



SPECIAL EVENT APPLICATION GUIDE

Thank you for your interest in Stagecoach Village, located at 7100 E. Cave Creek Road, in the Town of Cave Creek, AZ 85331. If this is your first time in Stagecoach Village, we are glad to have you. If you have had events before, welcome back to Stagecoach Village.



Stagecoach Village is an Elite Event Destination

Located in beautiful Cave Creek, Arizona, Stagecoach Village is a destination where you can enjoy great shopping, dining experiences, one of a kind works of art by local artists, and professional services. With its breathtaking mountain views and a great courtyard for gathering in the tranquil mist of the desert morning sun, Stagecoach Village is the ideal environment to hold your next special event.





FEE STRUCTURE

Fee listed is per event, 7 days max as an event.

Purpose	Conditions	Cost
Application Fee	Non-Refundable, Due with Application	\$200
Event Deposit	Non-Refundable, Due within 5 Business Days of Approved Application	50% of Initial Event Cost
Security Deposit	Refundable provided no damage to premises, Due within 5 Business Days of Approved Application	\$1,500
Event Payment	Non-Refundable, Due within 5 Business Days Prior to Event Start Date	Balance of Agreement
Final Settlement	Settlement of Account Within 14 Business Days After the Event to Include Refund of Security Deposit, when due, and Debits for Agreed-Upon Fees	Varies

See map on Page 3 for specific Zones. Prices are the same no matter which zone is selected. The Gazebo Zone cannot be rented alone. It requires Zones 3 and 5 to be rented with it because automobile traffic needs to be blocked off. Zone 6 is required when unmanned trailers are parked overnight along the designated outer wall. No overnight camping is allowed!

# of Zones Rented	One Day	Two Consecutive Days	Three Consecutive Days	Four Consecutive Days	Five Consecutive Days	Six Consecutive Days	Seven Consecutive Days
One Zone	\$500*	\$750	\$1000	\$1250	\$1500	\$1750	\$2000
Two Zones	\$750	\$1000	\$1250	\$1500	\$1750	\$2000	\$2250
Three Zones	\$1000	\$1250	\$1500	\$1750	\$2000	\$2250	\$2500
Four Zones	\$1250	\$1500	\$1750	\$2000	\$2250	\$2500	\$2750
Five Zones	\$1500	\$1750	\$2000	\$2250	\$2500	\$2750	\$3000
Six Zones	\$1750	\$2000	\$2250	\$2500	\$2750	\$3000	\$3250

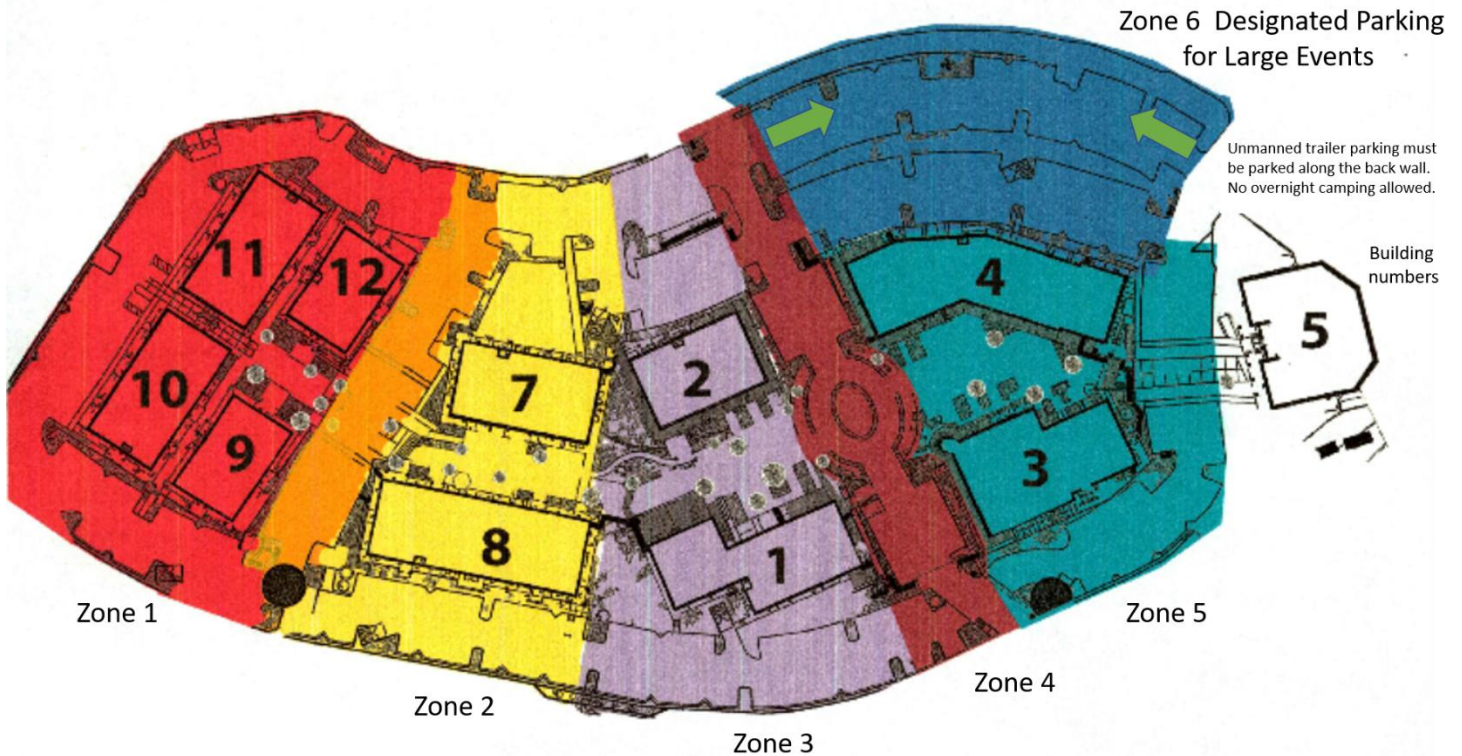
*Please inquire about special pricing for daily recurring events such as fitness instruction in a courtyard, etc.

