

ATHLETIC FIELD TOURNAMENT / LARGE GROUP APPLICATION (PG 1 of 2)

APPLICANT INFORMATION

NAME: _____ ORGANIZATION/GROUP: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ PHONE: _____

EMAIL: _____ RENTAL DAY CONTACT NAME: _____ PHONE: _____

RENTAL INFORMATION

PREVIOUS YEAR DATE/LOCATION: Has this event been previously held?
 NO YES If YES: Rental Name: _____ Location/City: _____ Date: _____

FIELD/PARK REQUEST: _____ INTENDED USE OF PARK: _____

DATE REQUESTED: _____ TIME OF EVENT: Start: _____ End: _____
*Include setup/takedown time for event

EXPECTED # OF PARTICIPANTS: _____ EXPECTED # OF SPECTATORS: _____

RENTAL DESCRIPTION: Please check the type of rental
 Baseball Softball Soccer Volleyball Flag Football Other

DESCRIPTION OF EVENT: *(Please include general event information/details, number of teams, number of "courts/fields", set up time etc)*

WILL FOOD BE SOLD AT THE EVENT: NO YES WILL THE EVENT BE OVER 500 PEOPLE: NO YES
*If yes to EITHER, additional permits and fees are required. Ask for more information.

ABSOLUTLEY NO ALCHOL CAN BE CONSUMED OR SOLD: Acknowledgement Signature: _____

APPLICATION ACCEPTANCE REQUIREMENTS

- All required fees have been paid.
- All required permits have been accepted and copies sent to Parks and Natural Resources office.
- Event has purchased the required event insurance with City of Maplewood listed as additional insured on the certificate and copy sent to the Parks and Natural Resources office.

TOURNAMENT RENTAL FEES

Cash (exact), check, Visa, MasterCard, Discover, and America Express are accepted.

- Rental Fees: Due at time of park reservation after required information has been received and application accepted
 - ◊ \$200/day: baseball or softball field
 - ◊ \$300/day: open field Harvest or Geranium
- \$500/refundable damage deposit: *Cash or Check (made out to City of Maplewood).*
 - ◊ Due Monday of event week

SEE PAGE 2 FOR PROCEDURE AND INSURANCE DETAILS.

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INSURANCE REQUIREMENTS

- Certificate of Insurance naming the City of Maplewood as additional insured. Minimum amounts of coverage should be as follows:
 - ◊ \$1 million each occurrence
 - ◊ \$2 million general aggregate
- Insurance can be purchased at <https://www.intactspecialty.com/entertainment>
 - ◊ Scroll to middle of page "Planning an Event" and click "Get a Free Quote" and select the options for your event.
 - ◊ Venue ID Code: 0501-AYS

RENTAL PROCEDURE

- **Day rentals are good only during normal park operation hours of 5:00am-10:00pm.**
- Fill out all information requested on this application. All details should be as accurate as possible to avoid any delays.
- Fees due at time of park reservation and after required information has been received and application accepted.
 - ◊ Cash (exact), check, Visa, MasterCard, Discover, and America Express are accepted.
- Damage deposit is due at the time the rental permit is issued; Monday of rental week. Damage deposit check made out to City of Maplewood. Damage deposit will be forfeited if damage is done to rental/park facilities or fields. Damage deposit will be returned after inspection of the park/facilities by Tuesday after rental.
- Place all trash in appropriate trash barrels. We offer recycling in our parks! Please recycle your cans and bottles. Additional trash and recycling containers are available with an advance request. If trash containers are full, place extra trash in bags and place them next to containers.

CANCELLATION POLICY

Cancellations by City of Maplewood due to inclement weather will result in full rental fee returned. All other cancellations must be received four weeks prior to rental.

PERMIT AND DAMAGE DEPOSIT: DROP OFF DATE _____ RETURN DATE _____

DAMAGE DEPOSIT FORFEITURE

Damage deposits may be forfeited under certain circumstances, including but not limited to:

- Information on application was not accurate.
 - ◊ Food/beverage were sold when not indicated on application.
 - ◊ Alcohol was sold/consumed at the park during event.
 - ◊ Group was over 500 and not indicated on application and no special gathering permit was acquired.
- Damage to the field, park or amenities at the park resulting from the event.
- Event trash was not collected and put away properly.
- Complaints of activities, actions or disturbances not indicated on application or reasonably expected with event information.

By signing this application form I am agreeing to proper care and use of the facility/park/field I rented. I will leave the field in the condition that it was in when I arrived minus the expected normal wear and tear of said event.

I agree to be bound by the above terms as a condition to the issuance of a Athletic Field Permit.

SIGNATURE OF APPLICANT _____ **DATE** _____

Office Use Only

Rental Fee: _____ Check#: _____ Cash: _____ CC: _____
 Date Rec'd: _____ Staff: _____
 Damage Deposit Fee: _____ Check#: _____
 Date Rec'd: _____ Staff: _____
 Damage Deposit Forfeit: Yes or No
 Reason: _____

SEE PAGE 3 FOR PARK DETAILS.

ATHLETIC FIELD TOURNAMENT/LARGE GROUP PARK LOCATION/INFORMATION



HARVEST PARK

AMENITIES

- Open Field Areas
- Playground
- Youth Baseball Fields
- Tennis Court
- Basketball Court
- Parking Lot
- Street Parking

ADDRESS

2561 Barclay St.,
Maplewood, MN 55109

GERANIUM PARK

AMENITIES

- Open Field Areas
- Playground
- Youth Baseball Field
- Tennis Court
- Parking Lot
- Street Parking

ADDRESS

2568 Geranium St.
Maplewood, MN 55109

