



FACILITY USE & SPECIAL EVENT PERMIT APPLICATION

SPORTS FIELD TOURNAMENT

City of Tracy
Parks & Recreation Department
Community Facilities Division

333 Civic Center Plaza
Tracy, CA 95376

Telephone (209) 831-6201
Fax (209) 831-6218

APPLICANT INFORMATION <i>(Please Print Clearly)</i>	
Organization Name:	
Classification: <input type="checkbox"/> Non-Profit Organization <input type="checkbox"/> Private Citizen <input type="checkbox"/> Commercial (for profit) Business	
Address/City/State/Zip:	
Applicant Name: <small>(Authorized to act on behalf of org.)</small>	Date of Birth: <small>(Must be 21 or over)</small>
Applicant Org. Title:	Email:
Cell Phone:	Alt. Phone:
Day of Event Contact Person:	Contact Person's Cell Phone:
FACILITY INFORMATION	
Event Date(s):	
Reservation (Rental) Times: _____ to _____ <small>(Include setup and clean up time.)</small>	Event Times: _____ to _____ <small>(Times attendees present)</small>
Facility/Location: <input type="checkbox"/> Tracy Sports Complex ball fields (#1-4)* <input type="checkbox"/> Tracy Sports Complex soccer fields (#1-4)* <input type="checkbox"/> Placentia Fields soccer (#1-4, #5 mini field) *Lights available; games must end by 10pm	<input type="checkbox"/> Legacy Fields east ball fields (#A1-A5)* <input type="checkbox"/> Legacy Fields west ball fields (#C1-C5)* <input type="checkbox"/> Legacy Fields soccer fields (#B1-B8)*
Fields requested: <input type="checkbox"/> ALL FIELDS <input type="checkbox"/> ONLY SELECTED FIELDS (<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8)	
Tracy Sports Complex Meeting Room: <input type="checkbox"/> NO <input type="checkbox"/> YES: Reservation Times: _____ to _____ <i>(add'l use fees)</i>	
TSC/Legacy ball field scoreboards: <input type="checkbox"/> NO <input type="checkbox"/> YES	
TOURNAMENT INFORMATION	
Tournament Title:	
Age: <input type="checkbox"/> Youth ages: _____ <input type="checkbox"/> Adult	Est. # Teams: _____
Est. Total Attendance: _____	
Softball fences (TSC ballfields only)? <input type="checkbox"/> NO <input type="checkbox"/> YES: Fields: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <i>(add'l fee per field applies)</i>	
Admission Charged? <input type="checkbox"/> NO <input type="checkbox"/> YES <i>(add'l gate fee)</i>	# Vehicle Access permits: _____ <i>(add'l fee per vehicle)</i>
Field Prep (initial full prep included)**: <input type="checkbox"/> Chalking <input type="checkbox"/> Light Watering <input type="checkbox"/> Light Field Prep <input type="checkbox"/> Full Field Prep <small>**Email game/field prep schedules to sportsfields@cityoftracy.org by Monday, two weeks prior to tournament. Fees apply.</small>	
Event Websites Name/Link to Register <i>(required):</i>	
<input type="checkbox"/> Promotional Flyer or Social Media Page Link required (Attach to application)	
MERCHANDISE VENDORS/INFORMATION BOOTHS	
Approved Merchandise Vendors to include on permit:	
<input type="checkbox"/> Each merchandise vendor must have a City of Tracy business license.	
Generators for Vendors/Info: <input type="checkbox"/> NO <input type="checkbox"/> YES: # generators _____ (<input type="checkbox"/> attach supplemental permit app for each)	
Canopies/Tents for Vendors/Info: <input type="checkbox"/> NO <input type="checkbox"/> YES: # canopies (0 side walls) _____ # tents (1+ side walls) _____	
Other Equipment for Vendors/Booths (may require additional review):	

