



**Town of Gilbert**  
**Community Services Department**  
 Special Reservations: (480) 503-6254  
 Administration Office: (480) 503-6200  
 Fax: (480) 503-6204

## Parks Special Reservation Application



The enclosed information is being requested to ensure that your event in a Town of Gilbert Park is a success, while at the same time ensuring the safety of the community.

This application includes the following information:

- Special Reservation Requirements and Information..... Page 2 & 3
- Event Fees..... Page 4
- Special Reservation Application..... Page 5 & 6
- Inflatables Form..... Page 7
- Sale of Goods in Parks Application..... Page 8
- Vendor Application & Requirements..... Page 9 & 10
- Event Tax Compliance..... Page 11
- Town of Gilbert Park Rules..... Page 12
- Event Tip Sheet..... Page 13

**DO NOT ADVERTISE YOUR EVENT UNTIL ALL REQUIREMENTS ARE MET.**

**DEADLINE TO RETURN THIS INFORMATION TO COMMUNITY SERVICES IS  
 15 BUSINESS DAYS (M-F) PRIOR TO EVENT  
 (Business Hours are M-Th 7am-6pm)**

Required Documents/Requests	Due Date
Event Application (15 business days)	
Event Insurance (10 business days)	
Inflatable Form (10 business days)	
Site Plan (10 business days)	
Sale of Goods Application (10 business days)	
Vendor Application(s) (10 business days)	
Vendor Insurance(s) (10 business days)	
Last Day for Refund/Credit (10 business days)	
Last Day for Changes Refund/Credit (5 business days)	



## EVENT REQUIREMENTS & INFORMATION

**Event Application:** An Event Application and the non-refundable application fee are required to begin the approval process and to secure a park permit. This is an application and **does not** guarantee all requests will be approved. All completed applications must be submitted a minimum of fifteen (**15**) business days (M-F) prior to the Event. Large Events may be subject to a pre-meeting with Town of Gilbert staff. Location fees are due at the time the permit is obtained. Reservations can be made up to six (**6**) months in advance.

**Insurance:** An original certificate of insurance must be provided a minimum of ten (**10**) business days (M-F) prior to the event date or the reservation will be cancelled. The Insured must be the permit holder. Insurance is required from all food vendors (no exceptions). Retail vendors selling goods that are a source of their primary business must provide general liability insurance (there will be no exception to this requirement). Hobby or craft vendors selling craft or hobby items are not required to provide insurance, unless they are granted vehicle access. In this case they must provide proof of auto insurance. The certificate of insurance must contain the following:

- The Town of Gilbert must be named as additional insured under this policy of insurance at the following address (this must be on the insurance certificate): Town of Gilbert, 50 E. Civic Center Dr., Gilbert, AZ 85296
- The minimum limit of \$1 million (**\$1,000,000**) each occurrence combined single limits for bodily injury and property damage liabilities and \$2 million (**\$2,000,000**) general aggregate.
- If vehicle access is requested and granted, auto insurance is required with a minimum limit of \$1 million (**\$1,000,000**) combined single limit for bodily injury liability and property damage liability. This coverage applies to all owned, non-owned and hired vehicles operated or used.

**Restrictions:** Violation of these restrictions will result in loss of Event Deposit.

- Painting or chalking the fields is allowed with prior written approval only.
- Tampering with valves or sprinkler heads is prohibited.
- Staking of any kind is by permission only.
- Alcohol, open flame and confetti are **not** permitted in any area of Town parks.
- Alterations to field configurations are **not** permitted.

**“Sale of Goods in Parks”:** If items such as food, tickets or goods will be sold or requested to be sold by the permit holder during the Event a “Sale of Goods in Parks” application must be provided a minimum of ten (**10**) business days (M-F) prior to the event date. If approval is granted, a Temporary Sale of Food/Goods Permit will be issued. Failure to obtain written permission may result in removal from the park, and penalties under Section 14-5(6) of the Gilbert Town code. Violators may also be subject to citation by the Maricopa County Environmental Health Services Department. If the permit holder is requesting other vendors, they must be listed on the on the “Sale of Goods in Parks” form.

**Services/Special Allowances:** The following is information on services or special allowances that are available upon request.

