

# Tournament Request Form

Please submit a separate request form for each tournament

Youth Tournament    
  Adult Tournament    
 # of Participants

Organization:

Address:  City:  PC:

Contact Name:

Email:

Phone #:

Cell#:

Name of Tournament

Field	Date(s) Required	Time Start/End	Annual Request
			Y <input type="checkbox"/> N <input type="checkbox"/>
			Y <input type="checkbox"/> N <input type="checkbox"/>
			Y <input type="checkbox"/> N <input type="checkbox"/>
			Y <input type="checkbox"/> N <input type="checkbox"/>

**Will your tournament include:**

Please check all that apply

- BBQ
- Sale of Food
- Special Occasions Permit (alcohol/beer tent)
- Amplified Music

**Will you need:**

Please check- Additional fees + HST

- Hydro -extra cost
- Garbage Cans- Set of 8 -\$67.48 +HST  
# of sets
- Snow Fencing

*\*Required for beer tent areas at Omischl- \$83.18 plus HST*

Please return completed Tournament Request Forms to:

Sports and Events

200 McIntyre Street East North Bay, ON P1B 8V6

Phone: (705) 474-0400 Ext 2329 or 2335

Fax: (705) 474-9782 Email: [fieldsandparks@northbay.ca](mailto:fieldsandparks@northbay.ca)



Personal information on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of booking municipal parks.

Questions about this collection or personal information should be directed to the City Clerk, 200 McIntyre St. E., North Bay (705) 474-0626, Ext. 2510.

## **FACILITY PERMIT APPLICATION TERMS & CONDITIONS** (This Permit Is Issued Subject to the Following)

1. The Representative shall pay rent for the time specified at the approved rate, plus tax, if applicable. Cash, cheque, Interac or credit card will be accepted as payment. The Corporation of the City of North Bay HST number is 121745962. Rental fee, proof of all required permits, liability insurance (minimum \$5,000,000.00) naming **The Corporation of the City of North Bay** as an additional insured and compliance with the departmental guidelines must be submitted ten (10) days prior to the event. There will be a \$55.00 charge for NSF cheques.
2. The Representative shall indemnify and save harmless The Corporation of the City of North Bay from any damage, causes, causes, suit and claims which may arise by the virtue of the rental of the facility, whether such damages, causes, claims or suits are occasioned by the Representative or another person while the Representative has leased and is in control of the said facility. The Representative further covenants and agrees to pay any costs which may be incurred pursuant to or arising from any damages, causes suits or claims. Additional insurance coverage may be required naming The Corporation of the City of North Bay as an additional insured.
3. If the Representative wishes to cancel the rental, the Representative shall give **seven (7) days WRITTEN** notice. If the said notice is given, the rental for the facility on the cancelled day is not payable. Notice of cancellation shall be given as follows: for parks, buildings and athletic field facilities, to the Arts, Culture & Recreation, 705-474-0626 ext. 2329 or 2335 or by email to [fieldsandparks@northbay.ca](mailto:fieldsandparks@northbay.ca)
4. If notice to cancel is not given in accordance with # 3 then the Representative will be responsible to pay for the rental. Future permits shall be suspended until such time as the money owed has been paid in full.
5. The Corporation of the City of North Bay reserves the right to cancel this permit should there be a breach of regulations or with 48 hours' notice as required. The City reserves the right to schedule or reschedule the use of any facility in such a manner as to ensure safe, maximum/efficient use of a facility, to allow maintenance work to be performed, or to accommodate other circumstances as deemed necessary. If the City cancels the rental, there shall be no rental charge payable.
6. The Corporation of the City of North Bay reserves the right to cancel a permit due to inclement weather. An alternative date will be offered, or a refund will be issued for fees paid. The permit holder may cancel the permit due to inclement weather. Cancellation of the permit must occur no more than 24 hours after the booking date. **TURF DAMAGE/REPAIR CHARGE AND/OR DEPOSIT** - A \$500.00 turf damage/repair charge will be levied to a league or individual who plays/uses a park or field during inclement weather or who plays/uses a park or field that shows signs of saturation or puddling. A deposit may be required should a group or individual have the use of any turf area, subject to the discretion of the Parks Supervisor.
7. Facilities may be booked by a representative eighteen (18) years or older. The Representative shall be responsible for the conduct and supervision of all persons attending the event and shall ensure that all the regulations contained in this permit are observed. Vandalism, littering, abusive language, smoking and the use of alcohol without a license shall be deemed as just cause to cancel the permit or reject future permit applications. The Representative assumes full responsibility for all damages, causes, suits or claims. Activities must be restricted to the room/field that is permitted. Access to other areas is not allowed. Smoking is not permitted in any part of the facility other than in such areas, if any, the City may designate.

