



TOWN OF ORO VALLEY SPIRITUOUS LIQUOR PERMIT FOR STEAM PUMP RANCH APPLICATION INSTRUCTIONS

This permit, with appropriate approval and signatures, entitles the user(s) to consume spirituous liquor as described in Oro Valley Town Code 16-1-4 and A.R.S. 4-244 and consistent with the requirements on the permit application. This permit does not allow the user(s) to sell any spirituous liquor/beer on Town property.

***NOTE: A Steam Pump Ranch facility reservation application must be submitted and approved by the Parks & Recreation Department prior to submitting a Spirituous Liquor Permit application.**

For additional information regarding Steam Pump Ranch rental facilities, please visit <https://www.orovalleyaz.gov/parksandrec/parks/steam-pump-ranch-reservations> or call 520-229-5050.

Completed Steam Pump Ranch Liquor Permit applications, a copy of your approved Steam Pump Ranch facility reservation application and a \$25.00 non-refundable application fee must be submitted to the Town Clerk's Office at least 30 days prior to the event. Please make checks payable to: The Town of Oro Valley. The Town Clerk's Office is located at 11,000 N. La Canada Drive, Oro Valley, AZ, 85737.

The Release, Hold Harmless and Indemnity Agreement must be signed and notarized at time of submission. The Town Clerk's Office can provide notary services for your convenience. Additionally, you are required to obtain and submit proof of insurance coverage that is adequate for your event, at the discretion of the town.

To assist non-profits or individuals with obtaining insurance coverage for events located on town property, you are eligible to purchase adequate insurance through the Tenant User Liability Insurance Program GatherGuard. For more information on the GatherGuard program, please refer to the GatherGuard "How to Guide" on the following page.

*Please note that the GatherGuard program is not available to for-profit entities.



TOWN OF ORO VALLEY GATHERGUARD INSURANCE PROGRAM HOW TO GUIDE

The Town of Oro Valley, Arizona has enrolled in a program that allows you, the “user” of a municipal facility, or other local government property, to secure cost effective liability insurance, which provides protection for you as well as the governmental entity. The GatherGuard Insurance Program is a General Liability Policy written in the name of the tenants and/or users of the local government facility or venue. Third-Party Property Damage Coverage is also provided.

***The purchase of GatherGuard liability insurance does not allow the user(s) to sell any spirituous liquor/beer, including the use of a cash bar on Town property.**

The Town of Oro Valley, Arizona is a registered user of the Gatherguard program through the National League of Cities (NLC) and Intact Insurance Entertainment. Its assigned unique Venue ID-Code is: 0501

How it works:

1. Log onto <https://app.gatherguard.com/?f=0501>
2. Choose the event type from the "Common Event Types" list or select an event from the drop-down list under "Other Event Types".
3. Answer the questions for the selected event type.
4. Click on "Enter my own venue information". Enter the actual location of where the event is taking place.
5. Select the Coverage amount under "Basic Coverage". The Town requires a minimum of \$1,000,000 for "General Liability Coverage". The limit for "Damage to Rented Premises" is \$250,000.
6. Under "About Your Event", name your event, then answer the applicable questions.
7. Select any applicable "Additional Coverages". Please note, a cash bar is not permitted for private events on Town property and is NOT assumed with the purchase of General/Host liquor liability coverage.
8. Your quote will be on the right side of the screen. Click on "Checkout" if everything looks good.

If you would now like to proceed and purchase the coverage, please complete the requested *Insured, Insurance Contact and Payment Information*, and coverage is automatically bound.

When you purchase coverage, a Certificate of Insurance is issued and sent via email, in your Name or Organization's Name, with a Certificate automatically sent via email to your local government.

If you have questions about the eligibility or classification of your event, please contact Mary Ann Saemaldahr at Intact Insurance Entertainment (844) 747-6240.



