

DMA Event Assistance Request

Assistance Requested:	<input type="checkbox"/> Street Closure <input type="checkbox"/> Day Porter						
Applicant Information							
Applicant Name:							
E-mail Address:							
Organization (if any):							
Phone Number:							
Address:							
City/State/Zip:							
Event Information							
Event Name:							
Event Description:							
Event Location:	<input type="checkbox"/> ASU Pepper <input type="checkbox"/> Macdonald <input type="checkbox"/> Robson						
Event Date(s):	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-right: 1px solid black; padding: 5px;">Event Start Time(s):</td> <td style="padding: 5px;">Event End Time(s):</td> </tr> <tr> <td style="border-right: 1px solid black; padding: 5px;"></td> <td style="padding: 5px;"></td> </tr> <tr> <td style="border-right: 1px solid black; padding: 5px;"></td> <td style="padding: 5px;"></td> </tr> </table>	Event Start Time(s):	Event End Time(s):				
Event Start Time(s):	Event End Time(s):						
Street Closure Information							
Street Closure Start Date/Time:							
Scheduled Teardown Date/Time:							
Street Closure End Date/Time:							
Day of Event Contact							
Primary Contact Name:							
Primary Contact Phone:							
Primary Contact E-Mail:							
ADA Requirements							
<p>The ADA & DMA's Event Accessibility and Accommodation Policy require that event organizers provide effective communication during the event for individuals with communication disabilities, i.e. hearing, vision, or speech disabilities. <i>I acknowledge that special events are required to meet all ADA requirements and are the responsibility of the event organizer.</i></p>	<p>Initial: _____</p>						

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Day Porter Services

Our day porters are uniformed and trained professionals. A day porter's primary job is to assure the restrooms & common areas are looking exceptional throughout the day as well as managing all common area waste receptacles. If day porter services are needed during the Downtown Mesa Association's normal business hours of 6 AM - 6 PM, a fee of \$35 per hour with a 2-hour minimum is required. The fee outside of these hours is \$45 per hour with a 2-hour minimum. Will you require additional services? Yes No

Application Requirements

Submission of this application must be **3 weeks before** the scheduled event.

An invoice will be sent to you upon receipt of the application. Acceptable forms of payment include debit cards, credit cards or checks made out to the Downtown Mesa Association.

A fee of \$350 and the City of Mesa permit approval number are required 10 business days prior to the scheduled event.

If the payment is not received prior to the deadline, the fee will increase as follows:

Seven (7) business days prior to event: \$500

Five (5) business days prior to the event: \$1,000

If not submitted within this time frame your request will be denied.

Upon signed approval, a copy of this request will be issued to the applicant. The Downtown Mesa Association will arrange for the delivery set-up & pick-up of the barricades to close the streets. Barricades and "Street Closed" signs will generally be set-up the day of or day before at the site and picked up within three days after the event. The bollards will be set-up & taken down by the City of Mesa or their approved partner.

Service(s)	Fee per Hour	Total Amount
Day Porter Service (6 AM - 6 PM)	\$35 X _____ X _____ =	
Day Porter Service (After 6 PM)	\$45 X _____ X _____ =	
Street Closure Set-up & Teardown	\$ _____	
TOTAL DUE		

Applicant Signature	Date
Authorized Signature	Date

Office Use Only

Department	Task	Note
Operations	Date Submitted	
Finance	Date Invoiced	
Finance	Date Fee Paid	
Operations	City of Mesa Special Event Permit Number	
Operations	Date TTC Permit Submitted	
	<i>Scheduled date & time for bollards to be raised:</i>	
	<i>Scheduled date & time for bollards to be lowered:</i>	
Operations	Date 3-day Street Closure Notice Set-up	
Social Media	Date listed on DMA Street Closure page	