



City of Stamford
 Recreation Services Division
 888 Washington Blvd, 1st Floor
 Stamford, CT 06901
 www.stamfordrecreation.com
 Contact: Megan Gearhart: 203-977-5221
 Email: mgearhart@ci.stamford.ct.us



FIELD/TOURNAMENT PERMIT APPLICATION

- Answer all sections of the application completely. Incomplete applications will be returned.
- Return completed application to the Recreation Services Division with all necessary signatures (see back)
- All tournaments must receive Parks and Recreation Commission Approval (see back)
- Permit will not be issued unless fee is paid in advance.
- No lights will be permitted unless an available paid staff member is on site.

Section I-Contact Information

1. Name of Applicant: _____
2. Organization (if any): _____
3. Mailing Address: _____
4. Phone: Home: (____) _____ Cell Phone: (____) _____
5. Email Address: _____

Section II-Permit Information

1. Application is for CIRCLE ONE:

Game **Sanctioned League** **For Profit/Corporate Tournament** **Non Profit/Charity Tournament** **Special Event**
 If Charity: *Must provide EIN #* _____

2. Sport: Softball _____ Baseball _____ Soccer _____ Cricket _____ Lacrosse _____ Rugby _____ Other _____

3. Field(s)/ Court(s) requested:
 First Choice: _____ Second Choice _____

Start Date: ____/____/____ End Date: ____/____/____ Start Time: _____ End Time: _____
 Complete Description of events: _____

Section III ** Requirements of Permitted Users

1. All trash must be bagged and removed at the end of tournament/event _____ (initial)
2. All participants must park in designated areas and not on grassy areas _____ (initial)
3. You may be required to provide bathroom facilities _____ (initial)
4. The use of amplified music will not be permitted _____ (initial)
5. Applicant will provide all necessary equipment(balls, bats, bases, goals...etc) _____ (initial)
6. No structures of any kind are permitted (tents, inflatables, stages...etc) _____ (initial)
7. Tournament Insurance/Game Insurance is required for all applicants and must be presented to the Recreation Office before picking up the permit. _____ (initial) See back for specific requirements
8. The City of Stamford has the right to revoke this permit and prohibit future permits for violations _____ (initial)
9. The City of Stamford has the ultimate authority on field conditions and delay start time and may cancel game/tournament if field is deemed unsafe to play _____ (initial) There is no guarantee of field maintenance on day of permit _____ (initial)

OFFICE USE ONLY:

| Rental/Tournament Type | Fee | Amount Due |
|--|--|------------|
| Field Rental | \$50 per game (max of 2 hours) | |
| Deposit for Tournament fee | \$100 non-refundable(applicable towards final fee due) | |
| Charity Tournament fee | \$100 per field/per day | |
| For profit/corporate tournament | \$250 per day/one field, \$100 per day/per field any additional fields. | |
| Lights | \$50per day/one field, \$25 per day for additional fields. | |
| Staff person to turn on/off lights | \$100 per day | |
| Field maintenance <small>(A separate check much be made out to The City of Stamford for maintenance.)</small> | \$80/\$160/\$220 (2 maintenance workers, 2 hours min .for 1 fields, 4 hour min. for 2-3, 6 hour min. for 3 or more) | |
| Total Amount Paid: | | |

City of Stamford
Guidelines for use of Field and Court space

1. The applicant must confine sports activities to the locations and times specified on the permit.
2. Pamphlets, handbills or advertising material of any kind may not be posted on City of Stamford property.
3. The applicant must have in his/her possession a permit on site. The City of Stamford has Parks Police and supervisory staff that will remove groups from fields without a permit.
4. Tournaments: All tournament applicants must do the following to get approval to run a tournament on City of Stamford fields:
 - a. Submit a letter to the Superintendent of Recreation requesting to host the tourney and to get placed on the Park and Recreation Commission agenda (Parks and Recreation Commission meets the 3rd Wednesday of each month). Letter should include dates, cost to users, some history on the event (if any), what fields are desired, who will benefit from the proceeds, qualifications of those running tournament...etc.
 - b. Submit the application with the letter.
 - c. You will be required to attend the Park and Recreation Commission meeting to answer questions.
 - d. Tournaments are required to pay a tournament fee and any other fee's associated(lights, staff, portojons..etc)
 - e. All tournaments must get insurance(see #5 below)
 - f. If food will be on site, a Health Dept permit must be obtained(see #6 below)
5. The applicant is liable for all damages to property and injuries to persons that may occur or be caused by use of the permit and by accepting the permit agrees to hold the City of Stamford harmless from any and all claims whatsoever from use of fields.
*** A Certificate of Insurance naming the City of Stamford, their employees, officers, agents and anyone affiliated with the City of Stamford as additional insured in the amount of \$1 million (\$1,000,000) in general liability insurance is required. For more information, please contact the Risk Manager at (203) 977-4083.**
6. The applicant agrees to contact the Stamford Health Department if any food and/or beverage will be sold at the tournament/event. A signed permit from the Stamford Health Department will be required prior to receiving field permit. For more information, please contact the Stamford Health Department at (203) 977-5652.
7. The permit is revocable at any time at the discretion of the Recreation Services Division or Parks Department. Reasons may include, but are not limited to: providing false information on the permit, failure to adhere to the rules of the City of Stamford and failure to meet the conditions of the permit.
8. Inclement Weather: The rental fee will not be refunded due to inclement weather. You will have the option of rescheduling your event date but it is dependent upon site availability. To reschedule an event you must bring your original permit to the Recreation Department within five (5) business days of your original reservation date.

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Deposit is due within 3 days after the Parks & Recreation Commission Approval to the Recreation Services Division.

* Final payment is due 3 days prior to the tournament start date*

*For any questions, contact Megan Gearhart at mgearhart@ci.stamford.ct.us or 203-977-5221.

Terms of permit agreed to:

As the applicant, I hereby certify that the information provided is true, complete and accurate to the best of my knowledge. I agree to follow the City of Stamford rules and regulations. I understand that failure to do so will lead to the revocation of the permit, the denial of other legal actions by the City of Stamford.

I have received, read and will abide by all the rules and/or policies for use of City of Stamford facilities.

 Applicant Signature

 Date

Health Department Permit Required ____ Yes ____ No (If yes, permit will not be processed until received)

Insurance Certificate ____ Yes (Physical copy must be handed in 3 days prior to tournament)

RecTrac Permit # _____ (to be assigned when physical permit handed to applicant)

 Parks and Recreation Commission

 Superintendent of Recreation

 Parks Department Supervisor