8. The use or sale of alcohol requires a Special Occasion Permit and compliance with all Alcohol & Gaming Commission of Ontario (AGCO) regulations, as well as the City of North Bay Municipal Alcohol Policy (MAP). According to the MAP, all outdoor licensed areas must be fenced in. A \$30.00 key deposit is required for access to snow fencing and the installation machine. Contact the Lee Park office, 705-472-3932 to arrange pick-up of installation machine.
9. The Representative agrees to abide by the City's Park Bylaw #35-96-as amended and all rules and regulations of the facility in effect at the time of the rental.
10. Whenever and to the extent that the City shall be unable to fulfill or shall be delayed or restricted in fulfilling any obligation hereunder by any cause beyond its control, including acts of God, or public enemy, acts of the Government, either of its sovereign or contractual capacity, strikes, fires or floods, the City shall be released from the fulfillment of such obligation during the period it shall so be delayed or restricted in fulfilling such obligation.
11. All exits shall be always kept free from obstruction during the representative's occupancy of the facility.
12. The representative shall be responsible for vacating, returning to the original condition and the removal of all rented or privately owned property, alcohol or personal effects by the specified permit end time unless prior written arrangements have been made with the Arts, Culture & Recreation department.
13. If tents are to be erected in designated park areas, **locates are to be arranged** - contact Lee Park Office at 705-472-3932. Failure to make arrangements for locates will result in cancellation of the permit. A Building Permit may be required, depending on the size of the tent. Contact the Building Department at 705-474-0626, ext. 2415 for details.
14. Any league and/or individual who temporarily remove soccer nets must ensure they are returned to their original, secure location after each occurrence. Failure to comply will result in a charge of \$50.00 to the appropriate leagues and/or individual's account with the City of North Bay.
15. The City requires that all community groups using the facilities make use of all protective equipment ordinarily used in the activity which is being carried out.
16. The representative acknowledges receiving a copy of "Propane Barbeque Safety Tips" and has read and understands it.
17. Organizers of walk, blade, bike or running events are required to provide safety marshals (wearing safety vests) along the route. These marshals will warn pedestrians about on-coming traffic and assist with crossings at roadways.
18. Pursuant to the User Fee By-law No. 2015-023, and any successor by-law thereto, all outstanding accounts receivable balances will be subject to interest charges. Interest will be applied to all invoices 31 days old or greater on the first day past due.
19. The permit holder is responsible for garbage pick -up and disposal at the end of their rental.
20. Permit Holder is responsible to comply with accessibility standards under the Accessibility for Ontarians with Disabilities Act (AODA).

21. Upon approval of the City, special event advertising signs are permitted subject to the following guidelines:

1. Location:

(a) Signs are permitted only in the location authorized through this facility permit.

(b) No person shall place or permit to be placed an event advertising signs that:

- i. is illuminated, has flashing lights, or rotating parts;
- ii. is located within 2.0 metres of the Travelled Roadway or within a Sight Triangle;
- iii. is located on a utility pole;
- iv. obstructs, impedes or interferes with any fire escape, fire exit door, window, skylight, flue, air intake or exhaust, or any means of access by a firefighter to any part of a building or fire hydrant;
- v. impedes, hinders or prevents parking of vehicles on private lands;
- vi. impedes or obstructs the passage of pedestrians where they are reasonably expected to walk;
- vii. interferes with the safe operation of vehicular traffic or the safety of pedestrians, including the visibility of warning devices and traffic signals; or
- viii. impedes or obstructs City maintenance operations.

