

Dear Event Producer:

Thank you for choosing to host your event with Coconino County Parks & Recreation. Please read the following information very carefully and supply answers to all required questions. Submitting this application does not guarantee dates or use of facility. Full Payment will be required after a contract is issued. **The only payment due with the application is the \$25 application fee.** Do not submit deposit, rental, and service payment with your application.

Special Event Applications are processed in the order received. Preference is given to organizations that are in "Good Standing" (see [Special Events Rules and Procedures](#) document) and are an established annual event.

Applications must be submitted by the deadline according to the Event Tier and will not be reviewed after that deadline. See [Special Events Rules and Procedures](#) document for more information on Event Levels.

- Level 1 – The application must be received at least *60 days* prior to the first day of the Use Period.
- Level 2 – The application must be received at least *45 days* prior to the first day of the Use Period.
- Level 3 – The application must be received at least *15 days* prior to the first day of the Use Period.

Application Packet Checklist – **ALL ITEMS ARE REQUIRED.** If any portion of the application is incomplete the proposed event **WILL NOT** be considered until a complete application is submitted.

- Special Event Application
- \$25 Application Fee – Checks payable to 'Coconino County Parks & Recreation'
- DRAFT Event Site Plan – An illustrative, detailed, and descriptive map of the event area, showing the locations of all items addressed in the Special Event Application. The site plan can (and likely will) change as the event gets closer.

[Special Event Rules and Procedures](#), [All Park Rules and Policies](#), the [Special Event Fee Schedule](#), and other Special Event information is available at [coconino.az.gov/parkevents](http://coconino.az.gov/parkevents).

Please e-mail [events@coconino.az.gov](mailto:events@coconino.az.gov) or call (928) 679 8000 with any questions regarding Special Event Facility Rentals.

Sincerely,

Coconino County Parks & Recreation

# SPECIAL EVENT APPLICATION

## FORT TUTHILL COUNTY PARK – EQUESTRIAN EVENTS

### Event Management Representative Information

Representative must be an employee, board member, or authorized with a letter on entity letterhead signed by an authorized employee or board member at the time of application. Applications will not be accepted without this authorization.

**The representative will be the only individual receiving communication from the Special Events Coordinator until the entity provides a letter stating a change.**

<i>Items marked with an asterisk (*) are required</i>			
First Name*		Last Name*	
Street Address*		Apartment/Unit Number	City & State* Zip Code*
Home Phone*	Cell Phone*	Do you agree to receive Text Message Alerts?*	Cell Phone Service Provider (For Text Message Alerts)
		<input type="radio"/> Yes <input type="radio"/> No	
E-mail Address*		Do you agree to receive promotional e-mails?*	Gender/Preferred Pronouns*
		<input type="radio"/> Yes <input type="radio"/> No	
May we contact you regarding opportunities to volunteer?*		How did you hear about us? (Flyer, Website, Word of Mouth, etc.)	
<input type="radio"/> Yes <input type="radio"/> No			
Would You Like Your Event to be Included on Our Online Calendar of Events, located at <a href="http://coconino.az.gov/parks?">coconino.az.gov/parks?</a> *		If Yes, Please Fill Out the Following:	
<input type="radio"/> Yes <input type="radio"/> No		Public Contact Name: _____	
		Public Phone Number: _____	
		Event/Company Website: _____	

### Organization Information (if applicable)

<i>Items marked with an asterisk (*) are required if renting as part of an organization</i>			
Organization Name*			
Organization Address*		Unit Number	City & State* Zip Code*
Organization Phone Number*	Additional Phone	Tax ID Number*	Event Website (If Different)
Type of Organization*		Organization Website	
<input type="radio"/> Commercial <input type="radio"/> Non-Profit**			
<small>**A copy of your non-profit status is required to receive non-profit pricing.</small>			