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****APPLICATION MUST BE SUBMITTED AT LEAST 30 DAYS PRIOR TO THE EVENT****

Section 1: Applicant Information

Applicant's Name: _____ DOB: _____
(Applicant must be 21 years of age)

Home Address: _____

City: _____ State: _____ Zip: _____

Driver's License No. _____ State: _____
(Attach copy of license to this application)

Expiration Date: _____ S.S. # _____

Day Phone: _____ Evening Phone: _____

E-mail: _____

Name of Organization (If applicable): _____

Section 2: Event Information

Date of Use: _____ Start Time (am/pm): _____ End Time (am/pm): _____

Type of Event: _____

Do you anticipate your group size to reach 300 individuals at any point during the event? Yes: _____ No: _____

Number of individuals attending event: _____

Section 3: Site/Security Plan

A Site drawing **must** be attached to your application (Please use the generic site plan(s) attached to this application). Please include stages, tents, electrical services, temporary fencing, open flames/cooking areas, parking and controlled access areas. If there will be tents, a floor plan of the tent showing exits, occupant load, fire extinguishers etc. must be shown.

The applicant is required to be on-site for the entire duration of the event and is responsible for security during the event. If the event group size is anticipated to be under 300 individuals during the event, the applicant may provide their own security. If the event group size is anticipated to reach 300 or more individuals at any point during the event, hired professional security personnel, or an off-duty Oro Valley Police Officer(s), is required to be employed to provide security enforcement duties.

Security enforcement duties shall include, but are not limited to the following:

- Responsible for ensuring that all members of the group are of legal drinking age according to Arizona State Law.
- Ensuring the sale of spirituous liquor is strictly prohibited. This includes the offering of a cash bar.
- Ensuring that individual glass containers are not permitted, and that all glass bottles from which individual servings are poured, remain at the serving area.
- The applicant and/or hired professional security personnel are required to be on-site for the duration of the event if alcohol is being served.
- See Spirituous Liquor Permit Guidelines for further enforcement responsibilities/rules

6/3/24

Please initial the box next to the language that best describes the security plan for your event:

The applicant and/or assigned event attendee will be responsible for security enforcement duties as described in Section 3, for the entire event, and the event will have less than 300 individuals in attendance.

List the name and contact information of applicant or assigned event attendee responsible for security enforcement duties below:

The applicant will hire professional security, as the anticipated group size will reach 300 or more individuals.

List the name and contact information of the hired security professional(s) below:

The applicant will hire off-duty Oro Valley Police Officer(s), as the anticipated group size will reach 300 or more individuals. List the name and contact information of the hired off-duty Oro Valley Police Officer(s) below:

*Please note, at the discretion of the Oro Valley Police Department, you may be contacted regarding the security plan information provided.

Section 5: Noise Control

Will there be outdoor musical entertainment? Yes: No: Amplified: Yes: No:

Musical entertainment provided by: _____

*It is your responsibility to understand and follow the requirements of Article 10-10 of the Oro Valley Town Code regarding loud or unruly gatherings.

For Office Use Only

Date Received: _____ Hold Harmless Agreement Received: Certificate of Insurance and Policy endorsement received:

Signed Spirituous Liquor Permit Guidelines received: Copy of Applicants Drivers License received: Site Plan Received:

Copy of Steam Pump Ranch facility reservation received

Application Fee (\$25.00) Paid: Yes: No: Form of Payment: Cash Check C.C. Hired

professional security/OVPD off duty law enforcement officer(s) required due to group size of 300: Yes: No:

Chief of Police: Approved: Denied: Chief of Police Electronic Signature/date: _____

