

CITY OF MUSKEGON SPORT LEAGUE AND TOURNAMENT APPLICATION

An application is required for any league or tournament using City property. The application and fee must be submitted to the City of Muskegon Planning Department at least 30 days prior to the first practice, game or tournament. In addition, any events where alcohol is served will require a *temporary liquor license*, which is handled through the Muskegon Police Department. Contact the Police Department at 231.724.6750 for liquor license fees and requirements.

**Return completed application with payment to the City of Muskegon Planning Department,
P.O. Box 536, 933 Terrace St., Muskegon, MI 49443-0536. Telephone: 231.724.6702**

► SPORT LEAGUE AND TOURNAMENT FEES

Application Fee to be paid by each separate league	\$100 to be submitted 30 days or more prior to the start of the season
Tournament Fee	\$40 fee for each tournament
Park Use Fee	\$40 per league/club/school
Cleaning Deposit	\$100

Application fees *may* be waived for Veterans groups or school groups for schools located within the city limits. Note your request for waived fees on your application, and city staff will review. Cleaning deposit will be refunded within 30 days if proper clean-up was completed and no damage occurred. If paid by credit card, refund will be credited to same card. Additional charges for damage or excessive wear may also be applied if conditions warrant. Cleaning supplies will not be supplied by the city.

► I. LEAGUE OR TOURNAMENT SUMMARY

Each league will submit a schedule showing which days they will use city facilities, the time frames the facilities are used, and the start and end dates of the league/tournament. For each tournament, dates and times that facilities are needed must be listed. Attach a separate sheet if necessary or use the blank space at the bottom of this page.

TYPE OF SPORT	
PRACTICE DATE(S)	
TOURNAMENT DATE(S)	
USE TIME(S)	START: END:
LOCATION	

Additional space for continuing above info if needed:

► **II. APPLICANT INFORMATION**

ORGANIZATION NAME	
APPLICANT'S NAME/ RESPONSIBLE PARTY	
ORGANIZATION / APPLICANT ADDRESS /CITY/ STATE/ ZIP	
APPLICANT PHONE NO(s).	
APPLICANT E-MAIL ADDRESS	
CONTACT NAME & PHONE NUMBER DURING EVENT	Representative must be on site and available during event hours

► **III. ALCOHOL SERVICE**

Will there be alcohol sold/served?

NO (proceed to Section IV, Event Site Details)
YES (complete remainder of Section III, below)

Applicant must contact the Muskegon Police Department to apply for a separate liquor license. The liquor license application also requires State of Michigan approval so it is imperative that you get this done early. No liquor license will be issued within 14 days of an event date.

Name of non-profit organization you are partnering with for the liquor license:	
Contact person at non-profit organization (name & phone number):	

► **IV. TOURNAMENT DETAILS**

Provide a detailed description of your tournament. Use additional sheet if necessary:	
Number of people expected at site _____	Is this new/ first-time? No ____ Yes ____
Will there be food concessions at the site?	No ____ Yes ____** **Contact Fire Marshall for requirements
Will there be emergency medical services present? (Other municipalities may not provide services in the City)	No ____ Yes____ Provider:
Will you have your own security present?	No ____ Yes____ Provider:
Will there be assembly tents erected at the site?	No ____ Yes ____ If yes, contact the building inspection department to schedule an inspection for any tents over 400 square feet

► V. CITY EQUIPMENT REQUESTED

Indicate the number of each item you’re requesting below. **There are additional fees if you require City staff to transport the items.** Labor charges start at \$60/hour per person. Larger items may require 2 people to move/transport. League will be invoiced for fees at the close of the season.

ITEM	QUANTITY	ITEM	QUANTITY
Wooden picnic tables (\$10 each)		Fire hydrant use (\$100 per hydrant)	
55-gallon metal trash cans (\$5 each)		Wood snow fence (\$30/roll)	
Trash bags (\$50 per case)		Fence posts (\$3 per post)	
Check one: I request that City staff deliver the above items to the site (for an additional fee): _____ I agree to pick up and return the above items from/to the Public Works building: _____			
The 2 items listed at right are available for your use free of charge, as long as they are picked up and returned to the City’s Public Works building. →		No Parking signs	
		Safety Vests	
Are you requesting any other City services or equipment? (use of water, electric, etc) No ____ Yes____* * List other services here:			

► VI. LIABILITY WAIVER

PARTICIPANTS voluntarily agree, understand and recognize that PARTICIPANTS will have no right to make a claim or file a lawsuit against the CITY arising out of the use of City property.

PARTICIPANTS agree to use City facilities at his/her own Risk, exercising his/her own free choice to participate voluntarily in this activity, and PARTICIPANTS assume responsibility for any and all such risks and dangers.

► VII. REQUIREMENTS OF THE SPORT LEAGUE PERMIT

1. Applicant shall comply with all rules and regulations of the City of Muskegon Sport League and Tournament Policy.
2. Applicant shall comply with all City of Muskegon Ordinances.
3. The applicant organization will save the City of Muskegon harmless from all claims.
4. City staff may require a meeting with applicant organization to help clarify requests for services.
5. Grounds will be left clean and free of litter. Failure of the applicant to satisfactorily clean the site may result in the City cleaning the site and billing the applicant for its services.
6. The City reserves the right to deny changes to the application once final approval is given.
7. Failure to provide any requested information in a timely manner or providing false information may result in denial or revocation of the special event permit.

► Failure to comply with any requirements of the Sport League and Tournament Permit may result in the forfeiture of your deposit and/or the denial of future requests.

With my signature, I certify that I have read and agree to the City of Muskegon Sport League and Tournament Policy and all items listed on this application. I agree to abide by all applicable ordinances & regulations.

Signature of Applicant _____ Date _____

Thank you for helping us help you make your event safe and successful.