- **Electricity:** Access to electricity is available at most ramadas & amphitheaters. Other areas may require a generator; the Town of Gilbert does not provide generators. Please refer to the Event Tip Sheet for generator requirements.
- **Climbing Walls:** Can be accommodated upon request and will only be permitted with the special reservation permit holder. If this form of entertainment will be used during the event, Town of Gilbert Staff will designate areas where the equipment can be placed. The vendor supplying these services must provide a certificate of insurance as outlined above.
- **Traffic/Parking Control or Security:** The Gilbert Community Services staff will determine if extra duty officers will be required for your event. If traffic and/or parking control or security will be necessary please contact the Police Department Extra Duty Coordinator at (480) 262-0745 or visit [www.gilbertaz.gov/eForms/police/frmoffDuty.cfm](http://www.gilbertaz.gov/eForms/police/frmoffDuty.cfm).

**Site Plan:** A detailed site plan showing location set ups for each item listed below must be provided a minimum of ten **(10)** business days (M-F) prior to the event date. Park Maps are available on our website at: [www.ci.gilbert.az.us/eservices/parks/default.cfm#maps](http://www.ci.gilbert.az.us/eservices/parks/default.cfm#maps).

- Signs or banners (to be secured only with zip ties to fencing or E-Z Ups or on A-frames)
- Small Tents or E-Z Ups (to be secured with sandbags or water bottles only)
- Large Tents (Parks Staff must approve the location and supervise any staking)
- Stage(s)
- Vendors
- Course or Route if applicable

**Staffing:** For events with 500 or more people, Town assigned Staff will be required for your entire permit time. Depending on the nature of the event other conditions may apply that require Town assigned staff. The staff person on duty shall exercise supervisory oversight over the organization and its activities. It is the responsibility of the staff person to report to the Community Services Department any infraction of the rules/restrictions. Staff is available to answer questions, give directions, and uphold Town of Gilbert policies and to protect Town of Gilbert interests. Staff will not be responsible for cleaning the event site or moving equipment.

**Vehicles:** Vehicle access may be available upon request and may be permitted with written approval from a Town designated representative. If approved, access will be granted for loading and unloading purposes only. Auto insurance must be provided. (See Insurance requirements) Other policies are as follows:

- Vehicles will **not** be allowed to drive within the park (on sidewalks, maintenance routes) without the direct supervision of a park ranger or Town designated representative. (Town of Gilbert municipal code sec 46-38)
- Vehicles are to be parked in designated parking areas only. Parking in landscaping, etc. will not be tolerated. If overflow parking areas are needed or required, dust control fees will apply. (Overflow parking available at Freestone Park only)
- Overnight parking in a park is available upon request and may be permitted with written approval by the Community Services Director only.

**Vendors:** Must be requested on the “Sale of Goods” in Parks application by the Event Applicant. **Event Applicant** requesting vendors is responsible for the following:

- Providing vendors with a Town of Gilbert Vendor Application, Town Policies & Tax Compliance sheet. (attached)
- Providing the Gilbert Special Reservation Coordinator a complete list of all vendors requested a minimum of ten **(10)** business days (M-F) prior to the event.
- If requested vendor(s) approval is granted, a Temporary Sale of Food/Goods Permit will be issued with a listing of approved vendors. Failure to obtain written permission may result in removal from the park, and penalties under Section 14-5(6) of the Gilbert Town code.

**Vendors** must provide the following to the Town of Gilbert Special Reservation Coordinator a minimum of ten **(10)** business days (M-F) prior to the event and are subject to approval:

1. Completed Town of Gilbert vendor application (provided by the Event Applicant)
2. Must provide an insurance certificate if required (see insurance requirements on vendor application)
3. For all food and retail vendors a **\$25** vendor fee applies, to be paid to the Town of Gilbert. There is no vendor fee for non-profit vendors (must provide proof of non-profit status).

**Tax Information:** The Town of Gilbert is a Program City. Please see the attached Tax Compliance information sheet on page 11. For more information on Arizona TPT, please visit the Arizona Department of Revenue website at [www.azdor.gov](http://www.azdor.gov). For more information on Town of Gilbert taxes, please visit our website at [www.gilbertaz.gov](http://www.gilbertaz.gov).

## EVENT FEES

All payments can be made with cash, money order, personal or company check, Master Card, Visa or American Express.

