



**ANDERSON TOWNSHIP PARK DISTRICT  
SPECIAL EVENT REQUEST FORM  
Tournaments, Camps and Other Special Events**

**Each organization, group or individual is required to have a pre-event meeting with the Park District Business Specialist or his designee. This meeting should be scheduled a minimum of one month prior to the event. An additional form, the Tournament/Camp/Special Event Checklist, outlining all party's responsibilities must be completed prior to this required 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 Township Park District reserves the right to require a surety bond and deposit for any event.**

Name of Tournament, Camp, or Special Event \_\_\_\_\_

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

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

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

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

Email Address \_\_\_\_\_

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

Name \_\_\_\_\_

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

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

Email Address \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

**Locations Requested:**

**Please circle:**

Beech Acres Park      Clear Creek Park      W.M. Johnson Hills Park      Juilfs Park

Kellogg Park      Laverly Park      Riverside Park      Veterans Park

**Facility Requested. Please circle:**

Ball Diamond      Soccer Field      Football Field      Picnic Pavilion  
Rugby Field      Lacrosse Field      Misc. Services      Beech Acres Park Amphitheater

Other facility(s) please specify \_\_\_\_\_

**Additional Items. Please see fees and charges for the following items:**

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

**Tent 30x60**, *how many* \_\_\_\_\_ **Golf Cart**, *how many* \_\_\_\_\_ **Talk-Abouts**, *how many* \_\_\_\_\_

**Lines:** Yes or No - how many fields \_\_\_\_\_ **Goals:** Yes or No - how many sets \_\_\_\_\_

Other items needed, please specify \_\_\_\_\_

**Days, Dates, & Times needed:** Please enter a **beginning** and **ending** time.

**Dates Requesting** \_\_\_\_\_

Please enter a **beginning** and **ending** time.

Sunday \_\_\_\_\_ Beginning Time \_\_\_\_\_  
Ending Time \_\_\_\_\_

Wednesday \_\_\_\_\_ Beginning Time \_\_\_\_\_  
Ending Time \_\_\_\_\_

Monday \_\_\_\_\_ Beginning Time \_\_\_\_\_  
Ending Time \_\_\_\_\_

Thursday \_\_\_\_\_ Beginning Time \_\_\_\_\_  
Ending Time \_\_\_\_\_

Tuesday \_\_\_\_\_ Beginning Time \_\_\_\_\_  
Ending Time \_\_\_\_\_

Friday \_\_\_\_\_ Beginning Time \_\_\_\_\_  
Ending Time \_\_\_\_\_

Saturday \_\_\_\_\_ Beginning Time \_\_\_\_\_  
Ending Time \_\_\_\_\_

**Number of fields by approximate size requested:**

<u><b>SOCCER</b></u>	<u><b>FOOTBALL, RUGBY, &amp; LACROSSE</b></u>	<u><b>BALL DIAMONDS</b></u>
<p><b>Dribblers/Trappers</b> (30x20 Yds. 2x)  How many?</p>	<p><b>Football</b>  <b>Size:</b>  How many?</p>	<p><b>90' Base Line</b>  <b>Mound?</b>      Yes      No  How many?</p>
<p><b>Shooters/Passers</b> (40x30 Yds.) – (90x120 Ft.)  How many?</p>	<p><b>Rugby</b>  <b>Size:</b>  How many?</p>	<p><b>80' Base Line</b>  How many?</p>
<p><b>Comp 6v6, Flyers/Wings</b> (60x40 Yds.) – (120x80 ft.)  How many?</p>	<p><b>Lacrosse</b>  <b>Girls</b> – How many?  <b>Boys</b> – How many?</p>	<p><b>70' Base Line</b>  How many?</p>
<p><b>Comp 8v8</b> (50x80 Yds.) – (180x240 Ft.)  How many?</p>	<p><b>Special Notes:</b></p>	<p><b>60' Base Line</b>  How many?</p>
<p><b>Full/11v11</b> (70x110 Yds.) – (210x330 Ft.)  How many?</p>		<p><b>Misc.</b></p>

**Please provide applicable attendance estimates:**

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

**Age Range of Players** \_\_\_\_\_ **Total # of Anderson Township Resident Players & Coaches** \_\_\_\_\_  
(Youngest-Oldest)

**For Other Events: Anticipated Number of Participants and Attendees:** \_\_\_\_\_

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## Release of Liability

**Anderson Township Park District reserves the right to require a surety bond and deposit for any event.**

**LIABILITY INSURANCE – Proof of Insurance is required.** The organization agrees to forward a Certificate of Insurance with the Anderson Township Park District named as an additional insured to:  
Special Event, Anderson Township Park District, 8249 Clough Pike, Cincinnati, Ohio 45244 or  
Fax to 513-388-2494. Field permits will not be issued until all required forms and certificates are received.

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

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

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

## ACKNOWLEDGMENTS AND RELEASE OF LIABILITY

### Release, Hold Harmless and Indemnification Agreement:

Renter by and through the undersigned representative hereby covenants and agrees that Renter releases, holds harmless, and indemnifies the Anderson Township Park District, the Anderson Foundation for Parks and Recreation, Anderson Township, the Beech Acres Parenting Center, and their respective boards, trustees, employees, agents, attorneys and assigns 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 Anderson Township Park District 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 Anderson Township Park District, its agents or representatives.

### General Requirements and Conditions

Organizations holding permits for any field(s) that follows use by an area school team, need to be flexible about games that may run longer than anticipated.

The ATPD reserves the right to publish photos taken on Anderson Township Park District property.

The ATPD's Field Status Hotline is 513-357-6629. Please call to check on your field status. When the hotline indicates 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 1 year suspension of eligibility for use of any ATPD field, even if coaches and/or officials are not present.

If an emergency would arise please call **911**. If you need a Deputy Sheriff to respond to your location you may call the Hamilton County Police Dispatcher at 513-825-2280 and describe the nature of your request. All other problems/concerns please contact the Operations on-call pager, 513-266-3487.

Littering is not acceptable. Please place all litter in proper receptacles. Violators and organizations can be held accountable for fields found in a littered condition. Fields will be checked at the end of each day. The last team scheduled on that field will inherit the responsibility for the trash removal.

**Legal Compliance:** Renter agrees to follow and adhere to all local, state, and federal laws applicable to the rental of the ATPD facilities and the activities emanating there from including but not limited to health, worker's compensation, discrimination, licensing laws, ATPD rules and regulations and ATPD field policies.

**Notification of Participants:** The Renter agrees to notify and inform all participants of the organization of the aforementioned information and responsibilities.

**Authority to Bind Organization:** 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.

The ATPD reserves the right to alter field/facility permits as deemed necessary in order to accommodate field conditions and other events.

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Organization Name – "Renter" Date

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Signature of Applicant Representative Please Print Name

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

\*\*The ATPD reserves the right to alter field permits to accommodate field conditions and other events.

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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?  
Letter or Voice/Message