



**PARKS & RECREATION**  
**SPECIAL EVENT PERMIT APPLICATION**  
APPLICABLE TO EVENTS CONSISTING OF 50 OR MORE PEOPLE  
**\$15.00 Non-Refundable Application Fee**

\_\_\_\_\_  
DATE OF APPLICATION

\_\_\_\_\_  
DATE OF EVENT

\_\_\_\_\_  
NAME OF EVENT

\_\_\_\_\_  
APPLICANT

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
FULL ADDRESS OF APPLICANT

\_\_\_\_\_  
E-MAIL ADDRESS

**Please complete the following information and return to the attention of Pinetop-Lakeside Parks & Recreation Department. The \$15 application fee must be paid when the application is submitted.**

**MAJOR EVENT** application must be submitted to the Parks & Recreation office no later than **(60) sixty days** prior to the event in order to be considered for scheduling on the special event calendar (January 1 through December 31). Applications will not be accepted less than (60) sixty days prior to the event without the approval of the Parks & Recreation Director. Incomplete applications and applications not accompanied with the appropriate fees will not be processed. Major Events are considered those with more than 100 people participating, including spectators and organizers.

**MINOR EVENT** applications must be submitted to the Parks & Recreation office no later than **(30) thirty days** prior to the event. Applications will not be accepted less than (30) thirty days prior to the event without the approval of the Parks & Recreation Director. Incomplete applications and applications not accompanied with the appropriate fees will not be process. Minor Events are considered those with less than 100 people participating, including spectators and organizers.

**Location requested for Event** (location is subject to availability): \_\_\_\_\_

**Please attach an area site plan** of the event showing the proposed location(s) of all that are applicable: stages; street closure requests; liquor locations; security positions; port-a-johns; tents; etc. The application **must be submitted a minimum of 30 days prior to the event.**

**TYPE OF EVENT**

Check all that apply:

**Arts & Crafts Fair** \_\_\_\_\_

**Festival** \_\_\_\_\_

**Large Picnic** \_\_\_\_\_

**Religious** \_\_\_\_\_

**School Event** \_\_\_\_\_

**Fundraiser** \_\_\_\_\_

**Political Rally** \_\_\_\_\_

**Tournament** \_\_\_\_\_

**Holiday Event** \_\_\_\_\_

**Other** \_\_\_\_\_

**DETAILS / PURPOSE:**

**TOWN OF PINETOP-LAKESIDE PARKS & RECREATION**

958 S. Woodland Road • Pinetop-Lakeside, AZ 85929

(928) 368-6700 • FAX (928) 368-8528

[www.pinetoplakesideaz.gov](http://www.pinetoplakesideaz.gov)



**SECTION 12: CERTIFICATION**

I hereby certify that the statements made in this application are true and complex to the best of my knowledge, and that I am authorized to execute the application. Intentional omissions or falsification of information is sufficient grounds for denial of the application and subsequent revocation of the permit. I understand that all transactions in the course of the event are subject to any applicable city, county, and/or state sales tax. All event participants shall comply with sales tax regulations. I agree to indemnify the Town of Pinetop-Lakeside and its respective officers, agents, and employees from any and all losses, claims, liabilities, damages, costs, and expenses, including reasonable attorney's fees and court costs, resulting from the conduct of the applicant, sponsor or promoter, their employees or agents, with regard to the event applied for.

\_\_\_\_\_  
Signature of Authorized Agent of Applicant

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

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**\* THIS SECTION FOR STAFF USE ONLY \***

**SECTION 13: FEES RECEIPT**

Application Fee Received:      \$15.00 (non-refundable)                      Check #: \_\_\_\_\_

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

Estimate of Event Costs:    Facility Fee: \_\_\_\_\_      Security Deposit: \_\_\_\_\_      Alcohol Permit: \_\_\_\_\_

Electricity: \_\_\_\_\_    Restrooms: \_\_\_\_\_      Staffing: \_\_\_\_\_      Trash: \_\_\_\_\_

Other: \_\_\_\_\_                      Total Estimated Costs: \_\_\_\_\_

**Check #:** \_\_\_\_\_                      **Date Received:** \_\_\_\_\_

**Staff Signature:** \_\_\_\_\_

**SECTION 14: PERMIT ISSUED**

**Event Approved:**     YES                       NO                      **Date Approved:** \_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**PARKS & RECREATION  
PARK RENTAL FEE SCHEDULE**

	<u>NON-PROFIT</u>	<u>PROFIT</u>
<b>PARK RAMADA:</b>		
<b>SMALL (1 – 4 Tables) Per Use/Day:</b>	<b>\$20.00</b>	<b>\$30.00</b>
<b>LARGE (5 – 10 Tables) Per Use/Day:</b>	<b>\$30.00</b>	<b>\$40.00</b>
<b>SECURITY DEPOSIT Per Use (refundable):</b>	<b>\$20.00</b>	<b>\$20.00</b>
<b>ATHLETIC BALL FIELDS Per Field/Per Day:</b>	<b>\$75.00</b>	<b>\$100.00</b>
<b>PER HOUR:</b>	<b>\$10.00</b>	<b>\$20.00</b>
<b>MULTI PURPOSE FIELDS Per Field/Per Day:</b>	<b>\$75.00</b>	<b>\$100.00</b>
<b>PER HOUR:</b>	<b>\$20.00</b>	<b>\$20.00</b>
<b>FIELD SECURITY DEPOSIT Per Day:</b>	<b>\$100.00</b>	<b>\$200.00</b>
<b>LIGHTING:</b>		
<b>ATHLETIC BALL FIELDS Per Field/Per Hour:</b>	<b>\$10.00</b>	<b>\$15.00</b>
<b>MULTI PURPOSE FIELDS Per Field/Per Hour:</b>	<b>\$10.00</b>	<b>\$15.00</b>
<b>SPECIAL EVENTS SECURITY DEPOSIT:</b>	<b>\$100.00</b>	<b>\$200.00</b>
<b>FIELD PREPARATION (One-Time Per Field):</b>	<b>\$20.00</b>	<b>\$30.00</b>
<b>STAFF FACILITY ASSISTANCE</b>		
<b>PER STAFF MEMBER PER HOUR:</b>	<b>\$15.00</b>	<b>\$15.00</b>
<b>VOLLEYBALL COURTS</b>		
<b>PER HOUR:</b>	<b>\$ 4.00</b>	<b>\$ 6.00</b>
<b>PER DAY:</b>	<b>\$30.00</b>	<b>\$50.00</b>
<b>LIGHTS PER HOUR:</b>	<b>\$ 6.00</b>	<b>\$ 6.00</b>
<b>TRASH REMOVAL PER DUMPSTER:</b>	<b>\$20.00</b>	<b>\$30.00</b>

**PORTABLE RESTROOMS ARE THE RESPONSIBILITY OF THE CONTRACTOR**

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