero or Sister Cities areas
 - Reservation groupings of three or more ramadas and/or group sizes of 100+ people
 - Sport tournament requests for ballfields, soccer fields, volleyball courts
- This request form should be received at least 30 days in advance of the requested date(s). Requests that require a Special Event Permit or Temporary Special Event Liquor License must be submitted a minimum of 60 days in advance.
- Filled out form may be submitted one of the following ways:
 - E-Mail: largegroupreservations@tempe.gov
 - Drop off in person at a Tempe recreation facility; City Staff: interoffice to Somerton Sibrian in Recreation Admin Office, Mail Code 25-1
 - Fax: 480.350.5058
 - Mail: City of Tempe Parks & Recreation, Attn: Somerton Sibrian, 3500 S. Rural Road Suite 201, Tempe, AZ 85282
- This form is not a facility use permit or a final approval for your reservation request. After receiving a Parks & Recreation staff person will contact you within 3-5 business days regarding the next steps in the process.

SECTION 1: APPLICANT INFORMATION

Organization Name (if applicable): _____

Org Street Address: _____ Unit: _____

Org City, State, Zip Code: _____

Org E-Mail: _____

Org Phone: _____ Other Phone: _____

If your organization has a non-Tempe address but has a physical presence in Tempe, please provide the Tempe address here. A copy of your organization's letterhead or comparable documentation is required.

- Address: _____

Still fill out this next section even if reservation is for an organization...

Primary Contact Name: _____ DOB: _____ Gender: _____

Street Address: _____ Unit: _____

City, State, Zip Code: _____

E-Mail: _____

Cell Phone: _____ Home Phone: _____ Work Phone: _____

Back-Up Contact First and Last Name: _____

Phone: _____ E-Mail: _____

SECTION 2: RESERVATION INFORMATION

Reservation Name: _____

Brief Description of Reservation: _____

Date(s) Requested: _____ **Back-Up Date(s) If Unavailable:** _____

Reservation Time (Including Set-Up & Breakdown): _____ **Anticipated Attendance:** _____

Requested Ramada(s)/Outdoor Facilities: Kiwanis Park: Fiesta Fire Circle Ruben Romero Sister Cities

Other: _____

Requested Field/Court Location and Quantity: Benedict Sports Complex Kiwanis Park Tempe Sports Complex Other: _____

Ballfield; Qty: ____ Soccer Field; Qty: ____ Volleyball Court (sand); Qty: ____

Other: _____

Please answer the following questions:

**Note: Special Event Permit or Temporary Special Event Liquor License may be required based on information provided.*

YES NO Are you reserving the facility for an organization?
Notes: _____

YES NO Is there a registration or participation fee associated with the reservation? If yes, please note fee and any details.
Notes: _____

YES NO Will there be cash handling on site? If yes, please describe.
Notes: _____

YES NO Will food or drink be sold at the reservation? If yes, please describe.
Notes: _____

YES NO Is the reservation open to the public? If yes, please describe.
Notes: _____

YES NO Is the reservation being marketed on social media or other outlets? If yes, please describe.
Notes: _____

YES NO Does the reservation benefit a local charity? If yes, please describe.
Notes: _____

YES NO Will you have amplified sound/entertainment? If yes, please describe and refer to Section 5.
Notes: _____

YES NO Will beer be present? If yes, refer to Section 4.
Notes: _____

YES NO Will there be any vendors providing service, such as entertainment (inflatables, rock climbing wall, canopies, amusement booths, etc.), food trucks, catering, clothing or other? If yes, refer to Sections 6 and 7.
Notes: _____

SECTION 3: ATHLETIC FACILITY REQUEST DETAILS

If you are requested use of athletic facilities, use this section to provide any additional information, including requested time usage if different from the reservation time identified in Section 2. Athletic facilities are reserved in two-hour blocks.

REQUIRED: If you are considering lining fields using a vendor or yourself, this must be communicated and noted in advance for approval.

YES NO Ballfield(s) Location: _____ Qty: _____ Start & End Time: _____

YES NO Would you like bases? This is potentially available for an additional charge.

YES NO Will you need field prep/lines? This is potentially available for an additional charge.

