

**CITY OF TOLLESON**  
**NOTICE OF INTENT TO ESTABLISH NEW SPECIAL EVENT PERMIT FEES AND**  
**FACILITY USE CHARGES PURSUANT TO ARIZ. REV. STAT. § 9-499.15**

The City of Tolleson intends to add new fees, pursuant to ARIZ. REV. STAT. § 9-499.15, to cover the cost of the City providing services for special events held in the City and for facility rentals.

A listing of the new fees and the written report or data supporting the fees can be found on the City's website at [www.tollesonaz.org](http://www.tollesonaz.org) or at City Hall.

The Mayor and City Council will consider adding the new fees at the regular Council Meeting to be held on January 9, 2018 at 6:00 P.M. at the City of Tolleson City Hall Complex, 9555 West Van Buren Street, Tolleson, Arizona. A public hearing will be held to allow an opportunity for public comment. If you have any questions, please contact Intergovernmental & Public Relations Manager Pilar Sinawi at (623) 474-4986.

Published in the West Valley View and the West  
Valley Business on Wednesday, December 20, 2017.

Notice Date	Council Date	Type	Description	Department	Statutory Reference	More Information
10-6-17	12-12-17	Fee	On or after December 12, 2017, The City Tolleson will bring forward for consideration by the City Council a proposed fee structure for rentals associated with Veterans Park. The rental encompasses any and all portions of the park (ramadas, baseball/softball fields, stage, entire park, park festival area, etc.) The fees are established to cover staff time for administrative processing, unlocking/locking of the facility, clean up before and after an event and for maintenance of park.	Parks and Recreation	§ 2-8-44 - RESERVATION OF PARK FACILITIES	<b>Contact Information for Notice of Fees:</b> Pilar Sinawi Intergovernmental and Public Relations Manager 623-474-4986 <b>Contact for Facility Rentals:</b> Veterans Park, Baseball/Softball Fields located within City limits Parks and Recreation Center 623-474-4992
10-6-17	12-12-17	Fee	On or after December 12, 2017, The City Tolleson will bring forward for consideration by the City Council a proposed fee structure for rentals associated with the Esther Angulo Community Center, Parks and Recreational Center, Tolleson Police Department Community Room and the Fire Department Community Room. The fees are established to cover staff time for administrative processing, unlocking/locking of the facility, clean up before and after an event and for maintenance/replacement of building, tables, chairs and technology available in each facility.	Parks and Recreation, Community Services Department, Police and Fire Department	§ 2-8-3 - FACILITY USE PERMITS.	<b>Contact Information for Notice of Fees:</b> Pilar Sinawi Intergovernmental and Public Relations Manager 623-474-4986 <b>Contact for Facility Rentals:</b> Parks & Recreation Center 623-474-4992 Police Department Community Room 623-936-7186 Fire Department Community Room 623-936-8500 Esther Angulo Community Center 623-936-2760
10-6-17	12-12-17	Fee	On or after December 12, 2017, The City Tolleson will bring forward for consideration by the City Council a proposed fee structure for rentals associated with closure of Van Buren Street from 91 <sup>st</sup> Avenue to 99 <sup>th</sup> Avenue and related to special event sales. The fees are established to cover staff time for administrative processing, clean up before and after an event and for maintenance/replacement of streets, sidewalks, public restrooms, landscaping and all other public facilities impacted by the rental/closure of Van Buren Street.	Field Operations Department, Building Department and Police Department	Special Event Code to be adopted/denied on or after the Council meeting to be held on December 12, 2017.	<b>Contact Information for Notice of Fees:</b> Pilar Sinawi Intergovernmental and Public Relations Manager 623-474-4986 <b>Contact for Special Event Application:</b> Building Department 623-936-7111

## SPECIAL EVENT PERMIT FEES FY16-17

Page 2 provides the definition and an example of Class 1, 2 and 3.

<b>REVIEW AND PERMIT FEES</b>	<b>FEE</b>
Review Fee	<b>\$75</b>
Class 1 Permit	<b>\$25</b> ; additional <b>\$25</b> expedited fee if submitted less than 5 days before the event
Class 2 Permit	<b>\$50</b> ; additional <b>\$50</b> expedited fee if submitted less than 5 days before the event
Class 3 Permit	<b>\$175</b> ; additional <b>\$150</b> expedited fee if submitted less than 30 days before the event <sup>1</sup>
<b>DOWNTOWN FEES</b>	<b>DAILY FEE</b>
Main Streets (Van Buren Street)	<b>\$500</b> + parking with sidewalk open; <b>\$500</b> downtown Van Buren directly in front of the business property lines with written consent of business affected by closure is required; <b>\$250</b> for each additional business affected by closure; written consent of each business is required
Local Streets	<b>\$250</b> up to first ¼ mile (includes both directions, street + parking with sidewalk open) for events that are free and open to the public with unrestricted access; <b>\$175</b> each additional ¼ mile
Clean Up Deposit	<b>\$250</b>
Use of City Restrooms (If portable restrooms not provided)	<b>\$250</b>

