

SPECIAL EVENT REGULATIONS

Tournaments, Camps and Other Special Events

1. All Park District Rules and Regulations must be followed by organizers, volunteers, and participants at all times.
2. No person or company may use the parks for commercial purposes, without the specific written permit of the Centerville-Washington Park District (CWPDP). Once granted, the permit is nontransferable and must be in the representative's possession while on park property, during the event.
3. It should be clearly understood that the CWPDP and its Board of Park Commissioners in no way endorses any product or service connected with the event.
4. The holder of the permit is liable for any and all damage to parks or park property.
5. No vehicles are permitted on grass, sidewalks, or other park areas not designated as vehicle parking areas unless noted on the permit by Park District personnel, prior to the event.
6. The permit does not give exclusive use of the park; therefore, the park must remain open to the public.
7. If any emergency should arise during the event, call 911.
8. **NO REFUNDS.** Refunds are not given, other than if the cancellation is due to inclement weather that prohibits the event from taking place. However, if cancellation is necessary, for reasons other than inclement weather, a new date will be scheduled within one year of the scheduled date(s), provided the notification to the CWPDP is made within seven business days of the scheduled event. Costs incurred for rentals, such as port-a-johns or trash dumpsters cannot be refunded due to inclement weather or cancellations after the cancellation deadline.
9. **ANY MISUSE OF PARK PROPERTY OR FAILURE TO COMPLY WITH PARK DISTRICT RULES AND REGULATIONS WILL RESULT IN REVOCATION OF THIS PERMIT AND NO REFUND OF ANY FEE(S).**

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 designated Park District staff member prior to the request being granted.

NAME OF TOURNAMENT, CAMP, OR SPECIAL EVENT: _____

DATE(S) OF USE: _____

NAME OF ORGANIZATION: _____

ORGANIZATION CONTACT PERSON: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

DAYTIME PHONE: _____ EVENING PHONE: _____

CELL PHONE: _____ FAX: _____

E-MAIL: _____

PARK(S) LOCATION(S) REQUESTED: _____

FACILITIES REQUESTED *check all that apply*

SHELTER BASEBALL DIAMOND SOCCER FIELD FOOTBALL FIELD TENNIS COURT

TRAILS VOLLEYBALL COURT BASKETBALL COURT FIRE CIRCLE OPEN AREAS

OTHER (*specify*): _____

Logistics

EVENT START TIME: _____ EVENT END TIME: _____

SET-UP TIME: _____ TEAR DOWN TIME: _____

NUMBER OF STAFF/VOLUNTEERS ON SITE: _____ NUMBER OF VEHICLES ONSITE: _____

COMMERCIAL SPONSOR: _____

WILL SPONSOR'S NAME BE USED IN TOURNAMENT PUBLICITY? YES NO

ATTENDANCE ESTIMATES

Anticipated NUMBER of Participants/Players: _____ Number of Teams: _____

Number of Coaches/Counselors/Volunteers: _____ Age Range of Participants: _____

Number of Expected Spectators: _____

Residents (Centerville-Washington Township): _____ # Nonresidents: _____

FINANCIAL INFORMATION

SOURCE OF INCOME:

PARTICIPATION FEE	\$ _____ Per _____
PRINCIPAL COMMERCIAL SPONSOR	\$ _____
OTHER COMMERCIAL SUPPORT	\$ _____
CONCESSION INCOME	\$ _____
OTHER	\$ _____

NET PROCEEDS: LIST ORGANIZATIONS BENEFITING FROM NET PROCEEDS (list all groups that receive benefit)

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

EVENT DETAILS: _____

Additional port-a-johns and trash dumpsters may be required due to the number of teams and/or participants. The cost of these items are the responsibility of the event organizer and will be paid to the Park District when the reservation is placed. Trash cans used during these events must be emptied into the trash dumpster, by the event staff as needed throughout the event.

Each additional port-a-john will cost \$65.00

Each additional trash dumpster will cost approximately \$400.00. Formal quote to be given at time of request.

RELEASE OF LIABILITY

The Centerville-Washington 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 Centerville-Washington Park District named as an additional insured to: Centerville-Washington Park District, 221 North Main Street, Centerville, OH 45459 or Fax to 937-433-6564.

Name of Liability Insurance Carrier Agency: _____

Phone: _____ Agent's Name: _____

Limits of Liability: _____

General Requirements and Conditions

Due to the nature of athletic games, permit holders must be flexible about starting times if the previous game runs longer than anticipated.

The CWPDP reserves the right to publish photos taken on Park District property.

Field Status can be viewed on the CWPDP website at www.cwpd.org. All events will follow the field conditions listed on the field status page. When it is indicated that a field, diamond or facility is closed, events are not to take place, under any circumstances. If a group, plays or practices on a closed field they will be subject to pay a \$200.00 fine plus damages and may be subject to a 1 year suspension of usage privileges, even if event organizers, coaches, and/or officials are not present.

If an emergency arises, please call 911. For all other problems and/or concerns contact Park District staff at (937) 433-5155 during regular business hours or (937) 470-9246 after business hours and on weekends.

Legal Compliance

I agree to follow and adhere to all local, state, and federal laws applicable to the rental of the CWPDP facilities and the activities emanating there from including but not limited to health, worker's compensation, discrimination, and licensing laws, CWPDP Rules and Regulations, and CWPDP Special Event Regulations.

Authority to Bind Organization

The Representative confirms and warrants that by executing this agreement and application, that he/she has full authority to so act on behalf of the named organization and to bind the organization to the terms of this agreement.

My signature below indicates that I am 18 years of age or older, that I have read the above information concerning the usage of the identified park area, that I agree to the conditions stated, and that I attest to the accuracy of the details of my park usage.

Centerville-Washington Park District Release Agreement

The named organization must include a copy of the Centerville-Washington Park District's Release Agreement on all participant registration forms. This release can be downloaded from our website www.cwpd.org under the Forms tab. The Park District requires that a copy of each registration, with the signed release, is given to the Park District within five business days following the event.

I hereby, for myself and/or my organization understand the risks involved and hereby consent for myself and/or my child to participate in activities and/or use the facilities of the Centerville-Washington Park District. I hereby release, indemnify, and hold harmless the Centerville-Washington Park District, its Commissioners, Agents, Employees and Assignees from any and all liability claims, actions, demands and judgments arising out of injury or loss sustained by me or my child while participating in activities or using facilities of the Centerville-Washington Park District.

Organization Name

Date

Organization Representative Signature

Representative Name – Printed

Park District Representative Signature

Date

Please return completed forms, fees and certificates to the
Centerville-Washington Park District
221 North Main Street, Centerville, OH 45459
or
fax to (937) 433-6564.

Questions: Call (937) 433-5155, Email mail@cwpd.org

OFFICE USE ONLY

Request Approved Request Denied _____ Date _____ Initials

STAFF NOTES: _____

