



SPECIAL EVENT REQUEST

Miami Township Parks & Recreation, 6101 Meijer Drive, Milford, OH 45150-2189

Organization/Team/Club _____

Name of Applicant: _____

Address: _____ City: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email address _____

Address of Person/Organization to be Invoiced _____

EVENT TYPE _____ DATE AND TIME _____

NUMBER OF PARTICIPANTS EXPECTED _____

FIELD/PARK REQUESTED _____

(Field and Park codes on back)

USER FEES CHARGED FOR EVENTS

5K Walk Run	Res: 0- 300 participant's \$120	300+ \$250
* Resident- Group or business resides in Miami Twp. primarily serving Miami Twp, residents.	Non- Res: 0-300 \$155	300+ \$325
Corporate/Family Picnic	100+ participants \$120	
School/Non Profit Fundraiser	Residents \$120 Non Residents \$250	
Tournament	Field Rental Fee \$100 per field per day + labor	

OTHER FEES

Service Dept. Staff Fees: \$12-\$35 per hour Sat/Sun pay differential Sat. (overtime- time 1/2) Sun. pay rate (2 x pay rate)

Concession Stand MMP: \$75 and a Health Dept. Food License if needed

Clean Up Fees: A charge of \$40 per hour to clean up at conclusion of event if the organization fails to meet Miami Township standards.

PRE EVENT MEETING _____

EXPENSES INCURRED TO BE REIMBURSED BY ORGANIZATION TO MIAMI TWP

Service Dept. Staffing: 248-3728 _____

Port a lets _____

Light Plants _____

Trash Cans _____

Electric _____

Concession Stand _____

Police Traffic Assistance (5 1 3) 248-3721 _____

Fire/EMS 248-3700 _____

Other Miscellaneous _____

TOTAL FEES _____

LIABILITY INSURANCE

Does requesting organization carry liability insurance? Yes _____ No _____

Name of liability insurance carrier of sponsoring agency: _____

Limits of liability: \$ _____

All organizations that carry liability insurance must name the Miami Township Board of Trustees as an additional insured and provide proof of insurance as a condition of the field agreement.

ACKNOWLEDGEMENTS AND RELEASE OF LIABILITY

The Applicant, on behalf of the organization he/she is representing, agrees to hold harmless the Miami Township Board of Trustees and its respective employees, agents and assignees from any and all liabilities, whether to persons or property, as the result of negligence on the part of said individual or organization, or the acts of any of its agents or anyone visiting the park or fields upon the invitation of said applicant. Applicant further agrees to adhere to all Laws of the State of Ohio and the Federal Government.

Applicant acknowledges receipt of and further agrees that its organization will adhere to all **Miami Township Park Rules and Regulations, Field Use Policies and Lightning Policy**; and will notify and inform all participants of the league he/she is representing of the aforementioned documents.

The Applicant agrees he/she is authorized to sign on behalf of the organization.

Organization Name: _____

Signature of Applicant: _____ Date: _____

Print Name

Miami Twp. Representative

Miami Township Park Codes

MMP-Miami Meadows Park, 1546 St. Rt. 131
MR- Miami Riverview Park, 587 Branchhill-Loveland Road
PR- Paxton Ramsey Park, 6265 Price Road
CP- Community Park, 5951 Buckwheat Road

Lacrosse Field Codes

(MMTG1) Lacrosse Tree Grove Field
(MMTG2) Lacrosse Tree Grove Field
(MMTG3) Lacrosse Tree Grove Field
(MMFF) Lacrosse Front Field

Baseball Field Code

(MM1) Miami Meadows Field #1 Mound 90' Base
(MM2) Miami Meadows Field #2 Mound 90' Base
(MM3) Miami Meadows Field #3 90' Base
(MM4) Miami Meadows Field #4 90' Base
(PR1) Paxton Ramsey Field #1 T-Ball
(PR2) Paxton Ramsey Field #2 80' Base
(PR3) Paxton Ramsey Field #3 90' Base
(PR4) Paxton Ramsey Field #4 Mound 90' Base
(RV1) Miami Riverview Field #1 80' Base
(RV2) Miami Riverview Field #2 80' Base

Soccer Field Code

(MMSS) Miami Meadows Soccer Small
(MMSL) Miami Meadows Soccer Large
(PRS1) Paxton Ramsey Soccer #1 50X80
(PRS2) Paxton Ramsey Soccer #2 50x75
(PRS3) Paxton Ramsey Soccer #3 60x110
(PRS4) Paxton Ramsey Soccer #4 50x75
*****No Spring Soccer at Paxton Ramsey****
(RVS1) Riverview Soccer #1 50X80
(RVS2) Riverview Soccer #2 50X80
(RVS3) Riverview Soccer #3 50X80

Football Field Code

(FBP) Miami Meadows Football Practice Field
(FBG) Miami Meadows Football Game Fields

Direct your questions to Ryan Himes at Ryan.Himes@MiamiTwpOH.gov

Disclaimer: *The Miami Township Board of Trustees reserves the right to alter field permits to accommodate field conditions and other events.*