



Tournament Application Request

City of San Luis Obispo

Tournaments

The City of San Luis Obispo operates and maintains recreational facilities for the use of its residents. When not in use for recreation programs or other city functions, facilities may be used by local groups and individuals for social, cultural or recreational activities, in accordance with Chapter 12.20 – Park Regulations of the City’s Municipal Code.

Submittal

Tournament Requests may be made up to a year in advance but not less than 90 days before the requested date. A security deposit of \$500.00 and a \$70.00 non-refundable permit fee is required for all tournaments and must be paid when submitting the signed application in order to secure a tournament date at a City facility. All paperwork and fees must be paid at least seven working days before the scheduled event.

Large Tournaments

Groups requesting facilities for large tournaments are required to contact the Parks and Recreation Department before submitting a tournament bid with their parent organization in order to make certain that fields will be available. Large tournaments are defined as an event that will take more than one day and has the potential to draw teams from outside the community. **Facility use is not guaranteed unless this step is taken prior to any tournament bid submittals.**

Applicant Information

Applicant:		
Company/Organization:		
Address:	City, State:	Zip:
Work Phone:	Mobile Phone:	
Email:		
On-Site Person Responsible for Event Operations:		
On-Site Person Mobile Phone:		
On-Site Person Email:		
Non-Profit IRS# (if applicable):		

Event Information

Event Name:		
Event Date(s):		
Set-Up Time:	Event Hours:	Break Down Time:
Anticipated number of Participants (per day):		Spectators (per day):
Maximum Number at any one time:		
Event Description:		



Tournament Location (Check ALL that apply)

<input type="checkbox"/> Damon-Garcia Sports Fields	<input type="checkbox"/> Meadow Park Ball Field
<input type="checkbox"/> Sinsheimer Stadium	<input type="checkbox"/> Throop Park Ball Field
<input type="checkbox"/> Islay Park Ball Field	<input type="checkbox"/> Stockton Ball Field
<input type="checkbox"/> French Park Ball Field	<input type="checkbox"/> Santa Rosa Ball Fields
<input type="checkbox"/> El Chorro (MUST be Reserved through County)	<input type="checkbox"/> OTHER (please specify):

Event Details

Will this event require electricity?

YES *What will electricity be used for?*

NO

Does the event permittee have its own liability insurance?

YES

- > Permittee shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage, including without limitation, blanket contractual liability. If alcohol is sold during the permitted activity, coverage must include full liquor liability in the amount of \$1,000,000 per occurrence, \$2,000,000 general aggregate. Agency, its officers, officials, agents, and employees shall be included as insureds on the policy
- > Separate Additionally Insured Endorsement - CG 20 26 or equivalent, blanket endorsement or section of the policy. Endorsement shall cover the City of San Luis Obispo, its officers, agents, employees and volunteers as additional insured

NO

- > A Certificate of Insurance showing Property Damage and General Liability in the amount of \$1,000,000 must be purchase through the City of San Luis Obispo's Parks and Recreation Department. If alcohol is sold during the permitted activity, coverage will include full liquor liability.

Will the permittee be charging admission to the event?

YES *If so, please provide details:*

NO

Will this event be promoted?

YES *Check all that apply:*

<input type="checkbox"/> Radio	<input type="checkbox"/> Posters
<input type="checkbox"/> TV	<input type="checkbox"/> Website
<input type="checkbox"/> Newspaper	<input type="checkbox"/> Other <i>Please Specify:</i>
<input type="checkbox"/> Social Media	<input type="text"/>

NO

Will event set-up commence the day prior, or tear-down continue the day after?

YES

- > An overnight security guard is required throughout the night between set-up and the event date.
- > Event duration, including set-up/tear-down, must be requested in the permit application to prevent conflicts with another permitted use.

NO



Will the event permittee be selling or serving alcohol?

- SELL
- SERVE
- NO

- > Alcohol use at the proposed location will need to be approved by the City's Parks and Rec department
- > Event permittee must obtain an Alcohol Beverage License via ABC application provided by the Parks & Recreation department.
- > ABC permit copy must be forwarded to the Parks & Recreation department no later than one week prior to the event.
- > Permittee must obtain Liquor Liability Insurance in addition to Property Damage and General Liability Insurance
- > Site map must include outlined designated area where alcohol is served/consumed
- > Designated alcohol area must be fenced, have posted signs that identify the area and provide a minimum of six (6) security personnel to ensure that all alcoholic beverages remain inside designated area.
- > Location of the alcohol designated area must be shown on the site map.

Will the event have vendors or concessionaires?

