

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 Start Time:	
Event End Time:	
City Approved?	<input type="checkbox"/> YES <input type="checkbox"/> NO
City of Mesa Special Event Permit Number:	
Street Closure Information	
Street Closure Start Date/Time:	
Street Closure End Date/Time:	
Scheduled Teardown Date/Time:	
Day of Event Contact	
Primary Contact Name:	
Primary Contact Phone:	
Primary Contact E-Mail:	
Secondary Contact Person:	
Secondary Contact Phone:	
Secondary 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>	Intial: _____

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. If the payment is not received prior to the deadline, the fee will increase to \$500 seven (7) business days prior to event, and \$1,000 five (5) business days prior to the event. If not submitted in time, your request will be denied.

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 to \$500 seven (7) business days prior to event, and \$1,000 five (5) business days prior to the event. 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.

Applicant Signature

Date

Approval Signature

Date

Office Use Only

1. Date Submitted to Operations:	
2. Date Fee Paid:	
3. COM Permit Approved?	
4. Date TTC Permit Created:	
Bollards Scheduled Date & Time Up:	
Bollards Scheduled Date & Time Down:	
5. Listed on DMA Event & Street Closure page:	
6. Date 3-day Street Closure Notice Set-up:	
7. Date Street Closure Signs Set-up:	
8. Date Street Signs Removed:	