

City of Hammond Recreation Department
ATHLETIC FIELDS & PARK RESERVATION FORM

Office (985) 277-5903 Today's Date: ___/___/___
Fax (985) 277-5907

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

Please check all that apply:

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> Cate Square Park | <input type="checkbox"/> Jackson Park | <input type="checkbox"/> Mooney Park Pavilion | <input type="checkbox"/> Stire Baseball Field |
| <input type="checkbox"/> Cate Square Park Gazebo | <input type="checkbox"/> MLK Park | <input type="checkbox"/> Mooney Park Softball Field | <input type="checkbox"/> Stire Field Concession |
| <input type="checkbox"/> Clarke Park | <input type="checkbox"/> MLK Park Pavilion | <input type="checkbox"/> Reimer's Baseball Field | <input type="checkbox"/> Zemurray Park/Pavilion # _____ |
| <input type="checkbox"/> Clarke Park Pavilion | <input type="checkbox"/> MLK Park Softball Fields | <input type="checkbox"/> Reimer's Field Concession | <input type="checkbox"/> Zemurray Skate Park |
| <input type="checkbox"/> Clarke Park Softball Field | <input type="checkbox"/> Mooney Park | <input type="checkbox"/> Settoon Baseball Field | <input type="checkbox"/> Railroad Park |

Activity/Event Information:

Person or Organization _____ Non Profit: Yes No
Contact Person _____ Phone _____
Mailing Address _____ City/State/Zip _____
Person in Charge of Event _____ Phone _____

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

Type of Event/Activity _____ Open to the Public: Yes No
Date _____ Event Hours: _____ # Attending _____ (Security is required for attendance over 30 people)
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 water use. 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 is needed 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)

Concession Stands

(Field rentals/tournaments will require Security and Insurance Coverage)

\$ 25.00 per Hour
Tournament: \$200.00 per day

Deposit: \$100 (check only)
Rental Fee: \$50 per day

OFFICE USE ONLY

Deposit (check): _____ Rental Fee: _____ Total Amount: _____
Staff Signature: _____ Date: _____
Rec. Director Signature: _____



WAIVER REQUEST FORM

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

SUBJECT/REASON FOR WAIVER REQUEST: _____ **LOCATION:** _____

STREET CLOSURE **PARKING MALL CLOSURE** (Must provide map of closed streets or parking malls with names)

All noise is to be in moderation (Initial) _____
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 Cato 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 pavillions 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
