Guadalupe Mercado Patio
Public Special Event
Application & Rental Agreement

This application and rental agreement is for the use of the patio and Multi-purpose Room, for events that are open to the public.

APPLICANT INFORMATION

Applicant / Responsible Party Name: _____ Application Date: _____

Contact Phone Number: _____ Email: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Business/Organization Name: _____ Tax ID #: _____ Town Sales Tax ID #: _____

Non-Profit: _____ 501(c)(3)#: _____

EVENT INFORMATION

Name of Event: _____ Anticipated # of Attendees: _____

Event Date(s): _____ Set-up time: _____

Event Hours: _____ Clean-up time: _____

Event Site Map: submit a site map including location of equipment, features, and activities with this application

Type of Event: _____

Description of Event: _____

_____

Event Social Media addresses: _____

EVENT PROMOTION

Will there be an admission charge? ☐ Yes ☐ No

(If yes, the applicant is required to pay 5% sales tax on sales)

If yes, list all price categories: _____

Is any other promoter/producer assisting you with your event? ☐ Yes ☐ No

Name of Promoter / Production Company: _____

Address: _____ City: _____ State: _____ Zip: _____

Marketing Materials (Please attach): _____

EVENT ENTERTAINMENT AND VENDORS

Will there be entertainment? ☐ Yes ☐ No

If yes, please attach a complete list of entertainment. _____

Will merchandise and/or food items be sold? ☐ Yes ☐ No

Total Number of vendors: ____ # of Food/ Beverage Vendors: _____ # of Merchandise Vendors: _____

If yes, please attach a complete list of all participating vendors, one week prior to event.
Include Vendor Business Name, Tax ID number, Sales Tax ID number, and County Food Handlers License number.

EVENT EQUIPMENT

Will the event include any of the following? (Indicate on site plan and/or vendor list)

Tents or Canopies: ☐ Yes ☐ No Number of Tents/ Canopies: _____ Sizes: _____

Temporary Fencing: ☐ Yes ☐ No Provide accurate dimensions of fenced area on site plan.

Port-O-Potties: ☐ Yes ☐ No Number of: _____

Electrical Services/Generators: ☐ Yes ☐ No Generators must be separated from tents by a minimum of 20'.

Stages: ☐ Yes ☐ No Number of _____ Dimensions: _____

Signs / Banners: ☐ Yes ☐ No Number of Signs/Banners: ____ Dimensions: _____

Rental Equipment: ☐ Yes ☐ No Type of Equipment: _____
(Rental equipment shall be picked up by midnight)

EVENT FEATURES

Inflatables: ☐ Yes ☐ No Company Name and Contact: _____

Number of Inflatables: _____ Type: _____

Number of Staff: _____ Shifts: _____ / _____ / _____

Carnival/Amusement Rides: ☐ Yes ☐ No Company Name and Contact: _____

Number of Rides: _____ Type of Rides: _____

Number of Staff: _____ Shifts: _____ / _____ / _____

Animal Exhibits: ☐ Yes ☐ No Company Name and Contact: _____

Number of Animals: _____ Type of Animals: _____

Number of Wranglers: _____ Shifts: _____ / _____ / _____

PUBLIC SAFETY/EVENT SECURITY

A minimum of two Maricopa County Deputy Sheriffs (MCSO) are required for any public event.

Additional public safety personnel may be required based on the estimated number of attendees and alcohol consumption.

Security Service: _____ Security Contact Name: _____

Contact Phone: _____ Attach Security Service Contract: _____

If so, how many? _____ Shifts: _____ / _____ / _____

Describe security staff duties and locations: _____

EVENT ALCOHOL

Will alcohol be served? _____ Sold? _____ Given Away? _____ Included with Admission Fee? _____

If you answered Yes to any of the above, a Town Council recommendation and an Arizona Department of Liquor Special Event State Liquor License is REQUIRED.

1. Special Event Application requesting a Special Event State Liquor License requires application **60 days prior** to the event; and, the non-refundable $50.00 Town of Guadalupe Alcohol Use Permit application processing fee is payable to the Town of Guadalupe.

2. Attach a copy of the completed State of Arizona Liquor License application. A State Liquor License will require payment to the Arizona Department of Liquor Licenses and Control.

