



Temporary Activity Permit

(Required for all special activities on the airport or adjacent to airpark taxilanes)

The temporary activity permit fee is \$46.96 per hour; extra fee charges may apply for large-scale events or if additional staff time is necessary to process the application.

Application for:

- Commercial Photography Permit Special Event Permit Aircraft Static Display
 Construction Permit Specialty Maintenance Work (Warranty)

Describe in detail the proposed activity:

Date of event

Start time of event

End time of event

Set-up date and time

Attendance

Event Location:

Authorized representative name and title:

Email:

Work:

Cell:

Business name:

Mailing address:

City:

State:

Zip Code:

The following items should be submitted with application:

- Detailed site plan for event depicting how event area will be secured airside
- Certificate(s) of insurance, naming the City as additional insured and the certificate holder. The certificate holder is: The City of Scottsdale, Scottsdale Airport, 15000 N. Airport Drive, Scottsdale, AZ 85260
- Landlord must submit written (e-mail accepted) approval that event is approved to take place on their leasehold.
- City of Scottsdale Film permit (if applicable)
- City of Scottsdale Special Events Permit. This is applicable only for events on private property (adjacent to a taxilane) that include off-site parking, valet, catering or liquor sales.

The applicant hereby requests the above action(s), and in consideration of this request being granted, agrees to the following:

1. **Fee payment:** The applicant agrees to pay Temporary Activity Permit fee and any related escort or other required fees, which is currently \$46.96 per hour (with a minimum of an hour charge).
2. **Permit limitations:** This permit may not be assigned or transferred.
3. **Information changes:** The applicant shall notify the Airport Administration, in writing, of any change to the information provided.
4. **Release of liability:** The city assumes no liability for damage or loss to personal property while operating at Scottsdale Airport.
5. **Indemnification:** The applicant and invitees shall indemnify the city pursuant to Chapter 5 of the Scottsdale Revised Code.
6. **Compliance with the law:** The applicant shall comply with all applicable laws, ordinances, rules and regulations to include any open flames to be located at least 50 feet away from any fuel storage, aircraft or fuel farm. To view regulations, go to: <http://www.scottsdaleaz.gov/airport/regulatorydocs>.
7. **Insurance:** Permit holder shall endorse all liability insurance policies to include the City of Scottsdale as an additional insured. Applicant further agrees to waive their insurers subrogation rights against the City of Scottsdale, and its Officers, Directors, Commissioners and Employees.

The undersigned representative certifies that he/she is authorized to sign for the business and acknowledges receipt of a copy of this permit.

Applicant Signature (print name):

Date:

- By checking this box, I affirm that the information entered above is accurate and the name type above represents my official signature.

Please save this form to your documents, submit the form with an electronic signature to sferrara@scottsdaleaz.gov OR print, sign and return to 15000 N. Airport Drive, suite 200, Scottsdale, AZ 85260.

Staff Use Only

Aviation Director's comments/stipulation(s):

Approved by Aviation Director or Designee: