



SPECIAL EVENT and TOURNAMENT APPLICATION
WARREN COUNTY PARKS AND RECREATION DEPARTMENT
 2055 Three Springs Road, Bowling Green, KY 42104 (270) 842-5302

INSTRUCTIONS: Complete all applicable sections, including required signature (pg. 2) to be considered for approval. WCPRD Rules and Regulations are attached (pgs. 3-4). For TENNIS tournaments or Special Events or Tournaments using W.C. Tennis Center ONLY, email completed application (pgs. 1-2) to W.C. Tennis Center Manager, john.gorrell@ky.gov. For all other Special Events or Tournaments, email completed application (pgs. 1-2) to WCPRD Business Manager, amanda.moore@ky.gov. If necessary, before approval, Event Coordinator may be required to meet with WCPRD Director to discuss fee schedule, additional security, and/or terms of contract. WCPRD Current Fee Structure included.

NOTE: WCPRD works closely with the Bowling Green Area Convention & Visitors Bureau on sporting events that bring in attendees from out-of-town. If you are considering working with local tourism partners like hotels, attractions, and restaurants on group rates or discounts, then the CVB can be your one-stop source. You may contact CVB at <https://www.visitbgky.com/contact/> or (270)782.0800 (toll free 800-326-7465).

DATE APP SUBMITTED			
EVENT COORDINATOR	(print name)		
PHONE			
EMAIL			
ORGANIZATION			
ADDRESS			
EVENT NAME			
EVENT TYPE			
NUMBER OF TEAMS		TARGET AGE GROUP	
NUMBER OF PARTICIPANTS ANTICIPATED			
ADDITIONAL SECURITY MAY BE REQUIRED FOR BASKETBALL TOURNAMENTS OR OTHER EVENTS (see pg. 4)	Is your event using multiple gymnasiums? Yes / No		
	Is your event using baseball/softball complexes at multiple locations? Yes / No		
CONCESSIONS	Do you want concessions and/or food trucks at your event? Yes / No _____		
DATE(S) OF EVENT			
START/END TIME			

FACILITIES REQUESTED FOR EVENT

OTHER FACILITY TYPE CHOICES	Chapel, Shelter, Meeting Room, Tennis Court, Soccer, Football Field, Dog Park, Disc Golf Course, Soap Box Derby Track, Open Field, Parking Lot, Walking Trail
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BASIL GRIFFIN PARK

	Field Type (baseball, softball)	Court Type (middle school or high school)	Other Facility Type**
See above for field/court or other facility types**			
Specify <u>QUANTITY</u> of Each Facility Type			



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EPHRAM WHITE: PARK / GYM (circle one)			
	Field Type (baseball, softball)	Court Type (middle school or high school)	Other Facility Type**
See above for field/court or other facility types**			
Specify <u>Quantity</u> of Each Facility Type			
MICHAEL BUCHANON: PARK / GYM / TENNIS CENTER (circle one)			
	Field Type (baseball, softball)	Court Type (middle school or high school)	Other Facility Type**
See page 1 for field/court or other facility types**			
Specify <u>Quantity</u> of Each Facility Type			
PHIL MOORE: PARK / GYM (circle one)			
	Field Type (baseball, softball)	Court Type (middle school or high school)	Other Facility Type**
See page 1 for field/court or other facility types**			
Specify <u>Quantity</u> of Each Facility Type			
OTHER PARK (specify): _____			
	Field Type (baseball, softball)	Court Type (middle school or high school)	Other Facility Type**
See page 1 for field/court or other facility types**			
Specify <u>Quantity</u> of Each Facility Type			
Signature:	<i>Event Coordinator Signature Required</i>		
Date:	<i>Date Signed Required</i>		
FOR OFFICE USE ONLY:			
Application	Approved / Denied		Date:
Director's Signature			Security Required?
Superintendent Sig.			Yes / No
Date Applicant Notified			Initials
Method of Notification	Text / Email / Phone		RecDesk Invoice or Rsvn #



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WCPRD RULES AND REGULATIONS

SPECIAL EVENTS & TOURNAMENTS MAY BE SCHEDULED FOR ONLY ONE YEAR AT A TIME.

Special Events & Tournaments must be approved by the appropriate WCPRD Superintendent or Director. No stipulations herein may be waived and/or altered without Director approval. The Special Events or Tournament Coordinator will be referred to herein as the "User."