**Application Fee**..... **\$50**

To be submitted with application and is non-refundable

**Deposit**..... **\$200**

Deposits are refundable after the Event is completed, provided there is no damage, and the area is left clean of trash.

**Extra-Duty Police Officer**..... **\$60/hr\***

\*Three (3) hour minimum. Contact the Police Department Extra Duty Coordinator at 480-262-0745 or visit [www.gilbertaz.gov/eForms/police/frmoffDuty.cfm](http://www.gilbertaz.gov/eForms/police/frmoffDuty.cfm)

**Janitorial Service**..... **\$40/hr**

If 225 people or more are expected to attend janitorial service and/or portable restrooms are required. *It is recommended one (1) per 225 people; and one (1) Handicapped Accessible. The portable restrooms are acquired from the company of your choosing and the event organizer is responsible for reserving the portable restrooms. The company must contact the Park Operations Supervisor prior to placement at 480-503-6262.*

**Field Light Fees**..... **Price/hr/area\***

\*(See Park Fees) Field Light usage will begin depending on the time of year according to the following schedule: (Note: some fields do not have lighting)

- November-February.....5:30pm
- March & October.....6:00pm
- April & September.....6:30pm
- May & August.....7:00pm
- June & July.....7:30pm

**Overflow Parking Fees**..... **TBD\***

\*Water Truck & Staff (Available only at Freestone Park), please contact Special Reservation Coordinator for pricing.

**Park Fees**..... **Price/hr/area**

Type of Area	Non-Profit		Private		Commercial	
	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident
SM Ramada (1-4 tables)	\$10	\$15	\$15	\$22.50	\$20	\$30
MD Ramada (5-7 tables)	\$15	\$22.50	\$20	\$30	\$25	\$37.50
LG Ramada (8-9 tables)	\$20	\$30	\$25	\$37.50	\$35	\$52.50
Picnic Tables (per table)	\$ 3	\$4.50	\$3	\$4.50	\$5	\$7.50
Basin/Open Area/Ball Fields	\$ 7	\$10.50	\$10	\$15	\$12	\$18
Sports Courts	\$ 4	\$6	\$7	\$10.50	\$11	\$16.50
Amphitheater/Page Park Pavilion	\$15	\$22.50	\$25	\$37.50	\$45	\$67.50
Field Lights	\$12	\$18	\$18	\$27	\$24	\$36

**Refunds/Credit/Changes Policy:** For a complete cancellation, a minimum of ten (10) business days (M-F) notice prior to the event date is required for a refund/credit less the application fee. For changes, a minimum of five (5) business days (M-F) prior to the event date is required for a refund/credit. *Changes are any adjustments to times and/or amount of sites reserved.*

**Refuse Containers**..... **\$14.50ea**

Additional refuse containers are required as follows: One (1) container per 50 people attending.

**Staff Fees**..... **\$20/hr**

See Staffing Requirements, pg 3

**Vendor Fees**..... **\$25**

See Vendor Requirements, pg 3



Office Use Only
Date Received: _____
Permit #: _____

### SPECIAL RESERVATION APPLICATION

**RESPONSIBLE PARTY:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (Day) \_\_\_\_\_ (Cell) \_\_\_\_\_ Email: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**PROMOTER/ORGANIZATION INFORMATION:** *(if different than above)*

Promoter/Organization Name: \_\_\_\_\_

Person Responsible: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (Day) \_\_\_\_\_ (Cell) \_\_\_\_\_ Email: \_\_\_\_\_

Non-profit (Must provide proof of Non-profit status)       Private Use       Commercial

**EVENT INFORMATION:**

<b>Facility Requested:</b>	<input type="checkbox"/> Crossroads Park	<input type="checkbox"/> Discovery Park	<input type="checkbox"/> Freestone Park	<input type="checkbox"/> McQueen Park
	<input type="checkbox"/> Other: _____			
<b>Type of Area(s):</b>	<input type="checkbox"/> Amphitheater	<input type="checkbox"/> Ball Fields	<input type="checkbox"/> Multi-Use Areas	<input type="checkbox"/> Sports Courts
	<input type="checkbox"/> Ramada	<input type="checkbox"/> Other: _____		
<b>Type(s) of Event:</b>	<input type="checkbox"/> Athletic Event	<input type="checkbox"/> Concert	<input type="checkbox"/> Exhibition	<input type="checkbox"/> Festival
	<input type="checkbox"/> Picnic	<input type="checkbox"/> Run/Walk	<input type="checkbox"/> Other: _____	

