



# City of Chandler Special Park Activity Application



Date Received: \_\_\_\_\_ Reservation Permit Number: \_\_\_\_\_(If applicable)

Thank you for your interest in the rental and use of the City of Chandler pavilion(s). Please complete the following application and submit applications for Tumbleweed Park to the Tumbleweed Recreation Center. All other park applications must be submitted to the Community Center.

### Community Center

Drop off: 125 E. Commonwealth Ave.  
Chandler, AZ 85225

Mail to:  
City of Chandler  
Special Park Activity Application  
PO 4008  
Mail Stop 501  
Chandler, AZ 85255-4008

### Tumbleweed Recreation Center

Drop off: 745 E. Germann Rd.  
Chandler, AZ 85286

Mail to:  
City of Chandler  
Special Park Activity Application  
PO 4008  
Mail Stop 503  
Chandler, AZ 85255-4008

## Section 1 INTRODUCTION

Pavilion facilities are limited in number. The City of Chandler's intent is to serve Chandler residents and Chandler-based organizations and companies. All applications must be submitted by the indicated time frame, see below. Following the review of your application (3-5 business days of receipt), you will be contacted to discuss your activities in further detail. Incomplete applications will not be processed. For pavilion fees, availability, guidelines, and any further assistance, please call 480-782-2727 or 480-782-2900.

Please indicate one of the below application types you are submitting. The **DEADLINE** for submitting the application type is listed next to each available option.

- SPECIAL PARK USE – at least ten (10) business days in advance of reservation date
  - **Complete Sections 2, 3, 4, and 6**
- 150 OR MORE ATTENDEE RESERVATION – a minimum of 20 business days prior to reservation date
  - **Complete Sections 2 through 6**

**\*For private functions only.\*** A Special Park Activity Application will only be approved in conjunction with a pavilion reservation permit. At no time will a Special Park Activity Application be approved for a **neighborhood park** or with an athletic field or court reservation. Community event requests (events open or advertised to the public) must be made on the Special Event Application form and submitted to the Special Events Committee for approval at least ninety (90) days prior to event date. For information on the Special Event Application process and to view the Special Event Handbook visit [www.chandleraz.gov/special-events](http://www.chandleraz.gov/special-events).

Please remember this application is not final approval for your activities, request or reservation, including the date and location. **You are not authorized to advertise a reservation for a Chandler park, pavilion(s) or sports field for functions open to the public through this process. The Special Park Activity Application is for private reservations only. THIS APPLICATION IS ONLY A REQUEST, NOT CONFIRMATION OR APPROVAL.** A confirmation email with permit attached will be issued once application is approved. Again, our staff is available to assist with this application. Thank you for your cooperation.

**Section 2  
APPLICANT INFORMATION**

**\*\*If your organization has a non-Chandler address, but has a physical presence in Chandler, please provide the Chandler address\*\***

Individual/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

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

Home/Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Name of Organization's Coordinator: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

\_\_\_\_\_

Name of Secondary Contact: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

**Section 3  
RESERVATION INFORMATION**

Name of Function: \_\_\_\_\_

Description of proposed activities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FACILITY REQUIREMENTS**

Available Locations

Arrowhead Park Pavilion: \_\_\_\_\_

Espee Park Pavilion: \_\_\_\_\_

Desert Breeze Park Pavilion: \_\_\_\_\_

Folley Park Pavilion: \_\_\_\_\_

Pima Park Pavilion: \_\_\_\_\_

Tumbleweed Park Pavilion: \_\_\_\_\_

Reservation Hours

Reservation Date: \_\_\_\_\_

Set-up Begins: \_\_\_\_\_

Starting Time: \_\_\_\_\_

Ending Time: \_\_\_\_\_

Clean-up Ends: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

**\*\*NO MONEY CAN BE EXCHANGED  
ON PARK PROPERTY\*\***

Will a Beer Permit be purchased?  Yes  No

- The individual who purchases a permit must be 21 years of age, on-site, provide the beer and is responsible for anyone drinking during the reservation.
- Must be purchased in person with a valid photo ID.
- Can or keg only, no glass containers allowed.
- Permit costs \$14 resident or \$19 non-resident.

**Section 4  
AMENITIES/AMUSEMENT INFORMATION**

If your reservation includes any of the following, please provide the name of the company providing the service as well as any additional information being requested. Approval will be based on pavilion location, availability, and number of requests.

