



Bentonville Parks and Recreation
Programs and Special Events
Special Event/Tournament Reservation Form
GENERAL INFORMATION

Organization/ Group: _____

Event Description: _____

Authorized Representative: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Phone Number: _____

Outside Vendor Info (please list name, contact information, promoter reporting number, and products and services vendor intends to sell during the event, for each vendor.

FACILITIES REQUESTED FOR TOURNAMENT/SPECIAL EVENT:

Dates: _____

Times: _____

Facilities Requested: _____

Maintenance Requested: _____

Estimated Number of Participants/Teams: _____

Amount of Participant/ Team Entry Fee: _____

Amount of Spectator Entry Fee: _____

Will this event include participants/teams not currently participating in your group/ league? _____

Note: Parks and Recreation reserves the right to cancel any program that does not meet established rules and regulations, or when the requesting group is unable or unwilling to adequately perform all required duties and responsibilities related to the event, or for similar cause.

Ball Field Rental Information:

Bentonville Parks and Recreation has established fees to defray the costs of maintenance, trash clean up and removal, equipment use, water, and electricity. Bentonville Parks and Recreation has soccer fields at Memorial Park and Citizens Park. Softball fields are available at Memorial Park. Baseball fields are available at Phillips, Memorial, and Merchants parks. Football fields are available at Phillips and Old Tiger Stadium. Fees are listed below:

Rental Fees:

<u>Softball</u>	<u># of Fields</u>	<u>Description</u>	<u>Daily Rate</u>
Memorial Park	6	200' fields with lights	\$150

<u>Baseball</u>	<u># of Fields</u>	<u>Description</u>	<u>Daily Rate</u>
Memorial Park	3	200' fields with lights	\$150
Phillips Park	5	Various dimensions	\$150
Merchants Park	4	200' field (No Lights)	\$150

<u>Soccer</u>	<u># of Fields</u>	<u>Description</u>	<u>Daily Rate</u>
Citizens Park	16	U6 Fields	\$25
Memorial Park	4	U8 Fields	\$34
	3	U8 Fields	\$135
	4	U16 fields or (8) U12 fields	\$135

<u>Tennis Courts</u>	<u># of Courts</u>	<u>Description</u>	<u>Daily Rate</u>
Memorial Park	12	Tennis Complex	\$75
Wildwood	2	Tennis Courts	\$75

<u>Football</u>	<u># of Fields</u>	<u>Description</u>	<u>Daily Rate</u>
Phillips Park	2	Full sized football fields	\$250
Old Tiger Stadium	1	Full sized football field	\$250

<u>Volleyball</u>	<u># of Courts</u>	<u>Description</u>	<u>Daily Rate</u>
Memorial Park	4	Sand Volleyball courts	\$75

All fees reflect a per field/ court cost per day, and all rates include usage of lighting at facility.

WHAT THIS FEE INCLUDES:

The Rental Fee includes field/court preparation for tournaments and/ or games; equipment in desired locations; painted/chalked fields; use of restroom facilities; use of lighting at facility, and use of scoreboards (where available). During large events, trash crews will come through the park periodically through the day to change trash bags and check the status of restrooms. If inclement weather requires the use of field dry, renter will be required to reimburse the City \$9.00 per bag used. The Bentonville Parks and Recreation staff will determine field playability on all fields. At no time may renter put any type of field dry material on the fields without permission from the Bentonville Parks and Recreation staff. If you would like the field prepped during the day the cost will be \$30 per field per time. **All field rentals must be paid in advance. Renter is responsible for any damage done to scoreboard control boxes.**

TENNIS TOURNAMENTS:

When renting courts for a tennis tournament at Memorial Park, you must rent an entire pod. There are 3 pods available for rent with each pod consisting of 4 courts. You may rent 1, 2, or 3 pods at a time.

SOCCER TOURNAMENTS:

When renting fields for a soccer tournament at Memorial or Citizens Park, you must rent an entire field. There are multiple sub-fields to which we've lined for younger age groups, but when renting fields, all field groupings must be rented as a whole.

TRASH DEPOSIT:

All facilities come with a \$200 trash deposit that will be returned if the facility is returned without excessive trash scattered throughout the facility. This includes, but is not limited to excessive amounts of litter in dugouts, beneath bleachers, and in restrooms.

