



# Solicitation and Special Events Permit Application

Date of Application:	Permit Application #: (For office use only)
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**This application accompanies a Solicitation and Special Event Handbook.** The payment of fees does not guarantee event approval.

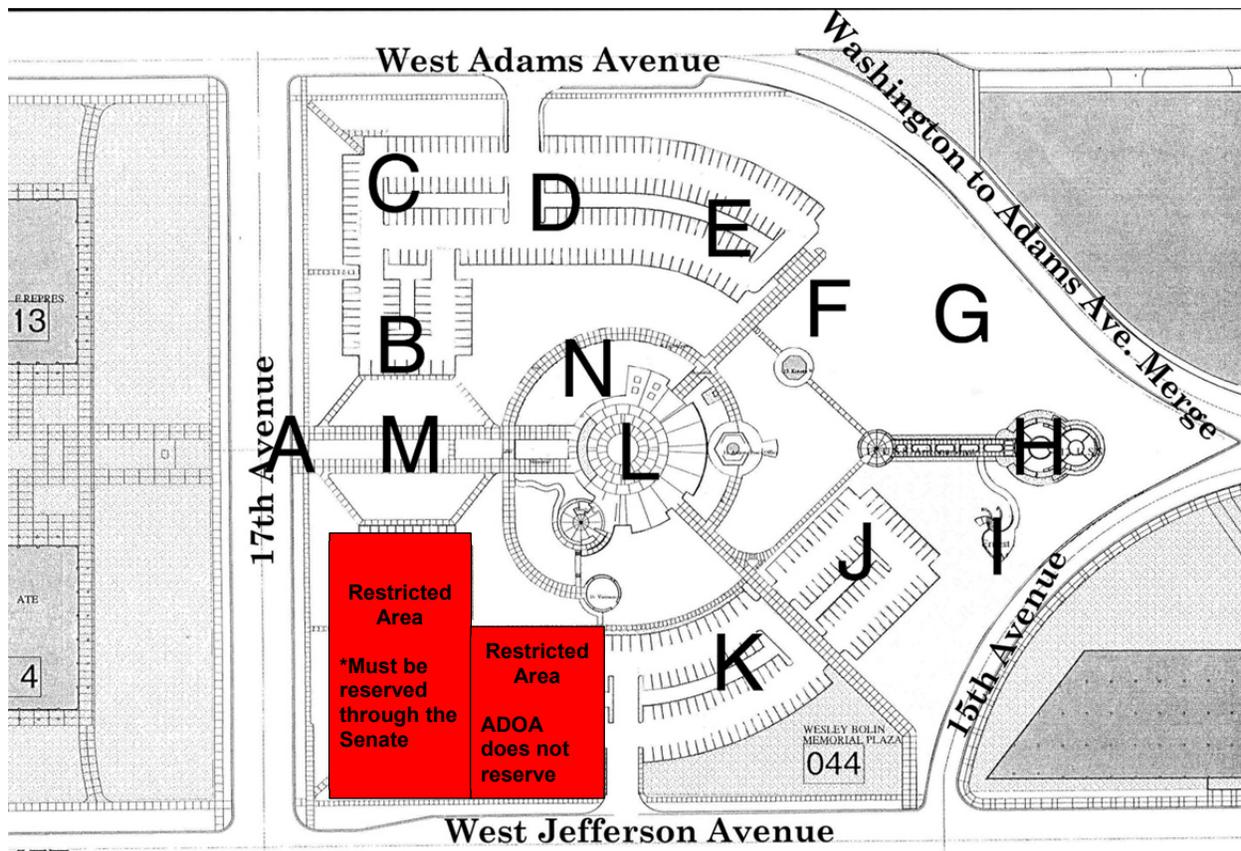
All applicants will be charged facility reservation fees as appropriate (refer to sections and pricing below) and are expected to provide services related to event production which may include, but are not limited to, Police, Fire/EMS, Facility Maintenance, Sanitation, Environmental, and all additional permit fees including: Tents, Canopies, Generators, Fireworks, Carnival, Exhibition/Tradeshow. Daily fees will be assessed until all event equipment is removed from State premises. Full payment is due upon receipt of final invoice.

