



**Town of Oro Valley
Parks & Recreation Department
680 West Calle Concordia, Oro Valley, AZ 85704
Office: (520) 229-5050 Fax: (520) 229-5075**

STEAM PUMP RANCH FACILITY RESERVATION APPLICATION

Please Check Area(s) you would like reserved:

<p>STEAM PUMP RANCH 10901 N. Oracle Road Oro Valley, AZ 85737</p> <p>_____ Outdoor Zone _____ Electrical _____ Parking Lot (Only)</p>
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APPLICANT INFORMATION	
Name	
Organization	
Address	
City/State/Zip	
Phone Number	
EVENT INFORMATION	
Date of Event	
Hours of Event Start/End Times	
Purpose <small>(Party, Picnic, etc.)</small>	
Special Arrangements <small>(Food, music, liquor, etc.)</small>	
Number Attending	

THIS APPLICATION IS NOT A FINAL APPROVAL OF YOUR EVENT

Fees

Description	# Participants	*Commercial Rate	Non-Commercial Rate
Outdoor Area (Zones 1-4)	1 – 50	\$300	\$240
	51-150	\$525	\$420
	151+	\$750	\$600
Electrical		\$225	\$180
Parking lot (only) <small>(South of Zones 1 & 3)</small>	Approx. 300 max	\$750	\$600

Fees are per event day/per zone

*Commercial is defined as relating in commerce; engaged in commerce; having profit as chief aim.

Please make checks payable to: *Town of Oro Valley*.

Rules/Restrictions

Steam Pump Ranch is subject to the following rules and regulations. Failure to adhere to these rules and regulations will result in additional fees and/or suspension of reservation privileges.

1. Facility Use Procedure
 - a. Applicant will fill out a SPR facility use reservation application and submit it to the Recreation/Cultural Services manager for review.
 - b. Recreation/Cultural Services Manager will confirm availability and inform the applicant if additional permits are required.
 - c. 50% of facility rental fees must be paid in full once availability is confirmed. Remainder is due 2 weeks prior to event date.
 - d. Damage deposit fees are due 24-hrs prior to the event.
2. Fees and Procedures
 - a. Park Use Fee: A park use fee for SPR will be assessed for all events based on the approved fee schedule.
 - b. Discounts:
 - i. Multi-Day Discounts on fees may be available (e.g. 2-3 day = 10%; 4-9 days = 15%; 10 or more days = 25%)
 - ii. Multiuse area discounts may be negotiated with the Parks & Recreation Director.
 - c. Reoccurring Events: Reoccurring events that have used the park more than three years in a row may have preferential privilege in using the park for future reservations.
 - d. Commercial Photo: All professional photo or promotional shoots will be charged the normal event rate based on space needs.
 - e. Additional Event Fees: Additional fees and costs could be incurred as follows:
 - i. Rental of equipment: Tents, tables, flagging, portable restrooms, garbage cans, etc. is not included in the Park Use fees.
 - ii. Permitting Fees may be charged on an as-needed basis. These fees may include environmental health permit, fire inspections, solid waste services, Chief's overtime, etc.
 - iii. Event applicant is responsible for all charges and items not covered by this fee schedule and may be charged for any items that can incur charges to the Town (for example, trash removal, site clean-up, irrigation damage, etc.).
 - iv. Staff Fees: There may be an additional staff fee of \$20/hr. Example of fees may include assistance with event set-up/break-down, excessive event set-up requirements, facility tours, etc.
 - v. Set-up and Take-Down: If no other events/activities can occur during set-up and/or take-down, the full day usage fee is charged. If other activities occur during the set-up and/or takedown period, the fee may be negotiated or waived.
 - f. Damage to the park, performance, and trash pickup: The event applicant is financially responsible for all expense due to:
 - i. Damage that occurs at the park during the event.
 - ii. Clean-up of the park due to the event.
 - iii. Non-performance of the Town's requirements (e.g. adequate signage for events, traffic control, parking, etc.).

A refundable damage deposit will be assessed for all events. Deposits will range from \$250 up to \$5,000, depending on the size and scope of the event. The actual deposit amount will be based on and determined by the Parks & Recreation Director.

- g. Parking Lot Usage: If adjacent contiguous parking lot is legally used in

association with an event, there is no additional charge. If the event or reservation is only using the parking lot area, the parking lot usage fee will be charged.

