



Tournament/ Event Reservation Request Form



Please complete form and return via email to: parkrentals@cityofnorthport.com

Organization Name: _____

Contact Name: _____

Organization Type (Non-Profit, For-Profit, Other): _____

Contact Email and Phone: _____, _____

Name of Tournament: _____ Type of Tournament: _____

Facility Requested: _____

Entry Fee Per Team/Participant: _____

Date (s)	Start Time	End Time	Park Name	# Of Fields	If you want specific field numbers, please indicated below

Field specs will be requested as part of required game grid as tournament gets closer

Are you requesting use of the following additional amenities?

Sale of Concessions _____

Batting Cages _____

The availability of these amenities for tournaments is not guaranteed. Additional charges may apply.

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Team/Participant Projections:		# Local	# of FL Non- North Port Residents	# Out of State	# International
Teams	Youth				
	Adult				
Participants (Athlete, coaches, etc.)	Youth				
	Adult				
Spectators (Fans, friends, family, etc.)	Youth				
	Adult				

Youth =17 & under

Adult = 18 & up

Are you applying for a Visit Sarasota-Sports Commission Grant?

(Hotel Rooms Per Night) _____ X (Number of Nights) _____ = _____ (Total Expected Room Nights)

A Special Event Permit may be required. Please visit www.cityofnorthport.com/specialevents for more information.

Signature: _____

Date: _____

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Resource Availability/Staffing: Advance notice of tournament/event needs is essential to ensuring our commitment to leagues, organizations and other stakeholders while balancing available resources with additional field usage. Additionally, reasonable notification is required for shifting from a normal schedule. Furthermore, P&R has a commitment to ensure that the ongoing maintenance and operational requirements are met within available fiscal funding. **City of North Port Parks & Recreation resources certified volunteers may be required during a reservation based on staffing capabilities.**

Application Submittal:

Application Cycle Deadline	Approval by	Tournament/Event Cycles
July 5 th	August 1	October, November, December
October 5 th	November 1	January, February, March
January 5 th	February 1	April, May, June
April 5 th	May 1	July, August, September

- a. If applicant is submitting more than one usage during any cycle, the applicant must prioritize the submitted requests.
- b. Organizers can apply in any cycle for future Tournament/Event dates.
- c. Concession stands must be requested in advance. Availability is based on league and City approval. It is the responsibility of the organizer to notify on site tournament staff with status of use of amenities.

Tournament/Event Payment Schedule

- a. **Deposit-** A tournament deposit of 50% is due within seven (7) business days of notification of tournament approval.
- b. **Failure to pay-** Failure to pay the deposit according to guidelines will result in tournament/event date being released.
- c. **Balance-** The balance of rental and any other fees are due 10 business days prior to the beginning of tournament start date. It is the tournament organizer’s responsibility to follow-up with the appropriate deposit, payment, and schedule as outlined above. Light fees are due within 7 business days after being billed.
- d. **Final Field Schedule-** Is due three (3) business days prior to the beginning of tournament start date.

Tournament/Event Security Deposit and cancellations

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- a **Security Deposit-** At the time of final payment of the rental fees, a refundable security deposit of \$100 or 25% of the total rental cost is due and payable per event (Note: This is an additional cost and separate from the initial 50% tournament deposit). A violation of any rental condition, rule or organization may result in forfeiture of the deposit.
- b **Cancellations** – Cancellations received in writing prior to 14 days in advance will receive a full refund minus a cancellation fee of \$25 or 50% of the reservation fees whichever is less. Any field usage cancelled after this date will result in no refund.
- c **Economic Impact Forms** – All tournament/event organizers, with or without a Sarasota County Sports Commission Grant (SCSC), are required to complete the post-event economic impact forms. Security deposits will be held, until all such forms are submitted to the P&R Office. Below is the active link for post event data submissions:
Link for reporting:
<https://app.smartsheet.com/b/form/2f2437c51f0140408d50925ede63ebdf>
 - i. Forms must be submitted with fourteen (14) days after the conclusion of the tournament/event in order to process/refund your security deposit.
 - i. Security deposits will be processed no later than 14 business days from the time required forms are submitted.
- d **Damages** – User groups shall be responsible for all costs associated with damages to park facilities, equipment, furnishings, and grounds as a result of usage. Should the facility, grounds, or other rental area not be returned to its condition prior to use by the user group, the deposit will be applied to the actual cost of necessary custodial services, and/or personnel labor charges, materials and equipment required to complete repairs. The user shall further be responsible for any costs above the amount of the deposit.
- e **Security Deposit Refund** – Security deposits will be processed after the final reservation date on the rental agreement. Upon verification by staff that the facility, ground or other rental area has been returned to a condition similar to that prior to the rental and that there has been full compliance with the agreement/requests authorizing the event.

North Port Parks & Recreation

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Reservation Office Use Only

Date Received: _____ Date Entered: _____ Initials: _____