**Insurance must meet the state's minimum requirements. Requirements can be found at <https://gsd.az.gov/sites/default/files/documents/files/Checklist.pdf>**

**Comprehensive site plans must accompany this application.**

*This is an application for a: (Please Check the appropriate box(s) below.)*

- Solicitation in accordance with A.A.C. Title 2, Chapter 11, Article 3
- Special Event in accordance with A.A.C. Title 2, Chapter 11, Article 4



Refer to Map on previous page and mark the appropriate Section as follows:

- Section "A" defined as the western end of parking lot \$ 200.00
- Section "B" defined as the south corner of the northern parking lot \$ 200.00
- Section "C" defined as the north west corner of the northern parking lot \$ 200.00
- Section "D" defined as middle of the northern parking lot \$ 200.00

- Section "E" defined as the eastern part of the northern parking lot \$ 200.00
- Section "F" defined as the Korean War Memorial \$ 200.00
- Section "G" defined as the northeast Grass Bowl area \$ 200.00
- Section "H" defined as the Pearl Harbor Memorial \$ 200.00
- Section "I" defined as the McFarland Memorial \$ 200.00
- Section "J" defined as the East part of the Southern parking lot \$ 200.00
- Section "K" defined as the middle part of the Southern parking lot \$ 200.00
- Section "L" defined as the Bowl area \$ 200.00
- Section "M" defined as the walkway between Section "A" on the west and Section "L" on the east, including the grass areas north and south of the walkway \$ 200.00
- Section "N" defined as Monument Row \$ 200.00
- All of Wesley Bolin Plaza, including parking lots \$2,800.00

The Office of Special Events appreciates your patronage. If you have any questions, concerns, comments or suggestions, please do not hesitate to call the Office of Special Events at (602) 542-0034.

<b>Section 1 – Applicant Information</b>				
Name of Applicant (must be on site during the event)				
Phone Number	Cell Number	E-Mail Address for Correspondence		
Business Address	City	State	Zip	
Corporation/Organization Name (D.B.A.)				
State of Incorporation	State Tax ID #	501(c)3 # (if applicable)	City Sales Tax ID #	
<b>Section 2 – Event Information</b>				
Name of Event			Anticipated Daily Attendance	
Event Date(s)	Set-up Date and Hours	Hours of Event Each Day (begin and end times)		
E-Mail Address for Public Information		WEB Address for Public Information		
Location of Event/Physical Address				
Sponsor(s) of the Event				
Description of Event				

<b>Section 3 – Event Features</b>
Will there be an admission charge? <input type="checkbox"/> Yes <input type="checkbox"/> No Will merchandise and/or food items be sold? <input type="checkbox"/> Yes <input type="checkbox"/> No     If yes, please attach a complete list of vendors. Will there be entertainment? <input type="checkbox"/> Yes <input type="checkbox"/> No     If yes, please attach a complete list of entertainment.
<i>(A complete list of entertainment will be required before final approval. Once approved, no changes may be made unless authorized.)</i>

