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 _____________________________________________________

(USER FEES CHARGED FOR EVENTS

5KWalk Run                                                                                   Res: 0-300 participant’s $120  300+ $250
* Resident- Group or business resides in Miami Twp. primarily serving Miami Twp residents.
Corporate/Family Picnic                                                                 Non- Res: 0-300 $155  300+ $325
School/Non Profit Fundraiser                                                                 100+ participants $120
Tournament                                                                                   Residents $120  Non Residents $250

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__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

Football Field Code

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

***No Spring Soccer at Paxton Ramsey***

(RVS1) Riverview Soccer #1 50X80
(RVS2) Riverview Soccer #2 50X80
(RVS3) Riverview Soccer #3 50X80
Direct your questions to Krystin Thibodeau at Krystin.Thibodeau@MiamiTwpOH.gov.

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