

City of Hammond Recreation Department
ATHLETIC FIELDS & PARK RESERVATION FORM

Office (985) 277-5903
Fax (985) 277-5907

Today's Date: ___/___/___

Reservations are only guaranteed AT THE TIME OF PAYMENT and must be made (5) FIVE WORKING DAYS prior to event.

Please check all that apply: *There is no fee for pavilions, must reserve 5 days prior to event

___ Cate Square Park	___ Jackson Park	___ Mooney Pavilion	___ Stire Baseball Field	___ Railroad Park
___ Cate Square Gazebo	___ MLK Park	___ Mooney Softball Field	___ Stire Field Concessions	
___ Clarke Park	___ MLK Pavilion	___ Reimer's Baseball Field	___ Zemurray Skate Park/Dreamland	
___ Clarke Pavilion	___ MLK Softball Field	___ Reimer's Field Concessions	___ Zemurray Park/Pavilion Number ___	
___ Clarke Softball Field	___ Mooney Park	___ Settoon Baseball Field	___ Zemurray Splash Pads	

Activity/Event Information:

Person or Organization _____ Phone _____

Mailing Address _____ City/State/Zip _____

Person in Charge of Event _____ Phone _____

Email Address: _____

All non profit organizations must submit a copy of their Non-Profit Statement with form.

Event Type _____ Open to the Public _____ Yes _____ No

Event Date _____ Event Hours _____ Expected Attendance# _____

Will you charge an entry fee for this event/activity ___ Yes ___ No **Requires City Administration Approval**

Will you use loud speakers/music/DJs/microphones? ___ Yes ___ No **Requires City Administration Approval**

Will you have inflatables/Water Slides ___ Yes ___ No ___ **There is an additional \$15 fee for the water slide to cover the use of water. For Inflatables/Water Slides—a Certificate of Liability Insurance showing the City of Hammond as a Certificate Holder in the amount of no less than \$1 Million and must be signed by the insurance company.**

Rental Fees:: All fees must be paid by check or money order at the time the reservation is approved.

Baseball/Softball Fields (Night Rentals)

(Liability Insurance Must be Provided)

\$ 25.00 per Hour

Tournament: \$200.00 per day

Concession Stands

Deposit: \$100 (check only)

Rental Fee: \$50 per day

OFFICE USE ONLY

Deposit (check): _____ Rental Fee: _____ Total Amount: _____

Staff Signature: _____ Date: _____

Recreation Director Signature: _____



WAIVER REQUEST FORM

DATE OF EVENT: _____ TIME(S) OF EVENT: _____

SUBJECT/REASON FOR WAIVER REQUEST: _____ LOCATION: _____

NOISE ORDINANCE WAIVER ☐ | STREET CLOSURE ☐ | PARKING MALL CLOSURE ☐
(All noise is to be in moderation) (Must provide map or list of closed streets or parking malls with names)
With all complaints Police will determine the end time of waiver.

IF WAIVER IS FOR A CITY PARK OR CITY PROPERTY: RESERVED ☐ | NOT RESERVED ☐

CHECK IF NEEDED: ELECTRICITY ☐ | WATER SERVICE ☐ | BARRICADES ☐
(Must notify at least a week before the event)

Please be specific and specify organizer, location, reason for the event, and request:

The organizer of the event is responsible for cleaning up the area requested for usage at the end of the event and to provide security during the event.

Sign acknowledgement _____

REQUESTED BY:

NAME & ORGANIZATION: _____

ADDRESS: _____

PHONE #: _____ CELL #: _____

EMAIL: _____ FAX #: _____

NOTE: If approved, this waiver in no way obligates the City of Hammond to make any notifications or to supply set up, cleaning, or other services for this event. All requests have to be submitted to Alma Mitchell in the Mayor & Administration Office, requests can be submitted electronically to mitchell_ap@hammond.org or fax (985) 277-5602.
If you have any questions please call (985) 277-5601.

BELOW TO BE FILLED OUT BY CITY ADMINISTRATION

DATE RECEIVED BY: _____ TIME RECEIVED: _____

APPROVED: _____ (YES) _____ (NO)

REMARKS: _____

Authorized Signature

Date

USE OF CITY PARKS RULES & REGULATIONS

- A waiver request Form must be completed with the complete times and locations of the event. Any music or sound systems must complete a noise waiver. No vulgar, obscene or offensive music can be played in City Parks.
- You must hire your own security.
- When requesting a parking mall closure and/or barricades, it is the responsibility of the person organizing the event to request the barricades and to place the barricades. Call (985) 277-5955 for barricades. You will need to place signage about the event and notify the businesses in the area about the event. The signs should have what is taking place, when, where, and hours of event.
- Any street closures need to be approved by the Mayor's office. Railroad tracks cannot be blocked or closed. Parts of the street in front of private homes cannot be blocked or closed without the written consent of the property owner.
- If inflatables (such as water slides, jumpers, etc.) are used, a Certificate of Liability Insurance showing the City of Hammond as a Certificate Holder in the amount of no less than \$1,000,000.00. It must be signed by the insurance company. **Water slides are not allowed in Cate Square Park.**
- Any walk, run or parade must describe the route and submit a map. Complete an Application for Parade Permit. A police escort is NOT provided for any walk, run, or parade. A Police Officer will direct the start but you will need to hire your own security and put up directional signs that must be removed as soon as the event is over.
- Tent locations must be approved by the Water Department to avoid damage to sprinkler systems.
- Fireworks are approved only by the Fire Marshall and the person handling the fireworks must be a certified fireworks handler.
- Alcohol and smoking are not permitted in City Parks. You must obtain from the State a special event permit if alcohol is served.
- **No cooking, grilling, or boiling allowed under park's pavilions or on picnic tables.**
- No vehicles may drive on the grass in City Parks.
- No one can charge a fee on City property. No sales allowed for profit-making companies/ vendors and "no garage sales". Only Non-Profit vendors can accept donations, and must submit a proof of non-profit (501C3) at the time of reservation and include where the proceeds go.
- All City Parks close at dusk and reopen at dawn. They are open to the public and no admission fee can be collected.
- You must clean up after your event. Bag all trash and take it with you when you leave.

Signature of Applicant

Date
