

**Attachment “A”
Railroad Park**

The City of Willcox Facilities & Maintenance section of Public Services & Works will perform the following:

- ☐ ☒ Discontinue Irrigation on _____

☐ ☒ Provide Electrical Key, Master 0873

☐ ☒ Provide Electrical Key,
Ace CH ELEC M1

☐ ☒ Provide Electrical Key, Ace C0266

Unless otherwise specified trash cans are emptied, restrooms are cleaned and restocked on a daily basis during weekdays.

Arrangements for additional tasks may be requested by speaking with the Facilities and Maintenance Supervisor or the Public Services & Works Director.

Special Arrangements:

The “Participant” is responsible for establishing control of the area(s) requested for use.
The City of Willcox is not responsible for loss due to acts of God or vandalism or by actions of others not affiliated with the City of Willcox.

Attachment “B”
Railroad Park Checklist

The Participant agrees to perform the following tasks:

General

- ☐ ☒ Obtain appropriate keys one business day prior to the event, by 3:30PM.
- ☐ ☒ Return keys within two (2) business days of event conclusion.

- ☐ ☒ Learn how to use electrical.

Vendor(s)

- ☐ ☒ Request to waive requirement for all vendors to have individual permits.

Street Closure

- ☐ ☒ Complete paperwork and submit.

Cleaning

Cleaning consists of removing all litter, tying up garbage bags and placing them in the dumpster. All areas should be left in the same or better condition as received.

If Serving Alcohol

- ☐ ☒ Obtain Special Event Liquor License with the Arizona Department of Liquor.
- ☐ ☒ Provide Liquor Liability Insurance in the amount of \$1,000,000 naming the City of Willcox as additionally insured.
- ☐ ☒ Provide Security approved by Willcox Public Safety Department.

- Participant is responsible for notifying Parks & Facilities Maintenance of items that need special attention or repair.
- All equipment or personal items belonging to the “Participant” shall be removed by 8:00 a.m. on the day following the event.
- Premises shall be left clean and in good repair or deposit will be surrendered. Others charges may be assessed if significant damage occurs.
- City of Willcox officials reserve the right to enter / inspect the premises during the event.
- The “Participant” is responsible for establishing control of the area(s) requested for use. The City of Willcox is not responsible for loss due to acts of God or vandalism or by actions of others not affiliated with the City of Willcox.

Contact information:

Public Services & Works -----766-4213

Facilities & Park Maintenance-----507-0442

On-call -----766-2201

Attachment "C"
Railroad Park Fee Schedule

Deposit and Rental Fees

All Deposits, Fees, Proof of Insurance & Special Permits or Licenses must be tendered 10 days prior to event date in order to finalize scheduling details.

	Fee Description	Fee Amount	Number of Days	Subtotal	Cash Rec'd.	Check #	Rcpt. #
X	Reservation Deposit	\$50.00		\$50.00			
Total Fees Due							

☐ Request to waive fees through City Council.

- The City of Willcox reserves the right to refuse reservations.
- Must be at least 21 years of age to reserve facilities.
- Participant may reserve one (1) day prior to the event to set up for event without additional charge for the day providing another event is not already scheduled.
- Under normal circumstances; fees and certificate of insurance must be remitted ten (10) days prior to the scheduled use.
- All fees must be paid prior to the issuance of keys.
- Cancellation of reservation within five (5) days of the activity will result in surrender of \$50.00 deposit and ½ of rental fees.
- Returned checks are subject to a twenty-five dollar (\$25.00) fee.

Condition Verification

I have inspected the condition of the facilities specified under this agreement and have found them to be in _____ Satisfactory _____ Unsatisfactory condition.

I recommend that _____ All _____ None _____ Other _____ of the deposit be returned.

_____ Significant damage has occurred directly related to this event.

Damages are estimated to cost _____ which must be remitted within five (5) days.

City of Willcox Representative Signature

Date