PAVILION USE:

Bentonville Parks and Recreation is happy to offer pavilion reservations at no cost to our participants. Small groups (fewer than 200 people) may reserve pavilions for periods up to four (4) hours in length. Larger groups, 200 plus, are required to complete a Special Event Request Form. Large groups may reserve a pavilion for up to eight (8) hours. Large groups are required to pay a \$200 trash deposit that is returned if the facility is returned in a clean manner. All reservations are accepted on a first come, first serve basis.

Additional Information:

For availability of fields and/or to reserve any of the above locations please call or visit the Parks and Recreation office, located at 215 SW "A" Street. Payment for rental of the field/court must be received in order to confirm the reservation.

Advertising/Banners in Parks:

Tournament and special event organizers are not permitted to hand out banners, posters, flyers, or other printed advertising materials prior to the event. Sponsors are permitted to hang banners or posters in areas pre-approved by Parks and Recreation on the day of the event. Any pre-approved banner may not be displayed until the morning the event begins and must be removed at the completion of the event.

Trail Reservation/ Use:

If your reservation is requesting the use of trails, then the event organizer will be responsible for all trail signage notifying the public prior to and during the event, as well as staffing the appropriate section(s) of the trail during the event. In addition, Parks and Recreation staff will make a determination if the size and scope of your event requires the closure of a trail or portion of a trail to the public. If Parks and Recreation staff determines the trail must be closed, then the trail can be closed for a maximum of four hours, and you will be charged an hourly trail fee based on the size and scope of your event. **At no time may any trails be marked on, without specific written permission from Parks and Recreation. Hourly Trail Fee is \$150.00.**

Special Events:

Special Events are permitted in Bentonville Public Parks, provided the following guidelines are followed:

1. Special Event forms must be completed and submitted to Parks and Recreation. Certain events may require staff and committee approval. Many committees meet on a monthly basis. Because of the number of approvals that may be necessary. It is recommended this event packet be submitted as early as possible to ensure that your event is approved in a timely manner. For more information regarding this process, please call the Recreation Programs Supervisor at 479-464-7275.
2. Events may not be exclusive. Events utilizing public parks must allow any person or resident the ability to participate.
3. Fund-raising Events - No person in a park shall expose or offer for sale any article or thing, nor shall they station or place any stand, cart, or vehicle for the transportation, sale, or display of any such article or thing. Exception here is made as to any regularly licensed concessionaire acting by and under that authority and regulation of the city and nonprofit groups on an annual basis.
4. Events raising money for non-profit organizations must provide a letter from the organization's Executive Director, acknowledging the event and the organization's participation.
5. Events that will be collecting money in any fashion must pay a **\$50 rental fee** for the selected park facility unless stated otherwise in this form.
6. The size of the event cannot exceed the number of parking spaces in the selected park facility. Vehicles can only be parked in designated areas. Overflow parking can only be allowed at special events where Parks and Recreation staff is supervising the event.
7. If there is an exchange of money/registration fee, a facility rental fee will be required for the event sponsor. Each event carries a **\$200 cleaning /trash deposit** that must accompany the Event Request Form. This deposit will be returned provided the park and surrounding parking lots are left clean, free of trash, and no damage is done to structures, gardens, or parking areas.
8. No person in a park shall construct or erect any building or structures of whatever kind, whether permanent or temporary in character, or run or string any public service utility into, upon, or across such lands, except on special written permit obtained from the city.
9. If your event requires a key to a lock being checked out from Bentonville Parks and Recreation, a \$200 security deposit must be submitted. Any key checked out from Bentonville Parks and Recreation must be turned in on the next business day. Once a key is turned in, the security deposit is returned. At no point can the renter make a copy of any Bentonville Parks and Recreation key.
10. Any marking on trails or sidewalks is strictly prohibited. Any painting or marking on athletic fields without specific permission from Parks and Recreation is also prohibited.
11. No inflatables of any kind are permitted, nor are any activities requiring the use of animals such as pony rides, camel rides, etc. without the written permission of the Bentonville Parks and Recreation Department.
12. **Hold Harmless Clause:** The City of Bentonville shall not be liable to user's employees, agents, invitees, licensee, visitors, or to any other person for injury to person or damage to property on premises caused by the negligence or misconduct of user, its agents, servant, or employees, or of any other person entering upon the premises under express or implied invitation by user. The event producer agrees to indemnify and hold harmless the City from any loss, attorney's fees, and expenses or claims arising out any such damage or injury. The City reserves the right to evoke this application at any time.



