



## Facility Event Management Services Agreement

We ask that all applicants review the agreement and understand that to execute your event on Town property the Town requires that you hire our agreed upon Facilities Event Manager.

**NAME OF EVENT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**FEE SCHEDULE:** (To be paid to Town of Carefree minimum of 2 weeks prior to event date)

Non-Profit Daily Events

- \$150 for a 4 hour minimum and \$25 for every hour after

Festivals/Other Businesses

- Call for prices

Additional Equipment Fees: Chairs \$1 each, Tables \$10 each per day (see conditions of use)

**SCHEDULED DATES:**

Day 1 Date: \_\_\_\_\_ Hours: \_\_\_\_\_ Total \$ \_\_\_\_\_

Day 2 Date: \_\_\_\_\_ Hours: \_\_\_\_\_ Total \$ \_\_\_\_\_

Day 3 Date: \_\_\_\_\_ Hours: \_\_\_\_\_ Total \$ \_\_\_\_\_

Equipment Needed: \_\_\_\_\_ Total \$ \_\_\_\_\_

Grand Total \_\_\_\_\_

Facility Management Areas of Responsibility (*refer to **Conditions of Use** for more details*):

Chair set-up/Removal      Public Restroom Cleaning

Table set-up/Removal      Signage Placement

Garbage Can Placement/Maintenance

Technical Needs such as sound mixer, microphones etc. contact 3<sup>rd</sup> party vendor thru Town

Any special needs/equipment provided by the applicant outside of Town responsibility?

\_\_\_\_\_  
\_\_\_\_\_

**PAYMENT:** Applicant will agree to pay the Town of Carefree within a minimum of (14) days before the start date of the event. If payment is not received the Town of Carefree reserves the right to cancel the event. All checks are to be made out to the Town of Carefree.

Applicant  
Print Name: \_\_\_\_\_

Town Facility Manager: \_\_\_\_\_

Signature\*: \_\_\_\_\_

\*Upon signing this agreement the applicant is responsible for timely payment and understands all areas of responsibility of the Town Facility Management and the applicants Conditions of Use during the special event.