Notes:

YES NO Soccer Field(s) Location: _____ Qty: _____ Start & End Time: _____

Notes:

SECTION 4: BEER

YES NO Will beer and/or wine be present at the reservation? If yes...

YES NO Will beer be sold at the event?

YES NO Will beer be included in ticket/admission price?

YES NO Will beer be given away at the event?

YES NO Will beer be allowed to be brought into the event by attendees?

Only beer IS allowed as part of an issued beer permit. For more information on the beer permits and what is allowed and not allowed, refer to the Beer Permit Guidelines, included in the next section. A Special Event Permit or Temporary Special Event Liquor License may be required based on information provided.

BEER PERMIT GENERAL GUIDELINES AND RESTRICTIONS

1. A beer permit is good for beer. Kegs are acceptable (if not associated with a "sloshball"-type activity). Wine, malt beverages or liquor is not allowed.
2. Glass is not allowed.
3. Consumption on a playing field/court is not allowed. Consumption is restricted to dugouts or stands.
4. Consumption in parking lots of parks is not allowed.

5. Beer permits can be issued in two capacities: in conjunction with a facility (ramada, ballfield or volleyball court) reservation or for use within the boundaries of a specified park.
 - a. If issued in conjunction with a facility reservation the permit is good during park hours. Permit applies to the specified location and does not permit carrying open containers throughout park.
 - b. If issued for a park and not in conjunction with a facility reservation, the permit is valid within the boundaries of that park from sunup to sundown but is not permitted for use at playgrounds, splash pads or any City of Tempe events (such as City-run sports leagues) or other permitted activities that do not have a beer permit.
 - i. A location must be identified on the permit.
6. Beer permits are not issued for parks that are less than three (3) acres in size. This includes:

a. Birchett	d. Plazita de Descanso
b. Creamery	e. Tempe Women’s Club
c. Gaicki	f. Victory
7. Additionally, beer permits are not issued for:

a. 6th Street	d. Rio Salado
b. Daley (unless in conjunction with a ramada reservation)	e. Tempe Beach Park
c. Hayden Butte	f. Tempe Town Lake (exception for volleyball court)
8. No beer permits are issued for Tempe Town Lake except for special events and volleyball courts.
9. A Certificate of Insurance with liquor liability coverage is required when the permit involves a business/organization/corporate-run event and they are providing beer. If it is a BYOB (Bring Your Own Beer), a COI with liquor liability coverage is not required.
10. Groups are not allowed to advertise availability of beer and sell admission, process registration, accept donations/fundraising, or related transactions without approval from City of Tempe Special Events.

SECTION 5: MUSIC/SOUND

- YES NO Will a P.A. system be used during the reservation?
- YES NO Will a D.J. be used during the reservation?
- YES NO Will there be a live band or live music during the reservation? If yes...
- YES NO Will it be amplified?

Notes:

An amplified sound permit is \$5.00 and is only available for Fiesta Ramadas (all ramadas), Ruben Romero (north and south together), or Sister Cities and is valid only until 7 P.M. Music/sound must not interfere with other park users.

SECTION 6: THIRD-PARTY VENDORS/AMENITIES/AMUSEMENTS

If your event will use any third-party vendor services please provide details about the service, as well as the company name and contact information. If you are using your own equipment, note that below. A Certificate of Insurance is required for vendor services and use of outside amenities. Refer to the Certificate of Insurance (Section 7) for more details. Vendor services and activities not permitted: dunk tanks, water balloons, water-based inflatables, petting zoos.

YES	NO	Booths	Vendor: _____
			Phone: _____ E-Mail: _____
			Notes: _____

YES	NO	Canopies/Tents	Vendor: _____
			Phone: _____ E-Mail: _____
			Notes: _____

YES	NO	Food Truck, Food Vendor, Group Potluck	Vendor: _____
			Phone: _____ E-Mail: _____
			Notes: _____

YES	NO	Games or Other Amusement	Vendor: _____
			Phone: _____ E-Mail: _____
			Notes: _____

YES	NO	Inflatables (Dry Only)	Vendor: _____
			Phone: _____ E-Mail: _____
			Notes: _____

YES	NO	Portable Bathrooms	Vendor: _____
			Phone: _____ E-Mail: _____
			Notes: _____

YES	NO	Tables/Chairs	Vendor: _____
			Phone: _____ E-Mail: _____
			Notes: _____

YES	NO	Other Vendor Services	Vendor: _____
			Phone: _____ E-Mail: _____
			Notes: _____

YES	NO	Other Vendor Services	Vendor: _____
			Phone: _____ E-Mail: _____
			Notes: _____

SECTION 7: INSURANCE

A Certificate of Insurance (COI) may be required. Need will be determined by the size of the event and type of activity taking place. This insurance is primary to the City of Tempe's self-insurance retention. Groups required to provide a certificate of insurance must submit at least seven (7) days in advance of the reservation date.

