



# 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  
100+ participants \$120

Corporate/Family Picnic

**Residents \$120 Non Residents \$250**

School/Non Profit Fundraiser

Field Rental Fee \$100 per field per day + labor

Tournament

### OTHER FEES

**Service Dept. Staff Fees:** Reimbursement of actual cost incurred for staff with hourly rate range \$42-\$71 and Sunday rate range \$55-\$95

**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 (513) 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 Codes

**(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 Codes

**(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 Codes

**(MMSS)** Miami Meadows Football Practice Field  
**(MMSL)** Miami Meadows Football Game Field

Direct your questions to Ryan Himes at [Ryan.Himes@MiamiTwpOH.gov](mailto: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.*