**General Event Information (All Fields REQUIRED – put N/A if Not Applicable)**

Event Name (i.e., Coconino County Fair)	Estimated Attendance (Include participants, attendees, vendors, staff, etc. for <b>duration of event</b> )
Anticipated <b>Peak</b> Event Attendance  Day: _____ Time: _____ Total Attendance: _____	Attendance/Registration Cap (If applicable, please state your cap and how you will communicate that to attendees.)
Move-In Date(s)	Move-In Time(s)
Event Date(s)	Event Time(s)
Move-Out Date(s)	Move-Out Time(s)
Who is Coming to Your Event?  <input type="radio"/> Private (Invite Only) <input type="radio"/> Open to Public	Type of Event (Check All That Apply)  <input type="checkbox"/> Barrel Racing <input type="checkbox"/> English Pleasure <input type="checkbox"/> Eventing <input type="checkbox"/> Dressage <input type="checkbox"/> Gymkhana <input type="checkbox"/> Rodeo <input type="checkbox"/> Race <input type="checkbox"/> Showjumping <input type="checkbox"/> Other, Enter Below _____
Is This Event New or Returning to Fort Tuthill County Park?  <input type="radio"/> New <input type="radio"/> Returning  In What Year Was this Event Last Hosted at Fort Tuthill County Park?	
Have you held this event elsewhere before? If so, where and when?  <input type="radio"/> Yes Where: _____ When: _____  <input type="radio"/> No	
Describe Your Event in Detail. Use an Extra Sheet of Paper as Needed.	

## General Event Information Continued

Select, Describe, and Provide an *Estimated* Quantity for **All Event Fees** That Apply. Use an additional sheet of paper if there is not enough room below.

Admission

Charge Description: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ EST QTY: \_\_\_\_\_

Charge Description: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ EST QTY: \_\_\_\_\_

Charge Description: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ EST QTY: \_\_\_\_\_

Registration/Participation

Charge Description: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ EST QTY: \_\_\_\_\_

Charge Description: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ EST QTY: \_\_\_\_\_

Parking

Charge Description: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ EST QTY: \_\_\_\_\_

Charge Description: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ EST QTY: \_\_\_\_\_

Will There be **Amplified Sound**?

- Yes  
 No

Description of **Amplified Sound** (Include time for sound check and performances, scope and scale, power & space needs, etc.)

Will the Event Include **Vendors Selling Merchandise and/or Services**?

- Yes  
 No

QTY: \_\_\_\_\_

Describe Your Plan for Coordinating **Vendors** for **Set-Up, Tear-Down, Unloading, Parking**, etc.

Will the Event Include **Vendors Selling Food**?

- Yes  
 No

Will You **Give Away** Food at Your Event?

- Yes  
 No

What **Kind of Food** Will You Have?

- Food Trucks QTY: \_\_\_\_\_  
 Other Food Stands QTY: \_\_\_\_\_  
 Catering Company: \_\_\_\_\_

Coconino County Health & Human Services requires the Event Producer to fill out a 'Temporary Event Coordinator Application'. See <https://www.coconino.az.gov/522/Informational-Packets-Applications> for more information.

Will Vendors Need Utilities?

- Yes  
 No

**How Many** Vendors Need Utilities?

QTY 110v/20 Amp: \_\_\_\_\_ QTY 220v/50 Amp: \_\_\_\_\_  
 QTY Water: \_\_\_\_\_ QTY Grey Water: \_\_\_\_\_

Describe Your Plan for Containing and Disposing of Grease, Oils, Ashes, and Other Food Waste.

Will There Be Alcohol Consumption? **Glass Containers Are Not Permitted in Any Coconino County Park.**

Base General Liability Insurance coverage that names Coconino County as additional insured (as described in the Rules & Procedures) is required for all events.

Yes, event will serve alcohol at **no cost** and is **free to attend.**

(No additional license or coverage is required as long as *no payment or tips are exchanged.*)

Yes, attendees will **provide their own** alcohol.