CITY OF BENTONVILLE

INSTRUCTIONS FOR RACES AND RUNS ONLY

Below are requirements and suggestions regarding running type events within the city limits of Bentonville:

A. REQUIREMENTS:

1. To complete Traffic and Signage Committee form and turn in one week prior to an official meeting.
2. To attend the Traffic Safety and Signage Committee meeting at least three (3) months prior to event.
3. To provide your own barricades and traffic control barrels and devices for your run.
4. To use only washable road chalk type paint on streets. **No paint or road chalk will be allowed on all trails.** Only temporary signage or banners are allowed.
5. To set routes that does not allow a turnaround in the middle of a street or intersection.
6. To set start times no later than 8:00 am or earlier than 6:30 pm.
7. To require volunteer age limits of 18 years old or no younger than 14 with adult supervision, limited to a four (4) blocks radius.
8. If crossing a State Highway it will require at the least one or more officers present.
9. There is a three (3) hour minimum per officer required.
10. Your race director must complete a "Special Events Request" with the Bentonville Parks and Recreation, if a race starts, finishes or goes through a City Park.

B. RACE SUGGESTIONS:

1. Set a course time limit.
2. If your race has 500-1000 participants there is a likelihood that officer presence will increase. Over 1000 participants will necessitate an increase in officer presence.
3. You may be required to contact subdivisions or HOA's if traffic is diverted within a limited area.
4. We highly recommend that each volunteer wear a high visibility shirt or vest.

C. THINGS TO CONSIDER:

1. Left turns are more likely to require police presence.
2. Heavier traffic times or a later start times are more likely to require additional police presence.
3. If your race starts or stops within one (1) block of the downtown square you may be required to contact DBI to coordinate your event with planned activities. Contact: events@downtownbentonville.org or 479-254-0254.
4. Be cognizant of North/South and East/West road corridors. These areas may require increased police presence or a change of route. Some of these include, but are not limited to, Tiger Blvd, Central Ave, South 8th St, SW 'A' St, Main St, and Moberly Lane just to mention a few.
5. You may be required to attend Public Safety Meetings with the Police and Fire Departments.
6. If your run or race will need EMS support from the Fire Department please contact them one (1) month in advance to secure medical services.

TIME LIMITS FOR COURSE RUNS

5k 2 HOURS

10K 3 HOURS

HALF MARATHON 5 HOURS

As a representative for the group and event requested on this form, I understand the regulations applying to the use of Parks and Recreation facilities. I will assume responsibility for the adherence to these regulations and policies if the request is approved.

- The observance of applicable laws and ordinances;
- Any stipulations or restrictions of the permit;
- Any stipulations or rules outlined in the Special Event Request Form Instructions/Rules;
- The Applicant assumes all liabilities that may arise.

Signature of Applicant: _____

Current Date _____

Recreation Supervisor: _____	Date: _____
------------------------------	-------------

Please describe your event. Attach an additional sheet if necessary.

Staff comments are optional and are meant to assist you in planning a successful event.

Park Staff Comments: _____

Office use only

Cleaning Deposit: _____	Date Paid: _____	Key Deposit: _____	Date Paid: _____	CLEANED yes/no _____
Field Rental Fee: _____	# of Fields: _____	Facility being used: _____		
Total amount paid: _____	Amount of trash and/or key deposit _____	Amount returned to renter: _____		
Supervisor Approval <input type="checkbox"/>	Active Calendar <input type="checkbox"/>	Email Notify <input type="checkbox"/>	Events Calendar <input type="checkbox"/>	Confirmation Letter <input type="checkbox"/>

This form can be submitted to the Recreation Programs Supervisor at the Downtown Activity Center at 215 SW A Street or faxed to 479-271-5970.