

# Tempe Parks Tournament Application



All sections of this application must be completed. **Incomplete or unsigned applications will NOT be accepted.** Submit applications to: [fieldreservations@tempe.gov](mailto:fieldreservations@tempe.gov)

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## Organization Information

Organization Name: \_\_\_\_\_ Tournament Director: \_\_\_\_\_  
Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
DOB: \_\_\_\_\_ Gender: \_\_\_\_\_

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## Tournament Information

Tournament Name: \_\_\_\_\_  
Sport: \_\_\_\_\_  Youth  Adult Number of Fields Required: \_\_\_\_\_  
Requested Tournament Date(s): \_\_\_\_\_  
Requested Tournament Hours: \_\_\_\_\_  
Number of Participants + Attendees: \_\_\_\_\_ Number of Tempe Residents: \_\_\_\_\_  
Fields / Facility you are Requesting: \_\_\_\_\_  
Field Prep Requirements (If Applicable): \_\_\_\_\_  
 Portable Pitcher's Rubber  Temporary Fence (200')  Mid-Day Field Prep

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## Vendor Information

Requesting Vendor  
Vendor Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Notes: \_\_\_\_\_

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## Beer Permit Information

Are you requesting a beer permit?  
**If yes, you must answer the following questions:**  
 Will beer be sold at the event?  
 Will beer be given away at the event?  
 Will beer be included in ticket/admission?  
 Allowed to be brought into event by attendees?

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**Deadline to submit this Tournament Application is 60 Days prior to Tournament Date.** Be prepared to fill out additional documentation per City of Tempe Park Reservations or Special Events Staff.

Client Signature: \_\_\_\_\_

(Parks & Rec Use Only) Permit: \_\_\_\_\_

# City of Tempe Parks and Recreation

## Tournament Guidelines

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### FIELD USE GUIDELINES

- Applicants must be at least 18 years old to reserve fields.
- The City of Tempe is not responsible for any property left at any facility by field users or attendees. The City of Tempe is not liable for any destruction, theft, vandalism, or loss of property.
- Field users are not permitted to perform field prep, which includes but is not limited to; dragging softball/baseball fields, lining softball/baseball fields with chalk or aerosol paints, watering infield or outfield, etc. Should field prep be required for the reservation, requests must be made to City of Tempe Parks Staff at least 2 weeks prior to the event date.
- Soccer and Multipurpose field painting requires approval from City of Tempe Park Reservations.
- Motor Vehicles are **NOT** permitted inside of any Tempe Park or Sports Complex. A parking permit must be requested **AND** approved in order to operate a vehicle in a park or sports complex.
- User groups, attendees and spectators must leave sports fields clean and litter free. Repeated violations will lead to the revocation of permits. No refunds will be granted for revoked permits.
- Temporary signage (such as yard signs and advertising materials or any kind) is not permitted to be posted on City of Tempe property unless permission is granted by City of Tempe Parks and Recreation Staff. Any unauthorized signage will be removed and discarded.
- Permits are **NOT** transferable to another person or organization.
- Metal cleats/spikes are not permitted on any sports field.

### ALCOHOLIC BEVERAGES AND SMOKING

- Beer or alcohol is not permitted without a permit.
- Tournaments requesting a beer or alcohol permit may require applications to be processed through the Special Event Office. Organization vetting, as well as a current Certificate of Insurance (COI) may be required as directed by Park Reservations Staff. Additional fees may apply.
- Smoking is not permitted in any City of Tempe Facility.

### TOURNAMENT APPLICATION PROCESS

- Tournament applications **MUST** be submitted 60 days prior to tournament date, and up to 12 months in advance. Tournaments working in partnership with Tempe Tourism will be accepted up to 18 months in advance.
- If requested dates and fields are available, a 25% deposit is required to place a hold to allow for all required paperwork to be submitted. This deposit becomes non-refundable 30 days prior to tournament dates.
- Tournament schedule is due the Monday before the tournament.
- Logistics Site Map **MUST** be submitted with your application.
- Any outstanding balances are due 2 weeks prior to tournament dates.
- Field Prep and Facility Staffing fees will be amended once the tournament schedule is finalized.

**FEE BREAKDOWN**

Tournament fees have two sections, a per-field, and facility fees. Please refer to the following breakdown for each section.

Per-Field Fee Breakdown	
Fee	Rate
Field Rental	\$20/hr
Light Fee*	\$15/hr
Field Prep	\$30/Occurrence

Per-Facility Fee Breakdown	
Fee	Rate
Facility Staffing	\$20/hr

***\*Light Fee - Begins at 6pm Regular Season, 7pm during Summer Hours (May - August)***

**CERTIFICATE OF INSURANCE (COI)**

Applications reserving under an organization (such as for a league) are required to submit a Certificate of Liability Insurance. The following is required to have an organization's COI approved.

1. The City of Tempe named as additionally insured (To be indicated in the descriptions or comments box).
2. The Insurance should be primary to the City of Tempe self-insurance retention. The City of Tempe shall be notified at least 30 days prior to cancellation of the above insurance coverage.
3. The minimum limits of liability per occurrence must be:

Bodily Injury	\$2,000,000
Personal Injury	\$2,000,000
Auto Liability (Including Owned, Hired & Non-Owned)	\$1,000,000
Property Damage	\$1,000,000
Employer's Liability	\$1,000,000
Per Occurrence	\$1,000,000
General Aggregate	\$2,000,000
Worker's Compensation	\$500,000 Minimum by State Statute
Liquor (If Served)	\$2,000,000