



Appendix B: Tournament/Sports Special Events Request Form

SECTION A – APPLICANT/CONTACT INFORMATION			
Name of Applicant		Applicant Phone #	
Applicant Address		Applicant Email	
Contact Name #1		Contact Name #2	
Phone #		Phone #	
Cell #		Cell #	
Fax #		Fax #	
*Email		*Email	
SECTION B – ORGANIZATION INFORMATION			
What is the name of your organization?			
What is the name of your event?			
What is the percentage of Kingston residents in your organization?			
What age group(s) do you represent?			
<input type="checkbox"/> Youth (< 50%)	<input type="checkbox"/> Youth (> 50%)	<input type="checkbox"/> Adult	
What type of sport do you represent?			
<input type="checkbox"/> Soccer	<input type="checkbox"/> Baseball	<input type="checkbox"/> Softball	
<input type="checkbox"/> Ultimate Frisbee	<input type="checkbox"/> Beach Volleyball	<input type="checkbox"/> Football	
<input type="checkbox"/> BMX biking	<input type="checkbox"/> Hockey	<input type="checkbox"/> Other: please describe	
SECTION C – FIELD ALLOCATION REQUESTS			
Baseball		Softball	
What is your preferred event location?	select	What is your preferred event location?	select
What is your alternate event location?	select	What is your alternate event location?	select
Soccer		Football	
What is your preferred event location?	select	What is your preferred event location?	select
What is your alternate event location?	select	What is your alternate event location?	select
Beach Volleyball		Ultimate Frisbee	
What is your preferred event location?	select	What is your preferred event location?	select
What is your alternate event location?	select	What is your alternate event location?	select
Hockey		Other: please describe	
What is your preferred event location?	select	What is your preferred event location?	
What is your alternate event location?	select	What is your alternate event location?	
<i>See Schedule A for a list for City facility available for sporting/special event type</i>			

SECTION C – FIELD ALLOCATION REQUESTS (continued)

tell us your requested field locations and times in order of preference

Date	Start Time	End Time	Field Name

The City will make every effort to grant your event location/time requests; however, no request can be guaranteed.

SECTION D – APPLICATION CHECKLIST

Submit the following information within two business days of your application (excludes tennis).

Permit Fee and Security Deposit Insurance Certificate Site Plan Key Deposit Team Rosters

All cheques must be made payable to the City of Kingston and submitted with your application. Failure to provide any of the above items will result in an automatic rejection of your application.

Applicant signature

Date

Notice of Collection

Personal information, as defined by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), collected on this form, is collected and will be used in accordance with MFIPPA. The Personal information will be used by staff of the Corporation of the City of Kingston to register applications for sportsfields/tournaments/special events. Questions regarding the collection, use, and disclosure of this personal information should be directed to sportsfields@cityofkingston.ca or 613-546-4291 extension 1800

Schedule A: City facility available for sporting/special event type

Event Location	Tournament/Event Type
Bayridge Park	youth softball
Bayridge Park	tennis
Belle Park	tennis
Cloverdale Park	softball
Cricket Field Park	youth baseball
Grass Creek Park	beach volleyball
Jim Beattie Park	soccer
John Machin Park	youth soccer football ultimate frisbee
Katings Fields Park	soccer
LaSalle Park	youth softball
McCullough Park	soccer touch football ultimate frisbee
Megaffin Park	baseball
Woodbine Park	youth baseball (diamond 1,2,3,4) adult baseball (diamond 1) beach volleyball soccer touch football ultimate Frisbee BMX biking
Invista Centre Cataraqui Community Centre Centre 70	hockey