



102 Roadrunner Dr.
Sedona, AZ 86336
(928) 282-7098
sedonaaz.gov
FAX (928) 204-7163

Parks and Recreation

Thank you for your interest to rent with the City of Sedona Parks and Recreation Department.

APPLICATION QUESTIONS ARE LISTED BELOW – this is for reference only. This is not the facility rental request form and cannot be submitted in lieu of the online form which is on the city website at www.sedonaaz.gov/rentals.

The complexity of your rental request will determine which questions are relevant below. Please review all the questions to better understand what information will be collected and required.

Please contact our office to check the availability of the venue(s), date(s), and time(s) you are requesting by either emailing SedonaRec@sedonaaz.gov or calling (928) 282-7098. Our office is available by phone Monday through Thursday, 7 AM to 6 PM; closed Friday through Sunday and major holidays.

Submission of a facility rental request does not guarantee your request will be approved nor does it reserve the requested venue(s). Rental requests must be submitted a minimum of ten (10) City business days before the rental date. City business days are Monday through Thursday. Large rentals, multiple day rentals, or rentals with alcohol must be submitted a minimum of sixty (60) days before the rental date or longer as deemed by Parks and Recreation staff.

All rentals will be subject to additional document requirements. A list of all the requirements can be found [here](#). Be prepared to submit the necessary required documentation at least ten (10) City business days before your rental. Since City business days are Monday through Thursday, the required documents may be due at the same time the rental request is due.

Instructions for next steps will be emailed to the email address(es) provided in this form along with deadlines for a returned signed contract, payment in full, and submission of additional requirements.

It is important you are prepared to finalize this rental request at the time of submission as resubmissions of a rental request due to missed deadlines will not be accepted for up to 30 days.

Applicants must be 18 years of age or older as submission of a facility rental request will generate a legally binding contract. Your legal name is required, but we have allowed you to enter an alias if you prefer to be addressed by another name. The named primary contact must remain the representative for this facility rental request through its completion and is required to be onsite during the rental date(s) and time(s). Third parties will not be permitted to discuss this rental request unless the primary contact is included in those discussions and/or interactions.

Please provide your legal name:

Legal First Name

Legal Last Name

Please provide a mailing address:

If necessary, this address will be used to mail refund checks.

We require the ability to contact you during your rental, please provide a mobile number:

Mobile:

Home:

Work:

We will contact you with next steps at the email you provide here. Please enter an email address you check often. If you wish, you can enter a secondary email to include in the communications.

Primary Email

Secondary Email

Please enter an alias if you prefer to be addressed by another name:

Alias First Name

Alias Last Name

Company Name or Affiliation:

Company Name

Please provide a valid non-profit ID:

This number is required if you wish to be considered for this rate category.

Please select a park and your rental location(s):

Posse Grounds Park

Picnic Ramadas

Sand Volleyball Court

Tennis Courts

Basketball Court

Bike Park

Concession Stand

Recreation Room

Upper Softball Field

Lower Softball Field

Multi-use Field

Pavilion

Skate Park

The HUB

Sunset Park

Picnic Ramadas

Tennis Courts

Basketball/Multi-use Court

Grass Area

Wetlands Preserve

Picnic Ramadas



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How many people do you anticipate attending your rental?

If your rental is multiple days, please enter the number anticipated per day.

Will there be amplified music or amplified sound?

If sound regulations are in question, please contact the Code Enforcement Office at (928) 282-1154.

Will you require electricity during your rental?

Power is not available at all locations and will be made available for qualifying locations. If you aren't certain, please contact the Parks & Recreation Department to check availability.

Will you require water access during your rental?

Water is not available at all locations and will be made available for qualifying locations. If you aren't certain, please contact the Parks & Recreation Department to check availability.

Water is charged at \$15/day.

Do you plan to bring rented items into the space?