FOOD PREP/FOOD VENDORS (not permitted at Tracy Sports Complex and Legacy Fields)
Food: <input type="checkbox"/> NO FOOD <input type="checkbox"/> YES: food prepared/heated on site by non-vendor - <i>Temporary Event App (SJC Environmental Health) required</i>
Approved Food Vendors to include on permit (list): <input type="checkbox"/> Each food vendor must have a City of Tracy business license and all applicable food safety certifications.
Canopies/Tents for Food Vendors: <input type="checkbox"/> NO <input type="checkbox"/> YES # canopies _____ Dimensions: _____ ft x _____ ft <i>(Supplemental app + permit fee may apply)</i> <input type="checkbox"/> YES # tents (side walls) _____ Dimensions: _____ ft x _____ ft
Generators for Food Vendors: <input type="checkbox"/> NO <input type="checkbox"/> YES # generators _____ (<input type="checkbox"/> attach generator app for each vendor)
BBQ Grills: <input type="checkbox"/> NO BBQ <input type="checkbox"/> YES # grills _____ (<input type="checkbox"/> propane <input type="checkbox"/> charcoal) <i>Grill must be min. 20' from tent structures. Appropriate fire extinguishers required on site.</i>
Cooking Trailers: <input type="checkbox"/> NO COOKING TRAILER <input type="checkbox"/> YES: # _____ (<input type="checkbox"/> propane <input type="checkbox"/> charcoal) - Trailer dimensions: _____ <i>Trailer must be min. 20' from tent structures. Appropriate fire extinguisher required on site.</i>
Deep Fat Fryers: <input type="checkbox"/> NO FRYERS <input type="checkbox"/> YES # fryers _____ <i>Fryer must be min. 20' from tent structures. Appropriate fire extinguishers required on site.</i>
OTHER SERVICES & AMENITIES
Amplified Sound: <input type="checkbox"/> NO <input type="checkbox"/> YES (<input type="checkbox"/> DJ; <input type="checkbox"/> Band/Live Instruments; <input type="checkbox"/> Radio/CD; <input type="checkbox"/> Speaking/ Singing w/mic) <i>(City permit required for amplified sound.)</i>
Power: <input type="checkbox"/> NO POWER <input type="checkbox"/> YES <i>(power access not available at all facilities)</i>
ADDITIONAL PERMIT REQUIREMENTS
Event Map: <input type="checkbox"/> Required for any vendors, canopies, cooking devices, etc.
First Aid Station/EMS: <input type="checkbox"/> Plan required for all large events
Golf Cart: <input type="checkbox"/> Additional insurance requirements required for driving any golf cart/kabota onsite
Portalets: <input type="checkbox"/> Required at minimum 1 per 100 total attendees; ADA and wash station required; restock by applicant
Parking/Crowd Control: <input type="checkbox"/> Plan required for large events. Additional fees for City services may apply.
Trash/Dumpster/Recycling Service: <input type="checkbox"/> May be required for some events/locations. Additional fees apply.
Additional City Staff: <input type="checkbox"/> May be required for some events/locations. Additional fees apply.

INDEMNITY, HOLD HARMLESS, AND DEFENSE AGREEMENT

Permittee shall indemnify, defend, and hold harmless the City of Tracy (including its elected officials, officers, agents, volunteers, and employees) from and against any and all claims, demands, damages, liabilities, costs, and expenses (including court costs and attorney’s fees) resulting from or arising out of Permittee’s performance of the activities permitted under the Permit to which this Agreement was required as part of the application process.

I declare that I am authorized to make this application and to agree to this Indemnity, Hold Harmless, and Defense Agreement, and, to the best of my knowledge and the belief, all the information given herein is true, accurate, and complete. I have read and understand the above Indemnity, Hold Harmless, and Defense Agreement and understand that if this application is approved, that this agreement shall be binding upon myself and the organization or group I represent.

By signing this Agreement, I ACKNOWLEDGE THAT I HAVE BEEN AFFORDED THE OPPORTUNITY TO HAVE COUNSEL OF MY CHOOSING ADVISE ME, AND THAT I HAVE READ AND UNDERSTAND AND VOLUNTARILY AGREE TO THIS INDEMNITY, HOLD HARMLESS AND DEFENSE AGREEMENT.

Applicant Signature: _____

Date: _____