

# City of Shorewood Tournament Application

**Date:** \_\_\_\_\_ **Application Fee:** \_\_\_\_\_ **Damage Deposit:** \_\_\_\_\_ **Receipt #:** \_\_\_\_\_

Organization/Group/Sponsor requesting space \_\_\_\_\_

Park Location \_\_\_\_\_ Field or Rink \_\_\_\_\_

Tournament Dates \_\_\_\_\_ Times \_\_\_\_\_

Rain Dates \_\_\_\_\_ Rain Date Times \_\_\_\_\_

Tournament Coordinator \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

<b><u>Tournament Fee as per City Code 1301.02:</u></b>			
Damage Deposit			\$125.00
Per Diamond Field	per field	_____ x \$50.00/day	\$ _____
Per Rink	per rink	_____ x \$30.00/day plus attendant salary	\$ _____
	Lights:	\$15.00/hour	\$ _____
Per Entire Soccer Area		\$150/day	\$ _____
Per Football Field		\$ 50.00/day	\$ _____
	Lights:	\$ 30.00/hour	\$ _____
<b>TOTAL:</b>			<b>\$ _____</b>

## 1. Application Procedure

This completed application must be submitted with appropriate fees, as calculated above, for review and approval by the Public Works Director 60 days prior to the tournament date. Other items required at time of application are:

- Evidence of Comprehensive Liability Insurance in the amount of \$500,000 per occurrence.
- Workers Compensation coverage, if applicable.
- Schedule of Events.

Schedule of Events must include:

- The number of events and times scheduled for each. (Please note that there must be a 30-minute period between scheduled events to facilitate parking.)
- The number of participants at each event.
- The estimated number of vehicles at each event.

**2. Upon Approval / Denial of the Application**

- If the application is not approved, checks will be returned to the applicant.
- If the application is approved, the checks will be cashed and the tournament fee will become non-refundable.
- After the event has occurred and it has been determined there is no damage to city-owned facilities or structures, the damage deposit will be refunded to the applicant.

**3. During and After the Tournament**

The City expects the park to be left in the same condition following the tournament as it was prior to the tournament. The following steps toward that end are requirements of the applicant:

- The Sponsors will be entirely responsible for the operation of the tournament, and will be expected to assume financial responsibility in case of damage to City owned facilities or structures.
- The Sponsors agree to indemnify and hold the City harmless from any claims arising out of the use of the park and the operation of the tournament.
- Sponsor must provide for the delivery of a commercial dumpster prior to the tournament and for its pickup within 48 hours after the end of the tournament. All litter must be picked up and placed in trash containers. Trash containers must be emptied periodically into trash dumpster.
- Additional portable rest rooms must be rented, at the Sponsor's expense for groups larger than 500.
- Additional fees for electricity, water, trash collection, etc. will be billed to the Sponsor, if necessary.
- If significant traffic flow will occur, the City may require the sponsors to reimburse the city for cost of traffic management services from the South Lake Minnetonka Police Department.
- Parking is restricted to designated parking areas only. If parking is expected to exceed the number of designated parking spaces at the park, the City may require offsite parking, to be serviced by shuttles, to handle the overflow parking at the event.

Non-compliance with any of the above requirements could result in loss of privilege to use Shorewood fields / rinks.

I have read and understand the above regulations and agree that they will be followed by our organization. I also agree that I, or a designated replacement, must be on site during all tournament activities.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved Public Works Director

\_\_\_\_\_  
Date

Note: A tournament is a series of elimination games separate from the regular season schedule. Although no fees are required for annual season playoff games, all tournament rules apply