



ANDERSON TOWNSHIP PARK DISTRICT

TOURNAMENT/CAMP/SPECIAL EVENT CHECKLIST

- REVISED 11/26/01

Each organizing group or individual is required to have a pre-tournament/camp/special event meeting with Sheila Fehn, the Park District Office Manager or her designee before a final permit will be issued. **Bring completed form to the meeting.** The organization representative must contact Sheila Fehn 474-0003 ext. 4512 to set up an appointment to review all pertinent details.

<i>Office Use</i> <u>Pre-event meeting attendees:</u> <u>Date of pre-event meeting:</u>

1. Name of Tournament, Camp or Special Event _____

2. Name of Contact _____

Address _____ City _____ State _____ Zip _____

Day Phone _____ Evening Phone _____

Email Address _____

Best way to distribute information. Select one Mail Email

Some communication will be by phone. Select one Day Phone Evening Phone

3. Date(s) of Tournament/Camp/Special Event _____

4. Time(s) or Tournament/Camp/Special Event _____

5. Please refer to your copy of the tournament/camp/special event request form, which includes specific field request. Outline any changes since the original request was submitted: specifically, the number of fields needed, sizes needed and preferred fields.

Location Change _____ Number of fields, from _____ to _____

Size(s) needed _____

- Does your event require goals? Yes No - If yes how many sets _____
- Does your event require lines? Yes No - If yes how many fields _____

ALL GAME OR EVENT SCHEDULES MUST BE SUBMITTED TO THE PARK DISTRICT AS SOON AS THEY BECOME AVAILABLE.

6. Revisions to anticipated number of participants from the original request form:

- Players/Coaches _____
- Spectators _____

7. Sanctioning of Tournament from local governing body, (if applicable). Please attach sanction verification. Name of sanctioning body:

8. Please attach a copy of certificate of insurance with the Anderson Township Park District named _____ as a certificate holder.

Insurance Company Name _____

Insurance Company Address _____

Agent's Name _____

Agent's Address _____

Agent's Phone Number _____

9. The number of additional portable toilets needed, will be determined by the Operations Manager or his designee. Contacting the Portable Toilet Service will be the responsibility of the Park District, however, extra units or extra cleaning will be billed to the tournament/camp/special event committee.

Of Portable Toilets to order _____

Of Portable Toilets to provide extra cleaning _____

10. Separate permits are required for all merchandise vendors. Please list contacts, with phone numbers, for all sales. All fees related to vendor sales must be paid prior to the event. It is the responsibility of the Vendor to contact the Office Manager to make arrangements for a permit; however, all fees are ultimately the responsibility of the organizing group. **The Anderson Township Park District reserves the right to sell park accessories from any or all locations.**

Contact Name _____

Contact Phone Number _____

Contact Name _____

Contact Phone Number _____

11.The event committee must have a communication plan for contacting emergency services (paramedics etc.) during your event. Please briefly outline your plan.

12. Prior to the event, the event committee should make arrangements to pick-up all necessary keys and other ATPD material(s) for your event.

13. No vehicles may be parked in any location other than marked parking lots without prior authorization. All vehicles authorized to park in such spaces must be clearly marked.

14. Overnight stays for some events may be authorized with prior arrangement. In such cases all vehicle model, make and license numbers must be on file with the Anderson Park District prior to the stay.

15. Event organizations may be required to provide or pay for parking attendants depending on the specific parks they are utilizing and the type of event that is occurring. The Operations Manager or his designee will determine parking attendants and security.

16. Fees for Additional Equipment or Services. See Fees and Charges

The Anderson Township Park District has additional equipment and/or services available for rent.