Other optional fees:

Overnight parking permit per utility trailer (up to 16'): \$30	Gazebo electricity: \$50 per day
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STAGECOACH VILLAGE

Map of Stagecoach Village by Zones



When using the courtyard of Zones 3 and 5 combined, the gazebo must be blocked off to automobile traffic

The Gazebo Zone cannot be rented alone. It requires Zones 3 and 4 to be rented with it because automobile traffic needs to be blocked off. When the gazebo is rented, barricades must be used for public safety. Zone 5 is required as a designated parking area along the outer wall when unmanned trailers are parked overnight. No overnight camping is allowed!



APPLICATION PROCESS OVERVIEW

A special event application is required to conduct an event or activity at Stagecoach Village and throughout the common grounds and courtyard. Applications must be completed and submitted at least sixty (60) days prior to the first day of the event. A payment for the application fee must accompany the application.

Questions should be directed to: Pat Bell-Demers at 480-575-6624 or pat@sonoranartsleague.org. In person visits may be scheduled by appointment only.

Approval process

- Timeline:
 - Initial Approval: Complete applications will be presented for Board review, whereby notification of approval will be sent within 7 business days of application, so long as applications have met all documentation requirements.
 - Questions: The Board may return the documents with additional questions or terms and conditions in which you will have up to 3 business days to reply. Failure to reply or provide further documentation will forfeit your application with the Board.
 - Contracting: When the Board approves your Application, you will have 5 business days to review, sign and return the contract. Failure to reply or provide further communication will forfeit your application.
- Funds:
 - Once an application is approved, you will be required to submit a \$1,500 security deposit and a 50% event deposit within 5 business days of notification.
 - The balance of the event payment is due within 5 business days prior to the start of the event.
 - Failure to provide the funds at the key milestones will result in cancelation of the application.
 - A final settlement of the account will be made within 14 business days after the event. The settlement will include a refund of the security deposit, so long as the security deposit is warranted as it should be, less outstanding agreed-upon fees that were unaccounted for in the initial event cost.
- Documentation:
 - A Certificate of Insurance and a copy of the submitted Town of Cave Creek Special Event Application, if applicable, is required within 10 business days prior to the start of the event.
 - Final detailed drawings on the Stagecoach Village map, or similar, are due within 5 business days prior to the start of the event.
 - Signage specs are due within 5 business days prior to the start of the event.
 - Failure to provide the required documents at the key milestones will result in cancelation of the application.

