Sahuarita ARIZONA

PARKS & RECREATION DEPARTMENT

Ramada Rental Request Form

Type of Event:

EVENT ORGANIZER INFORMATION	
Organizer/Responsible Party:	
Mailing Address:	**City/Zip:**
Phone (Daytime):	**Phone (Cell):**
Email Address:	**Nonprofit ID#:**
Will the organizer be present at the event and in charge of the event at all times? ☐Yes ☐No If No, who will be the contact for your event:	

RAMADA RENTAL INFORMATION	
Date of Event:	**Times (as published):**
Proposed Location: ☐ Anamax Park ☐ Sahuarita Lake Park Gazebo (North) ☐ Parque Los Arroyos ☐ North Santa Cruz Park ☐ Sahuarita Lake Park Gazebo (South) ☐ Quail Creek Veterans Municipal Park ☐ Sahuarita Lake Park Amphitheater ☐ Anza Trail Park	
Ramada #:	**Estimated Event Attendance:** *Anticipated attendance over 100 constitutes a special event and nullifies this form.*
Electricity Needed: ☐Yes ☐No *(Only Available at Anamax Park Ramada 1 & 2/ Sahuarita Lake Park Amphitheater)*	**# of hours electricity is needed:**
Food Services: *(Company & equipment being used)*	**Health Permit Required?** ☐**Yes** ☐**No** *All food vendors must obtain a health permit from Pima County*
Will this event include alcohol? ☐**Yes** ☐**No** *(Separate permit & fee are required)* (No beer/liquor at any time at Sahuarita Lake and Anza Trail Park)	**Business License Required?** ☐Yes ☐No *Available through Town Clerks Office (520) 822-8801*
Insurance Required? ☐Yes ☐No ***Town of Sahuarita must be named as additionally insured up to $1,000,000.00***	
Will this event be advertised? ☐Yes ☐No If yes, please specify what type of advertising (ex. Green Valley Newspaper, Mailer, & signs around town).	

EVENT COMPONENTS (*require additional form & fee)		
☐ Alcohol*	☐ Electricity*	☐ Tents/Canopies*
☐ Concert/Live Music	☐ Self-provided Generator	☐ Water Access*
☐ Gas Grills	☐ Heating Devices	☐ Signage/Banners*
☐ Vendors	☐ Portable Restrooms	☐ Other: _____
☐ Mobile Food Vendors*	☐ Hand Washing Facilities	
☐ Food Vendors	☐ Jumping Castles*	
☐ First Aid	☐ Stage	

This permit is valid the day of the event ONLY. Expiration occurs upon the conclusion of the event. Hours may be restricted. Town and Community Events take presence over any permit issued. If any unforeseen circumstances occur and/or permittee fails to meet the requirements the Town has set forth, the Town of Sahuarita shall have the right to control, cancel or stop the event in progress. The sponsor or responsible party agrees to indemnify and hold harmless the Town of Sahuarita, its officers, employees, and agents from and against all loss, costs, expenses, including attorney's fees claims, suits and judgments, whatsoever in connection with injury to or death of any person or persons of loss of damage to property resulting from any and all operations performed by the sponsor, its officers, employees, and agents under any of the terms of this special event permit.

The Town of Sahuarita Parks & Recreation Department is not responsible for notifying sponsor or responsible party of other events or usage of facilities in the park after issuance *of permit.*

In case of a non-emergency problem please call: 520-445-7850 please leave a detailed message if you do not get an answer and someone will return your call ASAP.

I accept and understand all conditions with my signature below.

Signature: _____ **(Responsible Party)** **Date:** _____

THIS PERMIT APPLICATION, ALONG WITH ALL OTHER REQUIRED PERMITS MUST BE RECEIVED IN COMPLETE FORM AT LEAST 7 DAYS PRIOR TO THE EVENT DATE.

****For Official Use Only****

_____ _____

Approved Date **Permit Expiration Date**

_____ _____

Town Official Approval Signature **Amount Due**