



James City County Division of Parks and Recreation
 5320 Palmer Lane, Suite 2B
 Williamsburg, VA 23188



APPLICATION for a TOURNAMENT on County Property

Please be advised that your Tournament should not be advertised until *final approval* has been granted. Applications for Tournaments should be turned in to the Parks and Recreation Department *no later than 30 days* prior to the Tournament. (Please note that incomplete applications and applications received with less than 30 days notice may not be considered.)

A. Applicant Information

Applicant/Organization Name: _____

Contact Name: _____

Applicant Address: _____

Phone: _____ (home) _____ (work) _____ (cell)

Fax: _____ E-mail: _____

B. Tournament Information

Tournament Name: _____ Date Application Submitted: _____

Sport/Activity: _____ Type of Tournament: _____

Tournament Date(s): From: _____ To: _____ Tournament Time(s): From: _____ To: _____

Fields Requested _____

Estimated Number of Attendees: _____ Additional Date(s): (*rain, set-up, break down dates*) _____

C. Tournament Set-Up Details

Please provide an outline of the activities you plan to present at the Tournament: (Attach an additional sheet if more space is required)

1. Have you visited the site to ensure that it is adequate for your needs?
(i.e. water, electricity availability, rest rooms, etc.) Yes No
2. Is a PA or speaker system being used? Yes No
Specify: _____
3. Will large Trucks/Trailers/Buses need to have access to the area? Yes No
Specify: _____
4. Electricity Needed? Yes No
If yes, what for specifically: _____
5. Are you requesting permission to sell food and/or non alcoholic beverages? Yes No
If *Yes*, a Concession Permit Application will need to be completed for each vendor.
6. Are you requesting permission to sell merchandise or services? Yes No
If *Yes*, a Concession Permit Application will need to be completed for each vendor.

D. Administrative Items

1. A \$500 security deposit is due when booking reservation.
2. All other fees are due 30 days in advance of the tournament.
3. If all fees are not paid on time the reservation will be cancelled and deposit will be forfeited.
4. Reduction in fields will not be granted within 30 days of the tournament.
5. In order to receive a cancellation refund a request in writing must be received 30 days before the tournament starting date.
6. All refunds will be assessed a 10 percent administrative fee.
7. Full refunds will be issued if cancellation is due to Park issues.
8. A Certificate of Insurance for \$1,000,000 naming James City County as an Additional Insured will be due no later than 30 days from the tournament.

Checklist of Paperwork Needed 30 Days In Advance of Tournament:

- Tournament Application
- All Concession Applications
- Certificate of Insurance
- \$500 Security Deposit
- Signed Rule Agreement
- Schedule Pre-Tournament Meeting

Applicant Name: _____ Representing: _____

I have read and understand the Policies and Procedures governing the use of James City County Parks and Facilities and understand that the refund of my deposit paid is contingent upon my adherence to these policies and procedures, as determined by the County in its sole discretion. By signing this application, I agree, both individually and on behalf of my above-listed organization (if any) to indemnify and hold the County, its agents, and employees harmless from and against any and all costs, expenses, liabilities, losses, damages, injunctions, suits, fines, penalties, claims, demands, or injury to person or property arising out of, by reason of, or in account of any breach, violation, or nonperformance of any covenant, condition, provision, or agreement in this Agreement and claims of every kind of nature, arising out of the use of the _____.

Applicant Signature _____ Date _____

For County use only:

Parks and Recreation Director or Designee

Signature

Date

Comments:

James City County Park Rule/Ordinance Agreement

Park Facility Use Rules (All Facilities):