STEP # 1 - Check availability

Online Calendar

Check our events calendar availability by visiting the Stagecoach Village website:
www.stagecoachvillageecc.com and click on the EVENTS calendar tab to determine availability.



STEP # 2 - Complete the Forms

Download and submit the following forms. Only complete applications will be reviewed. The following forms are required to be completed, signed and returned once a date has been cleared.

Special Event Application Form

Complete the Stagecoach Village Special Event Application Form from Pages 6 through 8.

Site Map

Along with your application form, please provide your initial site plan of your event. Please use the attached map on Page 3 to include the fencing/barriers, signage, temporary restrooms, entertainment, vendor spaces/tents, events HQ tent, tables and chairs, cooking areas, beer gardens, specified parking areas, etc. As a general rule, site plans are subject to change with Board approval up to one week prior to the event. The final site plan is required one week prior to the start of the event.

Insurance Acknowledgement

Attach the signed Insurance Acknowledgment. You will need to provide a Certificate of Insurance naming Stagecoach Village Condominium Association as a certificate holder and additional insured with a minimum \$1,000,000 general liability within 10 business days from your event's start date. Failure to comply will forfeit the application fee.

Application Fee

Attach a check made payable to Stagecoach Village Condominium Association in the amount of \$200 to tentatively hold your event date.

STEP # 3 - Submit the Forms

Submission

Submission of the application form, site map, insurance acknowledgement, and any other supporting documentation should be sent to the Board of Directors' Event Facilitator:

Pat Bell-Demers, phone 480-575-6624

- Mail: Sonoran Arts League, c/o Stagecoach Village, PO Box 1689, Cave Creek, AZ 85327
- E-Mail: pat@sonoranartsleague.org
- Hand deliver: Sonoran Arts League, 7100 E. Cave Creek Rd #144, located in Stagecoach Village



STAGECOACH VILLAGE SPECIAL EVENT APPLICATION FORM

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Stagecoach Village, 7100 E. Cave Creek Road, Cave Creek, AZ 85331

Application Submittal Date: _____

APPLICANT INFORMATION

Applicant's First Name: _____ Last Name: _____
 Business Name: _____ Phone: _____
 Address: _____
 E-Mail: _____
 Website: _____ Nature of Business: _____
 Applicant Experience: _____

Name of the Event: _____

The use of Stagecoach Village may only appear following your event name (i.e. ... @ Stagecoach Village)

EVENT INFORMATION

Event Date (s): From: _____ To: _____
 Event Times (s): From: _____ To: _____
 Type of Event: _____

Unique Characteristics of the Event:

Has this event been produced before? yes no
 Is this an annual event? yes no
 Are there any changes from last year? yes no
 Please select one or more of the following: civic cultural educational entertainment
 recreational fundraiser other (explain) _____

Event Projections:

	DAY 1	DAY 2	DAY 3
# Attendances ea. day:	_____	_____	_____
# Vendors ea. day:	_____	_____	_____
# Parking ea. day:	_____	_____	_____
# Trailers ea. day:	_____	_____	_____
# Overnight trailers ea. day:	_____	_____	_____
# Paid security members ea. day:	_____	_____	_____
# Volunteer security ea. day:	_____	_____	_____
# Portable restrooms ea. day:	_____	_____	_____
Alcohol served: <input type="checkbox"/> yes <input type="checkbox"/> no			
Venue entry fee: <input type="checkbox"/> yes <input type="checkbox"/> no If yes, entry fee details _____			
Fencing of the venue: <input type="checkbox"/> yes <input type="checkbox"/> no If yes, fencing details _____			



STAGECOACH VILLAGE SPECIAL EVENT APPLICATION FORM

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Map Details:

Stagecoach Village Zone(s) requested (see map, check all that apply):

_____ Zone 1 _____ Zone 2 _____ Zone 3 _____ Zone 4 _____ Zone 5 _____ Zone 6

Will you be using the parking lot(s) only (car show, bike rally, etc.)? _____ yes _____ no

Event Set Up & Tear Down Details:

Event set up: _____ Date _____ Start time _____ End time

Event tear down: _____ Date _____ Start time _____ End time

Daily Contact Each Day:

Name: _____ Phone: _____ Relationship to event: _____

Name: _____ Phone: _____ Relationship to event: _____

Please state any cross promotions or collaborations with **Stagecoach Village businesses** to encourage sales or visibility _____

Please state any cross promotions or collaborations with **local businesses** to encourage sales or visibility _____

Please state where you are **promoting** this event; marketing efforts, print ads, social media, etc. _____

Event Entertainment

Applicant is required to have an event staff member responsible for monitoring sound levels when sound-noise may be audible beyond the event venue to ensure the sound is not disturbing to local businesses and tenants and others. This is important as noise complaints can result in event issues. All events must adhere to the Town of Cave Creek's noise ordinance.

