



**City of Tucson Parks and Recreation Sports Unit  
TOURNAMENT APPLICATION REQUEST**

Updated 10/31/17

The application does not guarantee a permit for use.  
All sections of this application must be completed. Incomplete and unsigned applications will be returned.  
Submit application to: [sportsunit@tucsonaz.gov](mailto:sportsunit@tucsonaz.gov) Fax: (520) 791-5807, mail or drop off to  
the Sports Office: 8155 E. Poinciana Drive, Tucson AZ 85730, Monday-Friday 9am-5pm

**CONTACT & ORGANIZATION INFORMATION**

Tournament Director: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone: Home: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_ Email: \_\_\_\_\_  
 Alternate Contact: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ Email: \_\_\_\_\_  
 Organization Name: \_\_\_\_\_  
 Non Profit:  No  Yes (must provide copy of 501c3)

**PERMIT INFORMATION**

Youth  Adult  
 Sport:  Softball  Soccer  Baseball  Flag Football  Rugby  Ultimate Frisbee  Other \_\_\_\_\_  
 Field(s) Requesting: \_\_\_\_\_  
 Date(s): \_\_\_\_\_  
 Start Time(s): \_\_\_\_\_ End Time(s): \_\_\_\_\_  
 Must include set up and break down days and times in the permit.

**EVENT INFORMATION**

Name of Event: \_\_\_\_\_ Website: \_\_\_\_\_  
 Expected number of teams: \_\_\_\_\_ Expected number of participants: \_\_\_\_\_  
 What is the entry fee per team/participant? \_\_\_\_\_ Is the event open to the public: \_\_\_\_\_  
 Is there a gate entrance fee? \_\_\_\_\_ If yes, how much: \_\_\_\_\_ Daily/weekend? 5% to be paid to Parks and Recreation Dept.  
 Will there be vendors selling any items? \_\_\_\_\_ If yes, a list of vendors and what they are selling must be given to  
 the Sport Office prior to your event. Overnight Security:  No  Yes  
 Will the concession stand be used? \_\_\_\_\_ If yes Health Permit and COT Vendor Permit must be purchased.  
 Will you be selling beer?  No  Yes You must acquiring a Special Events Liquor License.  
 Will there be amplified sound:  No  Yes If yes, what type? \_\_\_\_\_

**TOURNAMENT PAYMENT SCHEDULE & DUE DATES FOR PAPERWORK**

Required Documents / Fees	Due Date	Date Completed / Sports Staff Initials
Tournament Application Due	20 Business Days Prior to Event	
Appeal Form for Light extensions	25 Business Days Prior to Event	
Field Prep Request Form	15 Business Days Prior to Event	
Pima County Health	14 Business Days Prior to Event	
Tournament Insurance	5 Business Days Prior to Event	
501c3 Documents (if applicable)	5 Business Days Prior to Event	
Vendor List	5 Business Days Prior to Event	
COT Vendor Permits	5 Business Days Prior to Event	
Beer Permits	5 Business Days Prior to Event	
Deposits and Fees Due	5 Business Days Prior to Event	
Last Day to cancel tournament for a full Refund	5 Business Days Prior to Event	

**EQUIPMENT & OTHER REQUESTS**

Field Prep Requests:  No  Yes Prep must be approved by Park Supervisor. (See Field Prep Request Below.)

Temporary Fences:  No  Yes Additional fees may apply. Tournament director may be responsible for setting up/taking down.

Beer Permit:  No  Yes

COT Vendor Permit(s):  No  Yes

Keys:  No  Yes If yes, the Key Agreement must be filled out.

Bases rental:  No  Yes What distance will the bases be set? \_\_\_\_\_ What distance is the pitching mound? \_\_\_\_\_

Other Equipment (Rake, Liner, Quick Coupler) :  No  Yes \_\_\_\_\_

Scoreboards (available only at Lincoln):  No  Yes

Ramadas:  No  Yes Name of Park: \_\_\_\_\_ What ramada number(s)? \_\_\_\_\_

Tents:  No  Yes Must be secured properly.

Inflatables:  No  Yes Must be secured properly.

Electrical Needs:  No  Yes \_\_\_\_\_

Other: \_\_\_\_\_

**Fees**

	<u>City Resident</u>	<u>Non Resident</u>
Field Rental	\$155.00 per field / per day	\$195.00 per field / per day
Non-Profit (501c3)	\$ 80.00 per field / per day	\$100.00 per field / per day
Ramada Rental	\$ 15.00 half day / \$25.00 full day	\$ 20.00 half day / \$30.00 full day
Beer Permit (Daily)		
Regular up to 100 people Daily	\$25.00	\$30.00
Special event over 100 people	\$90.00	\$115.00
=====		
Concession Stand	\$155.00 per weekend / per complex *Pima County Health Permit (14 days prior to event) and Vendor Permit required	
Keys	\$50.00 (per key) refundable deposit	
Tournament Deposit	\$500.00 refundable deposit. For bases, equipment, scoreboard controllers (Lincoln only) and to ensure the complex/fields are left clean.	
Vendor Permit	\$60.00 per day per complex / Non-profit (501C) are free (must show 501c documentation).	
Field Prep	\$25.00 per occurrence, per field (baseball, softball). \$35.00 for Reid Annex baseball.	
<b>*Prices subject to change without prior notice.</b>		

**Field Prep Request**

Total # of Preps Requesting: \_\_\_\_\_

Dates: \_\_\_\_\_

Fields: \_\_\_\_\_

Times: \_\_\_\_\_

You may be asked to attach an additional schedule that details the preps you are requesting.

I certify that this application information is complete, true and accurate to the best of my knowledge. I have received a copy of the City of Tucson Parks and Recreation Department's TOURNAMENT REQUIREMENTS & INFORMATION & GUIDELINES and will abide by all the requirements, rules and deadlines for payments and all paperwork.

\_\_\_\_\_  
Tournament Director

\_\_\_\_\_  
Date