

TOWN OF BRISTOL PARKS & RECREATION

Special Event Facility Request

Event Name: _____ Event Date: _____
 Responsible Party: _____ Application Date: _____

POLICY: Requests for events that are not ordinary field or facility requests; i.e., they may require more than one field, facility, equipment; or may require special involvement from other departments such as fire, police, harbor patrol, rescue, DPW, Animal Control, et.al., are deemed "Special Events." Requestors of these events are required to provide additional information as requested in the Special Event Facility Request Form. Prior to granting approval for the event, Parks and Recreation must have documentation of the organization's profit/no`n-profit status, rosters with addresses of participants, organization's residency status, copy of "in-effect" insurance, and copies of any requests for services from other Town services such as police or fire, etc. Any safety concerns arising from this notification must be addressed, agreed upon, in-place (if necessary), and documented prior to granting the event requestor approval.

Special Event fees are assessed at the discretion of the Recreation Board per Town Ordinance. All fees are to be collected upon completion of the above requirements and prior to the event taking place.

Event description:

Special safety precautions planned:

Please answer the following regarding your organization:

- | | |
|-----------------------------------------------------|---------------------------------------|
| <input type="checkbox"/> Non-profit organization | <input type="checkbox"/> Resident |
| <input type="checkbox"/> Profit making organization | <input type="checkbox"/> Non-resident |
| <input type="checkbox"/> Insurance policy in effect | |

Documentation of organization's profit/non-profit status, residency status, and current, in-effect insurance certificate must be provided.

The organization must submit proof in the form of a letter from the required safety and security departments as specified below:

<input type="checkbox"/> Police	<input type="checkbox"/> Fire
<input type="checkbox"/> Harbor Patrol	<input type="checkbox"/> Rescue
<input type="checkbox"/> Public Works	<input type="checkbox"/> Animal Control
<input type="checkbox"/> Highway Department	<input type="checkbox"/> Other

Fees and deposit must be paid prior to event taking place.

Special Event Fee	\$ _____
Facility Use Fee	\$ _____
Deposit (Refundable)	\$ _____

The Recreation Department reserves the right to cancel any event.

Bristol Parks & Recreation Special Event

Definitions:

Tournament/Special Event: A tournament or special event is any program that may require more than one field, facility, equipment; or may require special involvement from other departments such as fire, police, harbor patrol, rescue, DPW, animal control, et al. beyond an organization's allocation and/or is not part of the regular playing season.

Resident Status: Resident status is defined as groups or organizations with at least 51% or more Bristol residents. Team rosters and/or proof of individual residence may be required by Recreation Dept staff to verify residency status.

Youth: Leagues or groups in which the participants are all under 19 years of age

Non-Profit (501 3c): The organization must be registered as a not-for-profit corporation with the State of RI, or if not registered with the state, the group must have a constitution, bylaws, or mission statement which clearly states that the objectives of the organization are of a non-profit, non-commercial nature.

Organization: Any group or athletic league that is submitting a Special Event or Tournament Request form.

Priority Groups

The Bristol Parks & Recreation Department sets fees for the use of its facilities and to cover the cost of maintaining its parks and athletic fields. Groups are differentiated, and charged, based on their status as non-profit (NP), for-profit (FP), Youth, Adult, Bristol resident, or non-Bristol resident. Those groups and their associated fees are defined below.

Group 1: Recreation department youth or adult athletic programs or leagues. Town-sponsored or co-sponsored events

Group 2: Non-profit, *youth* programs, organizations or events with at least 51% Bristol residents.

Group 3: Non-profit *youth* programs, organizations or events with less than 51% Bristol residents.

Group 4: For-profit *youth* programs, organizations or events with at least 51% Bristol residents.

Group 5: For-profit *youth* programs, organizations or events with less than 51% Bristol residents.