The event will include the following (check all that apply):

_____ live band (list times and days _____)

_____ pre-recorded music

_____ DJ

_____ Speaker / Announcer

_____ Auctioneer



STAGECOACH VILLAGE SPECIAL EVENT APPLICATION FORM

Alcohol - please check one:

- Alcohol will not be present at the event
Alcohol will be present, but the event is private (not open to the public) and there is no fee for admission, food or drink, and donations will not be solicited.
The event is adjacent to an existing liquor establishment (restaurant or bar) and the establishment will temporarily extend their liquor-licensed premises to include my event.
Alcohol will be present and I am making arrangements with an organization for a Special Event Liquor License (SELL). Fencing or restricted area is required around all areas that are serving alcohol with entrance and exit being monitored. Fencing to be provided by the event organizer or promoter along with monitors/security.

Who holds the liquor license for this event? _____

Police / Security

Applicant is required to provide a safe and secure event. This includes the event venue, event parking areas, and adjacent areas and businesses affected by the event. Applicant must ensure adequate personnel are present to provide general security, maintain order, contain liquor to licensed premises, protect money, provide medical assistance, etc. Depending on the nature of the event, private security personnel and/or off-duty police or sheriff deputy may be required.

Check all that apply and provide a description:

- In-house staff and/or volunteers provided from: _____
Hired security personnel from company name: _____
Overnight security provided from company name: _____

Applicant's Certification: I, (print name) _____, hereby certify that the information provided in this application is true and correct. Signature _____ Date _____

Stagecoach Village Committee Representative:

Name: _____ Signature _____ Date: _____



INSURANCE ACKNOWLEDGEMENT

By executing this application, I (the “applicant and/or private property owner”) certify that I (we) understand that if this request is granted I will remove all temporary structures at the end of the approved time period. I further understand that any special event approval shall expire should the use for which it has been approved not be held as described in this application. In addition, I understand that the Zoning Administration may deny or revoke my Special Event Permit if one or more of the factors listed in the Zoning Ordinance in Article III. , Section 3.09 (3) are not satisfactorily addressed either within the application or during the special event.

As a condition to, and in consideration of the issuance of the above-requested permit, the applicant hereby agrees to exonerate, indemnify and hold harmless, and to protect and defend, Stagecoach Village, it’s officers, agents and employees from all liability suits, claims, losses, damages, expenses and costs, including attorney’s fees, for or on account of any injuries to, or death of, person or damages to, or destruction of, property belonging to any person arising out of or in any way relating to the special event authorized by this request if approved, whether the liability, loss or damage are caused, or alleged to be caused, in or in part by negligence, gross negligence, or fault of the Town or its officers, agents and employees, and/or of the applicant or any other person or organization whatsoever.

*As a further condition to, and in consideration of the issuance of this requested permit, the applicant and any associated private property owner hereby agrees to procure and maintain insurance covering public liability and property damages, including use of owned or non-owned auto, as shall protect the Town and the applicant, as their interest may respectfully appear, from claims for damages for personal injury, including death, and for property damage which may arise out of, or be related in any way to the special event authorized under this request. **Such insurance shall be primary, and shall contain not less than \$1,000,000 combined single bodily injury and property damage liability coverage.***

As a further condition to, and in consideration of the issuance of this requested special event permit, the applicant and any associated private property owner hereby agrees to comply with Title II of the Americans with Disabilities Act (ADA) which requires that no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the applicant, or be subject to discrimination by the applicant.

IN WITNESS WHEREOF THIS APPLICATION FOR A SPECIAL EVENT PERMIT HAS BEEN DULY SIGNED THIS _____ OF _____, 20 _____.

Applicant’s Printed Name _____ Signature _____

Private Property Owner Printed Name* _____ Signature _____

*By signing this document, I acknowledge that I am the rightful owner of the property the special event is taking place upon and agree to the conditions stated above and the applicant’s representation of the subject special event.