- REQUIRED:** A COI is required for each vendor providing a service at the reservation.

Certificate of Insurance Minimum Requirements for the following vendors:

Coverages	Inflatable	Food Truck/Vendor	Game Truck & Other Vendors
Auto Liability	Proof of valid insurance	\$1 million	*Contact us*
General Liability	\$1 million for each Occurrence, \$2 million General Aggregate		
Workers' Compensation	As required per Arizona Statute* *A sole proprietor may sign a Workers' Compensation Waiver certifying that the sole proprietor and the company do not have any employees and are exempt from Arizona law requiring workers' compensation insurance coverage. Form is available at www.tempe.gov/parkreservations .		
Additional Insured	City of Tempe must be named as additional insured. Usually stated in "Description of Operations" box but may also be shown by a checked box stating the certificate holder is additional insured. If the latter applies, next to Certificate Holder should show: Certificate Holder <input checked="" type="checkbox"/> Additional Insured; Insurer Letter <input type="checkbox"/> A		
Certificate Holder	Should read: City of Tempe, PO Box 5002, Tempe, AZ 85280		

Certificate of Insurance with Liquor Liability:

A Certificate of Insurance with liquor liability coverage is required when the permit involves a business/organization/corporate-run event and they are providing beer. If it is a BYOB (Bring Your Own Beer), a COI with liquor liability coverage is not required.

- Minimum limits of liability coverage are as follows:
 - General Liability: \$1 million
 - Liquor Liability (if liquor is served): \$2 million
 - City of Tempe must be named as additional insured.

SECTION 8: FUNDRAISING (complete this section if your reservation includes fundraising)

**Note: Special Event Permit or Temporary Special Event Liquor License may be required based on information provided.*

Name of charity benefitting from fundraising: _____

REQUIRED: A letter from the charity (on charity's letterhead) explaining the financial arrangements and their expectations is required.

Will there be a cost to attend? YES NO Cost to Attend: _____

Will there be merchandise, services or concessions sold? YES NO

REQUIRED: All vendors must have a valid Arizona and Tempe sales tax license.

REQUIRED: Please attach or provide separately to City of Tempe a list of all individuals scheduled to sell merchandise, services and/or concessions. The information must include company name, contact person(s), address and phone number.

SECTION 9: SITE PLAN

A site plan may be required depicting the layout/arrangement of the reservation and amenities for review Tempe Fire, Police, Audit and Licenses, and Public Works departments. If required, include the locations of all amenities and equipment, including but not limited to, stages, entertainment, inflatables, games and amusements, portable bathrooms, canopies/tents, booths, tables and chairs, generators, food and drink services areas, and other amenities and services.

SECTION 10: CLEAN-UP/DAMAGE DEPOSIT

A clean-up/damage deposit may be required to ensure that the reservation area is left clean and to serve as a partial recovery element for damages. The deposit amount will be based on the size of the reservation and type of activities scheduled to take place.

SECTION 11: WAIVER

I hereby certify that the statements made in this application are true and complete to the best of my knowledge, and that I am authorized to execute this application. Intentional omissions or falsification of information is sufficient grounds for denial of the application and subsequent revocation of the permit. I agree to defend, indemnify and hold harmless the City of Tempe and its officials, officers, agents, employees and volunteers from any and all losses, claims, liabilities, vicarious and/or derivative liabilities, damages, costs and expenses, including reasonable attorney's fees and court costs, resulting from the conduct of the applicant, user, sponsor or promoter, their employees or agents, with regard to the reservation applied for.

Signature of Authorized Agent of Applicant

Printed Name

Title

Date