### Class Types: 3

Type:	Class 1:	Class 2:	Class 3:
Definition:	events/sales that have no impact on City resources (PD, Fire, Field Operations, etc.)	events/sales that has some impact on City resources but impact is minimal	large event footprint, anticipated high attendance and traffic count, high parking demands, etc.
Examples:	Grand Openings Seasonal Retail Sales Sidewalk Sales Special Vehicle Sales	Parades Requires Inspections	Event held partially or entirely on public property

<sup>1</sup> Must be submitted no less than 15 days before the event.

## Veterans Park Rental Fees

Special Use Fees	Non-Profit	Resident	Non-Resident	All Groups
Park Festival Area (6 hr maximum: Includes Stage & Vending Structures) (Includes Stage & Vending Structures)	\$ 400	\$ 500	\$ 800	NA
Exclusive Park Use	\$ 5,000	\$ 3,000	\$ 7,000	NA
Vending Booth set-up ( both sides)	NA	NA	NA	\$ 300
Vending booth + stage set up	NA	NA	NA	\$ 600
Vending booth set-up (one side)	NA	NA	NA	\$ 150
<b>Additional Fees</b>	<b>Applicable for All Groups</b>			
Special Use Event Liquor Permit (Must submit state special event liquor permit to City Council for approval)	\$300 (Requires a 15 day public notice)			
Police 3 hour minimum, vehicles/dispatch additional	\$55 per hour, per officer as determined,			
Fire/EMS 4 hour minimum	\$45 per hour, per staff (minimum of 2)			
Traffic Operations (use an approved city vendor)				
Barricades (use an approved city vendor)				
Trash Container drop-off/pick-up	Proposal to Field Operations			
Park Maintenance	Determined on an individual event basis			
Tent/Canopy Permit (tents above 400 sq. ft. & canopies above 900 sq ft)	\$47/ tent or canopy			
Inspection Fees	\$--- (A separate fire dept. permit may be required)			
Fireworks Permit	\$--- per location			
Business License	\$60 Fixed business establishment			
	\$120 Without fixed place of business			
Date Hold Deposit (Due with Special Event Application)	\$100			
Damage/cleaning Deposit (Due upon approval of event)	\$500			

## Public Spaces

Paseo de Luces Grass Area	Not available as a rental only public use
McNeal Park (formerly 95th Ave Park)	Not available as a rental only public use

## Ramadas and Fields

Location	Category 1	Category 2	Group Size
Veterans Park Ramada 1*	FREE	\$15	35 max
Veterans Park Ramada 2*	FREE	\$ 15	35 max
Veterans Park Section 3*	\$ 20	\$ 30	65 max
Veterans Park Section 4*	\$ 20	\$ 30	65 max
Veterans Park - Beer Permit Class 1**	\$ 10	\$20	15 max
Veterans Park - Beer Permit Class 2**	\$ 20	\$355	<35 max
All Baseball/Softball Fields (Located within the City of Tolleson)	\$3 per hr	\$6 per hr	NA
All Baseball/Softball Field Lights (Located within the City of Tolleson)	\$6 per hr	NA	NA

\*See Veterans Park map located within the rental application for parks and fields to areas available for rental.

\*\*Beer Permit classes are defined in the rental application for parks and fields.

Category 1 - Refers to City of Tolleson residents and non-profit organizations as defined by the Internal Revenue are eligible for category 1 fee prices. City of Tolleson residents must show proof of residency upon submittal of reservation request form.

Category 2 - User groups that are non City of Tolleson residents and those which are not considered non-profit organizations.

Sports Organizations - Please refer to facility allocation policy for reserving extended usage of sports fields for games or practice schedules.

### Facility Rental Fees

Rental Facilities	Refundable Security Deposit	Residents	Non- Residents	Nonprofit Organization	Governmental Agency
Esther Angulo Community Center	\$150	\$200	\$300	\$200	no charge
Parks and Recreational Center	\$150	\$200	\$300	\$200	no charge
Tolleson Police Department Community Room	\$25	\$50	\$75	no charge	no charge
Tolleson Fire Department Community Room	\$25	\$50	\$75	no charge	no charge
Additional Fees					
Staffing fee required beginning at 5 p.m.	\$30/hour				