



# Ramada Rental Application

Purpose (if applicable): \_\_\_\_\_ Organization's Name (if applicable): \_\_\_\_\_

Name of Park: \_\_\_\_\_ Ramada Number/ Name: \_\_\_\_\_

Day of week (circle one): M T W TH F SAT SUN Date of use: \_\_\_\_\_

Time of use (include set-up & break down time): From \_\_\_\_\_ a.m./ p.m. To \_\_\_\_\_ a.m. / p.m.

Estimated Attendance (check one):  0-50  51-100  101-150  150-200  \*200-300  \*300+

**\*= indicates reservation may needs additional permitting**

Full Name of Person Responsible: \_\_\_\_\_

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

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

I need an Alcohol Beverage Permit – *(Bushmaster and Ponderosa Parks only)*

I need electricity– *(ONLY available at Bushmaster Park- Community Ramada)*

## PLEASE CHECK & INITIAL ALL THAT APPLY TO THIS EVENT

**\*= indicates reservation may needs additional permitting**

I will have a bounce house and require the reservation of the grassy play area

**Bounce Houses are NOT permitted at the following parks, facilities & ramadas:**

- Foxglenn Park
- Buffalo Park
- Hal Jensen Rec. Center

Please initial the following:

I understand that the only approved bounce house vendor with the City of Flagstaff is Party Central and I must utilize them to move forward with my reservation.

I understand that to utilize a bounce house I must rent a ramada and the adjacent grassy play area.

I understand that my reservation times needs to include set up and break down of bounce house.

I understand that bounce houses are not permitted at Foxglenn Park, Buffalo Park & Hal Jensen Rec. Center

I will be using a canopy or tent.  
(Please check the size of canopy of tent you will be utilizing:)

6' X 6'  10' X 10'  \*Larger than 10' X 10'

I will adequately weight it down by using:  
(Please check one- Staking is NOT permitted)

Sandbags  Water jugs  Cinder blocks

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- \*This event will be open to the general public
- \*I will distribute or sell food, alcohol, non-food items or services to the public (does not include private functions)
- This is an organization or group event  
Name of organization: \_\_\_\_\_
- \*This is an athletic tournament or event that requires multiple day use.
- \*I will need to use the adjacent sports fields for games or activities for more than 1 day
- \*I will have amplified entertainment/music.  
Please check what kind of entertainment you will be having:
  - Bluetooth speaker     Small Boom Box/ Stereo     \*DJ     \*Live music (band/entertainers)
- \*This event will have set-up that includes a carnival ride, laser tag, or large inflatables (Foxglenn unavailable)
- \*This event will take place in the parking lot and I will need exclusive use of the parking lot
- \*This event is a "Fun Run"
- \*This event is a company/organization gathering of any kind, including yearly picnic/BBQ/celebration  
Event type:
  - Family Reunion     \*Company Picnic/BBQ     \*Memorial Service/Wake     \*Other \_\_\_\_\_  
(Please fill in)
- I will be using a generator for \_\_\_\_\_  
Please check which type of generator you will be utilizing:
  - Handheld generator     \*Cart pulled generator     \*Full size generator

**PLEASE INITIAL NEXT TO ALL BELOW.**

- I understand that additional permits may be required, and this permit only indicates use of above Ramada for times listed on receipt.
- I understand that Ramada reservations for the days of the week Friday, Saturday and Sunday must be reserved by 5 pm the Tuesday prior.
- I understand that additional permits may require 14 calendar days or more to process. Late Fees may apply, and permits will not be accepted 10 days or less prior to event.
- I understand that City of Flagstaff park Ramadas are cleaned on a regular schedule. Should the Ramada be used after the scheduled cleaning, the City of Flagstaff cannot guarantee cleanliness of the facility prior to each permit holder's use. The City of Flagstaff asks for each renter to clean up after their own rental to the best of their abilities, including wiping down tables, removal of all food, trash and recyclable materials, and cleaning up of any spilt food and drink from concrete slab. Cleaning supplies and equipment are not provided by the City of Flagstaff.
- I understand that the reservation timeframe needs to include set up and clean up time. The City of Flagstaff suggests adding at least 30 minutes before and after desired reservation time for set up and break down.
- I understand Ramadas may be decorated (using tape only, no nails, staples, or paint) and the user must remove all decorations and tape.
- I understand that it is not permitted for balloons of any kind to be released or broken (water balloons) while on or using City of Flagstaff property.
- I understand that Foxglenn Park and Arroyo Park are heavily utilized parks for sporting events and tournaments, during the summer months. Due to the high traffic nature of the sporting event or tournament that may be occurring in the park, I understand that open grassy play areas in the park and parking may be limited.
- I understand that smoking is banned in all City parks. This includes the use of E-cigarettes.

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I understand that driving of personal vehicles through a park is not permitted. Renters of Ramadas need to move all reservation material from personal vehicle either on foot or by hand pulled cart to Ramada of use.

I understand that use of electricity at Bushmaster Park community Ramada costs an additional fee that is non-refundable.

I understand that as proof of reservation, a copy of the Ramada reservation receipt is required to be in renter possession during reservation.

I understand that all Ramada reservations are non-refundable.

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THE INFORMATION ABOVE WILL BE REVIEWED TO DETERMINE IF YOUR EVENT WILL REQUIRE A SPECIAL EVENT PERMIT.

SHOULD THIS EVENT FALL INTO THE CATEGORY OF SPECIAL EVENT, A RECREATION STAFF MEMBER WILL CONTACT YOU WITHIN 72 HOURS AND PROVIDE INFORMATION ON ADDITIONAL APPLICATION STEPS AND/OR FEES.

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*The Applicant agrees to defend, indemnify, and hold harmless the City of Flagstaff, its agents, representatives, officials, and employees, from and against any and all claims, damages, losses, and expenses (including but not limited to attorney fees, court costs, and the cost of appellate proceedings), relating to, arising out of, or alleged to have resulted from the acts, error, mistakes, or omissions of the Applicant, it's agents, employees, contractors, subcontractors, customers, invitees, guests or other persons doing business with the Applicant, in connection with the Event described in the Application, provided that such claims, damages, losses and expenses are attributable to bodily injury or to injury to or destruction of property. **I have read and understand all the attached policies and will abide by all policies, rules, regulations, and conditions of use as written. I understand that the event permit is not transferable to any other individual or group.***

Applicant's Printed Name: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

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

Office Use Only

Special Event       Athletic Event       Standard Rental

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

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