

Special Event Request Form

(Camps, Tournaments, and Other Special Events)



Anderson Township
Park District

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

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 Township Park District named as an additional insured to: Anderson Township 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 ATPD reserves the right to alter field permits to accommodate field conditions and other events.

VIII. Acknowledgments and Release of Liability

The Anderson Township 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 ("ATPD"), Anderson Foundation for Parks and Recreation, Beech Acres Parenting Center, and its 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 ATPD 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 ATPD, 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 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. There should be no filming of TV commercials, or videos without prior written permission of the Executive Director.

Ohio's Return to Play Law ~ Effective 4/26/2013

Renter agrees to follow the guidelines for youth sports concussion training, safety, and awareness requirements as presented in Ohio's Return to Play law and the ATPD's Concussion Policy.

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 with payment. Payment types accepted: Visa, Master Card, 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 **ATPD 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 ATPD "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 ATPD reserves the right to publish photos and video taken on Anderson Township Park District property.

Field Repair

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

Field Status Hotline

ATPD's field status hotline number is 513-357-6629. Please call to check on your field's 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 one year suspension of eligibility for use of any ATPD 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.

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