Group 6: Non-profit, *adult* programs, organizations or events with at least 51% Bristol residents

Group 7: Non-profit *adult* programs, organizations or events with less than 51% Bristol residents.

Group 8: For-profit *adult* programs, organizations or events with at least 51% Bristol residents.

Group 9: For-profit *adult* programs, organizations or events with less than 51% Bristol residents.

Fee Schedule

FEES ARE PER DAY	Regular Games	Regular Games	Special Event or Tournament	Special Event or Tournament	Lights Fee for Events after Dark
	Weekdays	Weekend & Holidays	Weekdays	Weekends & Holidays	
Group 1: Recreation Dept Programs	\$0	\$0	\$0	\$0	\$0
Group 2: NP, Bristol Youth	\$0	\$0	\$100	\$150	\$25
Group 3: NP, non-Bristol Youth	FUF	FUF	\$100 + FUF	\$150 + FUF	\$25
Group 4: FP, Bristol Youth	\$50 + FUF	\$100 + FUF	\$100 + FUF	\$150 + FUF	\$25
Group 5: FP non-Bristol Youth	\$150 + FUF	\$200 + FUF	\$250 + FUF	\$500 + FUF	\$25
Group 6: NP, Bristol Adult	\$0	\$0	\$100	\$150	\$25
Group 7: NP, non-Bristol Adult	FUF	FUF	\$100 + FUF	\$150 + FUF	\$25
Group 8: FP, Bristol Adult	\$150 + FUF	\$200 + FUF	\$250 + FUF	\$500 + FUF	\$25
Group 9: FP, non-Bristol Adult	\$150 + FUF	\$200 + FUF	\$250 + FUF	\$500 + FUF	\$25

Note: FUF (Facility Use Fees) for all fields are \$50 *per* field.

Deposit:

A deposit of \$500 is required for all special events and/or tournaments. The deposit will be refunded if the group abides by all field permit use policy rules and regulations, as determined by a Bristol Parks & Recreation staff member during a post-event walk-thru inspection of the facility with a representative of the organization.

Insurance:

All organizations and leagues shall secure and maintain throughout the period of use of the permit, at no expense to the Town of Bristol, a comprehensive general liability policy with policy limits of not less than \$1,000,000 per occurrence, issued by one or more companies authorized to do business in the state of Rhode Island. The Town of Bristol and its employees shall be named as additional insured by endorsement. A copy of proof of insurance must be attached to the permit application.

Rules

1. It is the responsibility of the organization president and the individual identifies as the person in charge of the permit to enforce the rules and regulations regarding the conduct of the group while on permitted facilities, as well as make sure coaches receive and understand that permits must be on site during field use.
2. Parking is allowed only in designated areas. Cars may be towed at owners' expense.
3. No dogs, alcohol, smoking, gambling, fireworks, flammable material, narcotics or drugs are allowed on Bristol Parks & Recreation property.
4. Respect field maintenance personnel.
5. Concession stand operators are responsible for cleanliness 15' surrounding the stand. Operators must dispose of packing materials, boxes, containers, etc. in dumpsters. Organizations are also responsible for complying with all license requirements of the R.I. Department of Health.
6. Observe all park rules. When driving through parking lots, please be especially watchful for children.
7. At conclusion of games each user group is responsible for picking up trash and debris and depositing it into the proper trash bins. A Parks & Recreation Department staff member will walk through the facility at the end of an event to determine compliance with this rule.
8. Field closures/rainouts/cancellations...
9. Groups must provide enough volunteers, designated by a special t-shirt, jacket, or hat, to direct traffic provide visitor information and monitor parking lot. A general guideline for volunteers is one person per 50 participants.
10. The organization must submit proof in the form of a letter from the required safety and security departments, Police, Fire, and the Harbor Master, if applicable, that adequate personnel, if necessary, will be present for the duration of the event.
11. The organization is responsible for adherence to all the General Laws and Ordinances set by the Town of Bristol, including Chapter 10, Article II on Noise.