Event Name: \_\_\_\_\_

Event Description: (Describe all activities that will take place at the event) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Actual Event Time(s): \_\_\_\_\_

Set up Date/Time: \_\_\_\_\_ (must be included in your rental time)

Take Down Date/Time: \_\_\_\_\_ (must be included in your rental time)

Anticipated Attendance Including Spectators: \_\_\_\_\_ Open to the public?    Yes       No

**EVENT INFORMATION:** (continued)

If open to the public, will there be an admission/registration fee? Yes No  
If yes what is the admission/registration fee? \_\_\_\_\_  
Will there be food vendors? Yes No Retail vendors? Yes No  
Will there be amplified entertainment? (If yes, cannot be before 6am or after 9pm) Yes No

**FIRE SERVICES:** (480) 503-6300

Will there be a first aid station on site? Yes No  
Will there be canopies or tents? Yes No If yes what size? \_\_\_\_\_  
Will there be scaffolding? Yes No If yes what size? \_\_\_\_\_  
Will generators be used? (See pg 13) Yes No If yes what size? \_\_\_\_\_  
Will there be fireworks? Yes No If yes please call for more information.

**POLICE SERVICES:** (480) 503-6500

Will you have need of onsite security? Yes No If yes please describe your plans for onsite security: (please include security personnel contact information) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does your event require traffic closures? Yes No If yes please provide a detailed description of all traffic closures, include location, times and closure devices. (Event Organizer is responsible for providing necessary barricades and signage) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For Extra Duty Police Officers, please see information on event requirements and information.

**EVENT MAINTENANCE:**

**Restrooms:** Will you be bringing in portable restrooms? (See pg 4) Yes No  
**Refuse Containers:** Will you be requesting refuse containers from the Town? Yes No  
If yes, how many containers? (See pg 4) \_\_\_\_\_ Date to be delivered? \_\_\_\_\_  
**Electrical:** Will you need Town supplied electrical outlets? (See pg 2) Yes No  
**Water:** Will you need Town supplied water outlets? Yes No Potable? Yes No  
**Entertainment:** Will there be a stage(s)? Yes No Quantity? \_\_\_\_\_  
If yes what are the stage dimensions? \_\_\_\_\_  
Will inflatables be onsite? (If yes, please complete attached inflatable form, pg 7) Yes No  
**Vehicles:** Will you be requesting vehicle access? (See pg 3) Yes No

I certify that this application information is complete, true and accurate to the best of my knowledge.

Event Applicant Signature: \_\_\_\_\_

Town of Gilbert Community Services-Attn: Special Reservations  
Email: [kaylee.hartley@gilbertaz.gov](mailto:kaylee.hartley@gilbertaz.gov) Fax: (480) 503-6204  
Mail: 90 E. Civic Center Dr., Gilbert, AZ 85296

# INFLATABLES

Permit # \_\_\_\_\_ Date of Reservation \_\_\_\_/\_\_\_\_/\_\_\_\_ Completed form due date \_\_\_\_/\_\_\_\_/\_\_\_\_

This is a REQUEST and is subject to approval. This request form must be completed and received by the Special Reservation Coordinator seven (7) business days (M-F) prior to the event. Failure to complete form and receive approval will result in a denied request.

### INSTRUCTIONS FOR EVENT APPLICANT:

- Set up and take down must be included in your reservation time. Inflatable vendor must abide by this rule. If violated, additional fees will be assessed to your permit.
- Any damages created by Inflatable vendor will be charged to your permit.
- Attach inflatable company certificate of insurance (*see insurance requirements on pg 2*)

### RULES FOR THE INFLATABLE COMPANY:

- The inflatable vendor **MUST** contact Park Ranger staff upon arrival at the park for set up instructions at (480) 503-6263.
- The inflatable company must adhere to the setup and take down time on the park permit. The permit holder is required to include the setup and take down times on the permit and has paid for their reservation based on the time stated. If extra time is used beyond the permit time, additional fees could be applied to the permit holder's account.
- Staking is allowed with Park Staff supervision only. Sand bags or water filled containers are preferred.
- If a generator is being used, a working, certified fire extinguisher must be on hand at all times.
- All vehicles must stay off turf areas unless directed by a park ranger.