FEES/PAYMENTS

>Upon notification of approval of the Special Event or Tournament, the required facilities will be "held" for a period of 10 days, during which period the User must sign the digital contract and pay the required nonrefundable deposit according to the current WCPRD Rental Fee Schedule. Nonrefundable deposits apply toward Special Event or Tournament Fees, which will be accessed according to the WCPRD Rental Fee Schedule in effect when the event or tournament takes place. Remaining balance of fees are due no later than 5 business days prior to event.

>After completion of an event or tournament, the User has 30 days to reapply for consideration for the following year. User will only be considered for the same amount of space used for the recent event or tournament.

>All fees related to reservations of specific facilities are applicable for all Special Events and Tournaments (see current WCPRD Rental Fee Schedule). All accessed fees and payments must be made according to these stated terms.

>WCPRD Director has the authority to negotiate special terms or rates for any group at the time of contract signing and such details will be stipulated on the reservation and/or invoice. I

> If the W.C. Tennis Center is utilized for a multipurpose function, fees associated with floor conversion (for Taraflex flooring) and special taping will be accessed per court.

> Late fees may be accessed during or after an event if event exceeds closing times for facilities (see Schedule of Events below).

CANCELLATIONS - Must be in writing/email no later than eight (8) days prior to the event start date.

>Nonrefundable Deposits are required to hold dates and facilities for events and tournaments and are FORFEITED for cancellations.

Although nonrefundable deposits apply toward event or tournament fees, if User cancels an event or tournament or cancels one or more facilities for which a nonrefundable deposit was paid, the associated nonrefundable deposit(s) is forfeited.

> If User cancels a special event or tournament after having paid final fees, WCPRD will CREDIT the User's member account for all fees, excluding nonrefundable deposits which are forfeited. Credits on User accounts may be used for future scheduling. A new application must be submitted for approval to reschedule an event.

>Any unused credits will be forfeited after 12 months. By cancelling an event, the User forfeits first choice at same date the following year; however, User may re-apply after waiting 90 days.

> If WCPRD cancels an event or tournament based on WCPRD Policies (weather, mechanical issues, uncontrollable circumstances, etc.), all fees paid, including associated nonrefundable deposits, will be credited to the User's account. The WCPRD Director has the discretion to authorize a refund based on the circumstances of the cancellation. The User may still have first choice to apply within 30 days after his/her event or tournament date for same date the following year (may schedule only one year at a time).

>WCPRD has the right to cancel, postpone, reschedule, or alter any rental reservation, event, or tournament at any time due to unforeseen circumstances including, but not limited to, scheduling conflicts, facility maintenance issues, hazardous weather, or public health emergencies.

ON-SITE PRE-EVENT MEETING

For most Special Events, an on-site meeting is required to take place between the User and WCPRD Management Staff or Director.

CONCESSIONS

No concessions vendors are allowed on WCPRD properties. All concessions are the exclusive right of the current Concessions Vendor under contract with WCPRD.

ICE PAKS

Ice paks for minor injuries may be ***purchased*** at WCPRD gymnasiums as a point-of-sale or invoiced item.

ALCOHOL

No alcohol or drugs are allowed on WCPRD properties.

HORSES

Horses are not permitted on WCPRD properties.

CAMPING/OVERNIGHT ACTIVITIES

Camping overnight on WCPRD properties is prohibited under all circumstances.

INSURANCE

Users shall procure, at their expense, general liability insurance with a minimum per occurrence limit of \$1 million with a hold harmless clause naming "WCPRD, 2055 Three Springs Road, Bowling Green, KY" as a "Certificate Holder" which shall protect WCPRD against all liability or claims due to injury or damage to property occurring in or about the premises during use by User. Said certificate must be provided to Business Manager at WCPRD Main Office no later than 5 business days prior to event date.

TRAILS

Any required trail markings, painting, or signs must be preapproved by Park Manager, Operations Superintendent, or Director.

WCPRD ACCESS

User may not deny access by WCPRD staff to any part of rented facilities for event/tournament.



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INFLATABLES AND/OR OBSTACLES

It is the User's responsibility to ensure that any inflatable bounce houses and/or obstacles are current with all applicable permits required by local, state, and /or federal laws regarding operation, safety procedures, and guidelines. WCPRD does not provide electricity or generators for operation of inflatables or other obstacles.