Approval is required for rentals bringing rented items (tables, chairs, bouncy houses, tents, staging, lighting, projectors, screens, speakers, etc.) onto City property. A Certificate of Insurance (COI) and Endorsement listing the City of Sedona as additional insured will be required from each company. Items brought into the space (rented or otherwise) must be removed by the end of your rental terms as failure to do so could result in additional fees and/or deductions from deposits.

Purpose of use: Please select all that apply to your rental.

- | | | |
|-------------------------------|---------------|---------------------|
| • Birthday | • Meditation | • Religious Service |
| • Clinic | • Meeting | • Reunion |
| • Conference | • Party | • Wedding Ceremony |
| • Dance Party | • Performance | • Wedding Dinner |
| • Event | • Picnic | • Workshop |
| • Funeral/Celebration of Life | • Practice | • Yoga |
| • Game | • Rehearsal | • Other: |

Will your rental be public (open to anyone) or private (closed guest list)?

Will food be served at your event? Available options:

- Food will not be served nor available.
- Food will be catered, prepared, and served FREE to guests
- Food will be catered, prepared, and SOLD to guests
- Food will not be catered but prepared off-site and served FREE to guests
- Food will not be catered but prepared off-site and SOLD to guests
- Food will be provided by one or more Food Truck served FREE to guests
- Food will be provided by one or more Food Truck SOLD to guests and/or the public

Description of rental activities: Please provide a summary regarding the nature and activities of your rental. We are most interested in what is taking place during your rental regarding catered food, food trucks, rented items, alcohol, performances, music (live or DJ), vendors, booths, or anything happening in the space that involves bringing in outside resources. If electricity and/or water is being requested, please explain how you intend to use the resource(s) during your rental.

Please indicate the fee for guests to attend your event:

- Free
- Requested Donation
- Required Donation, less than \$10
- Required Donation, \$10 to \$25
- Required Donation, over \$25 to \$50
- Required Donation, over \$50
- Fee, membership based
- Fee, less than \$10
- Fee, \$10 to \$25
- Fee, over \$25 to \$50
- Fee, over \$50

If you collect donations or fees of any kind on or offsite that relate to your rental on City property, your rental will be considered a fee-based rental. Please contact the City Clerk's office to determine if your rental activities require a special events business license. Contact the City Clerk's office [here](#).

Information for guests attending your rental: Is entry ticketed?

- Yes, entry is ticketed
- No, entry is not ticketed

When will fees/donations be collected for your rental?

- At the door
- In advance
- Both at the door and in advance

Please provide a resource for those seeking more information about your rental:

This information will be shared with anyone from the public who enquires about your rental. An email is required at minimum.

- Name
- Email
- Phone/ext.
- Website
- Facebook
- Instagram



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Request Date(s) and Time(s):

If your rental is a consecutive, multiple day rental, you can submit the start and end dates and times through the online facility rental request form. If you have a reoccurring or non-consecutive, multiple day rental, you will need to submit an individual form for each date. The below questions will be required dependent on how you answer other portions of the facility rental request. Please read all questions below.

SINGLE DAY RENTAL

Please provide the anticipated schedule for set-up, event time, and break-down. All activities must be conducted within open parks hours: generally, dawn to dusk, but hours can vary depending on location. If you are unsure of the available hours for an area of interest, please check with our office in advance. Rentals requesting use of a space outside of available hours will not be approved.

What is the date of your rental?

SET-UP: This refers to the first time you will require access to the venue(s) on the day of your rental to either deliver items, decorate, organize, arrange, or prepare the space(s). **What TIME will your rental start for set-up?**

Event Details: This refers to the time you expect attendees to be present at your rental. Please provide the start and end details for your event below.

What is the event START TIME?

What is the event END TIME?

BREAK-DOWN and CLEAN-UP: After your event, please indicate the break-down/clean-up time needed for returning the facility to the condition in which it was received.

Please make sure you plan time for break-down and clean-up since the renter is responsible for returning the facility to the same condition in which it was received.

The facility will be inspected to check that all rented and personal items have been removed from the space, the facility is free of trash, tables and chairs have been returned to their original location, and the space is ready for the next renter. If a deposit is required for your rental, any actions administered by our staff to return the facility to its original condition, or a rentable state, will be charged against the deposit.