### INFLATABLES INFORMATION:

Type of inflatable(s): 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_

Size of inflatable(s): 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_

\*Generator (Type- HP/KW) Gas \_\_\_\_\_ Propane \_\_\_\_\_ Electric \_\_\_\_\_

*\* Per Town of Gilbert Fire Prevention: Generators and other internal combustion power sources shall be separated from temporary membrane structures (inflatable features), tents, and canopies by a minimum of 20' and be isolated from contact with the public by fencing or other approved means.*

Inflatable Rental Company \_\_\_\_\_ Contact person: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Cellular day of event: \_\_\_\_\_

*Your signature below indicates that you understand and accept the permit stipulations above:*

Signature of Permit Holder \_\_\_\_\_ Date \_\_\_\_\_



Office Use Only
Date Received: _____
Permit #: _____

## “SALES OF GOODS IN PARKS” APPLICATION

***PLEASE NOTE: Requests must be made a minimum of 10 days in advance of the sales. This is an application to request selling items in the parks during an event. Vendors involved in any aspect of sales activity in Gilbert Parks must be directly connected to, associated with, sponsored by, or part of an organized activity or event with a formal reservation. Sales are not permitted without written permission from the Community Services Director.***

Name of Organization Requesting Sales: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (Day) \_\_\_\_\_ (Cell) \_\_\_\_\_ Email: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Event where sales will take place: \_\_\_\_\_

Will all of the proceeds from sales be used as a fundraiser, or for charity?       Yes       No

If yes, which group or charity will receive the proceeds? \_\_\_\_\_

Date(s) & Time(s) of request to sell goods (all set-up and take down time must be within the Event time reserved on the Park Permit):

- Date: \_\_\_\_\_ Time: \_\_\_\_\_
- Date: \_\_\_\_\_ Time: \_\_\_\_\_

List all items to be sold:


**If promoter/organizer will be inviting vendors to the event the vendor must complete the attached vendor application. Please provide the vendor with the application as well as a copy of the attached Town of Gilbert Park & Ball Field Rules.**

List all vendors attending the event or Event: (If more than will fit here please attach a separate sheet)


*I understand that complete compliance with the established guidelines for Sales of Goods is required. Violations of conditions of sales may result in removal from the park, and penalties under Section 14-2 of the Gilbert Town code. Violators may also be subject to citation by the Maricopa County Environmental Health Services Department. I acknowledge the above information to be true. I acknowledge that I have received a copy of the Park Rules & Regulations.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



Town of Gilbert  
Community Services

Special Reservations: (480) 503-6254

Office Phone: (480) 503-6200

Fax: (480) 503-6204

## Vendor Application for Sales of Goods During an Event

*Vendors involved in any aspect of sales activity in Gilbert Parks must be directly connected to, associated with, sponsored by, or part of an organized activity or event with a formal reservation. A complete application form must be submitted a minimum of ten (10) business days prior to the Event.*

**Vendor Fees:** For all food and retail vendors there is a **\$25** fee payable to the Town of Gilbert. There is no vendor fee for Non-Profit vendors. (Must provide proof of Non-Profit status)  
*All payments can be made with cash, money order, personal or company check, Master Card, Visa or American Express.*

**NAME OF EVENT:** \_\_\_\_\_

**DATE(S) OF EVENT:** \_\_\_\_\_ **TIME:** \_\_\_\_\_ **to** \_\_\_\_\_

**Applicant Information:** *(Please print clearly)*

Name of Business: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (Day) \_\_\_\_\_ (Cell) \_\_\_\_\_ Email: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

List all items to be sold:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Information: \_\_\_\_\_

*I have received a copy of the "Town of Gilbert Park Rules and Regulations"*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only**

Date Received: \_\_\_\_\_

Event Permit #: \_\_\_\_\_

Vendor Fee Paid: \_\_\_\_\_

\_\_\_\_ Approved

\_\_\_\_ Denied

\_\_\_\_ Vendor Notified

*Vendor requirements are as follows:*

**Food Sales:** All food vendors must have a current license in Maricopa County. For any questions contact: Maricopa Environmental Health Services at (602) 506-6978. A license must be posted on site the day of the event in view of the public.