- YES
- NO

- > Event permittee must sign a vendor policy which establishes the collection of fees for the vendors participating in the city-wide special events. You can choose either 10% of the gross sales of each vendor or a \$20 per booth option.
- > Vendors who have purchased a current City of San Luis Obispo Business License are exempt from the vendor fees if a copy of the license is provided.
- > One week prior to the event, the sponsor is required to submit a list of all participating vendors.
- > All vendor fees must be submitted no later than one month after the event date.
- > Event payment must be one single check made payable to the City of San Luis Obispo.
- > All vendors and booths shall be subject to an inspection by the Fire Department prior to the event. Vendors must have a completed Fire Department Special Event Permit in their possession during the inspection.
- > The State of California Health and Safety Code has specific regulations for food service and food vendors. Event permittee must contact SLO County Public Health to obtain requirements for temporary food facilities and any necessary permits.

Will the event have any open flame cooking?

- YES *(If YES, all booths shall be subject to an inspection by the Fire Department prior to the event)*
- Check all that apply:

- Burners
- Wok
- Deep Fat Fryer

- BBQ
- Other *Please Specify:*

- NO

Will the event permittee have amplified sound?

- YES
- NO

- > Amplified sound will need to be approved by the City's Parks and Rec department
- > Per City Ordinance 9.12.040, sound levels must remain within the permitted decibel level (70 decibels) during the event. If noise levels are excessive, and complaints are received from nearby merchants and/or residents, the event permittee may be requested to reduce or eliminate the amplified sound for the remainder of the event.
- > Amplified sound may be segmented to designated areas depending on the rented facility or park

Will the event set-up include tents and/or EZ-ups?

- YES *If yes, please specify type and size of tents:*
- NO

- > All vendors and booths shall be subject to an inspection by the Fire Department prior to the event. Vendors must have a completed Fire Department Special Event Permit in their possession during the inspection.

Will the event bring in a tent in excess of 200 square feet or a canopy or other temporary structures that is in excess of 400 square feet?

- YES
- NO

- > Structures must be approved by the City's Risk Manager.
- > All vendors and booths shall be subject to an inspection by the Fire Department prior to the event. Vendors must have a completed Fire Department Special Event Permit in their possession during the inspection.
- > Protective measures must be taken to mitigate potential damages to City parks and facilities. Anchor penetration into City parks, cement and streets is prohibited. The use of above ground anchors (i.e. water barrels) is recommended.
- > The event sponsor will be responsible for any repairs or damages to any park infrastructure and/or park features.
- > The park must be returned to its original condition 2 days post event.



Will inflatables (i.e. bounce houses) be used at the event?

YES

- Generators are required as the City does not provide electricity. An up-to-date copy of the bounce house company's insurance must be on file with the Parks and Recreation Department Facilities Program Specialist.
- Anchor penetration into City parks, cement and streets is prohibited. The use of above ground anchors (i.e. water barrels) is recommended.
- The following city parks allow bounce houses **only**:
 - Santa Rosa Park
 - Sinsheimer Park
 - Meadow Park

NO

Will the event require use of a public parking lot?

YES

- Events expecting high number of attendees may be required to reserve a parking lot at or near the facility.
- Parking Lots may be used for the event by permission of the Parking Manager.
- An adult monitor is required to be stationed at the entrance to the parking lot to ensure the safety of pedestrians and event attendees while vehicles are driving in and out.
- The cost for the use of a lot varies by location and billed separately through the Parking Division.

NO

Will this event require the opening of park gates?

YES

- Please indicate the gates that must be opened on the submitted site/route map.

NO

Will volunteers and/or security be present at the event?

YES

Volunteers Security

Please describe your procedures for security and crowd control and identify (if any) the name of the security company you intend to use:

NO

Are on-site restroom facilities adequate for this event?

YES

- Required: One urinal and one water closet for every 200 males and one water closet for every 100 females. At least one restroom for each gender must be ADA-accessible

NO

If portable toilets are required, please provide supplier information:



Tournament Rules and Regulations

- Approved Tournament Request Application and facility use permits may not be transferred, assigned, or sublet to any other individual or group.
- The applicant must be the individual in charge of the event, and must be in attendance throughout the duration of the event. In addition, the applicant must verify all conditions of the use permit are met on the Tournament Request Application.
- A parking plan must be submitted for the event with the application. All motor vehicles must be parked in designated parking areas. Only vehicles with handicapped parking permits may park in handicapped parking spaces. Motorized vehicles are allowed on park grounds ONLY with prior approval. This includes, but is not limited to, beverage trucks, unloading of supplies, etc. Overnight parking at City parks is not allowed except by permission of the Parks & Recreation Director and Police Department.
- A Tournament Request Application for events involving alcohol beverage sales or service will only be issued to applicants 21 years of age or older. All State Alcohol Beverage Control requirements will be enforced.
- A completed Tournament application does not mean the permit for the event has been issued.
- Denial of Tournament Request Applications may be made by the Parks and Recreation Department for the following reasons:
 - The facility is unable to accommodate the proposed activity. This will be determined in conjunction with the Parks Maintenance Supervisor of the Public Works Department.
 - The applicant has previously failed to comply with the Tournament Application conditions required for the event or with the facility usage or Park policies, producers, and/or regulations.
 - The nature of the activity may endanger the participants, facility, equipment, or staff.
 - Or based on any substantive reason(s), as deemed by the Parks and Recreation Department.
- All group representatives and individuals using City facilities must comply with City, County, State and Federal laws. Failure to abide by these laws or established Parks and Recreation Department policies and regulations shall result in the termination of the request and possible forfeiture of all fees and deposits.
- Changes, alterations, or defacement of property to any facility, its furnishings, or equipment will not be permitted. Any individual or group causing damage to property or equipment will be required to pay for all cost of repair, including labor or replacement to restore furnishings or equipment to its original condition. Until full payment for the property damage has been received, the City shall have the right to deny any future tournament applications. Damages will be taken from the security deposit; any remaining balances will be billed to the tournament director by the City.
- All advertising materials, flyers, or other promotional materials must comply with City banner policies, promotion regulations and posting ordinances. Groups may not promote their event on a City facility until permission has been granted for use of the facility. All postings at a City facility will require pre-approval. All items posted must be removed at the end of the event usage. All items posted or left without the Parks and Recreation Department's approval will be removed and discarded at the user's expense.
- Storage of property or equipment is not permitted.
- Animals are not permitted in facilities except for those that are used for aiding a person with disabilities.
- Events held without required permits are subject to closure.
- Curfews: San Luis Obispo Baseball Stadium uses may not begin before 10:00 AM and must end by 11:00 PM. All other City parks: uses may not begin before 9:00 AM and must end by 11:00 PM.
- **Cancellation Policy:** Should you, for any reason, need to cancel your event, you must first notify the Special Events Supervisor. Written notice of cancellation must be received no later than ten (10) calendar days prior to the start of the event. Verbal cancellations will not be accepted. The Special Event Permit Application fee and permit processing fee are non-refundable. It is also possible that fees related to other City services (i.e. Streets, Police, Fire, etc.) will still be incurred.



Tournament Payment Schedule

- The following fees will be charged for tournaments held in City park facilities:
 - Event Permit Fee - \$70.00, non-refundable.
 - Security Deposit - \$500.00, refunded if there are no damages to the facility and if all fees are paid.
 - Hourly Use Fee – varies upon the facility, ranges from \$24-\$34/hour.
 - Light Use Fee – an additional \$24/hour will be charged if lights are used.
 - Field Preparation – varies upon the facility, ranges from \$24-\$40/prep.
 - Concession Stand Rental – if present, \$120/day.
- Payment Schedule:
 - At the time of the reservation – the event permit fee and security deposit must be paid to hold the facility reservation.
 - Seven working days prior to start of tournament – all remaining fees are to be paid in full.

Hold Harmless Agreement

The undersigned (hereinafter the “applicant”) understands and agrees to be personally responsible for any damage sustained to the grounds, buildings, fixtures, or equipment, as a result of their use of City property.

The applicant certifies that he/she has read and agrees to the City’s Tournament Procedures, and acknowledges and understands that additional conditions and fees may be imposed or required at the time of the permit issuance.

The applicant shall hold harmless and indemnify the City of San Luis Obispo, its elected officials, officers, employees, and agents from any damages that may arise as a result of the conduct of the parade or assembly for which the permit is sought. The applicant agrees to defend, protect, indemnify and hold the City, its elected officials, officers, employees, agents, and volunteers free and harmless from any against any and all claims, damages, expenses, loss or liability of any kind or nature whatsoever arising out of, or resulting from, the alleged acts or omissions of applicant, its officers, agents, or employees in connection with the permitted event or activity. The applicant shall, at applicant’s own cost, risk and expense, defend any and all claims and all legal actions that may be commenced or filed against the City, its elected officials, officers, agents, employees, or volunteers, and the applicant shall pay any settlement entered into and shall satisfy any judgment that may be rendered against the City, its elected officials, officers, agents, employees, or volunteers as a result of the alleged acts or omissions or applicant or applicant’s officers, agents, or employees in connection with the uses, events, or activities under the permit.

The applicant further certifies under penalty of perjury under the laws of the State of California that the above information is a complete and accurate representation of the planned event.

Applicant's Signature	Date