



CITY OF BANGOR
PARKS & RECREATION

FIELD RENTAL APPLICATION UNION STREET COMPLEX

647 Main Street, Bangor ME 04401
Phone: 992-4490 / Fax: 947-1605

EVENT

<p>Type:</p> <p><input type="checkbox"/> Tournament</p> <p style="margin-left: 20px;"> <input type="checkbox"/> Softball <input type="checkbox"/> Baseball <input type="checkbox"/> Lacrosse <input type="checkbox"/> Field Hockey <input type="checkbox"/> Other </p> <p><input type="checkbox"/> League Play</p> <p><input type="checkbox"/> Special Event</p> <p><input type="checkbox"/> Fundraiser</p> <p><i>Fundraiser details (if applicable) Beneficiary name?</i></p> <p>_____</p> <p><input type="checkbox"/> Other: _____</p> <p>Please describe the event:</p>	<p>Name of Event: _____</p> <p>Areas to be used:</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Softball Field 1</td> <td><input type="checkbox"/> Soccer Field 1</td> </tr> <tr> <td><input type="checkbox"/> Softball Field 2</td> <td><input type="checkbox"/> Soccer Field 2</td> </tr> <tr> <td><input type="checkbox"/> Softball Field 3</td> <td><input type="checkbox"/> Other: _____</td> </tr> <tr> <td><input type="checkbox"/> Lights (<i>Softball</i>)</td> <td><input type="checkbox"/> Other: _____</td> </tr> <tr> <td><input type="checkbox"/> Restrooms</td> <td><input type="checkbox"/> Concession Stand</td> </tr> </table> <p>Proposed Date (s): _____</p> <p>Proposed Time: _____</p> <p># of Attendees: _____ (<i>Approx.</i>)</p>	<input type="checkbox"/> Softball Field 1	<input type="checkbox"/> Soccer Field 1	<input type="checkbox"/> Softball Field 2	<input type="checkbox"/> Soccer Field 2	<input type="checkbox"/> Softball Field 3	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Lights (<i>Softball</i>)	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Restrooms	<input type="checkbox"/> Concession Stand
<input type="checkbox"/> Softball Field 1	<input type="checkbox"/> Soccer Field 1										
<input type="checkbox"/> Softball Field 2	<input type="checkbox"/> Soccer Field 2										
<input type="checkbox"/> Softball Field 3	<input type="checkbox"/> Other: _____										
<input type="checkbox"/> Lights (<i>Softball</i>)	<input type="checkbox"/> Other: _____										
<input type="checkbox"/> Restrooms	<input type="checkbox"/> Concession Stand										

Applicant Information:

Organization/Business Name: _____

Contact Name (*Person*): _____

Work Phone: _____ Cell Phone: _____

Address: _____ City: _____

E-mail address: _____

<p>EVENT COST:</p> <p style="text-align: center;">Whole Day Event</p> <p><input type="checkbox"/> Softball Fields (Tournaments) \$250.00 / 1 Field</p> <p><input type="checkbox"/> Soccer Fields \$500.00 / 2 Fields</p> <p><input type="checkbox"/> Lights - \$100 / per field \$700.00 / 3 Fields</p> <p><input type="checkbox"/> Other: _____ = \$ _____</p> <p><small>Other: Additional expenses may be added as needed at the discretion of the Parks and Recreation Staff. Ex. Field material or additional staff.</small></p>	<p style="text-align: center;">Individual Field Event (Single Use)</p> <p><input type="checkbox"/> High School Softball Game - \$75.00</p> <p><input type="checkbox"/> High School Soccer Game - \$100.00</p> <p><input type="checkbox"/> Softball Fields - \$75.00</p> <p><input type="checkbox"/> Soccer Fields - \$100.00</p> <p><input type="checkbox"/> Other: _____</p> <p><input type="checkbox"/> Other: _____ = \$ _____</p>
--	--

PLEASE BE ADVISED: The City of Bangor requires proof of insurance for use of City property. The type of insurance must be comprehensive general liability or public liability insurance. The insurance should be specific to the proposed event or should cover all activities of the sponsoring organization. The insurance coverage must be, at a minimum, \$400,000 per claim / \$1,000,000 annual aggregate. In an appropriate case, a higher amount of insurance may be required. In order for an event permit application to be approved, a current insurance certificate must be supplied by the applicant with the completed application. The certificate must indicate that the City of Bangor is an additional named insured.

Required Documents – (All required documents must be supplied upon submission of application)

- Complete this application form.
- Enclose a Proof of Insurance for the EVENT
- If for a Fund Raiser - Enclose a document / letter from receiving organization acknowledging EVENT

_____ / _____
Applicant signature *Date*

FOR OFFICE USE ONLY: *Requires review, comment and authorization by the following*

COMMENTS & OR CHANGES	Total Due
<ul style="list-style-type: none"> 	\$ _____
Insurance Needed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Paid: \$ _____
Insurance Received? <input type="checkbox"/> Yes <input type="checkbox"/> No	Payment Type: _____

RENTAL

- Approved
- Denied
- Approved with Changes

ADDITIONAL NOTES AND RESTRICTIONS

- Tournament/ game schedule** must be provided to Parks and Recreation prior to event.
- Per city policy, events should not go later than 10:00pm.
- No alcohol is allowed in any park.
- Fire is not permitted in any park.
- Vending, peddling, or advertising are not permitted in any park.
- All trash, decorations, etc. must be removed by the user immediately following your event.
- Down payment of at least 1/2 the fee must be given to Parks and Recreation before event date...unless otherwise noted.

_____ / _____
Parks and Recreation Print *P&R Sign* *Date*