

# Special Event Request Form

(Camps, Tournaments, and Other Special Events)



Date Submitted: \_\_\_\_\_

Each requesting organization or individual is required to have a pre-event meeting with the park district Business Specialist at least one month prior to the event. The Camp/Tournament/Special Event Checklist, outlining all party's responsibilities, must be completed prior to the pre-event meeting. The permit is contingent upon fulfilling all obligations, including the execution of a signed contract/agreement. All items will be covered in the meeting. The Anderson Park District reserves the right to require a surety bond and deposit for any event.

**I. Name of Camp, Tournament, or Special Event** \_\_\_\_\_

Name of Contact \_\_\_\_\_

Name of Organization's President (if applicable) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

**Person who should receive the invoice** (if different than above):

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

**Other special instructions:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**II. Locations Requested** (please circle):

Beech Acres Park

Clear Creek Park

W.M. Johnson Hills Park

Juilfs Park

Kellogg Park

Laverty Park

Riverside Park

Veterans Park

**III. Facility Requested** (please circle):

Ball Diamond          Soccer Field          Football Field          Picnic Pavilion

Lacrosse Field          Misc. Services          Beech Acres Park Amphitheater

Other facilities, please specify: \_\_\_\_\_

**IV. Additional Items** (please see fees and charges):

**Chairs**, *how many* \_\_\_\_\_ **Tables**, *how many* \_\_\_\_\_ **Tent 20x30**, *how many* \_\_\_\_\_

**Tent 30x60**, *how many* \_\_\_\_\_ **Golf Cart**, *how many* \_\_\_\_\_ **Flatbed Gators**, *how many* \_\_\_\_\_

**Lines**: Yes or No, *how many* \_\_\_\_\_ **Goals**: Yes or No, *how many* \_\_\_\_\_

**Other Items**, *please specify* \_\_\_\_\_

**V. Dates, Days, and Times Requesting:**

**Date(s) Requesting:** \_\_\_\_\_

Please enter a beginning and ending time to request below.

**Monday** \_\_\_\_\_ Beginning Time \_\_\_\_\_ **Saturday** \_\_\_\_\_ Beginning Time \_\_\_\_\_

Ending Time \_\_\_\_\_ Ending Time \_\_\_\_\_

**Tuesday** \_\_\_\_\_ Beginning Time \_\_\_\_\_ **Sunday** \_\_\_\_\_ Beginning Time \_\_\_\_\_

Ending Time \_\_\_\_\_ Ending Time \_\_\_\_\_

**Wednesday** \_\_\_\_\_ Beginning Time \_\_\_\_\_

Ending Time \_\_\_\_\_

**Thursday** \_\_\_\_\_ Beginning Time \_\_\_\_\_

Ending Time \_\_\_\_\_

**Friday** \_\_\_\_\_ Beginning Time \_\_\_\_\_

Ending Time \_\_\_\_\_

**Number of fields by approximate size:**

<u>Soccer</u>	<u>Football &amp; Lacrosse</u>	<u>Ball Diamonds</u>
<p align="center"><b>Dribblers / Trappers</b> (30x20 Yds. x2) How many?</p>	<p align="center"><b>Football</b> <b>Size:</b> How many?</p>	<p align="center"><b>90' Base Line</b> <b>Mound?</b>      Yes    No How many?</p>
<p align="center"><b>Shooters / Passers</b> (40x30 Yds. or 90x120 Ft.) How many?</p>	<p align="center"><b>Lacrosse</b> <b>Girls -</b> How many fields? <b>Boys –</b> How many fields?</p>	<p align="center"><b>80' Base Line</b> How many?</p>
<p align="center"><b>Comp 6v6, Flyers / Wings</b> (60x40 Yds. or 120x80 ft.) How many?</p>	<p align="center"><b>Miscellaneous:</b></p>	<p align="center"><b>70' Base Line</b> How many?</p>
<p align="center"><b>Comp 8v8</b> (50x80 Yds. or 180x240 Ft.) How many?</p>	<p align="center"><b>Special Notes:</b></p>	<p align="center"><b>60' Base Line</b> How many?</p>
<p align="center"><b>Full / 11v11</b> (70x110 Yds. or 210x330 Ft.) How many?</p>		<p align="center"><b>Miscellaneous:</b></p>

Please provide attendance estimates:

Anticipated # of Players \_\_\_\_\_ # of Coaches \_\_\_\_\_ # of Teams \_\_\_\_\_ # of Spectators \_\_\_\_\_

Age Range of Players \_\_\_\_\_ Total # of Anderson Township Resident Players & Coaches \_\_\_\_\_

For Other Events, Anticipated # of Participants and Attendees: \_\_\_\_\_

**VI. Liability Insurance – Proof of Insurance is required**

The organization agrees to forward a Certificate of Insurance with the Anderson Park District named as an additional insured to: Anderson Park District, 8249 Clough Pike, Cincinnati, Ohio 45244 or fax to 388-2494. Field permits will not be issued until all forms and certificates are received.

Name of Liability Insurance Carrier Agency \_\_\_\_\_

Phone \_\_\_\_\_ Agent's Name \_\_\_\_\_

Limits of Liability \_\_\_\_\_

**VII. Permits**

The APD reserves the right to alter field permits to accommodate field conditions and other events.