(No additional license or coverage is required)

Yes, event will serve alcohol at **no cost** but there will be a **fee to attend.**

(Retail liquor liability insurance coverage with endorsement of Coconino County as additional insured is *required* if there is an event fee to enter or participate.)

Yes, event will **sell** alcohol.

(Event Producer must obtain Series 15 Liquor License and provide retail liquor liability insurance coverage with endorsement of Coconino County as additional insured.)

No, alcohol will not be consumed.

Describe Your **Plan for Coordinating Alcohol Sales or Distribution** During Your Event. Include How Event Attendees of Legal Drinking Age (21 Years or Older) will be Identified.

### Logistical Information (All Fields **REQUIRED**)

Will You be Using **Pop-Up Tents**?

Yes

No

QTY: \_\_\_\_\_

Sizes: \_\_\_\_\_

If Yes, are You **Renting the Tents**?

Yes

No

Company: \_\_\_\_\_

Delivery Date: \_\_\_\_\_

Removal Date: \_\_\_\_\_

Will You be Using **Inflatables/Rock Walls/Interactive Equipment**?

Yes

No

Company: \_\_\_\_\_

Delivery Date: \_\_\_\_\_

Removal Date: \_\_\_\_\_

Will You be Using **Live Animal Exhibits (e.g., a petting zoo, livestock show, etc.)**? Note that Live Animal Exhibits are permitted only in specific facilities. Inquire with Events Coordinator.

Yes

No

Company: \_\_\_\_\_

Delivery Date: \_\_\_\_\_

Removal Date: \_\_\_\_\_

Describe Your Plan for **Ensuring Tents, Inflatables/Rock Walls/Interactive Equipment, etc. are Anchored Appropriately (Staking is NOT Permitted in Our Park System).**

<p>Will You be Using <b>Portable Restrooms and/or Hand Washing Stations</b>?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>QTY ADA: _____ QTY Standard: _____ QTY Hand Wash: _____</p> <p>Company: _____ Delivery Date: _____ Removal Date: _____ Servicing Schedule: _____</p>	<p>Will You be Using <b>Trash and/or Recycling Dumpsters</b>?</p> <p><input type="radio"/> Yes <input type="radio"/> No, I will pack my trash out after the event.</p> <p>QTY Trash Dumpster: _____ Size: _____ QTY Recycling Dumpster: _____ Size: _____</p> <p>Company: _____ Delivery Date: _____ Removal Date: _____</p>
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Describe Your Plan for **Trash Collection During Your Event & Removal from the Premises**. How Will You Address Nearby Areas Impacted by Your Event?

**There are limited shared parking lots available at Fort Tuthill County Park on a first come, first serve basis. Ramada parking lots are NOT available for event parking unless rented.**

<p>A <b>Traffic Control Plan</b> is mandatory for any event altering the flow of traffic in and around the park and may be required for events of 500 or more attendees. Will you alter the flow of traffic and/or have over 500 attendees?</p> <p><input type="radio"/> Yes (Please supply a map with additional information. A Traffic Control Plan may be required. Events Coordinator will advise.) <input type="radio"/> No</p> <p>Company: _____ Delivery Date &amp; Time: _____ Removal Date &amp; Time: _____</p>	<p>What is Your Plan for <b>Attendee Parking</b>?</p>	<p>What is Your Plan for <b>Other (vendors, staff, volunteers, etc.) Parking</b>?</p>
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<p>Will You be Using <b>Off-Duty Law Enforcement Officers</b>?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>QTY: _____ Company: _____ Purpose: _____ Start Date &amp; Time: _____ End Date &amp; Time: _____</p>	<p>Will You Be Using <b>Private Security</b>?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>QTY: _____ Company: _____ Purpose: _____ Start Date &amp; Time: _____ End Date &amp; Time: _____</p>
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Please provide us with your **Medical Plan** below or on another sheet of paper. Your plan should include, but not be limited to:

- A map of the event with locations of first aid stations and other staging locations
- Communications plan for emergencies
- The number of first aid and/or CPR certified staff that will be onsite and when
- The schedule of ambulance standby

See the **Special Events Rules and Procedures** document for more information.