Scheduled Town Council Public Meeting Hearing Date: _____.*

*** Alcohol Use Permit fee is required prior to scheduling the application for a Town Council Meeting.**

ACKNOWLEDGEMENT and SIGNATURE

I certify that the information set forth within this application is complete, true, and correct, to the best of my knowledge and belief, and that I will comply with the information set forth within this application. Acceptance of the application should in no way be construed as final approval or confirmation of the request. The Town of Guadalupe reserves the right to deny the application and it is revocable if deemed in the best interest of the Town of Guadalupe.

Responsible Party (please print): _____ Signature: _____ Date: _____

Guadalupe Mercado Patio Rental Fee Schedule

Fees to be submitted with Special Event Application

1. **Reservation Fees:**

Reservation Fee (non-refundable)	$50.00
Facility Security Deposit (refundable with conditions)	$150.00
Town Alcohol Use Permit (non-refundable)	$50.00
Late Fee (non-refundable if balance is not paid within 30 days of event)	$50.00

2. **Event Liability Insurance (to be determined):** $ _____

SUBTOTAL: $ _____

3. **Patio Rental Fees (two hour minimum):**

	Hourly Rates:				
Day of Week:	**Resident**	**Non-Resident**	**Non-Profit**	**Commercial**	
Weekday: M,T,W,Th	$65.00	$90.00	$65.00	$115.00	
Weekend: F, Sat, Sun	$75.00	$100.00	$75.00	$125.00	

SUBTOTAL: Hourly Rental Rate: $ _____ x _____ # of hours = $ _____

4. **Public Safety Fees:**

Sheriff: $60.00 / hour x ***number of hours:*** _____ = $ _____ x ***number of deputies:*** _____ = $ _____

5. **Miscellaneous Town Equipment Rental fees:**

Mobile Stage …….$200.00 per day
Generator ……..$100.00 per day
Trash Trailer……..$ 50.00 per day – required for 100+ attendees.

SUBTOTAL: Equipment fees $_____

7. **TOTAL PATIO RENTAL USE FEES:**	**Total due**	**Payment(s)/date**	**Notes**
1. Reservation Fees	$ _____	_____	
2. Insurance	$ _____	_____	
3. Hourly Patio Rental	$ _____	_____	
4. Public Safety	$ _____	_____	
5. Equipment	$ _____	_____	
TOTAL:	**$** _____	_____	

Payment and Cancellations:

*Alcohol use permit is required for events where alcohol will be served.

Applicant must pay all applicable fees in full for the use of the Mercado Patio, as identified in this application, **one month** prior to the date of the event, otherwise a late fee of $50.00 will be assessed. **BALANCE DUE DATE:** _____

Cancellation fees: Event cancellations made within 90 days of the event - no refund of $150.00 security deposit.

_____
Applicant initials

Guadalupe Mercado Patio - Public Special Event Rental Agreement

This rental agreement is to be used for events that are open to the public.

TERMS AND CONDITIONS

For the use of the Mercado Patio, the undersigned agrees to the following terms, conditions and fees. Please sign at the bottom of the page to indicate your agreement.

1. Be on site and the responsible party during the entirety of the event.
2. Event shall end no later than 12:00 midnight, cleanup shall end no later than 12:45 a.m.; premises shall be vacated no later than 12:45 a.m.. Gates to premises shall be locked at 1:00 a.m..
3. Comply with identified event set up and tear down hours, as specified in the rental agreement. Two hours is provided prior to the event start time, to set up the event, at no charge.
4. Be responsible for cleaning, stacking tables and chairs after the event and provide a **refundable $150.00 security deposit** to guarantee cleanup. The deposit will be refunded within 14 days after the event at the discretion of the Town. Cleanup includes removing garbage from the patio, parking lot, and adjacent grounds of the Mercado. *Place stacked tables and chairs and tied garbage bags outside the entrance to the MultiPurpose Room.*
5. Be responsible for the replacement cost of any missing and/or damaged fixtures and furnishings. Repair costs are to be determined. Replacement costs: $25.00 per chair; $50.00 per table; fixtures and furnishings are to be determined.
6. Maintain reasonable volumes of music and sound.
7. Ensure access to businesses within the Mercado.
8. Ensure all event security, event staff, and MCSO Deputies are on duty.
9. Comply with all terms and conditions set forth in the Alcohol Use Permit, if applicable.
10. Vehicles are not permitted on the Mercado patio.
11. Pay all applicable fees in full (two hour minimum) for the use of the Mercado Patio as identified in this application, **one month** prior to the date of the event. **DATE BALANCE DUE:** _____
12. Cancellation fees: Event cancellations made within 90 days of the event - no refund of $150.00 security deposit.

