



Solicitation and Special Events Permit Application

Date of Application:	Permit Application #: (For office use only)
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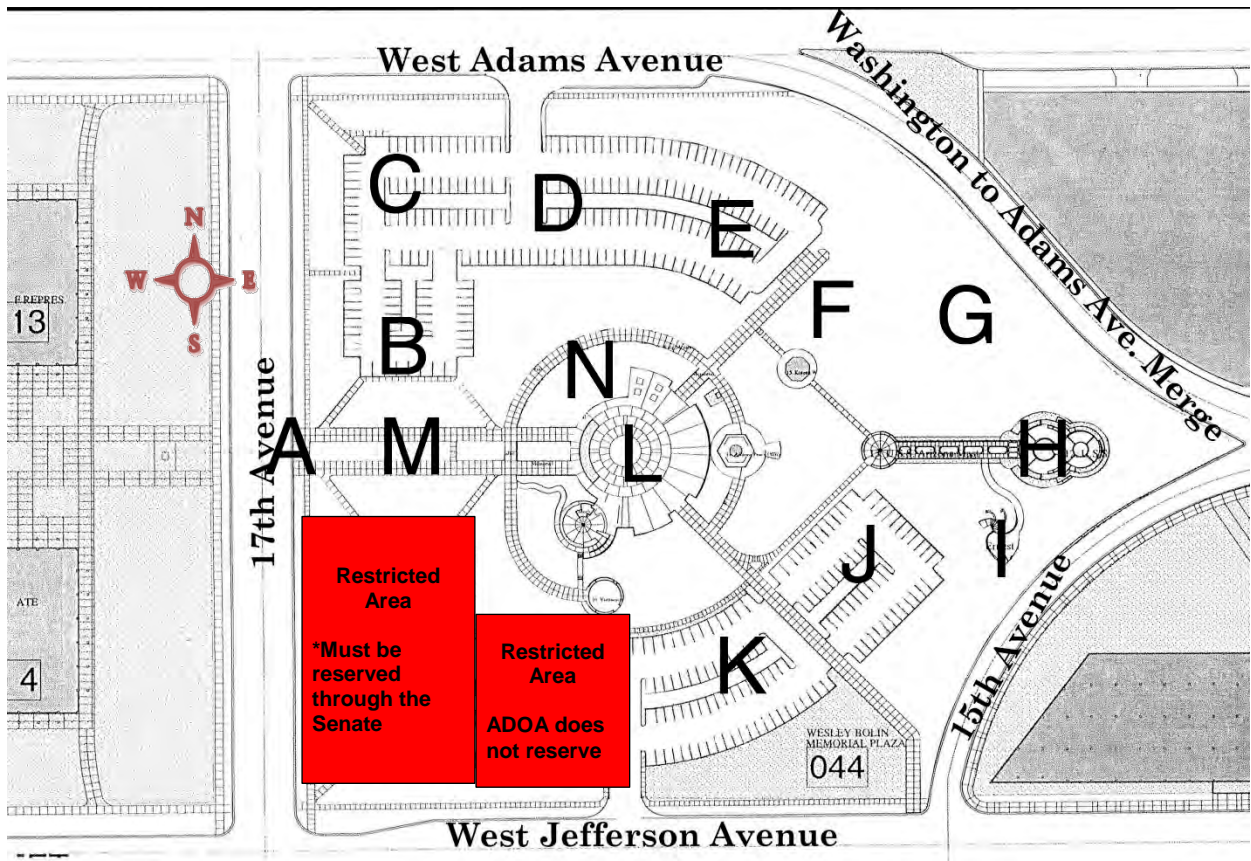
This application accompanies a Solicitation and Special Event Handbook. Permits may not be issued more than 60 days prior to the event. The payment of fees does not guarantee event approval.

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.

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 (OSE) 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) 542-0692.

Section 1 – Applicant Information

Name of Applicant (must be on site during the event)

Driver's License Number	State	E-Mail Address for Correspondence	Date of Birth
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Phone Number	Cell Phone Number
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Business Address	City	State	Zip
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Corporation/Organization Name (D.B.A.)