**Insurance:** An original certificate of insurance must be provided a minimum of ten **(10)** business days (M-F) prior to the Event date. Failure to comply will result in removal as a vendor from the event. Insurance is required from all food vendors (no exceptions). Retail vendors selling goods that are a source of their primary business must provide general liability insurance (there will be no exception to this requirement). Hobby or craft vendors selling craft or hobby items are not required to provide insurance, unless they are granted vehicle access. In this case they must provide proof of auto insurance. The certificate of insurance must contain the following:

- The Town of Gilbert must be named as additional insured under this policy of insurance at the following address (this must be on the insurance certificate): Town of Gilbert, 50 E. Civic Center Dr., Gilbert, AZ 85296
- The minimum limit of \$1 million **(\$1,000,000)** each occurrence combined single limits for bodily injury and property damage liabilities and \$2 million **(\$2,000,000)** general aggregate.
- If vehicle access is requested and granted, auto insurance is required with a minimum limit of \$1 million **(\$1,000,000)** combined single limit for bodily injury liability and property damage liability. This coverage applies to all owned, non-owned and hired vehicles operated or used.

**Vehicles:** Vehicle access may be available upon request and may be permitted with written approval from a Town designated representative. If approved, access will be granted for loading and unloading purposes only. Auto insurance must be provided. (See Insurance requirements) Other policies are as follows:

- Vehicles will **not** be allowed to drive within the park (on sidewalks, maintenance routes) without the direct supervision of a park ranger or Town designated representative. (Town of Gilbert municipal code sec 46-38)
- Vehicles are to be parked in designated parking areas only. Parking in landscaping, etc. will not be tolerated. If overflow parking areas are needed or required, dust control fees will apply. (Overflow parking available at Freestone Park only)
- Overnight parking in a park is available upon request and may be permitted with written approval by the Community Services Director only.

**Tax Information:** The Town of Gilbert is a Program City. For food and retail vendors the Town of Gilbert sales tax must be reported on your monthly Transaction Privilege Tax (TPT) report. Please see attached Tax Compliance information sheet. For more information on Arizona TPT, please visit the Arizona Department of Revenue website at [www.azdor.gov](http://www.azdor.gov). For more information on Town of Gilbert taxes, please visit our website at [www.gilbertaz.gov](http://www.gilbertaz.gov).

**Approval:** Once the application has been approved, the Event Applicant will receive an approval letter signed by the Community Services Director. The Event Applicant is responsible for providing the vendor with the approval letter to be on the reserved site at all times, including set-up prior to the event.

**\*\*Please remember that this application is NOT THE FINAL APPROVAL.\*\***



PLEASE NOTE THAT A GILBERT TAX IDENTIFICATION (TPT) NUMBER IS DIFFERENT FROM A BUSINESS REGISTRATION OR BUSINESS LICENSE ISSUED DIRECTLY BY THE TOWN OF GILBERT. A GILBERT TAX IDENTIFICATION (TPT) NUMBER IS ISSUED BY THE ARIZONA DEPARTMENT OF REVENUE (AZDOR).

# Special Events Tax Compliance

Tax Compliance  
50 East Civic Center Drive  
Gilbert, Arizona 85296  
480-503-6852 or 480-503-6991

## Common Taxable Activities:

**Amusements:** Any business charging admission for viewing, exhibition, amusement or entertainment would be taxable under this category. (8.8%)

**Artwork:** The sales of painting, sculptures or similar works of fine art are generally taxable as a retail sale. Items may be exempt provided that such works of art are sold by the ORIGINAL artist and are for aesthetic use only. (8.8%)

The sale of “*art creations*”, such as jewelry, pottery, macramé, glasswork, woodwork, metalwork, furniture and clothing, when such “*art creations*” have a dual purpose, both aesthetic and utilitarian are not exempt whether sold by the original artist or another party.

**Booth Rental/Parking Fees:** The booth or space rental is taxable under the commercial lease category and subject to a 2% privilege tax. Parking fees charged at the event would also be taxable under this category at 2%. See breakdown below.

**Broker:** A broker acting for a seller, lessor or other

similar person deriving gross income shall be liable for the tax. (8.8%)

**Food Items:** Items sold for home consumption are taxable in Gilbert. This would apply to any baked goods, produce or other items generally considered “homemade” or “home grown”. These items are taxable at 1.5% as the State does not tax food for home consumption.

