



**City of Tucson Parks and Recreation Sports Unit
TOURNAMENT APPLICATION REQUEST**

Updated 4/24/18

The application does not guarantee a permit for use.
All sections of this application must be completed. Incomplete and unsigned applications will be returned.
Submit application to: sportsunit@tucsonaz.gov Fax: (520) 791-4008, mail or drop off to
the Sports Office: 920 S. Randolph Way, Tucson AZ 85716, Monday-Friday 9am-5pm

CONTACT & ORGANIZATION INFORMATION

Tournament Director: _____
 Mailing Address: _____ City _____ State _____ Zip _____
 Phone: Home: () _____ Cell: () _____ Email: _____
 Alternate Contact: _____ Phone: () _____ Email: _____ Organization _____
 Name: _____
 Non Profit: No ___ Yes ___ (must provide copy of 501c3)

PERMIT INFORMATION

Youth ___ Adult ___
 Sport: Softball ___ Soccer ___ Baseball ___ Flag Football ___ Rugby ___ Ultimate Frisbee ___ Other _____
 Field(s) Requesting: _____
 Date(s): _____
 Start Time(s): _____ End Time(s): _____
 Must include set up and break down days and times in the permit.

EVENT INFORMATION

Name of Event: _____ Website: _____
 Expected number of teams: _____ Expected number of participants: _____
 What is the entry fee per team/participant? _____ Is the event open to the public? _____
 Is there a gate entrance fee? _____ If yes, how much: _____ Daily/weekend? 5% to be paid to Parks and Recreation Dept.
 Will there be vendors selling any items? _____ If yes, a list of vendors and what they are selling must be given to
 the Sport Office prior to your event. Overnight Security: No ___ Yes ___
 Will the concession stand be used? _____ If yes Health Permit and COT Vendor Permit must be purchased.
 Will you be selling beer? No ___ Yes ___ You must acquire a Special Events Liquor License.
 Will there be amplified sound: No ___ Yes ___ If yes, what type? _____

TOURNAMENT PAYMENT SCHEDULE & DUE DATES FOR PAPERWORK

Required Documents / Fees	Due Date	Date Completed / Sports Staff Initials
Tournament Application Due	20 Business Days Prior to Event	
Appeal Form for Light extensions	25 Business Days Prior to Event	
Field Prep Request Form	15 Business Days Prior to Event	
Pima County Health	14 Business Days Prior to Event	
Tournament Insurance	5 Business Days Prior to Event	
501c3 Documents (if applicable)	5 Business Days Prior to Event	
Vendor List	5 Business Days Prior to Event	
COT Vendor Permits	5 Business Days Prior to Event	
Beer Permits	5 Business Days Prior to Event	
Deposits and Fees Due	5 Business Days Prior to Event	
Last Day to cancel tournament for a full Refund	5 Business Days Prior to Event	

EQUIPMENT & OTHER REQUESTS

Field Prep Requests: No ___ Yes ___ Prep must be approved by Park Supervisor. (See Field Prep Request Below.)

Temporary Fences: No ___ Yes ___ Additional fees may apply. Tournament director may be responsible for setting up/taking down.

Beer Permit: No ___ Yes ___

COT Vendor Permit(s): No ___ Yes ___

Keys: No ___ Yes ___ If yes, the Key Agreement must be filled out.

Bases rental: No ___ Yes ___ What distance will the bases be set? _____ What distance is the pitching mound? _____

Other Equipment (Rake, Liner, Quick Coupler): No ___ Yes ___

Scoreboards (available only at Lincoln): No ___ Yes ___

Ramadas: No ___ Yes ___ Name of Park: _____ What ramada number(s)? _____

Tents: No ___ Yes ___ Must be secured properly.

Inflatables: No ___ Yes ___ Must be secured properly. (Not allowed on sports fields and must be only Department approved).

Electrical Needs: No ___ Yes ___

Other: _____

Fees

	<u>City Resident</u>	<u>Non Resident</u>
Field Rental	\$155.00 per field / per day	\$195.00 per field / per day
Non-Profit (501c3)	\$ 80.00 per field / per day	\$100.00 per field / per day
Ramada Rental	\$ 15.00 half day / \$25.00 full day	\$ 20.00 half day / \$30.00 full day
Beer Permit (Daily)		
Regular up to 100 people Daily	\$25.00	\$30.00
Special event over 100 people	\$90.00	\$115.00

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Concession Stand	\$155.00 per weekend / per complex *Pima County Health Permit (14 days prior to event) and Vendor Permit required
Keys	\$50.00 (per key) refundable deposit
Tournament Deposit	\$500.00 refundable deposit. For bases, equipment, scoreboard controllers (Lincoln only) and to ensure the complex/fields are left clean.
Vendor Permit	\$60.00 per day per complex / Non-profit (501C) are free (must show 501c documentation).
Field Prep	\$25.00 per occurrence, per field (baseball, softball). \$35.00 for Reid Annex baseball.

*Prices subject to change without prior notice.

Field Prep Request

Total # of Preps Requesting: _____

Dates: _____

Fields: _____

Times: _____

You may be asked to attach an additional schedule that details the preps you are requesting.

I certify that this application information is complete, true and accurate to the best of my knowledge. I have received a copy of the City of Tucson Parks and Recreation Department's TOURNAMENT REQUIREMENTS & INFORMATION & GUIDELINES and will abide by all the requirements, rules and deadlines for payments and all paperwork.

Tournament Director

Date