2. Maximum size:

(a) 0.5 square meters (6 square feet)

3. Duration:

(a) Event advertising signs are permitted to be placed for a maximum of four (4) days in advance of the event and must be removed within one (1) day of the event ending.

4. No other signs, including Mobile Signs, are permitted unless approved by the City's. Please contact the planning department at 705-474-0400 ext. 2414.

22. If your primary purpose for requesting this facility is filming activity, please submit this form to: [filming@northbay.ca](mailto:filming@northbay.ca)

23. The Representative shall not photograph, film, or identify any third-party signage, vehicle, license plate, serial number, license number, logos, slogans, the Premises, the City's name, address, logo, trademark, or any other similar identification, personal property, furniture, fixtures, or any individual, and shall not bring any animals, birds, illegal substances, firearms (real or prop), explosives, pyrotechnics, onto the facility, or film any scenes including any violence, profanity, vulgar, obscene or lewd conduct, nudity or explicit sexuality unless written consent is obtained from the relevant third party or the City.

X \_\_\_\_\_ Initials of representative(s)



## Field User Policy for Tournament Use

### **A Steve Omischl Sports Field Complex – 100% Smoke Free**



**\*\*AED ON SITE LOCATED ON THE WASHROOM BUILDING FACING INTACT\*\***

This facility is a locked facility. Use of the fields is by PERMIT ONLY. Contact the Sports & Events Department to book a permit.

The following are a listing of field rules for the artificial turf fields at the complex:

- No metal cleats, no food or drink, no bikes or strollers on the turf, no lawn chairs, no camping, no sunflower seeds, no chewing tobacco, NO Smoking.
- No sport drinks on the turf – Water ONLY.
- No spectators on the turf
- No maintenance, changes or repairs to any of the fields is to be done by any individual, team or league. Report all maintenance issues to the staff on site or contact Lee Park at (705) 472-3932.

- There is no designated warm-up area for teams. If you require a warm-up prior to your game start time you must book the hour on your permit.
- Natural turf sport field (Brokerlink) is designated for Soccer and Ultimate Frisbee only. Soccer and football may be booked on either artificial turf (Mike O'Shea Powered by Wawanesa or Intact – has no uprights).
- Only one field has a mound (Veterans Field). For tournament play, a portable mound can be set up on another diamond. All training equipment must be approved for use on the Artificial Turf fields. Please contact the Manager of Sports and Events to discuss.
- There are no storage facilities on site. Equipment cannot be left on site without the permission of the Parks Supervisor.

# Protect the Artificial Turf



No Metal Cleats  
No Spectators on Turf  
Only Water is Allowed on Turf

*Field Use by Permit Only*

## Veterans Fields



***\*\*AED on site. Located inside the referee's room at Veterans Building. See the umpire or referee for access\*\****

### Field and Court Services

Sports fields are open for the regular season from mid-May until Labour Day, weather permitting (with the exception of the Steve Omischl Sports Field Complex). For specific dates, please contact the Sports and Events Department at (705) 474-0626 ext. 2329.

### Washrooms and Change Rooms

During the regular season, washroom and change room facilities are cleaned and stocked on a daily basis. During the pre/post seasons, only limited access to washrooms is available.

### Tournaments and Special Requests

When groups are holding special events and tournaments that could require additional Department resources, groups are required to notify the Department fourteen (14) days in advance so that arrangements can be made for additional services to be provided. Extra services include additional sanitation services, extra garbage collection, stages, bleachers, flag installation, picnic tables and other items similar in nature. Extra fees are associated with the above-mentioned services. For exact rates inquire at the Sports and Events Department.

## **Exclusions**

Outdoor facilities or sport field rental contracts do not imply any other rights for the use of parkland or additional activities. Any special requirements should be requested in writing to the Manager of Sports and Events. Special conditions include but are not limited to; the sale or advertisement of any product or service, use of park utilities, display of signage or banners, and set up of any tent or structure. Groups who have requested special permission for additional requirements will receive written acknowledgement of their request.