Town Manager: Approved: Denied: Town Manager Electronic Signature/date: _____



SPRITUOUS LIQUOR PERMIT GUIDELINES

1. Spirituous liquor permits are not transferable and non-refundable.
2. Permit is only valid for date identified on permit.
3. Individual glass containers are not permitted. All glass bottles from which individual servings are poured, must remain at the serving area.
4. Permit applicant is responsible for conduct of group members and shall submit a security plan. The permit holder shall be present during the event.
5. Area must be left clean and in good condition (**Any property damage/excess trash will be the responsibility of the permit holder and deposit may be withheld**).
6. Obnoxious behavior or excessive noise will not be permitted.
7. The permit applicant shall retain the approved permit and make it available for inspection by police or park officials.
8. Park hours as posted shall be observed.
9. The sale of spirituous liquor is strictly prohibited.
10. Issuance of a Spirituous Liquor Permit does not guarantee a park facility reservation.
11. **Permit holder shall be responsible for ensuring that all members of the group are of legal drinking age according to Arizona State Law.
12. Failure to comply with all permit guidelines may forfeit the right to receive permits in the future. Permits are revocable at any time for violation of rule, ordinance or state law.

Permit applicant has read the guidelines above, received a copy of Oro Valley Town Code Article 16-1 and agrees to be responsible for any misconduct, property damage etc., of the persons consuming spirituous liquor under this permit, assuring the Town of Oro Valley that under **no circumstances will any minor CONSUME ALCOHOL AT THIS EVENT. (The Town of Oro Valley Police Department will patrol the area during the event)**

I, _____ understand and agree to all of the guidelines and park rules. I have read the guidelines listed on this permit application and received a copy of the Town Code regarding spirituous liquor permits.

Applicant Signature/Responsible Party

Date Signed

**RELEASE, HOLD HARMLESS AND INDEMNITY AGREEMENT
FOR USE OF STEAM PUMP RANCH**

_____, agrees to release, hold Harmless
(Applicant/Responsible Party)

and indemnify the Town of Oro Valley, its officers, employees and agents, from any and all losses, liability, claims, actions, suits or damages including, but not limited to, personal injury damages (including death) or property damages which arise, result or otherwise might be attributable to any use of the facilities provided to me by the Town of Oro Valley.

This Release, Hold Harmless and Indemnity Agreement includes any cause whatsoever, including negligence of any and all of those persons specified as being released above.

THE UNDERSIGNED CERTIFIES THAT HE/SHE IS THE AGENT OF, IS ACTING ON THEIR/ITS BEHALF AND IS DULY AUTHORIZED TO SIGN THIS RELEASE, HOLD HARMLESS AND INDEMNITY AGREEMENT ON THEIR/ITS BEHALF, THE UNDERSIGNED HAS READ THIS AGREEMENT FULLY, UNDERSTANDS ITS CONTENTS AND HAS VOLUNTARILY EXECUTED IT.

DATED this _____ day of _____, 20____.

Signature

Title

SUBSCRIBED AND SWORN to before me by _____

This _____ day of _____, 20____.

Notary Public

My Commission Expires:

NOTE: Any areas that require additional electric will need to be supplied by renter via generator.



Backyard
(No public access)

P/L House

Stage

Bunk Houses

Ranch Suite



Heritage Garden

Garage



BBQ





Article 16-1 REGULATIONS FOR TOWN PARK FACILITIES

Sections:

- 16-1-1 Definitions
- 16-1-2 Park Operations
- 16-1-3 Domestic Animals and Pets in Park
- 16-1-4 Intoxicants and Disturbing the Peace in Park
- 16-1-5 Use and Occupancy Regulations of Park
- 16-1-6 Reserved Uses of Town Parks
- 16-1-7 Fees
- 16-1-8 Equipment
- 16-1-9 Violations
- 16-1-10 Parks and Recreation Advisory Board

16-1-1 Definitions

- A. "Town" refers to the Town of Oro Valley.
- B. "Administrator" means the person immediately in charge of any park area and its activities, and to whom all park employees of such area are responsible.
- C. "Park shall mean a park, reservation, playground, recreation center, of any other area in the Town owned or used by the Town devoted to active or passive recreation.