What type of advertising/promotion will be done prior to the event? <i>Please attach all promotional material.</i>				
Radio <input type="checkbox"/> Yes <input type="checkbox"/> No	TV <input type="checkbox"/> Yes <input type="checkbox"/> No	Fliers/Posters <input type="checkbox"/> Yes <input type="checkbox"/> No	Newspaper Ads <input type="checkbox"/> Yes <input type="checkbox"/> No	Press Releases <input type="checkbox"/> Yes <input type="checkbox"/> No
TV <input type="checkbox"/> Yes <input type="checkbox"/> No	Is any other promoter/producer assisting you with your event? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Name of Promoter and Promotion Company		Address	City	State Zip
Will the event include any of the following? (Indicate on site plan and/or vendor list)				
Tents or Canopies <input type="checkbox"/> Yes <input type="checkbox"/> No      Number of Tents:      Number of Canopies:				
<i>Tents over 800 sq ft and canopies over 1200 sq ft require permits from the State Fire Marshal's office.</i>				
Company		Contact Name and Phone		
Fireworks <input type="checkbox"/> Yes <input type="checkbox"/> No				
<i>A copy of the letter is required with this application. Fireworks require permits from the State Fire Marshal's Office.</i>				
Open Flames or Cooking <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Current 2-A10BC fire extinguisher with current service tags required within 25.'</i> <i>Cooking equipment using oils and fats require an additional K extinguisher.</i>				
Company		Contact Name and Phone		
Temporary Fencing <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Provide accurate dimensions of fenced area on site plan.</i>				
Company		Contact Name and Phone		
Port-O-Johns <input type="checkbox"/> Yes <input type="checkbox"/> No				
Company		Contact Name and Phone		
Electrical Services/Generators <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Generators must be separated from tents by a minimum of 20' and shall be isolated from contact by fencing or other approved means.</i>				
Company		Contact Name and Phone		
Carnival/Amusement Rides/Petting Zoo <input type="checkbox"/> Yes <input type="checkbox"/> No				
<i>A separate permit from the State Fire Marshal's Office may be required.</i>				
Company		Contact Name and Phone		
Inflatables <input type="checkbox"/> Yes <input type="checkbox"/> No				
Company		Contact Name and Phone		
<b>Section 4 – Street Closure</b>				
Does the event propose <b>using, closing or blocking</b> any of the following: City Streets, City Bus Stops, Public Bicycle Parking, City Alleys, City Sidewalks, Public Parking Lots, Multiuse Paths, or City Right-of-Ways? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, specify location and duration on site map.				
<b>Section 5 – Use of State Utilities</b>				
Will any State electric hookups be used? <input type="checkbox"/> Yes <input type="checkbox"/> No		Electric Location, including amperage		
Will any State water hookups be used? <input type="checkbox"/> Yes <input type="checkbox"/> No		Water Location(s)		
Will waste water/gray water be generated? <input type="checkbox"/> Yes <input type="checkbox"/> No		Is so, how will it be disposed?		
<b>Section 6 – Event Security</b>				

Are you using off-duty Police officers? Yes No Number of personnel: \_\_\_\_\_

*After reviewing the event application, you may be required to use Off-Duty DPS Capitol Police Officers for the event.*

To schedule Off –Duty DPS Capitol Police Officers, please contact:

Lisa Reyna, via email [LReyna@azdps.gov](mailto:LReyna@azdps.gov), or phone (602) 223-2816; or  
Brandy Reissner, [BReissner@azdps.gov](mailto:BReissner@azdps.gov), or (602) 223-2855

Are you using private security? Yes No Number of personnel: \_\_\_\_\_

*The State allows only security companies that are licensed and bonded in the State of Arizona.*

Security Company and Contact Info.

AZ Dept. of Public Safety  
ID#

### Section 7 – Emergency Medical Services

Are you providing off-duty EMTs? Yes No Number of personnel requested: \_\_\_\_\_

*Applicants may be required to provide off-duty EMT's or paramedics for the event. ADOA GSD will notify the applicant of such a requirement after reviewing the event application.*

### Section 8 – Facility/Park Maintenance

What is your trash removal and clean-up plan?

Volunteers Or Outside refuse company

Company Name

Contact Name/Phone

### Section 9 – ADA Accessibility Requirements

#### Parking

*Existing Lots:* When lots are used for activities other than parking, accessible spaces must be kept open and usable. If not possible, the same number of spots must be provided as close as possible to original spaces and/or main event site.

*Temporary lots:* Accessible spaces must be created and held in reserve for people with disabilities, laid out in accordance with standards, marked with the accessibility symbol, and connected to the closest accessible route.

#### Accessible Routes

Accessible routes must connect event site features, including parking, exhibits and activities, and public amenities.

#### Portable Toilets

A minimum of 5%, but never less than 1%, of portable toilets shall be accessible.

