



OUTDOOR SPORTS FIELDS
TOURNAMENT APPLICATION FORM

1. General Information

Name of Organization:		
Address of Organization:		Type of Organization:
Tournament Name:		Proposed Tournament Location:
Tournament Organizer Name:	Email:	Phone:
Tournament Organizer Mailing Address:		
Onsite Supervisor:	Email:	Phone:
Tournament Dates:		Projected Peak Attendance:
Start Time:		End Time:
Setup Date:		Setup Times:
Clean Up Date:		Clean Up Times:
Require Vehicle Access? <input type="checkbox"/> Yes / <input type="checkbox"/> No	Charging Admission? <input type="checkbox"/> Yes / <input type="checkbox"/> No	Selling Merchandise? <input type="checkbox"/> Yes / <input type="checkbox"/> No
If you require vehicle access, please contact the Parks, Recreation, and Culture Department: (306) 953-4804 or email: cclayton@citypa.com		

2. Event Details

Amenities of the event: (Check all That Apply)

- Beer Gardens Concession Vendors (provide a list)

3. Event Location Information:

Location:

Softball/Baseball

- Max Power Ball Park
 - Rotary Field (Diamond 1)
 - Kinsmen Field (Diamond 2)
 - Optimist Field (Diamond 3)
 - Shaye Amundson Field (Diamond 4)
 - Andy Zwack Field (Baseball Diamond) – 18U+

- Kinsmen Park Baseball Complex
 - Fountain Tire Field (Diamond 1) – 13U
 - Lypchuk Field (Diamond 2) – 15U
 - Econo Lumber Field (Diamond 3) – 13U

- Kinsmen Park
 - East Ball Diamond
 - West Ball Diamond

Soccer/Lacrosse/Rugby

- Prime Ministers Park
 - Max Clunie Field
 - PMP Soccer
 - PMP East

- Kinsmen Park
 - Kinsmen Park Soccer Field

Site Specifications:

Please attach a detailed map of the location to be used and include the following:

- The Location and number of tents to be erected with dimensions
- Portable washrooms – number and location outlined on the map
(There are portable washrooms at PMP/MPBP and KBC so if there will be additional washrooms brought in – details those)
- Garbage/recycling/barricades – numbers of each and 1 location for drop off
- Generators
- Vendors
- Beer Gardens (if applicable)

Provide details on the site:

4. Equipment & Other Tournament Requirements:

Tournament Requirements – Max Power Ball Parks and Andy Zwack Fields Only

(Check all That Apply)

- | | | |
|---------------------------------------|---|---|
| <input type="checkbox"/> Grounds Crew | <input type="checkbox"/> Gate Closure: Terry Simpson Lane | <input type="checkbox"/> Lights (After 8pm) |
| <input type="checkbox"/> Sound System | <input type="checkbox"/> Gate Closure: PMP/AHC | <input type="checkbox"/> Washrooms |
| <input type="checkbox"/> Scoreboard | <input type="checkbox"/> Concession | |

Tournament Requirements – KBC, Kinsmen Park (Check all That Apply)

- | | | |
|---------------------------------------|------------------------------------|-------------------------------------|
| <input type="checkbox"/> Grounds Crew | <input type="checkbox"/> Washrooms | <input type="checkbox"/> Concession |
|---------------------------------------|------------------------------------|-------------------------------------|

Tent use:

- Will you be setting up privately owned or rented tents on public property (green space/parking lot)?

If yes, indicate the number of tents and dimensions for each _____

Note: The event organizer is required to request locates for underground utilities through Sask1st Call for use of green spaces. The city will conduct our own utility locates for the green spaces. Fees apply and will be invoiced within 30 days of the event.