1. Consumption or possession of alcoholic beverages, open or previously opened or other controlled substances, is prohibited. No one under the influence of a controlled substance is allowed on County property.
2. Gambling and other forms of games of chance are prohibited.
3. Posting, distributing, circulating or displaying advertisement to include banners and signs or other promotional material requires approval from the Parks and Recreation.
4. Selling or renting any goods, articles, privileges, commodities, or services whatsoever or soliciting for any purpose in any, recreational facility is not allowed unless permission is obtained from Parks and Recreation.
5. Open fires are not allowed other than in grills, fireplaces, or other areas as designated and approved for such use by Parks and Recreation. Please be sure to closely monitor and completely extinguish fire before leaving.
6. All trash must be placed in trash containers or removed from premises.
7. Vehicles must be parked in designated parking areas only, vehicles cannot remain in park overnight.
8. Parents must supervise children at all times to ensure proper use of space and equipment.
9. No person shall use any type of electronic metal-detecting device in any recreational facility.
10. Posted rules and regulations at each facility must be adhered to.
11. Animals are not permitted on or within 50 feet of athletic fields or playgrounds. Owners must remove all animal waste. Only service animals will be allowed at indoor facilities. No animals are permitted within the Warhill Multiuse Field area.
12. Hitting golf balls, javelin throwing, flying model airplanes, or performing any activity on athletic fields or in parks that is detrimental to sports turf or hazardous to other park users is not allowed.
13. Rooms must be vacated by the facility's closing time.
14. The use of tape or other adhesive products, staples, tacks, or nails on doors, walls, windows, or ceilings is not allowed.
15. Rental of facility space does not entitle participants free use of other program areas.
16. Renter agrees to pay for all damages to property, litter pick-up and for any other charges that may be incurred as a direct result of their use.
17. Tailgating is not allowed in park areas, except during high school football games at the James City County Stadium and only in designated areas.
18. Groups are responsible for their own participants, vendors, staff, and spectators. Renters are responsible for getting these rules to all the aforementioned.
19. Tents, banners, and flags are only allowed in specific areas with prior approval. Stakes must not exceed 12 inches. Items may not be attached to fences.
20. Reserved concession areas will be open two hours before Tournament starts for setup and two hours after Tournament for breakdown.
21. Equipment or material drop-off times must be coordinated in advance, no vehicles are allowed in restricted areas.
22. Parks and Recreation must approve in advance all equipment requested to remain on-site and assumes no responsibility for loss or damage.
23. Requests for additional lines on fields are responsibility of rentee and must be coordinated and approved by Parks and Recreation 30 days in advance of use.
24. Smoking or any type of flame is not permitted inside Warhill Multiuse Field area.
25. Chairs, tables, and any item that can pierce the turf are not permitted on synthetic turf areas.
26. Use of service roads for large tournaments will be at the discretion of Parks and Recreation.
27. James City County reserves the right to stop/prohibit use at any time if any of the above rules are violated.

By signing below I agree to abide by all County rules and ordinances and insure that all tournament staff, volunteers, spectators, and players will abide by these rules and ordinances as well.

Signature and Date: _____



Tournament Fees:

\$500 deposit is required at the time the Tournament Application is received by Parks and Recreation. The balance is due 30 days from the date of the tournament. If all fees are not paid on time, the reservation will be cancelled and the deposit will be forfeited. Reduction of field charges will not be granted within 30 days of the tournament.

	<u>Resident</u>	<u>Nonresident</u>
Field Rental Fees:		
Ball Field (Two Hours Minimum)	\$25/hour	\$35/hour
Lights	\$20/hour	\$20/hour
Stadium	\$1,000/day	\$750 (nonprofit)/day

Concessions:

Stadium (Have Water and Electricity)

Home Concession	\$200/day
Visitor Concession	\$200/day

Warhill Sports Complex

Shade Structures (Near Soccer Concession Area, Have Electricity)

Full Structure	\$150/day
Half Structure	\$75/day

Concession Buildings (Have Water and Electricity)

Baseball Concession Building	\$200/day
Soccer Concession Building	\$200/day
10 x 10 Tent (Only After Shade Structures Are Rented)	\$50/day
Other Sites – 10 x 10 Tent (No Water or Electric)	\$50/day

Miscellaneous Fees:

Tournament Staff (6-10 Fields Reserved) 2 Park Attendants	\$30/hour
Portable Toilet: 6 Fields 2 Portable Toilets	\$120/day
8 Fields 4 Portable Toilets	\$240/day