

Tournament/Athletic Event Application

Organization Name: _____ Applicant and Primary Contact: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone (H) _____ Phone (C) _____ Email: _____

Date(s) requested: _____ Time requested: _____:_____ AM PM to _____:_____ AM PM

Location(s) Requested: _____ Field(s): _____

Event Name: _____ Notes: _____

Type of Event: **Tournament** (please complete the fields below) **5K** **Equestrian Show** **Other** (please describe): _____

Tournament, Check one: Baseball Softball Soccer Lacrosse Other: _____

Check one: Youth Adult Expected number of teams: _____ Estimated total attendance: _____

Additional services requested:

Field prep (baseball/softball tournaments only; \$30 per field, per day; contingent on staff availability)

If yes, please complete the fields below:

Base distances (baseball/softball only): 60' 65' 70' 80' 90'

Mound distances (softball only): _____

Notes: _____

Organizations must confirm information for approved events or make changes by 9 AM on the Monday prior to the event. Confirmation is required via email to athletics@hanovercounty.gov or by call/text to 804-922-0270.

As an outdoor facility user, I certify that I am duly elected or an appointed representative of the organization listed above and have the authority to reserve the requested facilities by this organization. I further agree to be jointly (with the organization requesting permission), responsible for any damages, which may occur to the County and/or School property and equipment for which this application is being made. I further agree to be responsible for the maintenance of good order and/or conduct on County and/or School property and will provide police protection or supervision when necessary at the expense of the user. The user will be completely responsible for liability in case of accident.

Applicant Signature _____

Date _____

All user groups must adhere to the fees and requirements of Hanover County

Fees	
Tournament Reservation	\$50 per field, per day
Field Prep (Softball/Baseball Tournaments Only)	\$30 per field, per day
5K Course Rental (Hanover-based Organizations)	\$200 per event
5K Course Rental (Non-Hanover-based Organizations)	\$300 per event
Equestrian Rental (Hanover-based Organizations)	\$150 per event
Equestrian Rental (Non-Hanover-based Organizations)	\$300 per event

Tournament/Athletic Event Application Instructions

User groups must complete this form to apply for use of event facilities. Users must include the following **with their completed and signed** application:

- Certificate of General Liability Insurance showing a \$1,000,000 policy
- Written certification that your organization either has a concussion protocol or will default to the policy used by Hanover County Public Schools (<http://hcps.us/policymanual/STUDNT7/STDNT-5.htm>, pages 4-7)
- In some cases, pre-payment of field rental fees is required.
- If your request is approved, you must sign and return a copy of your permit.
- For further questions please call 804-922-0270 or email at athletics@hanovercounty.gov

User groups may submit applications and documentation via the following methods:

Mail:

Hanover County Parks and Recreation
13017 Taylor Complex Lane
Ashland, VA 23005

Fax: 804-365-4696

Email: athletics@hanovercounty.gov

Event Facilities			
Name	Diamonds With Lights	Multipurpose Fields	Multipurpose Fields With Lights
Courthouse Park		1, 2, 3, 7	4, 5, 6
Montpelier Park	1	1, 2	
Pole Green Park	1, 2, 3, 4		1, 2, 3, 4, 5
Poor Farm Park	1, 2, 3, 4	3, 5	1, 2 (half-lighted only), 7, 8, 9
Taylor Park		1	

Park rules can be found online at <http://www.hanovercounty.gov/Parks-and-Rec/Park-Rules/>.

Violators will be barred from future facility use.