State of Incorporation	State Tax ID #	501(c)3 # (if applicable)	City Sales Tax ID #
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Have you ever coordinated/promoted another event/s? Yes No
 If yes, please provide the following:

Last event/s	Location	Date	Contact Name and Phone
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Section 2 – Event Information

Name of Event	Anticipated Daily Attendance
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Event Date(s)	Set-up Date and Hours	Hours of Event Each Day (begin and end times)	Take Down Date and Hours
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E-Mail Address for Public Information	WEB Address for Public Information
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Location of Event/Physical Address

Sponsor(s) of the Event

Description of Event

Has this event been held in another location? Yes No

If yes, please provide the following:

Last Event(s) Location Date Contact Name and Phone

Section 3 – Event Features				
Will there be an admission charge? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list all price categories below.				
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>				
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.				
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 What Stations?		TV <input type="checkbox"/> Yes <input type="checkbox"/> No What Stations?		
Fliers/Posters <input type="checkbox"/> Yes <input type="checkbox"/> No How many?		Press Releases <input type="checkbox"/> Yes <input type="checkbox"/> No How many?		
Newspaper Ads <input type="checkbox"/> Yes <input type="checkbox"/> No What publication?				
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>Fireworks require permits from the State Fire Marshal's Office. A copy of the permit must be submitted prior to event approval.</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.' 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
Signs / Banners <input type="checkbox"/> Yes <input type="checkbox"/> No	
Company	Contact Name and Phone
Inflatables <input type="checkbox"/> Yes <input type="checkbox"/> No	
Company	Contact Name and Phone
Section 4 – Street Closure	
Does the event propose using, closing or blocking any of the following? If yes, specify location and duration on site map	
City Streets <input type="checkbox"/> Yes <input type="checkbox"/> No	City Sidewalks <input type="checkbox"/> Yes <input type="checkbox"/> No
City Bus Stops <input type="checkbox"/> Yes <input type="checkbox"/> No	Public Parking Lots <input type="checkbox"/> Yes <input type="checkbox"/> No
Public Bicycle Parking <input type="checkbox"/> Yes <input type="checkbox"/> No	Multiuse Paths <input type="checkbox"/> Yes <input type="checkbox"/> No
City Alleys <input type="checkbox"/> Yes <input type="checkbox"/> No	City Right-of-Ways <input type="checkbox"/> Yes <input type="checkbox"/> No
Section 5 – Use of State Utilities	
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?
Section 6 – Event Security	
Are you using off-duty Police officers? <input type="checkbox"/> Yes <input type="checkbox"/> No Number of personnel: _____ <i>After reviewing the event application, you may be required to use Off-Duty DPS Capitol Police Officers for the event.</i> <i>To schedule Off –Duty DPS Capitol Police Officers, please contact:</i> Lisa Reyna, via email LReyna@azdps.gov , or phone (602) 223-2816; or Brandy Reissner, BReissner@azdps.gov , or (602) 223-2855	
Are you using private security? <input type="checkbox"/> Yes <input type="checkbox"/> No Number of personnel: _____ <i>The State allows only security companies that are licensed and bonded in the State of Arizona.</i>	
Security Company and Contact Info.	AZ Dept. of Public Safety ID#
Section 7 – Emergency Medical Services	
Are you providing off-duty EMTs? <input type="checkbox"/> Yes <input type="checkbox"/> No Number of personnel requested: _____ <i>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.</i>	

Section 8 – Facility/Park Maintenance

What is your trash removal and clean-up plan?

Volunteers Or	Outside refuse company	Company Name	Contact Name/Phone
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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.

1. *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 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.
2. 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.
3. Prior to the special event, DPS Capitol Police and/or local emergency personnel (police, fire) shall be notified of the special event.
4. Applicant is responsible to ensure that emergency vehicles will have access at all times, including ten (10) foot wide lanes of ingress and egress.
5. Applicant shall provide first aid facilities at the special event.
6. Periodic safety checks may be made throughout the special event by DPS Capitol Police or Special Events personnel.
7. Applicant shall coordinate traffic control and parking prior to the special event with DPS Capitol Police and the State's Office of Special Events.
8. 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 unsafe condition(s) shall be eliminated immediately.
9. 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.
10. Office of Special Events may perform safety inspections on all concessions and exhibits prior to the special event.
11. Applicant shall ensure electrical service/lines are in accordance with the applicable State and City Codes.
12. No flammable liquids, fireworks, or compressed gases shall be used at the special event without prior approval from the Office of Special Events.
 - a. Applicant shall ensure fire extinguishers are on site at all special events where flammable liquids or fireworks are in use.
 - b. 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.
13. Applicant shall ensure tripping hazards are eliminated.
14. Applicant shall ensure trash/waste disposal is provided throughout the special event.
15. 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).

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 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. Timely payment of associated fees.
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 provisions 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 within 30 days.

SOLICITATION and SPECIAL EVENT INDEMNIFICATION

INDEMNIFICATION HOLD HARMLESS CLAUSE:

PROFIT / NON-PROFIT

To the fullest extent permitted by law, 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 permit, 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 Profit/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 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 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 have read the ADOA Solicitation and Special Events Handbook and agree to conform with the handbook.

I agree to abide by all state, county and federal laws and regulations.

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 Date