City of Hammond Recreation Department Office (985) 277-5900 Today's Date:___/___/____

ATHLETIC FIELDS & PARK RESERVATION FORM Fax (985) 277-5907

Reservations are only guaranteed AT THE TIME OF PAYMENT and must be made (5) FIVE WORKING DAYS prior to event.

Please check all that apply:

____ Cate Square Park Gazebo ____ MLK Park Pavilion ____ Mooney Park Softball Field ____ Settoon Baseball Field

____ Clark Park Pavilion ____ MLK Park Softball Fields ____ Stire Baseball Field ____ Zemurray Park

____ Clarke Park Softball Field ____ Mooney Park Slash Pads ____ Reimer's Baseball Field OTHER _____

____ Dreamland Skate Park ____ MLK Park Slash Pads ____ Stire Field Concession

____ Fagan Baseball Field ____ Mooney Park Pavilion ____ Reimer's Field Concession

Activity/Event Information:

Person or Organization_____ Non Profit _____ Yes _____ No

Contact Person _____ Phone _____

Mailing Address _____ City/State/Zip _____

Person in Charge of Event_____ Phone _____

All non profit organizations must submit a copy of their Non-Profit Statement with form.

Type of Event/ Activity _____ Open to the Public_____ Yes _____ No

Date of Event/Activity _____ Hours of Event _____

Will you charge an entry fee for this event/activity ___ Yes ___ No **Requires City Administration Approval**

Will you use loud speakers/music/DJs/microphones? ___ Yes ___ No **Requires City Administration Approval**

Rental Fees:: All fees must be paid by check or money order at the time the reservation is approved.

Deposit checks will be refunded after the facility has been inspected.

Baseball/Softball Fields (Night Rentals)	**Concession Stands**	**MLK Park Pavilion**
$ 20.00 per Hour	Deposit: $100 (check only)	Deposit: $50.00 check
Tournament: $100.00 per day	Rental Fee: $50 per day	Rental Fee: $20.00 per hour

No Rental Fees: Cate Square Park Gazebo, Clarke Park Pavilion, Dreamland Skate Park, Fagan Baseball Fields, Mooney Park Pavilion, Mooney Park Splash Pads, MLK Park Splash Pads, Zemurray Park

OFFICE USE ONLY

Deposit (check): _____ Rental Fee: _____ Total Amount: _____

Staff Signature: _____ Date: _____

Rec. Director Signature: _____

USE OF CITY PARKS RULES & REGULATIONS

- A Waiver Request Form must be completed with the complete times and locations of he event. Any music or sound systems must complete a noise waiver. No vulgar, obscene or offensive music can be played in city parks.
- You must hire your own security.
- Preaching or Political events are not allowed in City Parks.
- When requesting a parking mall closure and/or barricades, it is the responsibility of the person organizing the event to request the barricades and to place the barricades. Call (985) 277-5955 for barricades. You will need to place signage about the event and notify the businesses in the area about the event. The signs should have what is taking place, when, where, and hours of event.
- Any street closures need to be approved by the Mayor's office. Railroad tracks cannot be blocked or closed. Parts of the street in front of private homes cannot be blocked or closed without the written consent of the property owner.
- In inflatables such as water slides, jumpers, etc. are used, a Certificate of Liability Insurance showing the City of Hammond as a Certificate Holder in the amount of no less than $1,000,000.00. It must be signed by the insurance company.
- Any walk, run or parade must describe the route and submit a map. Complete an Application for Parade Permit. A police escort is NOT provided for any walk, run, or parade. A Police Officer will direct the start but you will need to hire your own security and put up directional signs that must be removed as soon as the event is over.
- Tent locations must be approved by the Water Department to avoid damage to sprinkler systems.
- Fireworks are approved only by the Fire Marshall and the person handling the fireworks must be a certified fireworks handler.
- Alcohol and smoking are not permitted in City Parks. You must obtain from the State a special event permit if alcohol is served.
- No vehicles may drive on the grass in City Parks.
- No one can charge a fee on City property. No sales allowed for profit-making companies/vendors and no "garage" sales. Only Non-Profit vendors can accept donations, and must submit a proof of non-profit (501C3) at the time of reservation and include where the proceeds go.
- All City parks close at dusk and reopen at dawn. They are open to the public and no admission fee can be collected.
- You must clean up after your event. Bag all trash and take it with you when you leave.