



Mesa - Falcon Field Airport

FALCON FIELD AIRPORT SPECIAL EVENT INFORMATION FORM

4800 E. Falcon Drive
Main: 480-644-2450
Fax: 480-644-2419
Airport.Info@mesaaz.gov

Special events are allowed on the airport subject to approval by the Airport Director or designee. Application must be submitted 14 days prior to the proposed date of the event. Following review of the application, a representative from the airport will be in contact to discuss arrangements in further detail and schedule a meeting if necessary.

In addition to the information provided on this form, some special events require a City of Mesa Special Event License. Please visit <http://www.mesaaz.gov/business/licensing/special-event-license> or call the Licensing Office at 480-644-2316 for more information. If a planned event includes use of Falcon Field Park, a ramada reservation may be required. Please see the [Facilities and Equipment Rental Guide](#). For more information call the Parks, Recreation & Commercial Facilities Department at 480-644-4271 or 640-644-2352.

EVENT CONTACT:

Business/Organization: _____

Primary Contact: _____ Phone: _____ Alternate Phone: _____

Email: _____

Mailing Address: _____

EVENT INFORMATION:

Detailed Description of Event: _____

Date: _____ Start Time: _____ End Time: _____ Set-Up Date: _____

Exact Location on the Airport: _____ Inside Outside Both

Are there any airport businesses that will be involved in your event? YES NO

If yes, please list the business and contact information for each:

Anticipated number of guests/participants: _____

Anticipated number of aircraft: _____

Anticipated number of vehicles: _____

Will food be served? YES NO

Will alcohol be served? YES NO

Please describe the arrangements that have been made for vehicle parking:

Please describe the arrangements that have been made for aircraft parking:

Please describe what provisions have been made to provide for resources such as barricading, traffic and crowd control, and garbage clean-up/disposal (as applicable):

Please contact Falcon Field Airport administration to discuss the following potential requirements for your event:

Insurance Requirements: _____

Release of Liability: _____

Photo Releases for Youth: _____

Other Compliance: _____

APPLICANT SIGNATURE: _____

SUBMISSION DATE: _____

Questions, comments, concerns?
Contact Dee Anne Thomas at Falcon Field Airport
Dee.Anne.Thomas@mesaaz.gov
480-644-4233
or
Brad Hagen
Brad.Hagen@mesaaz.gov
480-644-4230