**The Arizona Department of Administration complies with the Americans' With Disabilities Act of 1990. In contacting ADOA to request a State Property Permit Application for special events in Wesley Bolin Plaza, persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Arizona Office of Americans with Disabilities, Voice Telephone at (602)542-6276, or TDD Telephone Number (602)542-6686. Requests should be made as early as possible to allow time to arrange the accommodation.**

### Section 10 – Terms and Conditions

The following are guidelines, in conjunction with rules in Title 2, Chapter 11, Article 4, for safety when utilizing State Property. By submitting this signed application for approval, Applicant of the special event agrees to follow the following guidelines. NOTE: The following guidelines address ADOA GSD management of Solicitations and /or Special Events on state property, and are not all inclusive. Appropriate authorities should be consulted for further information regarding applicable standards for supporting activities/requirements.

The Applicant (aka Sponsor) by agreeing to stage a special event on State Property (hereinafter known as "STATE PROPERTY" or "SP," hereby expressly agrees to the following Terms and Conditions:

1. Applicant agrees to provide accurate information concerning Sections 1-9 above, and abide by all conditions therein.
2. Payment of associated fees timely.
3. Scheduling special events on SP is handled in such manner that the minimum amount of degradation to State Facilities and the minimum infringement of use to the general public and government operation is caused. The Arizona Department of Administration, Office of Special Events shall confirm special events only after approval.

4. Any such authorization shall include provision to protect the State from costs due to special event operations, clean up, or damage repair. The STATE PROPERTY will be inspected at the conclusion of each special event. Any damage incurred as a result of the special event will be documented by the Office of Special Events or their designee. The Office of Special Events will then invoice the sponsoring group/organization for payment.
5. Alcoholic beverages are strictly prohibited on ADOA managed STATE PROPERTY, pursuant to A.A.C. R2-11-102.
6. Additional lighting for special events during the evening may be required. All costs will be the responsibility of the special event Sponsor(s).
7. Additional security personnel may be required. All costs will be the responsibility of the special event Sponsor(s). Special events Sponsor(s) must coordinate all security issues through DPS Capitol Police (602)542-0362.
8. All Certificates of Insurance shall be received by OSE 15 days prior to the special event. OSE reserves the right to require additional insurance be secured in accordance with this provision based on the type of special event being held.
9. The Applicant shall designate a representative to work with the Office of Special Events prior to and throughout the special event date(s).
10. The State of Arizona, Department of Administration, reserves the right at all times to immediately remove or cause to be removed any and all items of display it, determines would damage STATE PROPERTY; cause the State discredit or harm; or inhibit egress or raise safety issues of the STATE PROPERTY, attendees, or the public.
11. The Applicant shall be responsible for furnishing all necessary labor, material and equipment.
12. A special event is not considered scheduled or approved until the Applicant has received a Permit from the Office of Special Events as confirmation of reservation.
13. Any applicant denied use of STATE PROPERTY for reasons other than conflicting dates of special events or incomplete application may appeal directly to the Director of the Department of Administration.
14. Erection of tents and canopies shall conform to manufacturer's recommendations for anchoring and safety requirements. Additional permitting may be required from the Fire Authority Having Jurisdiction. Please refer to the International Fire Code (2003 Section 105 Permits).
15. *All costs for containers, dumping and removing, are the responsibility of the applicant/promoter. The Wesley Bolin Plaza must be returned to its original condition and all equipment removed based on permitted time frame or daily rental fees will be assessed.* The State Capitol Grounds and/or the Wesley Bolin Plaza Property, including all State buildings and parking lots, shall be litter free and policed during the date(s) of the special event. This shall be done according to the Arizona Department of Administration's specifications. The Applicant agrees to an inspection by State representatives, of the Sections secured for the special event. Applicant further agrees to accept liability for documented problems and will pay for any damages or costs associated with cleanup of the groups identified by State representatives, including ADOA or DPS Capitol Police. Documentation will be in writing and/or pictures, and will occur during the post special event inspection.
16. All activities shall be performed in compliance with the ADOA Solicitation and Special Events Handbook, federal, state, and local laws, ordinances, statutes, rules, and regulations, including OSHA.
17. Prior to the special event, DPS Capitol Police and/or local emergency personnel (police, fire) shall be notified of the special event.
18. Applicant is responsible to ensure that emergency vehicles will have access at all times, including ten (10) foot wide lanes of ingress and egress.
19. Applicant shall provide first aid facilities at the special event.
20. Periodic safety checks may be made throughout the special event by DPS Capitol Police, or Special Events personnel.
21. Applicant shall coordinate traffic control and parking prior to the special event with DPS Capitol Police and the State's Office of Special Events.
22. All incidents involving injury or disturbance of the peace shall be reported to DPS Capitol Police and the Office of Special Events, investigated for cause, and immediate elimination of unsafe condition(s).
23. Applicant may be required to provide additional security as determined by DPS Capitol Police and/or Office of Special Events for the safety of the attending public.
24. Office of Special Events may perform safety inspections on all concessions and exhibits prior to the special event.
25. Applicant shall ensure electrical service/lines are in accordance with the applicable State and City Codes.
26. No flammable liquids, fireworks, or compressed gases shall be used at the special event without prior approval from the Office of Special Events.
  - Applicant shall ensure fire extinguishers are on site at all special events where flammable liquids or fireworks are in use.
  - If approved for use, and otherwise allowed by law, flammable liquids, fireworks, and compressed gasses shall be controlled and stored in accordance with all applicable State and City Codes.
27. Applicant shall ensure tripping hazards are eliminated.
28. Applicant shall ensure trash/waste disposal is provided throughout the special event.
29. Erection of tents and canopies shall conform to manufacturer's recommendations for anchoring and safety requirements. Additional permitting may be required from the Fire Authority Having Jurisdiction. Please refer to the International Fire Code (2003 Section 105 Permits).