**Photography:** The sale of photographs and all charges made by a photographer resulting in the sale of said photograph (sitting fees, developing, making prints, enlargements, retouching, etc.) for services that occur prior to the transfer of tangible personal property are taxable. (8.8%)

**Restaurants and Bars:** Any business where articles of food and/or drink are prepared and served to people for consumption, whether on or off the premises would be taxed at the combined State and Town level (8.8%).

**Retail Sales:** Retail activity is the sale of tangible personal property to the final consumer of user. Most business activity falls under this category. (8.8%)

## Booth Rental/Parking Fees:

The fee charged to a vendor for space to show his wares is taxable. Exemptions may apply for certain types of non-profit activities. Please check with Tax Compliance if you have questions about non-profit entities. If parking is charged to attendees, it is also taxable under this category.

Parking and Booth rental are taxable under the commercial lease category and subject to a tax of 2% as listed below.

State:	0.5%
Gilbert:	1.5%
Combined:	2.0%

## Calculating the Tax:

Although privilege license tax is normally passed on to the consumer, it is actually a tax charged to the vendor for the “privilege” of doing business in Arizona. The tax can be added to the item or it can be included in the price of the item.

## Submitting the Tax:

Gilbert is a program city with the State of Arizona. TPT (tax) numbers are issued by the Arizona Department of Revenue. Vendors at special events may complete the short form application (#10769) online at [www.azdor.gov](http://www.azdor.gov) or at the AZDOR East Valley office located in Gilbert at: 275 E Germann, Building 2, Suite 180; the crossroads are Gilbert and Germann Roads. Their telephone number is 480-545-3500.

A copy of the short form application (#10769) is attached for your convenience. If you already have an Arizona TPT License number, and need information on submitting Gilbert tax please contact Tax Compliance at 480-503-6852 for assistance.

All taxes collected for Gilbert are submitted on the monthly State TPT-1 form. Gilbert is identified with the region code of GB, business class is 000 and the tax rate is 1.5%.

## Tax Licensing for Special Events:

It is the responsibility of the organizer to provide the required documentation to the Town of Gilbert. Gilbert requires that the organizer provide a list of vendors participating in the event. Vendors that deal in taxable activities would also be asked to provide tax identification (TPT) number. Sales made by vendors of items deemed hobby or craft related are taxable as defined under the Gilbert Town Code in Chapter 58 Privilege and Use Tax in Article IV.

## Tax Rate:

State:	7.3%
Gilbert:	1.5%
Combined:	8.8%

Items that are sold at special events would be taxable at the combined rate of 8.8% unless specified in Taxable Activities.



# **Town of Gilbert**

## **Park Rules and Regulations**

1. No spirituous liquor, beer, or wine allowed in parks or parking lot.
2. Please place litter in trash receptacles.
3. Glass containers are not permitted in parks or parking lots.
4. Horses are not permitted in parks (OK to be on multi-use paths where designated).
5. Dogs must be on a leash at all times (owners are responsible for cleaning up after their animals).
6. No vehicles (including go-peds) are allowed on sidewalks or the grass.
7. Parks are open from 5:30 am – 10:00 pm.
8. No golfing in Town Parks, except at places designated by the Town of Gilbert Parks and Recreation Department.
9. Cardboard sliding is not permitted.
10. Sales of food, beverages, or any other item is prohibited in all Town Parks and within three hundred (300) feet of a Town Park, unless authorized pursuant to Section 46-31 of the Gilbert Municipal Code.
11. Request from Park Rangers must be strictly adhered to in the interest of public safety.
12. Please report rule violations to the Gilbert Police Department at 503-6500. (The Community Services phone number is 503-6200)
13. The Town of Gilbert, its officers, employees and agents shall not be responsible for any accident, injury, and/or loss of property or damage resulting from the use of the Park by any group or organization.
14. All requests for Park Permits shall be revocable at any time by the Department Director (or designate) upon finding of a violation of any rule, ordinance or state statute.

## **Ball Field Rules**

- 1) Climbing on or over fences is prohibited.
- 2) "Soft Toss" against the fence is prohibited.
- 3) Hitting against the fence is not allowed.
- 4) Vehicles are not allowed on fields.
- 5) Un-sportsmanlike conduct, fighting, foul language will not be allowed.
- 6) Use established base distance only.
- 7) Failure to follow the rules will result in removal from the park and loss of privileges.

