

# Athletic Tournament / Event Application Form

<b>For office use only</b>	
RECEIVED BY _____	DATE _____
CONTRACT NUMBER _____	

Any request requiring Fox Valley Park District approvals, services, assistance and/or other support for a special event must provide the following information. Submittal of application does not constitute approval.

## Applicant Information

INDIVIDUAL RESERVING/NAME OF ORGANIZATION \_\_\_\_\_

MAIN CONTACT \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_

CELL PHONE NUMBER \_\_\_\_\_ HOME NUMBER \_\_\_\_\_

BUSINESS NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

## Event Description

NAME OF EVENT \_\_\_\_\_

DATE OF EVENT \_\_\_\_\_

PURPOSE OF EVENT \_\_\_\_\_

DESCRIPTION OF EVENT \_\_\_\_\_

STATUS (CHECK ONE THAT APPLIES):  501(c)(3)  Individual  Other \_\_\_\_\_

## Event Logistics

TYPE OF EVENT (CHECK ONE)  Baseball  Softball  Soccer  Other \_\_\_\_\_

AGE GROUPS OF PARTICIPANTS \_\_\_\_\_

PREFERRED SITE FOR EVENT \_\_\_\_\_

NUMBER OF FIELDS REQUESTING \_\_\_\_\_ TOTAL NUMBER OF GAMES EXPECTED TO BE PLAYED \_\_\_\_\_

NUMBER OF GAMES EACH DAY, PER FIELD \_\_\_\_\_ EXPECTED ATTENDANCE \_\_\_\_\_

PARTICIPANTS \_\_\_\_\_ SPECTATORS \_\_\_\_\_ EXPECTED NUMBER OF VEHICLES \_\_\_\_\_

REQUESTING DATES \_\_\_\_\_

HOURS OF EVENT \_\_\_\_\_

## Entertainment

EVENT WILL OFFER THE FOLLOWING (CHECK THOSE THAT APPLY)

Moon Jump  DJ  Food Vendor  Portable Restroom  Tent

DESCRIBE ENTERTAINMENT/ACTIVITIES PLANNED \_\_\_\_\_

## Promotions

Are you publicly promoting the event?  Yes  No If yes, how will your event be promoted? \_\_\_\_\_

Radio  Television  Newspaper  Posters/fliers  Facebook  Other Website \_\_\_\_\_

Will there be any charge for participation for this event?  Yes  No If yes, what is the fee to participate? \$ \_\_\_\_\_

Do you plan to charge a spectator or parking fee?  Yes  No

## Fees and Services

Tournament fee includes the use of the requested area all day Friday, Saturday and Sunday. For diamonds, the first prep of the day, as well as two additional preps, are included as scheduling and staffing allows.

Field Fee			
Description	Cost	# of Fields	Total Cost
<input type="checkbox"/> Diamond	\$500 / ea.		= \$ _____
<input type="checkbox"/> Field	\$500 / ea.		= \$ _____
Required / Additional Services			
Description	Cost	Quantity	Total Cost
<input type="checkbox"/> FVPD Police may be required at events	Starts at \$50 / hr		= \$ _____
<input type="checkbox"/> Additional Portable Toilets	\$50 / ea.		= \$ _____
<input type="checkbox"/> Baseball / Softball Lights, if available	\$25 / hr		= \$ _____
<input type="checkbox"/> Diamond Repreps	\$25 / ea.		= \$ _____
			= \$ _____

## Acknowledgement of Application Policy

\_\_\_\_\_ I acknowledge the Fox Valley Park District will review this request and determine approval.

\_\_\_\_\_ I acknowledge other fees may apply to the reservation, such as Fox Valley Police Officers required to be present during the event.

The tournament director must submit a written request to the Park District seeking approval to enter into agreements with potential third party partners. The Park District must approve all potential third party partners prior to the execution of an agreement. The Park District has the right in its sole discretion to deny any agreement that may not be in the best interest of or consistent with the mission and purpose of the Park District.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PRINT NAME** \_\_\_\_\_

**APPROVED BY** \_\_\_\_\_ **DATE** \_\_\_\_\_