



CAREFREE SPECIAL EVENTS APPLICATION

Return application to Vicki@Carefree.org

Date of Application:	Permit Application #:
<p>A special event permit must be obtained to conduct any special event or activity in Carefree that utilizes Town property and affects roads, businesses and/or parking.</p> <p>ALL EVENTS require proof of liability insurance, with TOWN OF CAREFREE as additional insured. Event dates are based upon availability, and are first come/first served.</p>	
Permit Fee Schedule	
<input type="checkbox"/> Single-day Special Event Permit fee: \$300* <i>(minimum rental is 4 hours/maximum rental is 8 hours)</i>	
<input type="checkbox"/> Three-day Special Event Permit fee: \$800* <input type="checkbox"/> Four-day Special Event Permit fee: \$1,050*	
<p>*Fee includes Gardens restroom maintenance/supplies for the duration of the event. Fees are non-refundable for ANY reason.</p>	
Applicant Information (all areas required)	
Name of Applicant/Organization: <i>(Fiscally responsible for all payments/damages as a result of event)</i>	
Name of Primary Event Contact <i>(MUST be on-site during the event):</i>	
Billing Address:	City: State: Zip:
Daytime Phone:	Mobile Phone:
E-mail Address:	Website/Social Media:
Set-up Summary	
Name of Event:	Location:
Proposed Date(s) Requested:	
Actual Hours of Event: From	AM/PM AM/PM
Set-Up Times: From	AM/PM AM/PM
Tear Down Times From	AM/PM AM/PM
Expected # of Attendees:	
Will you be renting Facility Equipment? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please see attached Rental Agreement and submit with application	
Securing Date(s)	
Dates are considered secured once an application is submitted with payment in full , and reviewed/confirmed with the Marketing dept. All permits will receive FINAL approval from Town Council vote if event includes street closures and/or liquor license requirements.	
Event Pre-Planning Meeting	
Applicants are expected to meet with the Town Marketing staff prior to submitting application. Staff will review/approve event, as well as confirm date availability and requirements. Town marketing channels may be available with Town approvals and receipt of event marketing materials.	



EVENT: _____

EVENT DATE: _____

Technical Equipment in Sanderson Lincoln Pavilion

Events are encouraged to provide music/sound for events that is plug-and-play (iPod or other music player) which plugs into Town-provided sound system equipment at no additional cost.

Technical equipment rental needs for live-performance (eg. sound mixer/s, microphone/s, monitor/s, etc...) are the responsibility of the applicant.

A meeting with the Town Technical Manager is required if usage of the Pavilion facility sound equipment is necessary for the event.

Facility Equipment Availability

Facility equipment is available, and may be rented separately:

Ten (10) 60" round tables; Ten (10) 42" round tables; 300 metal folding chairs

Monday-Friday ONLY Town Public Works will set-up rental equipment. **Set-up charge is \$75.**

Weekend Set-up charge for Town Public Works is \$75/hr. per staff member required.

Legal holidays are considered Weekend Set-up days

Access to Green Room will **NOT** be available for events unless they are Town-sponsored.

Facility equipment rentals will require a signed Facility Rental Fee Agreement.

Special Events Conditions of Use

All Town of Carefree Conditions of Use (see **Conditions of Use** rider) including but not limited to those specified in this application must be strictly observed at all times. Failure to adhere to Town requirements will result in loss of permit approvals, and other remedies as permitted by law.

Payment Terms

Applicant agrees to pay the Town of Carefree at the time permit application is submitted OR no later than sixty (60) days prior to the scheduled event. Checks are to be made out to **Town of Carefree.**

A Late Payment Fee of 15% of the total permit fee will incur if payment terms are not met.

Print Name: _____

Signature* : _____

**Upon signing this agreement, applicant is responsible for timely payment, and understands all areas of responsibility of the Town Facility Management. Applicant has reviewed and agrees to all Conditions of Use prior to and during the event.*