



Name of shopping center if applicable

\*Please submit written approval of your event from the property manager of the center.

Please keep a copy of your application.

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3. Are you renting booths or charging entry fees?

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Signature and Title of Applicant

Date

Print Name and Title of Applicant





The tent company which you hire must apply for the tent permit. Tent permit applications must be received by the Fire Department at least 10 days prior to your event. Please ensure that the tent company faxes the permit application to 480-312-1850 attn: Mark Zimmerman.



Please note that neighborhood notification will be required if you propose to have off-site parking, out door amplified sound, fireworks, street closures, etc. Your notice must include a complete and detailed description of your event, contact person and a phone number, i.e. cell phone #, that people can call prior to, during, and after the event. The notice must also include set up and tear down times, the shut off time for the music and the anticipated attendance for the entire night. Submit a sample notice with your application; staff must approve your event notice before it is sent out. Also include a map of the area which you have notified or are planning to notify. You may also be required to complete the Notification of Impacted Area form.

What form of notification delivery will you be using? Letter(s)      Door Hangers      Flyers      Other  
If other, what kind?

Note: All signage and banners are subject to Zoning Ordinance provisions.







**Please Note:** Unless approved differently by a stipulation(s) through the Special Events Committee, event cleanup and equipment removal will be completely finished by 8 a.m. the next day, including removing stages, barricades and fences, temporary toilets and other event production equipment; and picking up trash, power washing sidewalks and gutters, street sweeping and other cleanup/grounds maintenance stipulations. Also, event production will require additional trash containers to sufficiently handle all trash from the event without having to use any trash containers already in place for existing business activities.

We further state, by checking and signing the appropriate boxes below, that we approve or disapprove of the proposed closure. (NOTE: City approval of this closure will require 100% approval of the affected merchant or residential occupants.)