(96-54, Enacted, 12/18/1996)

16-1-2 Park Operations

- A. Hours. No person shall trespass upon or be on the grounds, of any municipal park between the hours of 10:00 p.m. and 6:00 a.m. Sunday through Saturday, unless such person has received written permission from the Town. All activities sponsored or co-sponsored by the Town of Oro Valley are exempt. However, the park in question will close immediately upon completion of the activity. The total number of people admitted for any usage shall not exceed the capacity of the facility involved as determined by an official designated by the Parks and Recreation Director or the Fire District.
- B. Closing of Parks. Any park or portion of a park may be declared closed to the public by the Town or any agent of the Town, including the Police Department at any time and for any interval of time, either temporarily or at regular and stated intervals (daily or otherwise), and either entirely or merely to certain users, as the Town shall find reasonably necessary; no person shall

enter any closed area of a park if such entry is prohibited; nor shall any person utilize any portion of a park if such utilization is prohibited.

C. Oro Valley Aquatics Center Hours of Operation. The Oro Valley Aquatics Center shall be open to the public from the hours of 5:00 a.m. to 10:00 p.m., Monday through Sunday. The Oro Valley Parks and Recreation Director shall have discretion to modify these normal hours for all programs and/or special events held at the Oro Valley Aquatics Center.

((O)13-01, Amended, 1/16/2013; 96-54, Enacted, 12/18/1996)

16-1-3 Domestic Animals and Pets in Park

A. No domestic animals or other pets are permitted to be at large in Town park facilities. Domestic animals and pets must be restricted by a cage or a leash of not more than six (6) feet in length, and of sufficient strength to control the animal. Dogs over four (4) months of age must wear a valid license on a collar.

B. Animals participating in pet shows or classes approved by the Town of Oro Valley shall be exempt from the restraint requirement, provided that the animal is accompanied by and under the control of his/her owner or handler.

C. Dog owners or handlers must clean up all litter created by the animal and place it in trash cans. Owners of Seeing Eye dogs are exempt.

(96-54, Enacted, 12/18/1996)

16-1-4 Intoxicants and Disturbing the Peace in Park

A. No person shall consume spirituous liquor in any Town park facility unless as part of a major special event permitted by the Town of Oro Valley.

B. Notwithstanding subsection A of this section, the sale and consumption of spirituous liquor may be permitted at the Town-owned Steam Pump Ranch Facility upon approval of the Town Manager and Chief of Police.

C. "Spirituous liquor" includes alcohol, brandy, whiskey, rum, tequila, mescal, gin, wine, port, ale, beer, and malt liquor, malt beverage, absinthe or compound or mixture of any of them, or of any of them with any vegetable or other substance, alcohol bitters, bitters containing alcohol, and any liquid mixture or preparation, whether patented or otherwise, which produces intoxication, fruits preserved in ardent spirits, and beverages containing more than one-half of one percent of alcohol by volume.

D. No person shall intentionally or knowingly disturb the peace or quiet of a group, family or person by: loud or unusual noise; tumultuous or offensive conduct; threatening, trading quarreling, challenging to fight or fighting; applying any violent, abusive, or obscene epithets to one another.

((O18-03, Amended, 01/17/2018; (O)13-02, Amended, 4/3/2013; 96-54, Enacted, 12/18/1996)

16-1-5 Use and Occupancy Regulations of Park

It shall be unlawful;