3. Park Rules

- a. No glass containers (unless prior authorization has been granted).
- b. Motorized vehicles shall only be used in designated areas.
- c. No hunting (air rifles, spring guns, bows and arrows, slings, trapping, guns, etc.).
- d. Original site structures are not to be used for events.
- e. Vending and peddling only as part of event; and vendors must be licensed in the Town of Oro Valley to conduct business.
- f. Advertising must follow Town of Oro Valley ordinances and any signage proposed to fall within the Oracle Road right-of-way requires approval from the Arizona Department of Transportation.
- g. Tent and/or canopy staking strictly monitored – must receive approval from Park Manager prior to any staking on the property.
- h. Camping not allowed unless approved by the Parks & Recreation Director.
- i. Access to the park is off Oracle Road and from behind Steam Pump Village Shopping Center. Vehicles shall not exit the park using the Oracle Rd entrance; users shall only use the Steam Pump Village to exit
- j. Food – environmental health permits will be required for all cooking facilities for events where food will be sold by vendors or sponsors of the event. Fire inspections, tent and zoning permits may be required. No environmental health permit is required for private parties, picnics, bake sales, etc.
- k. Alcohol – preauthorization is required by Town Manager and Chief of Police. A copy of applicant's *Arizona Department of Liquor Licenses & Control* permit is required 72-hrs prior to event.

Refund Policy

Please call 229-5050 to cancel or reschedule. Full refunds will be given for cancellations made at least 30 days in advance. Cancellation request received 29 days or less prior to the event will be refunded at 50%.

Responsibility

I hereby agree to the terms indicated above and release, hold harmless, and indemnify the Town of Oro Valley, its officers, employees, and agents, from any losses, claims, actions, suits, or damages which arise, result, or might otherwise be attributable to the patron's use of the facilities including, but not limited to, personal injury or property damages except when such damages are determined to be caused by the Town's own negligence. Any damages awarded are limited to those which are proportioned to the amount of the Town's negligence.

Print: _____

Signature: _____

Date: _____

Article 8-3 SPECIAL EVENTS PERMIT

Sections:

8-3-1 Purpose; Definitions

8-3-2 Permit Required

8-3-3 Application

8-3-4 Grounds For Denial

8-3-5 Violations, Penalties

8-3-1 Purpose; Definitions

A. The purpose of this article is to establish a process for permitting and regulating certain temporary activities conducted on public property or private property when public safety is potentially impacted. This chapter is adopted pursuant to the authority of A.R.S. § 9-240, as amended, and is intended to provide fair and reasonable regulations governing the time, place, and manner in which a special event may take place and, in doing so, provide for the health, safety and welfare of the public and assist the Town and its appropriate officers in enforcing the applicable provisions of A.R.S. Title 9 and Title 36.

B. For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning:

1. "Special use":

a. Means any commercial function which:

i. May or may not comply with the underlying zoning district; or

ii. Is seasonal or holiday-related; or

iii. Is the temporary and attached expansion of an existing commercial use; or

iv. Is permitted under the Oro Valley Zoning Code Revised.

b. Does not require review as a special event as outlined below.

2. "Special event":

a. Means any public or private function which:

- i. Requires temporary parking areas; or
 - ii. Is held in a public park or on public right-of-way; or
 - iii. Has amplified music or voices which can be heard outside of the event location; or
 - iv. Requires temporary traffic control to provide for safe ingress or egress to the event venue; or
 - v. Requires a special event liquor license; or
 - vi. Requires temporary sanitation facilities; or
 - vii. Requires the installation of temporary structures or tents of more than one hundred twenty (120) square feet; or
 - viii. Has other adverse impact on public health, safety and welfare.
- b. Shall not include:
- i. School functions at school facilities, unless spillover (as defined below) is anticipated; or
 - ii. Ordinary and customary events at a venue designed to accommodate them.
3. "Major event" means a special event that also requires the following:
- a. Extra-duty law enforcement officers or other security services; and
 - b. Temporary traffic control.
4. "Spillover" occurs when participants of, or spectators to, a special event congregate on, park, or move to any property or right-of-way not associated with the event venue.

((O)10-06, Added, 07/07/2010)

8-3-2 Permit Required

Any person wishing to operate, maintain or conduct any activity defined in Section [8-3-1](#) within the Town must first obtain a permit to do so. No permit shall be valid unless all permit conditions have been met and fulfilled.

