



Special Event Proposal

EVENT NAME:

EVENT ORGANIZER INFORMATION
Organizer's Name: Date:
Company/Organization Name:
Mailing Address: City/Zip:
Phone (Daytime): Phone (Cell):
Phone (Work/Alt): FAX:
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:

EVENT INFORMATION
Date of Event: Times (as published):
Date of Event Set Up: Times:
Date of Take Down: Times:
Proposed Location:
Anamax Park Anza Trail Park Municipal Complex
North Santa Cruz Park Quail Creek Veterans Municipal Park Roads Race
Parque Los Arroyos Sahuarita Lake Park Amphitheater Other
Field Rental Request: Yes No Field #: Ramada Rental Request: Yes No Ramada #:
Lights Needed: Yes No # of Hours lights are needed:
Estimated Event Attendance: # of lead personnel: # of Volunteers:
Is your event Private Public
A private event is one in which you have a specific guest list and know who will be attending.
A public event is open to the general public through word-of-mouth, flyers, signage and advertising.
Is there an admission fee? Yes No Amount: \$
Do you have a Special Event Permit Application previously processed with TOSPR for this event within the last 12 months? Yes No If Yes, please provide only updated or new information.
Health Permit Required? Yes No Business License Required? Yes No
All food vendors must obtain a health permit from Pima County 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

EVENT COMPONENTS (*require additional form & fee)
Alcohol* Electricity* Race (timed event)
Concert/Live Music Self-provided Generator Run (non-timed event)
Bicycling Fireworks Stage
Floates/Parades Inflatable* (ie: bounce house) Tents/Canopies*
Vendors Security / Traffic Control* Sporting Event-Tournament*
Mobile Food Vendors* Heating Devices Water Access*
Food Vendors Portable Restrooms Signage/Banners*
First Aid Hand Washing Facilities Other: _____