**VIII. Acknowledgments and Release of Liability**

The Anderson Park District reserves the right to require a surety bond & deposit for any event.

**Release, Hold Harmless, and Indemnification Agreement**

Renter by and through the undersigned representative hereby covenants and agrees that Renter releases, holds harmless, and indemnifies Anderson Township Park District dba Anderson Park District ("APD"), and Anderson Foundation for Parks and Recreation, and their respective boards, trustees, employees, agents, attorneys, volunteers, and assignees from any and all loss, claim, judgment, damage, or any amount owed by reason of any further claim, demand and/or action at law or in equity that may at any time hereinafter be brought or made against any of them with the intent, or for the purpose of establishing or enforcing any further claim related to, or arising from or on account of injuries, property damage or in any way related to the rental of APD facilities by this Renter. This indemnification clause specifically includes the payment of attorney's fees and/or legal expenses necessarily incurred to defend any and all claims made. Renter hereby acknowledges that no member of the "renter" organization is acting as an agent, representative, employee, or contractor of the APD, its agents or representatives.

**Legal Compliance**

Renter agrees to follow and adhere to all local, state, and federal laws applicable to the rental of the APD facilities and the activities emanating there from including but not limited to health, worker's compensation, discrimination, licensing laws, APD Rules and Regulations, and APD Field Policies. Renter must be at least 18 years of age. Film and/or video production for commercial purposes is prohibited without prior written permission from the Executive Director.

**Ohio's Return to Play Law and Ohio's Lindsay's Law**

Youth sports organizations, coaches, referees, officials, and instructors are required to follow the guidelines for concussion training, safety, and awareness requirements as presented in Ohio's Return to Play Law and the APD's Concussion Policy. Youth sports organizations, coaches, parents, and players are required to follow the guidelines for sudden cardiac arrest education and training as presented by the Ohio Department of Health in accordance with Ohio's Lindsay's Law.

**Notification of Participants**

The Renter agrees to notify and inform all participants of the organization of the aforementioned information and responsibilities. As the renter you are the responsible party. This includes damage and excessive trash not disposed of in appropriate manner.

**Authority to Bind Organizations**

The Representative confirms and warrants that by executing this Agreement and Application on behalf of the Renter, he/she has full authority to so act on behalf of the Renter and to bind the Renter to the terms of this agreement. The term "Renter" includes the Organization listed above, its members, agents, assigns and those persons assisting the Organization in its efforts and performing its duties hereunder.

**Please sign and return this sheet with your payment**

Please check the dates & times listed on the invoice to confirm accuracy. If there are any problems with your reservation please call (513) 474-0003. If everything is correct please sign and return. Payment types accepted: Visa, Master Card, Discover, American Express, Check, or Cash.

Organization Name "Renter" \_\_\_\_\_

Signature of Request Form Representative \_\_\_\_\_

Printed Signature Name \_\_\_\_\_

Date \_\_\_\_\_

**This form must be signed for this request to be considered**

**Facility Assistance**

If you encounter any problems, please feel free to phone the **APD on-call staff at (513) 266-3487**.

**Emergency Assistance**

If an emergency should arise please call **911**. If you need a park resource officer to respond, you may call the **Hamilton County Sheriff Dispatch at (513) 825-2280** and describe the location and nature of your request.

**General Requirements and Conditions**

Organizations holding permits for any field(s) that follow an area high school team, needs to be flexible about games that may run longer than anticipated. All field users agree to follow the APD "Field Use Policies". If coaches, league representatives, or referees deem conditions (including weather and/or other factors) to render a field unsafe, they must stop play immediately.

**Practice Fields**

Goals and lines are not available until your league's first scheduled game.

**Photos**

The APD reserves the right to publish photos and video taken on Anderson Park District property.

**Field Repair**

Only individuals with current APD Field Repair Certification are permitted to work on APD fields.

**Weather Status Hotline**

Rainout Line is the new weather status hotline for Anderson Park District for fields. Field status updates can be found on our website, [www.AndersonParks.com](http://www.AndersonParks.com) (under the Weather Status tab at the top of the home page), on the Rainout Line website, [www.RainoutLine.com](http://www.RainoutLine.com) (search Anderson Park District), or download the Rainout Line App for free on smart devices. Rainout Line offers subscribers instant field status and the ability to sign up for text or email alerts. A traditional call-in hotline, 513-443-3003, is also available with separate field extensions. When a field is closed, fields are not to be played on under any circumstances. If a team or group plays or practices on a closed field, they will be subject to a \$150.00 fine plus damages and may be subject to a one-year suspension of eligibility for use of any APD field even if coaches and/or officials are not present.

**Late Fees**

If payment is not received by the invoice due date, a 10% charge will be added each month until payment is received.

**Clean Up**

Help keep your parks clean. Remember to clean up after your event. A clean-up fee of \$40.00 per hour will be assessed for trash that has not been placed in the trash receptacles.

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**For Office Use Only:**

Date Request Received\_\_\_\_\_

Date Proof of Insurance Received\_\_\_\_\_

Date Request Approved\_\_\_\_\_

Notified of Approval Date\_\_\_\_\_

How was notification communicated by?

Letter or Voice / Message