**\*\*PLEASE READ THE RESTRICTIONS BELOW BEFORE COMPLETING THIS SECTION\*\***

|   | YES                      | NO                       |  |
|---|--------------------------|--------------------------|--|
| Catered:                                | <input type="checkbox"/> | <input type="checkbox"/> | <b>Company Name:</b> _____<br><i>Please check all that apply:</i><br><input type="checkbox"/> Pre-prepared food & dropped off <input type="checkbox"/> Food prepared/cooked/served onsite<br><input type="checkbox"/> Food prepared using provided grills <input type="checkbox"/> Food served by caterer<br><input type="checkbox"/> Food served from a mobile food unit (food truck, cart, etc.)<br><input type="checkbox"/> Hours mobile food unit will be onsite: _____ to _____ |
| Tables/Chairs:                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> <b>Supplied by Applicant</b> or <b>Company Name:</b> _____<br><b>Quantity:</b> Tables - _____ Chairs - _____  |
| Tents/Canopies:                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> <b>Supplied by Applicant</b> or <b>Company Name:</b> _____<br><b>Size(s):</b> <input type="checkbox"/> 10' x 10' <input type="checkbox"/> 10' x 20'      Other: _____<br><b>Quantity:</b> _____   |
| Portable Restrooms:                     | <input type="checkbox"/> | <input type="checkbox"/> | <b>Company Name:</b> _____ <b>Quantity:</b> _____  |
| Music/Sound:                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> P.A. System <input type="checkbox"/> DJ <input type="checkbox"/> Live Band<br><input type="checkbox"/> Live Music/Stereo/Boom Box (non-amplified)<br><b>Describe:</b> _____   |
| Inflatables:                            | <input type="checkbox"/> | <input type="checkbox"/> | <b>Company Name:</b> _____ <b>Quantity:</b> _____  |
| Petting Zoo:                            | <input type="checkbox"/> | <input type="checkbox"/> | <b>Company Name:</b> _____   |
| Pony Rides:                             | <input type="checkbox"/> | <input type="checkbox"/> | <b>Company Name:</b> _____   |
| Use of Electric Outlets<br>At Pavilion: | <input type="checkbox"/> | <input type="checkbox"/> | <b>List of Items Needing Electricity:</b> _____  |
| Other:                                  | <input type="checkbox"/> | <input type="checkbox"/> | _____  |

**\*\*Certificate of Insurance is REQUIRED for the Companies Named Above\*\***  
**\*\*\*Equipment/Activities Supplier Application May Be Required for Requested Services Identified Above\*\*\***

**RESTRICTIONS** (if not followed, could result in citations):

- Requests are **only approved for the City's Community or Regional parks**. (See list on [www.chandleraz.gov/parks](http://www.chandleraz.gov/parks)).
- Requests for water related activities and rock walls will NOT be approved.
- NO water balloons allowed.
- Requests for portable restrooms, portable fencing, or manufactured tents may be approved if in association with a 150+ attendee reservation warranting the need for them on park property.
- Due to field maintenance and heat, inflatables are **NOT** allowed from May 1 - October 1.
- Staking any items into the ground is **NOT** allowed.
- Electrical outlets at the park pavilions are for **small appliances** only (no more than 15 amps) and require advance notice to ensure they are working. Inflatable bounces and similar types of equipment require a generator.
- Obnoxious behavior or excessive noise is prohibited per City Code Section 5, Chapter 31-7.E. The volume of music must be kept low enough to not disturb other area users. All music must conclude by 10:30 p.m.
- Disturbing or interfering with any individual, party, or group using a Park or Facility is prohibited per City Code Section 5, Chapter 31-5.Q.
- Vehicles are allowed in designated parking areas only. Driving into parks on sidewalks, turf or landscaped areas to load or unload equipment is prohibited per City Code Section 3, Chapters 11-9.2 and 12-4; City Code Section 5, Chapter 31-5.EE.

**SECTION 5  
SITE PLAN \*150 or more attendees**

A site plan depicting the layout/arrangement of equipment/activities is required for review. Attach your site plan to this application. Please be as detailed and accurate as possible.

**SECTION 6  
CERTIFICATION**

Acknowledgement of the below items:

- Failure to clean up reserved area may result in additional charges.
- Damage of property by applicant or hired company(ies) will result in additional charges.
- Scope of application may require applicant to provide a Certificate of Insurance for rental and use of City property.
- This application is not final approval for your activities, request or reservation, including the date and location.

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 have received and will comply with the information set forth on the attached sheet(s). Information from your application is considered public information and may be used in developing additional information for future customers. Acceptance of your application should in no way be construed as final approval or confirmation of your request. The City of Chandler reserves the right to refuse the application and it is revocable if deemed in the best interest of the City of Chandler.

\_\_\_\_\_  
Authorized Agent/Company Representative (PRINT)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**THIS APPLICATION IS ONLY A REQUEST,  
NOT CONFIRMATION OF APPROVAL.**

**OFFICIAL USE ONLY:** STAFF INITIALS: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_/\_\_\_\_/\_\_\_\_

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_  DENIED: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

NOTES: \_\_\_\_\_  
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