- A. To operate motorbikes, motorcycles, or other motor vehicles on trails, or cross country, or on primitive unsurfaced roadways that have been posted, signed, or barriered to prohibit vehicle use.
- B. To operate a motor vehicle except on roads and parking areas designated for such purposes; to operate a motor vehicle at a speed greater than that posted or to fail to obey traffic signs. In all cases, motor vehicles shall be operated in compliance with Arizona Motor Vehicle Code as provided under Title 28, A.R.S., while within the boundaries of any Town Park.
- C. To destroy, damage, deface, or remove any regulatory sign or property, or facility in any Town Park.
- D. To use any Town Park for commercial purposes, public meetings or assemblies, erection of signs, fences, barriers or structures, to distribute advertising materials, or to sell any goods and/or services without first obtaining a written permit from the Town of Oro Valley.
- E. To litter, deposit, or abandon in any Town Park any garbage, sewage, refuse, trash, waste, or other obnoxious materials except in receptacles or containers provided for such purposes. These receptacles are not to be used for residential trash disposal.
- F. To enter upon or use for any purpose any Town Park when a fee, rental, admission, or other consideration has been established for such use unless the person entering or using such land, water, or facility has paid said fee, rental, admission or other consideration.
- G. To enter, use or occupy any Town Park for any purpose when said park or areas are posted against such entrance, use or occupancy.
- H. To discharge firearms or other weapons in any Town Park.
- I. To bring saddle, pack, or draft animals into any Town Park except in areas approved for such use.
- J. To allow grazing or forage consuming domestic livestock to graze or to roam-at-large within the fenced and/or posted boundaries of any Town Park.
- K. To build fires, except in designated places, or in fireplaces, stoves or grills either provided or approved by the Town of Oro Valley.
- L. To operate any aircraft, parachute, model, or hang glider in any Town Park except in an emergency; provided, however, that nothing in this subsection shall prohibit the operation of electric-powered or non-powered model aircraft weighing not greater than twenty-five (25) pounds at altitudes below two hundred (200) feet above ground level within designated areas of the

Naranja Town Site Park or future town parks as may be appropriate by Academy of Model Aeronautics-affiliated groups acting under a license agreement with the Town. Hours of operation shall be 6:00 a.m. to dusk. Special events outside these hours may be approved at the discretion of the Parks and Recreation Director.

M. To collect, remove, destroy, mutilate, damage, and/or deface any natural resource including but not limited to all live and dead vegetation and all parts thereof, wildlife, soil, rocks, and water, without obtaining prior written approval from the Town.

N. To undertake mechanical repair or maintenance of any vehicle, including but not limited to, automobile oil changes or engine tune-ups, except in the case of an emergency where the vehicle is not operable.

O. To use metal detectors without Town permit. These permits shall be obtained through the Town of Oro Valley Parks and Recreation Services. Any such use will have a mandatory requirement that upon completion of usage of the device in any Town Park, that there be no visible sign of soil disturbances or damage to the park vegetation and/or permanent fixtures.

P. To swim, bathe, or wade in any waters other than approved swimming pool at any park and at such places as are provided therefore, and in compliance with such regulations as are herein set forth or as may be hereafter adopted. Nor shall any person frequent any waters or places customarily designated for the purpose of swimming or bathing, or congregate thereafter when such activity is prohibited by the Town upon finding such use of the water would be dangerous.

Q. To use any portion of a park for golf purpose, or make use of any golf club or ball in any park, except in a municipal golf course or during golf activities sponsored by the Town.

R. For any children six (6) years of age and under, to be unaccompanied and unsupervised by an adult or responsible teenager at least fourteen (14) years of age when entering any park area except when the child is participating in an activity sponsored directly by the Town.

S. For any person to possess a glass beverage container in any park. No person shall throw, toss, or otherwise propel, or break any glass object in any park or any street or alley adjacent to any such park.

T. To operate or ride any skateboard, rollerskates, bicycle, or rollerblades in a Town park facility unless such usage is conducted in an area specifically set aside for those purposes.

U. No apparatus, furniture or equipment shall be moved into a recreation facility unless special permission is granted in advance and so stated in the permit. Such apparatus, furniture or equipment (provided by the holder of the permit) shall be removed promptly after use. Failure to comply shall prohibit such groups from using facilities at a later date.

V. No material, banner or sign of any kind shall be attached to any part of the facility or area without the permission from the Parks and Recreation Administrator.

