

Athletic Tournament / Event Application Form

For office use only	
RECEIVED BY _____	DATE _____
CONTRACT NUMBER _____	

Any request requiring Fox Valley Park District approvals, services, assistance and/or other support for a special event must provide the following information. Submittal of application does not constitute approval.

Applicant Information

INDIVIDUAL RESERVING/NAME OF ORGANIZATION _____

MAIN CONTACT _____

STREET ADDRESS _____ CITY _____

CELL PHONE NUMBER _____ HOME NUMBER _____

BUSINESS NUMBER _____ FAX NUMBER _____

EMAIL ADDRESS _____

Event Description

NAME OF EVENT _____

DATE OF EVENT _____

PURPOSE OF EVENT _____

DESCRIPTION OF EVENT _____

STATUS (CHECK ONE THAT APPLIES): 501(c)(3) Individual Other _____

Event Logistics

TYPE OF EVENT (CHECK ONE) Baseball Softball Soccer Other _____

AGE GROUPS OF PARTICIPANTS _____

PREFERRED SITE FOR EVENT _____

NUMBER OF FIELDS REQUESTING _____ TOTAL NUMBER OF GAMES EXPECTED TO BE PLAYED _____

NUMBER OF GAMES EACH DAY, PER FIELD _____ EXPECTED ATTENDANCE _____

PARTICIPANTS _____ SPECTATORS _____ EXPECTED NUMBER OF VEHICLES _____

REQUESTING DATES _____

HOURS OF EVENT _____

Entertainment

EVENT WILL OFFER THE FOLLOWING (CHECK THOSE THAT APPLY)

Moon Jump DJ Food Vendor Portable Restroom Tent

DESCRIBE ENTERTAINMENT/ACTIVITIES PLANNED _____

Promotions

Are you publicly promoting the event? Yes No If yes, how will your event be promoted? _____

Radio Television Newspaper Posters/fliers Facebook Other Website _____

Will there be any charge for participation for this event? Yes No If yes, what is the fee to participate? \$ _____

Do you plan to charge a spectator or parking fee? Yes No

Fees and Services

Tournament fee includes the use of the requested area all day Friday, Saturday and Sunday. For diamonds, the first prep of the day, as well as two additional preps, are included as scheduling and staffing allows.

Field Fee			
Description	Cost	# of Fields	Total Cost
<input type="checkbox"/> Diamond	\$500 / ea.		= \$ _____
<input type="checkbox"/> Field	\$500 / ea.		= \$ _____
Required / Additional Services			
Description	Cost	Quantity	Total Cost
<input type="checkbox"/> FVPD Police may be required at events	Starts at \$50 / hr		= \$ _____
<input type="checkbox"/> Additional Portable Toilets	\$50 / ea.		= \$ _____
<input type="checkbox"/> Baseball / Softball Lights, if available	\$25 / hr		= \$ _____
<input type="checkbox"/> Diamond Repreps	\$25 / ea.		= \$ _____
			= \$ _____

Acknowledgement of Application Policy

_____ I acknowledge the Fox Valley Park District will review this request and determine approval.

_____ I acknowledge other fees may apply to the reservation, such as Fox Valley Police Officers required to be present during the event.

SIGNATURE _____ **DATE** _____

PRINT NAME _____

APPROVED BY _____ **DATE** _____

Manager of Athletics & Innovation