



Temporary Activity Permit

(Required for all special activities on the airport, adjacent to city-owned airpark taxilanes along Gate 1 and 2, or properties with direct access to airfield)

The temporary activity permit fee is \$50.

Application for:

- Commercial Photography Permit Special Event Permit Aircraft Static Display
 Construction Permit Commercial Video Permit

Applicant name:

Applicant address:

Email:

Work:

Cell:

Location of event or activity:

Describe in detail the proposed activity/event:

Date of event

Start time of event

End time of event

Set-up date and time

Expected # of attendees

The following items should be submitted with application:

- Detailed event site plan; show event area and explain how it will be secured airside (fencing, stanchions, security personnel, etc.). Site plans are subject to Fire Department review and approval.
- Certificate(s) of insurance, naming the City of Scottsdale as additional insured and the certificate holder. The certificate holder is: The City of Scottsdale, Scottsdale Airport, 15000 N. Airport Drive, Scottsdale, AZ 85260. Include Liquor Liability coverage if alcohol will be served or provided at event.

- Landlord or property owner must submit approval (e-mail accepted) that the event may take place on their leasehold/property.
- Detailed parking plan. Applicant is responsible for ensuring that adequate parking is available or provided for their attendees, vendors and staff. The Aviation Business Center parking lot should not be used for event parking. Describe how this will be avoided (i.e. off-duty police, security, event staff monitoring and signage).
- In an email, explain whether liquor will be sold, served or provided at the event and if a special event liquor license through state is required.

Please keep these rules in mind:

- Escort must be provided at all times by an authorized representative with airfield access while airside.
- Fencing/securing of event area must occur prior to any vendors/crews/set up airside.
- Decorations that can impede airport operations or present a hazard are not allowed.

The applicant hereby requests the above action(s), and in consideration of this request being granted, agrees to the following:

1. **Fee payment:** The applicant agrees to pay the temporary activity permit fee of \$50. The airport hourly rate for Operations support is \$50 (as defined by Rate and Fees) with a minimum of an hour charge. Events on airport property (i.e. ramp area or Aviation Business Center plaza) will be charged a special event fee of \$.60 per square foot.
2. **Permit limitations:** This permit may not be assigned or transferred.
3. **Information changes:** The applicant shall notify the Airport Administration, in writing, of any change to the information provided.
4. **Release of liability:** The city assumes no liability for damage or loss to personal property while operating at Scottsdale Airport.
5. **Indemnification:** The applicant and invitees shall indemnify the city pursuant to Chapter 5 of the Scottsdale Revised Code.
6. **Compliance with the law:** The applicant shall comply with all applicable laws, ordinances, rules and regulations to include any open flames to be located at least 50 feet away from any fuel storage, aircraft or fuel farm. To view regulations, go to: www.scottsdaleaz.gov/airport/regulatory-documents
7. **Insurance:** Permit holder shall endorse all liability insurance policies to include the City of Scottsdale as an additional insured. Applicant further agrees to waive their insurers subrogation rights against the City of Scottsdale, and its Officers, Directors, Commissioners and Employees.

The undersigned representative certifies that he/she is authorized to sign for the business and acknowledges receipt of a copy of this permit.

Applicant Signature:

Date:

By checking this box, I affirm that the information entered above is accurate and the name type above represents my official signature.

Lessee authorization:

(Req'd if event is on airport)

Date:

Please submit the form with an electronic signature to tdomingo@scottsdaleaz.gov OR print, sign and return to 15000 N. Airport Drive, suite 100, Scottsdale, AZ 85260.

Staff Use Only

Approved by Aviation Director or Designee:

Aviation Director's comments/stipulation(s):