PIMA COUNTY NATURAL RESOURCES PARKS AND RECREATION
Special Event Reservation Request

Today's Date (date of submission):
Park Requested:
Location within Park Requested (i.e., Commons Area, Farmers Market Pavilions, etc.)

Date(s) of event: Through:
Times: Through
Set-up date(s): Through:
Times: Through:
Clean-up date(s): Through:
Times: Through:

Name of group or event:
Name of Contact Person/Event Coordinator:
Name of Secondary Contact:
Primary Contact Phone: Secondary Contact Phone:
Address:
City: State: Zip:
e-mail:

How many participants, volunteers, staff and guests are you expecting?

Type of activities and uses of the park facilities reserved? Will you have food, concessions, amusement, band, DJ, jumping castle, stage, tents/canopies, fee based or free event, etc.

10' x 10' Canopy: 20' x 20' Canopy or larger:

Alcohol (beer & wine only): ☐ No Alcohol: ☐

Signature of Event Coordinator:

Please return this form to Martina Gonzales, Special Event Program Manager
E-mail Martina.Gonzales@pima.gov, Phone (520) 724-5207, Fax (520) 724-5078