



Tournament Application Form

This application must be submitted for special events held on District property and/or requiring District Services at least 90 days prior to the date of the event in order to submit to the Recreation Coordinator for tentative approval (Note: If this is a MAJOR EVENT where five thousand – 5,000 – or more people are expected to be in attendance at any one time the application must be submitted 180 days prior to the event). In order for the application to be considered complete it must be turned into the Recreation Coordinator in charge of special events, completely filled-out and accompanied by all pertinent/required supporting documentation. The following items are required to make this application complete:

- 50% of event fee total
- Tournament Application, completely filled-out
- Copy of liability insurance based on district standards
- Signed Code of Conduct
- Any event-specific documentation listed in District policy or required by staff

The action to approve an event, which is included on the website or with this application, will state conditions which must be met, and in what sequence, for the event to be held.

If writing, please print or type the information below and answer all areas as thoroughly as possible. If the information does not pertain to your activity, please indicate *not applicable (N/A)*.

Name of Event: _____ Type of Event: _____

Date of Event: _____ New Event Returning Event

Proposed Starting Time: _____ Proposed Ending Time: _____

Set Up Time: _____ Tear Down Time: _____

Requested Location(s): _____

Name of County Department/Division, Sponsor or Hosting Organization: _____

Address: _____

Day Phone: _____ Evening Phone: _____ Fax: _____

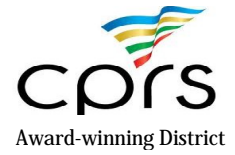
Message Phone: _____ Email Address: _____

Event Contractor(s), if applicable: _____ Phone: _____

Who is the target audience for the activity/event? _____

Estimated Attendance: _____ Estimated Number of Staff/Volunteers: _____

Will any fees be charged? YES NO If yes, what fees will be charged?: _____



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Will any fees be collected on site? YES NO Who will the proceeds benefit?: _____

If available for purchase, is event: For Profit Non-Profit

Will you need any of the following utilities?

ELECTRICITY WATER TRASH

TRAFFIC CONTROL/BARRICADES

A traffic control contractor may be required for events which require barricades or traffic control signage. An approved traffic control plan will be required prior to implementing any closure or redirection based on the event. The plan should specify pedestrian management, traffic signal modifications (if applicable), etc. (A changeable message sign may also be required.)

Please list your traffic control contractor and/or traffic control plan if applicable:

VEHICLE LOADING/UNLOADING

Are you requesting that vehicles be permitted to load/unload on District property? YES NO

If YES, please indicate the location and times loading and unloading would occur:

DISTRICT STAFF

If district staff assistance is requested, the applicant may be charged additional fees to cover the cost incurred by the district. Will district staff be requested for:

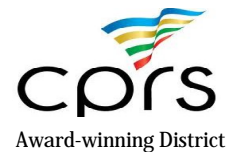
PLANNING SET-UP DURING EVENT CLEAN-UP

If so, indicated the estimated number of staff, duties to be performed and hours to be assigned:

PARK SITES

If requesting to use a park site, please indicate the name of the park: _____

If not using the entire park, please indicate specific area of use:



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FOOD VENDORS*

Food vendors must obtain a valid health permit from the Riverside County Department of Public Health, if they do not already have one. A copy of this must be faxed to the Sports Park at least 15 days prior to the event and the original must be placed on display on the day of the event. In addition, all vendors selling food or other products must obtain and have all other required permits and/or licenses from the city the event is being held in (e.g. business license).

Note: AYSO is in charge of operating the Concession Stand and has first right to refusal and must approve any additional food vendors.

Will food be served at the event? YES NO

If YES, the food is:

- Provided Free
- Cooked/Prepared On-Site
- Being Cooked on an Open Fire
- Available for Purchase

Please provide a menu of the food you will be serving: _____

Does the vendor have a valid health permit issued by the Riverside County Department of Health?:

- YES
- NO

** Unless otherwise noted, all vendors will be required to provide proof of insurance to the Special Events Coordinator*

OTHER VENDORS*

Are you requesting approval to offer other items for sale at the event?: YES NO

If YES, types and planned cost of items for sale: _____

Also, if YES, who the proceeds benefit? _____

Will there be a jumper? YES NO If YES, please provide the following:

Company: _____ Phone #: _____

**If you decide to use a jumper the company must carry insurance specified in the Park General Insurance Rider Document or specific Insurance Rider Document provided on the website or in your packet.*

Will there be amplified music? YES NO If YES, please provide the following:

Company: _____ Phone #: _____

** Unless otherwise noted, all vendors will be required to provide proof of insurance to staff.*



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EQUIPMENT

Please indicate if the following equipment is requested from the District *or will be used* during the event (as well as units required/used):

<input type="checkbox"/> PA and Speaker System: _____	<input type="checkbox"/> Tables: _____
<input type="checkbox"/> Easy-up: _____	<input type="checkbox"/> Chairs: _____
<input type="checkbox"/> Generator: _____	<input type="checkbox"/> Extension Cords: _____
<input type="checkbox"/> Light Towers: _____	<input type="checkbox"/> Stages: _____
<input type="checkbox"/> Other: _____	

CLEAN-UP AND TRASH REMOVAL

Clean-up of the event area immediately following the event, including trash removal from the site, is the responsibility of the applicant.

Please name the contractor or organization responsible for:

Clean-up: _____	Phone #: _____
Trash Removal: _____	Phone #: _____

EVENT PARKING

Sufficient parking must be planned and designated depending upon the type and location for your event. Please indicate what areas you plan on utilizing for participant/attendee parking:

Will you have/provide designated parking for disabled persons? YES NO

Location: _____

VEHICLES ON PARK GROUNDS

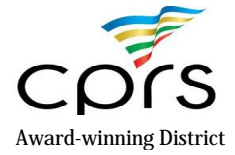
Vehicles, including catering vehicles, are not normally permitted to drive or park on the turf of district park grounds due to extensive underground irrigation systems that may sustain damage when vehicles drive across control boxes, sprinkler head and the lines.

Are you requesting that vehicles be permitted to drive or park on public grounds? YES NO

If YES, please indicate the type(s) of vehicles and the locations and times they would be driven:

PORTABLE RESTROOMS

Will additional portable restrooms be brought to the event site? YES NO



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If YES, please provide the name of the company bringing the portable restrooms:

Company Name: _____ Phone #: _____

Number of Additional Restrooms: _____ ADA Approved: _____

CAMPING & OTHER RESERVATIONS

Will you be reserving any of the following with your special event?:

Campsite(s) – How many and specific site numbers?: _____

Group Campsites – How many and specific site numbers?: _____

Cabins (*Rancho Jurupa ONLY*) – How many and specific cabin numbers?: _____

Please Note: ALL applicants will be notified by the Special Events Coordinator or a member of their staff regarding the status of the application upon the conclusion of the review period by the General Manager and, if applicable, the Board.

Applicant's Signature _____ Title: _____ Date: _____
(Required) (If applicable)

EVENT MAP

A map of the event site is required and should indicate event layout with proposed attractions, recommended street closures, parade or run/walk routes, etc. Please draw your map in the space provided below, or attach your map to the application upon submittal.