The maximum number of people permitted at any event will be based upon the nature of the event and the physical capacity of the site where the event will take place.

((O)10-06, Added, 07/07/2010)

8-3-3 Application

An application on forms to be provided by the Town is required for any special event in Oro Valley. The application must be submitted to the Town Clerk at least sixty (60) days before the first day of the proposed special use or event. Applications for a major event must be submitted to the Town Clerk at least one hundred eighty (180) days in advance of the first day of the proposed major event.

((O)10-06, Added, 07/07/2010)

8-3-4 Grounds For Denial

A. After reviewing the application material, the Town Clerk may deny or revoke the issuance of a permit if any of the following apply:

1. The applicant has failed to meet the permit conditions imposed.
2. The proposed event is intended to be conducted in a manner or location not meeting the health, zoning, fire or safety standards established by rules or regulations of the Town, the laws of the State of Arizona or rules and regulations adopted by any of its agencies.
3. The applicant has made any false, misleading or fraudulent statement of material fact in the application for permit or in any other document required pursuant to this section.
4. The applicant, his or her employee, agent or any person associated with the applicant as partner, director, officer, stockholder, associate or manager, has been convicted in a court of competent jurisdiction, by final judgment, of an offense:
 - a. Involving the presentation, exhibition or performance of an obscene production, motion picture or play, and/or of selling obscene matter; or
 - b. Involving lewd conduct; or
 - c. Involving the use of force and violence upon the person of another; or

- d. Involving misconduct with children; or
- e. An offense against the provisions of Arizona law respecting narcotics and dangerous drugs, or of any equivalent offense under the law of any other state which if committed in Arizona would have been a violation of the Arizona statutory provisions.

5. For any health, safety and/or welfare issues that will not be remedied or otherwise addressed in time for the event.

6. The scheduled date of the event conflicts with other previously scheduled events such that it will result in an undue impact on the Town's resources and staff.

B. If the application is denied, the Town Clerk shall mail to the applicant written notice of denial within ten (10) days of the action. The notice shall include a statement of the reason(s) the application was denied. The applicant may request a review of this denial by the Town Manager who will schedule a meeting during which the applicant may present evidence in support of the application.

((O)10-06, Added, 07/07/2010)

8-3-5 Violations, Penalties

A. Failure to comply with the conditions of a special event permit shall be a civil offense.

B. Each violation of any condition of a special event permit shall constitute a separate offense.

C. A person convicted of conducting a special event without a permit shall be guilty of a Class 2 misdemeanor, punishable in accordance with the laws of the State of Arizona.

D. Any violation cited under this section shall allow the Town to recoup all administrative costs associated with prosecution of the violation in addition to any imposed fines.

((O)10-06, Added, 07/07/2010)

Zone Map



Map Key

Zone 1	The Grove	Shaded
Zone 2	Ramada - tables	Gravel
Zone 3	Pusch House – 2 covered porches, trees, uncovered concrete pad	Gravel
Zone 4	Open Courtyard between Proctor Leiber Home – covered porch and tall Ramada with concrete pad	Part Shade – minimal trees
Parking	Parking for approximately 300	Not Gravel

**Town of Oro Valley
Parks & Recreation
Steam Pump Ranch**

Facility Rentals

The Town of Oro Valley Parks & Recreation Department manages, programs, and maintains the facility. All requests to rent the facility will require a facility reservation application and site plan prior to authorization. Note if alcohol is to be included it will also require prior approval from the Town Manager and the Chief of Police. It will also require appropriate Arizona Department of Liquor Licenses & Control approval prior to the event.

Rules and restrictions are listed in the Facility Reservation Application.

Additional useful information

Town of Oro Valley

- Special Event Permitting Process (if applicable)
 - Article 8-3 Special Events Permit
<http://www.codepublishing.com/az/orovalley/?orovalley08/orovalley083.html>
 - Special Event Application
<http://www.orovalleyaz.gov/sites/default/files/media/files/Permitting%20Division/docs/2013/ov-special-event-application-final-10-03-13-rev2.pdf>

State of Arizona

- Arizona Department of Transportation: Outdoor Advertising Permit at <http://www.azdot.gov/docs/default-source/business/outdoor-advertising-sign-permit-application.pdf?sfvrsn=4>
- Arizona Department of Liquor Licenses & Control: Application for Special Event License at http://www.azliquor.gov/forms/lic_specialeventapp_access.pdf