    _____
    Applicant initials

13. Prohibited items:
    a. Illegal substances
    b. Glass bottles for individual use
    c. Fireworks/explosives
    d. Weapons, firearms, knives, bats, etc.

Requested / Reserved Tables and Chairs (NO CHARGE)

Set-up time: _____ Number of chairs: _____

Start time: _____ Number of tables: _____

Clean up time: _____ Total use time: _____

Responsible Party Signature: _____ Date: _____

MERCADO PRIVATE EVENT ALCOHOL USE PERMIT

A Town of Guadalupe Alcohol Use Permit is required to serve alcohol at an event.

To serve spirituous liquor as described hereafter at your event, you must obtain and agree to this Alcohol Use Permit and agree to hire off-duty MCSO deputies and additional public safety personnel may be required based on estimated number of attendees. The applicant on the permit shall be the responsible party and must be present at the event during the entire time spirituous liquor is present.

1. Responsible Party must retain Alcohol Use Permit and make it available upon request for the duration of the event.
2. Alcohol Use Permit is non-transferable and the Alcohol Use Permit fee is non-refundable.
3. Alcohol Use Permit is valid for the date listed below, restricted to the Mercado Patio and/or the multi-purpose room locations, and number of attendees as indicated in the application and rental agreement.
4. Inappropriate behavior or excessive noise will not be permitted.
5. The sale of alcoholic beverages is strictly prohibited unless a State of Arizona special event liquor license and insurance are obtained.
6. Alcohol Use Permit holder will be responsible for ensuring all members of his/her party are of legal age to drink alcoholic beverages, according to Arizona State Law.
7. Glass bottles are permitted behind the bar only. No individual glass bottles are allowed. Individual drinks must be served in plastic ware.
8. Any person under 21 years of age is not permitted to consume alcohol, per State law.
9. Alcoholic beverages are not permitted in parking lots and/or adjacent public property.

PRIVATE EVENT ALCOHOL USE PERMIT – RESPONSIBLE PARTY ACCPETANCE:

As the responsible party, I certify that the information set forth within this application is complete, true and correct to the best of my knowledge and belief, and that I will comply with alcohol use permit terms and conditions.

Responsible Party Name: _____ Signature: _____ Date: _____

PRIVATE EVENT ALCOHOL USE PERMIT - TOWN AUTHORIZATION and APPROVAL:

Upon Town of Guadalupe authorization and approval of the alcohol permit, the Town of Guadalupe reserves the right to revoke the permit if deemed in the best interest of the Town of Guadalupe.

Town Authorization /Approval: _____Title: _____ Date: _____

ALCOHOL USE PERMIT – VALID FOR: _____

Guadalupe Mercado Patio
9201 S. Avenida del Yaqui
Public Special Event
Rental Agreement Approval

HOLD HARMLESS, ACKNOWLEDGMENT and SIGNATURE

I/We shall, through signing of this Rental Agreement, indemnify, hold harmless and defend the Town of Guadalupe and its agents and employees from all suits and actions, including reasonable attorney's fees and all costs of litigations and judgment of every name and description against the Town as a result of loss, damage or injury to person or property by reason by any action of any kind and nature resulting from personal injury to any person, including employees of the Applicant or of any subcontractor employed by the Applicant or damages to any property arising or alleged to have arisen out of the negligent performance of the Applicant for the work to be performed hereunder, except any such injury or damages arising out of the sole negligence of the Town, its officers, agents or employees.

I/We, the undersigned, do hereby agree that all information contained in this application and agreement is complete, true and correct and agree to terms, conditions, and fees hereby set forth and shall comply with: the Town of Guadalupe Code of Ordinances; all other applicable federal, state, and local laws, ordinances, rules, regulations, policies and procedures, including, but not limited to, all rules, regulations, policies and procedures related to the authorization and regulation of Special Events.

Responsible Party Signature: _____ Date: _____

PUBLIC EVENT RENTAL AGREEMENT - TOWN AUTHORIZATION/APPROVAL:

Upon Town of Guadalupe authorization and approval of the event, the Town of Guadalupe reserves the right to cancel the event if deemed in the best interest of the Town of Guadalupe.

Town Authorization/Approval: _____ Title: _____ Date: _____

PUBLIC EVENT RENTAL AGREEMENT – VALID FOR:

DATE: _____ TIME: _____