Do you Plan to Use **Signage and/or Banners** for Your Event?

Yes

No

What is Your Plan for **Signage/Banner Placement**? Include Locations and Dates on Event Site Plan.

**Additional Equestrian Event Questions**

Do you need use of a **PA System**?

Yes

No

QTY: \_\_\_\_\_

Location(s): \_\_\_\_\_

Date Needed: \_\_\_\_\_

Do you need use of **Arena Lights**?

Yes

No

Start Date & Time: \_\_\_\_\_

End Date & Time: \_\_\_\_\_

What is your approximate timeline for **Arena Harrowing**?

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

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

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

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

What is your approximate timeline for **Arena Watering**?

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

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

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

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

Please describe how you would like the arena footing (depth, texture, etc.)

Will you have a **Stables Manager** on site?

Yes

No

Stables Manager Name: \_\_\_\_\_ Phone: \_\_\_\_\_

If applicable, please locate the Stables Manager near the entrance of the stables. It is the responsibility of the Event Producer to provide signage to direct participants to the manager.

<p>How many <b>stable stalls</b> do you need?</p> <p>Covered Stall QTY: _____</p> <p>Barn Preference: _____</p> <p>Move-In Date: _____</p> <p>Move-In Time: _____</p> <p>Move-Out Date: _____</p> <p>Move-Out Time: _____</p>	<p>Will participants <b>camp in the stables</b>?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>QTY Tent Camping: _____</p> <p>QTY RV Camping: _____</p>
<p>How many <b>manure dumpsters</b> will you have?</p> <p>QTY: _____</p> <p>Size: _____</p> <p>Delivery Date: _____</p> <p>Pick-Up Date: _____</p>	<p>Will you have <b>vendors in the stables</b>?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>QTY Electric: _____</p> <p>QTY Water: _____</p>

**Facility Use Information – Check All Facilities You’d Like to Utilize**

Facility & Description	Daily Rental Fee For-Profit Organizations	Daily Rental Fee Non-Profit Organizations
<b>Grandstands Facilities</b>		
<input type="checkbox"/> <b>Grandstands with Arena</b> Includes rodeo arena, permanent seating, 2 large bleachers, 2 small bleachers, permanent restrooms, office, announcer’s booth, blacktop, 3 folding tables, 9 folding chairs, 1 desk, 1 stool, 12 picnic tables, 10 trash barrels w/ 1 liner each, up to 30 min of harrow arena prep, and 1 truckload of water.	\$440.00	\$396.00
<input type="checkbox"/> <b>Grandstands without Arena</b> Includes permanent seating, 2 large bleachers, 2 small bleachers, permanent restrooms, office, announcer’s booth, blacktop, 3 folding tables, 9 folding chairs, 1 desk, 1 stool, 12 picnic tables, and 10 trash barrels w/ 1 liner each.	\$228.00	\$205.00
<input type="checkbox"/> <b>Full Racetrack</b> Includes up to 30 min of harrow arena prep and 1 truckload of water.	\$329.00	\$296.00
<input type="checkbox"/> <b>Half Racetrack</b> Includes up to 30 min of harrow arena prep and 1 truckload of water.	\$208.00	\$187.00
<input type="checkbox"/> <b>Round Arena</b> Includes up to 30 min of harrow arena prep, 1 truckload of water, 2 small bleachers, 1 picnic table, and 3 trash barrels w/ 1 liner each.	\$228.00	\$205.00
<input type="checkbox"/> <b>Motorsports Arena</b> Includes 2 large bleachers, 2 small bleachers, and 5 trash barrels w/ 1 liner each.	\$242.00	\$218.00
<b>Posse Arena</b>		
<input type="checkbox"/> <b>Posse Arena</b> Includes announcer’s booth, 4 chairs, 1 folding table, warm-up arena, 4 small bleachers, up to 30 min of harrow arena prep, 1 truckload of water, and 6 trash barrels w/ 1 liner each.	\$284.00	\$256.00
<input type="checkbox"/> <b>Camping Adjacent to Posse Arena</b> Includes 6 trash barrels w/ 1 liner each. Requires rental of Posse Arena.	\$256.00	\$256.00
<b>Stables</b>		
<input type="checkbox"/> <b>Covered Horse Stall</b> QTY: _____ Includes access to water and electricity (not for camping use) and access to portable toilets.	\$14.00	\$14.00
<input type="checkbox"/> <b>Camping w/ Utilities</b> QTY: _____ Tent or RV camping. Includes access to water.	\$20.00	\$20.00
<input type="checkbox"/> <b>Camping w/o Utilities</b> QTY: _____ Tent or RV camping	\$16.00	\$16.00
<input type="checkbox"/> <b>Group Stables Camping</b> For up to 40 tent or RV campers. Includes access to water.	\$275.00	\$275.00