### Solicitation and Special Event Indemnification

**INDEMNIFICATION HOLD HARMLESS CLAUSE:**

**PROFIT / NON-PROFIT**

Applicant shall defend, indemnify, and hold harmless the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees (hereinafter referred to as "Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Applicant or any of its owners, officers, directors, agents, employees or vendors. This indemnity includes any Claim or amount arising out of or recovered under the Workers' Compensation Law, or arising out of the failure of such Applicant to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by Applicant from and against any and all Claims. It is agreed that Applicant will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. In consideration of the award of this contract, the Applicant agrees to waive all rights of subrogation against the State of Arizona, its officers, officials, agents and employees for losses arising from the work performed by the Applicant for the State of Arizona.

Applicant / Vendor is a Public/Non-Profit

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Signature of Authorized Representative/Title

Date

**OR**

**PUBLIC ENTITY**

Each party (as "Indemnitor") agrees to defend, indemnify, and hold harmless the other party (as "Indemnitee") from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's fees) (hereinafter collectively referred to as "Claims") arising out of bodily injury of any person (including death) or property damage but only to the extent that such Claims which result in vicarious/derivative liability to the Indemnitee, are caused by the act, omission, negligence, misconduct, or other fault of the indemnitor, its officer, officials, agents, employees, or volunteers.

Applicant / Vendor is a Public Entity

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Signature of Authorized Representative/Title

Date

**Section 12 – Certification**

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 the 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 State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees (hereinafter referred to as "Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Applicant or any of its owners, officers, directors, agents, employees or vendors. This indemnity includes any Claim or amount arising out of, or recovered under, the Workers' Compensation Law or arising out of the failure of such Applicant to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by Applicant from and against any and all Claims. It is agreed that Applicant will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. In consideration of the award of this contract, the Applicant agrees to waive all rights of subrogation against the State of Arizona, its officers, officials, agents and employees for losses arising from the work performed by the Applicant for the State of Arizona.

I agree to defend, indemnify and hold harmless the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents and employees from any and all losses, claims, liabilities, damages, costs and expenses, including reasonable attorney's fees and court costs, resulting from any facility, closure due to inclement weather. I also understand that the State reserves the right to determine if park facilities are unusable as a result of inclement weather.

I agree to indemnify, defend and hold harmless, the State and its respective officers, agents, employees, and volunteers.

I realize my submittal of this application request constitutes a contract between the State of Arizona and myself and is a release of Liability.

I agree to abide by all terms and conditions of this application.

I am the said applicant and submit this application request on my own free will.

\_\_\_\_\_  
Signature of Applicant's Authorized Agent or Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title