

Railroad Park Attachment "A"

It is requested that the City of Willcox perform the following checked tasks:

| |
|--|
| <input type="checkbox"/> <input type="checkbox"/> Discontinue irrigation: _____ |
| <input type="checkbox"/> <input type="checkbox"/> Provide extra public safety: _____ |
| <input type="checkbox"/> <input type="checkbox"/> Provide extra trash cans |
| <input type="checkbox"/> <input type="checkbox"/> Provide PA system |
| <input type="checkbox"/> <input type="checkbox"/> Close street(s): _____ |
| <input type="checkbox"/> <input type="checkbox"/> Turn-on power: _____ |
| <input type="checkbox"/> <input type="checkbox"/> Other: _____ |
| _____ |

Unless other arrangements are made, trash cans are emptied on a daily basis only on weekdays. Additional tasks may be requested.

Special Arrangements:

Comments/Suggestions:

Railroad Park Attachment "B"

The Participant agrees to perform the following checked tasks:

General

- Learn how to use electrical.
- Obtain keys by 3:30 p.m. one (1) business day prior event.
- Return keys within one (1) business day.

Bathroom Facilities

- Rent porta potties.

Dumpster

- Rent a dumpster.

Street Closure

- Complete paperwork and submit.

Cleaning

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

If Serving Alcohol

- Provide \$1,000,000 in Liquor Liability Insurance naming the City of Willcox as additionally insured.
- Provide Security approved by Willcox Police Department.
- Obtain Special Event Liquor License. (Arizona Department of Liquor Licenses and Control - www.azliquor.gov)
- Obtain City Council approval.

If Selling Products

- Obtain City Business License(s).
- Obtain Sales Tax License(s).

- Participant is responsible for notifying the Public Works Department about items that need special attention or repair.
- All equipment or personal items belonging to the Participant shall be removed by 12:00 a.m. the day following the event.
- Premises shall be left clean and in good repair or deposit will be surrendered. Other charges may be assessed if significant damage occurs.
- The City of Willcox reserves the right to enter and inspect the property during the event.
- 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 Works Department ----- - 520-384-6447

Public Works Department (After hours) - 520-507-1989

Railroad Park Attachment "C"

Rental Fees and Deposit

| | Description | Amount | Number of Days | Total | Paid | Date |
|-------------------------------|-----------------------------|----------|----------------|----------|------|------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Total Fees | | | | | | |
| X | Reservation Deposit | \$50.00 | | \$50.00 | | |
| X | Cleaning and Damage Deposit | \$125.00 | | \$125.00 | | |
| Total Deposit | | | | \$175.00 | | |
| Total Fees and Deposit | | | | | | |

- The City of Willcox reserves the right to refuse reservations.
- Participant 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.
- Fees and certificate of insurance must be remitted sixty (60) days prior to the scheduled use.
- 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.

_____ Damage has occurred directly related to this event.

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

Notes: _____

 City of Willcox Representative Signature

 Date