WCPRD POLICIES

WCPRD Policies are in effect: Severe Weather Policy, Field Playability Policy, Animal Policy, Code of Ethics, League Scheduling Policy, Drone, & Smoking & Vaping (see website: warrencountyky.gov)

PARTICIPATION

User agrees to email the Business Manager a participation count for each day of their events or tournament, no later than 72 hours after it concludes.

PARKING

Any special parking (in addition to paved lots) will be coordinated and marked off by WCPRD staff. Special Event volunteers will be required to assist with parking.

EVENT STAFFING

For large outdoor events, WCPRD staff will be present for duration of event to ensure all department and government rules and regulations are followed. WCPRD staff may be present to direct parking and attend to restrooms and trash receptacles. User may be required to provide volunteers to assist with duties if deemed necessary by WCPRD Director.

SECURITY/LAW ENFORCEMENT (*For details, see Security Policy & Contract for Special Events, Park Functions, & Tournaments on website: <http://www.warrencountyky.gov/parks-and-recreation-special-events-tournaments.php>)

Overnight security is **not** provided for equipment, etc. placed on WCPRD properties and left overnight. A Parks Police Officer, however, may be present during large events.

For certain events and functions, additional law enforcement and/or security personnel may be required to ensure public / facility safety.

For these identified events and functions, the outside / renting party will be informed at the time of event approval. An additional Security Policy and Contract* will be required (in addition to this Special Event and Tournament Contract), which offers two options for providing the additional security. The determining factors of possible additional security needed include, but are not limited to, the following:

1. Past issues with the group or patrons participating in the event (such as violation of facility rules, discipline issues, disorderly behavior of participants / spectators, users, failure to comply with staff request regarding WCPRD rules of facility, fighting of users / participants, threatening of users / participants, harassing of users / participants utilizing the facility)
2. Projected volume / number of participants is large and may require more security resources to ensure public / facility safety
3. Multiple facilities or park locations are being used
4. Type of event being offered
5. Local Law Enforcement recommends additional security

WATER USAGE

For events requiring large volumes of water (such as Mud Runs, etc.), the User may be required to pay a water usage fee directly to a volunteer fire dept. or to W.C. Water District. Rates are dependent upon the amount of water and whether transport of water is required.

PORTABLE TOILETS

Based on projected attendance, if deemed necessary for portable toilets, in addition to any restroom facilities already provided by WCPRD, User is required to schedule and pay associated costs for ample number of units (approximately 1 per 100 people) to be placed at the event site. Placement of these units must be coordinated with Park Manager, Operations Superintendent, or Director.

CLEANUP

After the event, the User is required to conduct all breakdown and transport of all items brought onto WCPRD properties at the close of the event on the day of the event. Any other arrangements must be approved by the appropriate Superintendent or Director. Management will do a post-walkthrough of the facility to assess any areas or items of damage. If damage is found, User is responsible for repair costs.

EQUIPMENT

No recreational equipment is provided for Special Events / Tournaments (i.e. baseballs, softballs, bats, gloves, basketballs, etc.).

FIELD DRY AND BALL FIELD MAINTENANCE

WCPRD does not provide field drying products for ball fields for special events and/or tournaments groups. However, field dry may be **purchased** by the tournament director onsite at a WCPRD facility (gymnasium). The User should contact the Park Manager prior to the event to ensure that ample supply is on hand if a need is anticipated. The amount used will be based on the sole discretion of the Park Manager. WCPRD does not have tarps available for fields.

SCHEDULE OF EVENTS

Events scheduled at baseball/softball complexes may not start before 8:00am and final games may not start after 9:00pm. Events scheduled at the indoor facilities may not start before 8:00am and must be concluded by 8:00pm. If the schedule exceeds these time frames, it must be approved by the Superintendent or management staff. If an event exceeds the time limits put in place by more than 30 minutes, User will be subject to a \$100 late fee for each partial hour or hour exceeding the limit. If unforeseen WCPRD delays prevent the event from starting on time, User will not be held liable for late fees.

A preliminary schedule for hours of operation for the Special Event or Tournament must be provided to the Business Manager no later than 12:00pm eight (8) days prior to the event. A final schedule must also be provided no later than three (3) days prior to the event if updates are required and must not exceed the preliminary schedule. This is to ensure proper staffing can be scheduled for the event.