Facility & Description	Daily Rental Fee For-Profit Organizations	Daily Rental Fee Non-Profit Organizations
<b>Event Centers</b>		
Requests for Event Center use is dependent on CCPR Director approval. Access to private operations and park amenities, such as trails, bike park, and disc golf, must remain open to the public.		
<input type="checkbox"/> Equestrian Center Available based on Director approval. Includes Posse Ramada, Posse Arena, Camping Adjacent to Posse Arena, Grandstands w/ Arena, Motorsports Arena, and Round Arena.	\$1,937.00	\$1,743.00
<input type="checkbox"/> Entire Stables Facility Includes all stalls, camping, and access to water and electricity.	\$3,119.00	\$3,119.00
<b>Parking Lots (Used for Non-Parking Activities)</b>		
<input type="checkbox"/> Grandstands Parking Lot Includes up to 6 trash cans with 1 liner each.	\$188.00	\$169.00
<b>Trails (Event Use)</b>		
<input type="checkbox"/> Soldiers Trail	\$100.00	\$90.00
<input type="checkbox"/> Bridge Trail	\$100.00	\$90.00
<b>Other Equestrian Facilities</b>		
<input type="checkbox"/> Cross Country Equestrian Course Includes courses and obstacles.	\$250.00	\$225.00

Facility & Description	Weekday Rental	Primetime/Holiday Rental
Ramada rental may be required if event footprint inhibits the rental of the ramada to another party. Ramadas used for Special Events are charged a \$100 deposit for each ramada.		
<input type="checkbox"/> Posse Ramada Capacity of 80 people. Includes 6 picnic tables, 2 charcoal grills, electricity, volleyball court, and horseshoe pits.	\$76.00	\$114.00

### Additional Special Event Fees, Equipment, & Services

Equipment, Service, and/or Fee	Fee	Unit
<b>Check All That Apply &amp; Include Quantity as Applicable</b>		
Equipment includes delivery and removal. Staff will stage equipment in agreed-upon area – they will <b>not</b> set up for your event.		
<input checked="" type="checkbox"/> Special Event Application Fee (Required) Non-refundable fee charged per Special Event Application.	\$25.00	Per Application
<input type="checkbox"/> Use Impact Fee Paid at end of event. Required for any event charging admission, entry, parking or registration fees.	\$0.50 if fee is \$10.00 or less \$1.00 if fee is \$11.00 or more	Per Person Per Fee
<input type="checkbox"/> Alcohol Beverage Sales Must obtain Series 15 Special Event Liquor License	30% of <b>Gross Sales</b>	Per Event
<input type="checkbox"/> Shavings sold by Event Producer Storage may be available for shavings during event only.	15% of <b>Gross Sales</b>	Per Event
<input type="checkbox"/> Vendor Permit w/ Utilities QTY: _____ Utilities include 110v/20 amp access and water hook-ups.	\$25.00	Per 3-Day Period
<input type="checkbox"/> Vendor Permit w/o Utilities QTY: _____	\$15.00	Per 3-Day Period
<input type="checkbox"/> Group Vendor Permit w/ Utilities Utilities include 110v/20 amp access and water hook-ups.	\$220.00	Per 3-Day Period
<input type="checkbox"/> Folding Chair QTY: _____ 195 chairs available	\$2.00	Per Chair Per 3-Day Period
<input type="checkbox"/> Folding Table QTY: _____ 15 - 8', 5 - 6', & 25 - 60" round available	\$10.00	Per Table Per 3-Day Period
<input type="checkbox"/> Trash Can Liner Case QTY: _____ 100 liners per case.	\$60.00	Per Case