# EVENT TIP SHEET

## **CORDS, PLUGS OR ADAPTERS:** (Note: Each wall outlet services 20 amps)

- All cords must be (UL) rated for the work they are doing, in good condition, cannot be frayed or damaged.
- Adapters should be used to serve one appliance to avoid overload.
- All temporary cords or plugs must be affixed to temporary stands. Do not run through walls, openings or under doors or areas that can damage them.
- Electrical cords used in the parks must be (UL) listed for outdoor use and cannot present a “trip hazard” for the general public.

## **TENTS AND CANOPIES:**

- Must be rated for use. Check the labels to ensure they have a fire certification label and that it is in date. Check to ensure you have appropriate extinguishers for your tent and size. Ensure that all ‘No Smoking’ signs are up and visible. Remember if you are in a tent, code does not allow open flame; this means candles or any other device.
- Tents shall not be located within 20 feet of property lines, buildings, temporary membrane structure, other tents or canopies, parked vehicles or internal combustion engines. (*Temporary membrane structure: an air inflated, air-supported, cable, or frame covered structure.*)
- Tents larger than 240 square feet will require inspection by the Fire Department.

## **GENERATORS:**

- Generators and other internal combustion power sources shall be separated from temporary membrane structures, tents and canopies by a minimum of 20 feet and be isolated from contact with the public by fencing or other approved means.
- Trailer mounted generators will require one ground rod with test, or two ground rods without test. Based on generator capacity, additional inspections may be required by the Fire department.
- Generators used at the Rodeo Grounds will require an approved independent third party testing company to test ground fault potential of ground rods.

**SIGNS/BANNERS:** One non-illuminated sign/banner is allowed for the duration of the event. The size cannot exceed a maximum area of 32 square feet and a maximum height of 8 feet.

**PARKING:** Make sure that the parking lot has a dust proof surface (i.e. water, gravel, pavement or chemical/organic stabilizer).

**FIRE DEPARTMENT ACCESS:** The Fire Department will need a minimum of 20 feet of unobstructed road to bring in Fire or Medical apparatus to include parking areas and service roads.

**FLAMMABLE & COMBUSTIBLE LIQUID STORAGE:** Flammable, liquid fueled equipment shall not be used in temporary membrane structures, tents or canopies. Flammable and combustible liquids shall be stored outside in an approved manner not less than 50 feet from temporary membrane structure, tents and canopies.

**FIRE EXTINGUISHERS:** If you are having a midway or other activities where travel is in place, a fire extinguisher must be in place every 75 feet.

## **COOKING AND HEATING:**

- Cooking and heating equipment shall not be located within 10 feet of exit or combustible material.
- Tents where cooking is performed shall be separated from temporary membrane structure, other tents and canopies by a minimum of 20 feet if grease laden vapors or open flame are present then no cooking is allowed under a tent.
- Outdoor cooking that produces sparks or grease laden vapors shall not be performed within 20 feet of a temporary membrane structure, tent or canopy.
- Heating appliances, such as Kettle Corn, that have the potential to cause property damage to the ground shall have a non-combustible floor to prevent such damage. Flooring should consist of a non-flammable floor covering, wooden pallet with cinder blocks stacked on top of pallet or similar materials stacked in a manner that disperses the heat and prevents damage from occurring.
- Open-flame cooking devices. Charcoal burners and other open-flame cooking devices shall not be operated on combustible balconies or within 10 feet of combustible construction.
- Prohibited under covers, canopies, patio areas or other areas where a fire hazard may possess threat to property or life.
- Allowed for use in open areas with minimum setbacks (10 feet from all combustible materials) and compliance with all other codes & standards.
- Hot cooking, broilers, deep fat fryers or grills must have a minimum of one fire extinguisher (40BC). May be required to have a fixed automatic fire protection system.

**(LPG) LIQUIFIED PETROLEUM GAS:** Use as intended. All LPG containers must be secured to a solid object to prevent tip over. Please check to make sure that all cylinders are at least 10 feet from combustibles. Tanks must be protected from all hazards. ‘No Smoking’ signs must be posted at least 15 feet from tanks. At least one (2A10BC rated) fire extinguisher is required.