((O)09-08, Amended, 5/20/2009; (O)08-13, Amended, 07/16/2008; 96-54, Enacted, 12/18/1996)

16-1-6 Reserved Uses of Town Parks

- A. A permit shall be obtained from the Town of Oro Valley for large group events and usage of Town park facilities. The Town shall interpret these articles and may act in any case not specifically covered by this article. Any request for a use not contemplated or prohibited by this article may be forwarded to the Town Manager who shall take the request before the Town Council for consideration.
- B. Priority Use. Activities sponsored by or co-sponsored by the Town shall have first priority in the use of any park or recreation facility.
- C. Insurance and Indemnification. Groups or organizations using Town parks shall indemnify the Town and its employees for any and all damage to the facility by any person or persons attending the affair, and all liability and damages to any person for injuries, including death. Adequate insurance as determined by the Town shall be provided by each organization using any park to cover such liability, listing the Town and its employees as an additional insured. Responsibility for loss, breakage, or need for repair of any piece of furniture, equipment, or portion of the facility or area, shall be upon the individual signing the permit.
- D. All activities shall be under competent, adult supervision, with the organization using the facility assuming full responsibility for any damage to the facility or the equipment. A responsible party shall be in attendance at the event. The Parks and Recreation employee on duty shall exercise authority over the organization or its activities. If the adult supervision is inadequate, it shall be the responsibility of the Parks and Recreation employee on duty to report same to the Parks and Recreation Office.
- E. Cleanup of the contracted area will be the responsibility of the user. The user shall be charged on an hourly basis to pay for cleanup if it is necessary for the Town to provide additional cleanup services.
- F. No Town kitchen facility shall be used except as specifically outlined by the Parks and Recreation Administrator. Facilities shall be thoroughly cleaned after use (see concession operations).
- G. All functions shall be confined to the specific part or area of the facility assigned to the permittee.
- H. All park rules and regulations shall be observed while using any park or recreation facility and the permittee shall be held responsible for any loss or damage resulting from any such violation of these rules.

(96-54, Enacted, 12/18/1996)

16-1-7 Fees

- A. The Town of Oro Valley reserves the right to charge fees for the following situations:
1. The Parks and Recreation Administrator shall have the authority to establish such fees, as prescribed administratively, for recreation activities, education activities, and admission to events. Such fees shall be determined as to the direct correlation of the cost of providing such activities.

2. The Town Council shall have the authority to establish such fees, as adopted by resolution, for facility usage.

B. A cleanup deposit may be required if deemed necessary. All fees and charges are due no later than forty-eight (48) hours prior to use.

(02-32, Amended, 10/16/2002; 96-54, Enacted, 12/18/1996)

16-1-8 Equipment

A. The use of special equipment shall be permitted only when operated by Parks and Recreation employees or any other person specifically authorized in the permit. When used by other than Town employees and so stated in the permit, the special equipment shall be returned in the same condition (with the exception of normal wear) or the user shall be responsible for repair or replacement charges.

(96-54, Enacted, 12/18/1996)

16-1-9 Violations

A. Enforcement and Penalty.

1. The Administrator, Park Attendants, and Police Officers shall, in connection with their duties imposed by law, diligently enforce the provisions of this article.

2. Ejection for Violations. The Administrator, Park Attendants and Police Officers shall have the authority to eject from the park any person violating any provisions of this article.

3. Confiscation of Property. The Administrator, Park Attendants, and Police Officers shall have the authority to seize and confiscate any property, thing, or device in the park, being used in violation of this chapter.

4. Violation of the code provisions will be punished as a misdemeanor with a fine not to exceed twenty five hundred (\$2500.00) dollars or a period of incarceration for a term not to exceed six months or both. Each day that a violation continues shall be a separate offense punishable as herein above described.

(96-54, Enacted, 12/18/1996)

16-1-10 Parks and Recreation Advisory Board

All procedures relating to this organization shall be adopted pursuant to Article 3-6 (Advisory Board) of the Oro Valley Town Code.

(96-54, Enacted, 12/18/1996)