What TIME will you exit the space after break-down and clean-up end?

(questions continue below – answers required pending response to other questions)



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CONSECUTIVE, MULTIPLE DAY RENTAL

Please provide the anticipated schedule for set-up, event time, and break-down. All activities must be conducted within open parks hours: generally, dawn to dusk, but hours can vary depending on location. If you are unsure of the available hours for an area of interest, please check with our office in advance. Rentals requesting use of a space outside of available hours will not be approved.

SET-UP: This refers to the first time you will require access to the venue(s) to either deliver items, decorate, organize, arrange, or prepare the space(s).

What DATE do you plan to begin set-up?

What TIME will set-up begin?

Event Details: This refers to the time you expect attendees to be present at your rental. Please provide the start and end details for your event below.

What is the event START DATE?

What is the event START TIME?

What is event END DATE?

What is the event END TIME?

BREAK-DOWN and CLEAN-UP: After your event, please indicate the break-down/clean-up time needed for returning the facility to the condition in which it was received.

Please make sure you plan time for break-down and clean-up since the renter is responsible for returning the facility to the same condition in which it was received.

The facility will be inspected to check that all rented and personal items have been removed from the space, the facility is free of trash, tables and chairs have been returned to their original location, and the space is ready for the next renter. If a deposit is required for your rental, any actions administered by our staff to return the facility to its original condition, or a rentable state, will be charged against the deposit.

What DATE will be the last day for break-down and clean-up?

What TIME will you exit the space after break-down and clean-up end?

(questions continue below – answers required pending response to other questions)

RECURRING RENTALS

Recurring rentals are highly impactful on community access to the park; therefore, they require preapproval from our office and are not accepted through the on-line rental form. Please contact the Parks and Recreation Department to discuss your proposed needs. Approved requests will be instructed on next steps. These requests cannot be submitted through the on-line rental request form.



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RENTALS WITH ALCOHOL

Rentals with alcohol must be reviewed by the City and possibly the State; therefore, facility rental requests must be submitted at least sixty (60) days before your rental to secure the appropriate approvals and license. Alcohol is not allowed on City property unless you obtain the necessary permits, licenses, and/or approvals.

Do you plan to apply for City and/or State approval to have alcohol at your rental?

Alcohol requires separate approval and is not tied to the approval of your rental request; meaning, although your rental request may be approved, alcohol may not be approved. Some rentals either will not or cannot be approved for alcohol. For instance, private rentals held outdoors cannot be approved for alcohol.

(questions continue below – answers required pending response to other questions)

PAVILION

Please note, the Pavilion has strict guidelines for usage. Please read the Pavilion information packet, [here](#), for the full details.

By requesting use of the Pavilion, you agree with all rules and regulations and understand the following:

Day-Use Only

The Pavilion is a day-use only facility, which means your rental cannot run past day light hours. The venue must be cleared of participants and event items by sunset. This time changes throughout the year, so please [check civil twilight sunrise and sunset](#) to determine the day-light hours available for your rental date(s).

Amplified Sound/Music

There are strict sound regulations for the Pavilion. A sound technician must be present at rentals with amplified music/sound and/or instruments. The sound tech is \$30/hour and must be present for at least one hour before (for set-up/sound check) and one hour after (for break-down/clean-up) the event.

Acts/Performances

Speeches, bands, and any other uses that will have music, announcements, or amplified music or sound need to be reported in advance. Be prepared to provide the following information related to acts/performances planned for your rental date:

Number of acts/performances:

Description of acts:

Needs for the acts (select all that apply);

set-up time (15 mins)	sound check (15 mins)	this act has no needs
set-up time (30 mins)	sound check (30 mins)	instrument mic(s)
set-up time (45 mins)	sound check (45 mins)	instrument/amp direct line(s)
set-up time (60 mins or more)	sound check (60 mins or more)	vocal mic(s) - for singer(s), speeches, or announcements