

## Stamford Recreation Services Permit & Tournament Application

888 Washington Blvd, 1st Floor, Stamford, CT 06902  
www.stamfordrecreation.com  
Megan Gearhart: [mgearhart@stamfordct.gov](mailto:mgearhart@stamfordct.gov) or 203-977-5221

### Section I-Contact Information

1. Name of Organization: \_\_\_\_\_
2. Contact Person: \_\_\_\_\_
3. Mailing Address: \_\_\_\_\_
4. Phone: Home: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_
5. Email Address: \_\_\_\_\_

### Section II-Permit Information

1. Application is for (check one): YOUTH: \_\_\_\_\_ ADULT: \_\_\_\_\_
2. Sanctioned League \_\_\_\_\_ Sanctioned Tournament \_\_\_\_\_ (EIN number \_\_\_\_\_)
3. Sport: Softball \_\_\_\_\_ Baseball \_\_\_\_\_ Soccer \_\_\_\_\_ Cricket \_\_\_\_\_ Football \_\_\_\_\_  
Tennis \_\_\_\_\_ Basketball \_\_\_\_\_ Lacrosse \_\_\_\_\_ Other \_\_\_\_\_
4. Field 1 \_\_\_\_\_ Field 2 \_\_\_\_\_ Field 3 \_\_\_\_\_
5. Brief description: \_\_\_\_\_  
(use additional paper if necessary)
6. Day/Dates Requested:

Days/Dates	Start Time	End Time

### Section III \*\* Requirements of Permitted Users

1. All trash must be bagged and removed at the end of games/tournaments \_\_\_\_\_ (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)

OFFICE USE ONLY:

Rental/Tournament Type	Fee	Amount Due
Field Rental	\$100 per game (max of 2 hours)	
Deposit for Tournament fee	\$150 non-refundable (applicable towards final fee due)	
Charity Tournament fee	\$100 per field/per day	
For profit/corporate tournament	\$300 per day/one field, \$150 per day/per field any additional fields.	
Lights	\$75 per day/one field, \$50 per day for additional fields.	
YOUTH Tournament	\$25 per day/one field Tournament	
Staff person to turn on/off lights	\$125 per day	
Field maintenance (A separate check must be made out to The City of Stamford for maintenance.)	\$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:**

1. The applicant must confine sports activities to the locations and times specified on the permit.
2. Pamphlets, handbooks or advertising 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 complete the following for approval to host a tournament on City of Stamford fields:
  - A. Submit a application requesting to host the tourney and to get placed on the Park and Recreation Internal Committee agenda
  - B. Tournaments are required to pay a tournament fee and any other fee's associated (field maintenance, lights, staff, etc)
  - C. All tournaments must get insurance (see #5 below)
  - D. If food will be on site, a Health Dept permit must be obtained (see #6 below)
5. The applicant is liable for all damages and injuries to property and person that may occur or be caused by the use of this permit and/or caused by the applicant, its employees, members, volunteers, participants, officers, and agents in or about the permitted location. By accepting the permit, the applicant agrees to indemnify and hold harmless the City, its employees, members, officers, and agents against and from any and all claims arising from applicant's use of the permit or from the conduct of the applicant's business or from any activity, work or other things done, permitted or suffered by applicant, its employees, members, volunteers, participants, officers, and agents in or about the permitted location. **\*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@stamfordct.gov](mailto:mgearhart@stamfordct.gov) 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)

\_\_\_\_\_  
Parks and Recreation Commission

\_\_\_\_\_  
Superintendent of Recreation

\_\_\_\_\_  
Parks Department Supervisor