Other Event Requirements (fees may apply):

- | | | |
|---|--|--|
| <input type="checkbox"/> Power Supply (select location) | <input type="checkbox"/> Garbage Bins # _____ (fees) | <input type="checkbox"/> Irrigation Locates |
| <input type="checkbox"/> Recycling Bins # _____ (fees) | <input type="checkbox"/> City Concession (AHC) | <input type="checkbox"/> City utility locates (fees) |
| <input type="checkbox"/> Barricades # _____ (fees) | | |

Provide any additional details on the Tournament:



5. On-Site Event Details:

A) Description of the Tournament including Goal and Objectives:

B) Provide Details for a Weather Contingency Plan:

C) Event Security:

D) Traffic Control:

E) Provide your Parking Plan & Emergency Vehicle Access Plan:

F) Clean-up Plan:

WAIVER: OUTDOOR SPORTS FIELD RENTAL TERMS & CONDITIONS

- The Tournament organizer is responsible for obtaining proper liability insurance to ensure protection against any lawsuits arising from their function/event. The City of Prince Albert recommends that Event Liability Coverage in the amount of \$5 Million dollars is obtained, and that coverage includes: Commercial General Liability, Third Party Property Damage/Bodily Injury, Tenants Legal Liability, and Host Liquor Liability (if applicable). All policies should also state the City of Prince Albert as an additional insured.
- For all green space bookings, the licensee is responsible for the set-up and take down of all personal equipment, decorations etc. and the licensee will be responsible for all clean up including garbage following the event. A city parks staff will inspect your site and if not sufficiently cleaned a fee of **\$200.00** will be added to your rental. Please utilize the garbage receptacles at the facility or green space or contact Public Works to rent recycling or garbage receptacles prior to your event.
- Please ensure that parking is in public areas and not in residential property, in parks or green spaces. For vehicle access requests contact the Parks, Recreation, and Culture Department (306) 953-4804.
- Vendors are not permitted to sell alcohol unless authorization has been granted by the City of Prince Albert.
- The Parks Staff will complete marking and maintenance of the facility prior to the scheduled starting time (weather/condition permitting).
- Each Licensee must obtain prior authorization to obtain keys or combination for the storage facilities for equipment. The Licensee is responsible to assist with or put up all equipment, take down and return it daily to the Storage Facility.
- The City of Prince Albert will invoice the Licensee for facility rental. All payments are to be made at Alfred Jenkins Field House or mailed to 1084 Central Avenue, Prince Albert, SK S6V 7P3.
- AJFH Cashier hours are Monday to Friday from 8:00 am - 4:30 pm. Payment is accepted as cash, cheque, debit, or credit. There is a \$30.00 charge for NSF cheques. Past due accounts will be charged at 1.5% interest over 30 days from the invoice date.
- The City of Prince Albert maintains the right to adjust facility rental and fee for service rates on an annual basis to account for a Consumer Price Index adjustment.
- The Licensee agrees that the Recreation Programmer at the Alfred Jenkins Field House office is to be made aware of any booking cancellations during regular office hours at least one (1) business day prior to the booking(s) in question, failing to do so the Licensee will be charged all applicable fees in full for the booking(s) in question. Regular office hours are Monday to Friday from 6:15am – 3:00pm.



- The Licensee accepts responsibility for the conduct of all persons in attendance for the facility rental and agrees to enforce the policies outlined in this agreement. Failure to do so may result in cancellation of the facility booking.
- The Licensee agrees to be financially liable for any facility or equipment damage (excluding normal wear) caused by any person in attendance for the facility rental.
- The City of Prince Albert reserves the right to cancel or alter bookings due to facility maintenance or special non-recurring events, or in response to other circumstances that are beyond control.

I confirm that I have read the Outdoor Special Event Planning Guide, waiver terms and conditions outlined above and all details in the application are said to be true. I will notify the City of Prince Albert of any changes made to the information provided in the application.

Applicant First and Last Name

Applicant Signature

Date

City of Prince Albert Approval – Outdoor Sports Field Tournament Permit. Approval of this application serves as a City of Prince Albert Outdoor Sports Field Tournament Permit.

Name & Title

Signature

Date

Office Use Only:

Approved: Yes or No Invoiced: Yes or No Contract # _____