Equipment, Service, and/or Fee	Fee	Unit
<input type="checkbox"/> Spider Box 230 Volt w/ six 110v outlets. QTY: _____	\$18.00	Per Spider Box Per Day
<input type="checkbox"/> 50' Electrical Cord QTY: _____	\$12.00	Per Cord Per Day
<input type="checkbox"/> 100' Electrical Cord QTY: _____	\$25.00	Per Cord Per Day
<input type="checkbox"/> 3' Electrical Cord Ramp QTY: _____	\$8.00	Per Ramp Per Day
<input type="checkbox"/> Ticket Booth QTY: _____ Includes 2 windows per booth, electrical connection, air conditioner, microphone/speaker, and 2 cash drawers.	\$30.00	Per Booth Per Event
<input type="checkbox"/> Smoking Genie QTY: _____	\$7.00	Per Genie Per 3-Day Period
<input type="checkbox"/> PA System Includes set-up.	\$25.00	Per Day
<input type="checkbox"/> Picnic Table Relocation or Removal	\$22.00	Per Table Per 3-Day Period
<input type="checkbox"/> Small Bleacher Relocation Single-Level Bleacher	\$50.00	Per Bleacher Per 3-Day Period
<input type="checkbox"/> Large Bleacher Relocation Double-Level Bleacher	\$200.00	Per Bleacher Per 3-Day Period
<input type="checkbox"/> Equipment or Trailer Storage w/ Electric Based on availability. 110v/20 amp access.	\$16.00	Per Item Per Day
<input type="checkbox"/> Equipment or Trailer Storage w/o Electric Based on availability.	\$13.00	Per Item Per Day
<input type="checkbox"/> Staff Assistance Between 7 AM – 4 PM Minimum of 30 minutes, based on availability	\$25.00	Per Staff Per 30 Minute Period
<input type="checkbox"/> Staff Assistance Outside 7 AM – 4 PM Minimum of 30 minutes, based on availability	\$50.00	Per Staff Per 30 Minute Period
<input type="checkbox"/> Post-Event Clean Up Fee Minimum of 30 minutes, based on availability	\$37.50	Per Staff Per 30 Minute Period
<input type="checkbox"/> Camping in Parking Lot Based on availability in advance of event.	\$16.00	Per Vehicle Per Day

Certification of Information

I have read, understand, and, if approved, will comply with the **Special Event Rules & Procedures** and **All Park Rules & Policies**, available at [coconino.az.gov/parkevents](http://coconino.az.gov/parkevents) and in print upon request.

I understand that I must be able to provide the Events Coordinator with a **Certificate of Insurance that names Coconino County as additional insured for general liability** and has at least the minimum coverage of **One Million Dollars (\$1,000,000) per occurrence/Two Million Dollars (\$2,000,000) aggregate**. Coconino County reserves the right to require other insurance and/or higher limits, dependent upon the nature of the event.

I hereby certify that the statements made in this application are true and complete to the best of my knowledge. I understand that intentional omissions or falsification of information is sufficient grounds for denial of the application and subsequent revocation of the permit.

By signing this application, I acknowledge that my event has NOT been approved by Coconino County Parks & Recreation. The Coconino County Events Coordinator will reach out to continue the special events process.

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

Event Producer Signature: \_\_\_\_\_

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