## **Amplified Music**

Amplified music is permitted at municipal fields and courts. The noise level of the music must be at a reasonable level so that it does not disrupt user groups at other fields or the neighbourhood surrounding the field area.

Omischl staff has the authority to request that a user group turn down the music if it is deemed to be too loud. Failure to comply with the staff's request could result in a loss of booking privileges at the field/court.

## **Keys**

Keys may be required for access to some field/court locations, light sources and washrooms/change rooms. Locations are indicated on the park description table. Keys are to be obtained from the Arts, Culture and Recreation Department at least one (1) week prior to the start date.

A refundable key deposit of \$30.00 per key is required to receive a key.

## Lights

At all locations where lights are available, groups are required to turn the lights on and off. Failure to shut off the lights will result in the following charges:

<b>FIRST OCCURRENCE</b>	<b>\$25.00</b>
<b>SECOND OCCURRENCE</b>	<b>\$50.00</b>
<b>THIRD OCCURRENCE</b>	<b>\$75.00</b>
<b>FOURTH &amp; LAST OCCURRENCE</b>	<b>LOSS OF LIGHT PRIVILEGES</b>

## Light Boxes

Hydro boxes are located at each field and contain the control panels for field lights. These panels are accessed with a hydro key. The panel must be locked after the lights are turned on and after the lights are turned off. These panels contain high voltage and can be dangerous to a child or adult. Failure to comply will result in immediate loss of light privileges to the individual and/or league.

## Concessions

Concession Operators, awarded by tender, are provided with copies of event schedules at each facility location for the entire season. The Concession Operator may contact users in order that this service may be provided for additional events. Details of the locations where concessions are operated are available through the Sport and Event Department.

## Soccer Nets

Any league and/or individual who temporarily remove soccer nets must ensure they are returned to their original, secure location after each occurrence. Failure to comply will result in a charge of \$50.00 to the appropriate league and/or individual's account with the City of North Bay.

## Rain Outs

Games cancelled due to weather should be called or emailed into the Sport and Events Department within 24 hours (one business day) or on Mondays after weekend play. These will be rescheduled on a one-for-one basis. Cancellations after 24 hours are

subject to full field fees. In the case where the Department closes fields due to rain, bookings will be deleted from the contract immediately.

The City of North Bay reserves the right to cancel a permit due to the inclement weather. An alternative date will be offered, or a refund will be issued for fees paid. If the user group does not vacate a field in inclement weather, a fine will be issued to the league or booking group. An additional charge for repairs may also be levied.

### **Turf Damage/Repair**

A \$500.00 turf damage/repair charge will be levied to a group or individual who plays/uses a park or field during inclement weather or who plays/uses a park or field that shows signs of saturation or puddling. A deposit may be required should a group or individual have the use of any turf area, subject to the discretion of the Parks Manager and/or Manager of Sports and Events.

### **Cancellations**

For tournament bookings we require seven (7) days notice of cancellation submitted in writing/email to the Sports and Events department prior to the first day of the tournament booking. The Sports and Events Department reserves the right to cancel a permit if any group or individual member of a group violates this user's policy, the rules, regulations and procedures governing the use of outdoor fields and facilities or participates in any prohibited activity established by the municipality. Failure to cancel within the required time will result in the full balance of the contract being invoiced to the organizer.

### **Bookings**

Bookings can be made via email, telephone, in person or by fax. One time/occasional bookings must be paid for in advance. **Permits must be signed by the user and the Department to ensure validity.** All booking requests made on Fridays for weekend play must be called in, emailed or faxed to the Sports and Events Department prior to 2:00 p.m. on the last business day before the weekend of play.

Out-of-season bookings can be made with the approval of the Manager of Sports and Events. These out-of-season bookings will have a weather restriction in place. Contact the Manager of Sports and Events for details regarding out-of-season usage and weather restrictions.