



Tournament / Sport Event Application

Longview Parks & Recreation ♦ 2920 Douglas St. ♦ Longview, WA 98632

Office 360.442.5400 ♦ Fax 360.442.5955 ♦ www.mylongview.com/recreation

Name of applicant (primary contact) <u>Broke Fisher - Clark</u>	Name of Organization (if applicable) <u>United Way of Cowlitz County</u>	Date of application <u>05/22/2018</u>
Address/City/State/Zip <u>1338 Commerce Ave., Suite 2010 - Longview, WA 98632</u>		
Phone number (please include cell and office/home) <u>360-423-5320</u>		Email address <u>bfisher@cwclitw.org</u>
Type of event (what is the event) <u>co-ed softball tournament</u>	Date(s) of event requested (mo/day/yr) <u>08/04/18</u>	Time (include setup, take down and cleaning) 8AM (1st games) From: <u>6:30 AM</u> To: <u>11 PM</u>

Rental Area Information

Longview Park:		
☒ Roy Morse Park Softball Fields		☐ Roy Morse Park Disc Golf Course
☐ Roy Morse Park Soccer Fields		☐ Other _____
Number of participants/teams: <u>110 teams max (224 max)</u>	Is the event open to the public? ☒ YES ☐ NO	Is this a promotional event? ☒ YES ☐ NO
Estimated spectators: <u>50-100</u>		
Name of organization sanctioning event <u>United Way of Cowlitz County</u>	Non-profit? ☒ YES ☐ NO	State ID# <u>91-06093016</u>
Charging a fee or accepting donations? If yes, please describe: <u>charging registration fee</u>	Is the event a fundraiser? ☒ YES ☐ NO	Will you be selling products or merchandise? ☐ YES ☒ NO
Will alcoholic beverages be served? ☒ YES ☐ NO	Will this event impede traffic or pedestrians? ☐ YES ☒ NO	
Is food being served? ☒ YES ☐ NO	Electrical outlets needed? ☒ YES ☐ NO	
prepared on site? ☒ YES ☐ NO		
What marketing will be used (email, social media, radio)? <u>All</u> Describe sound equipment _____		
Check if there will be: ☐ BAND ☐ DJ ☐ BOOM BOX		Have you previously requested a permit for such activity? ☒ YES ☐ NO
Will tents, canopies, structures, banners, porta pottys be set up? If yes, explain in narrative. <u>10x10 popup tent + sponsor banners</u>		☒ YES ☐ NO

Please attach a detailed description of the proposed event including:

- Event overview
- Who the event benefits (is for)
- Reason for hosting the event
- Explanation of charging admission or collecting donations
- Define where proceeds go to
- List of vendors and partnering agencies involved
- Describe how medical emergency will be handled at the event
- Describe if the event may impede traffic, follow traffic, pedestrian, and bike laws
- Map of event
- Copy of marketing material

Identify any special equipment you plan to use or set up during your rental.

- Include quantity and size
- Ex: Canopy tents, porta pottys, banners, signs

The city reserves the right to require additional insurances and fees depending on the type of use planned or equipment used. There may be additional requirements for special or community events such as insurance, rental fee, security, garbage disposal, porta potty, city staff or other measures to ensure safety and compatibility with park use.

Updated on: 4/26/2016

For more information, please call 360.442.5407.

United Way's Co-Ed Softball Classic



Saturday, August 4, 2018

PRIZES:
1st Place Team
Most Creative Team
Uniforms
Most Spirited Team

*Must be 18 or older
to participate!*

Rules:

- ♦ Must have an even amount of males and females on each team
- ♦ Minimum of 10 players and maximum of 14 per team
- ♦ 1 hour limit per game

BEER

CONCESSIONS

HOME RUN DERBY

Register Teams by July 27th:

www.cowlitzunitedway.org

360-423-5320

*Proceeds benefit United Way
of Cowlitz & Wahkiakum
Counties*

**United
Way**



United Way of Cowlitz County: 2018 Charity Co-Ed Softball Tournament Application Info

Event Overview:

United Way Charity Softball Tournament at Roy Morse Softball Fields (all 4) on Saturday, August 4, 2018. Men and Women (18 and older only) can participate on teams. 16 team max with 10 player minimum and 14 player max. 3 game minimum guarantee per team. Event starts at 8 a.m. with a 1 hour game time limit per game. Tournament will be over at 10 p.m. or earlier. Would like to have Parks and Rec concession services from 10 a.m.-6 p.m. Will be doing awards for 1st place, best team uniform and team spirit awards.

Benefits:

United Way of Cowlitz & Wahkiakum Counties

Reason for Hosting Event:

Community engagement and fundraising for 2018-2019 United Way campaign.

Explanation of Charging Admission or Collecting Donations:

Charging \$20 per player for tournament entry. This money directly benefits United Way's 2018-2019 campaign to benefit funded programs and initiatives. Also, doing a 50/50 raffle to benefit the campaign. Will also be doing a 50/50 raffle. We have a Washington State Gambling License that allows us to do this. We may also have a few raffle baskets that attendees may purchase tickets for.

Define where proceeds go:

To United Way of Cowlitz & Wahkiakum Counties for the 2018-2019 campaign that funds health, education and financial stability emphasizing programs locally.

List of Vendors and Partnering Agencies Involved:

- Longview Parks and Rec concession services
- Beer Service Vendor if permitted by Parks & Rec (Ashtown preferred)
 - Would be another 10x10 tent near main tent in concessions area for beer service. Volunteers and/or Ashtown staff will manage kegs, pouring and ticket sales. Goal is to have proceeds be split between vendor and United Way.

Describe how medical emergency will be handled at the event:

Will call 911 for emergency needs. Will have a First Aid Kit on hand.

Map of Event:

Roy Morse Softball area will have (1) 10 x 10 United Way tent for check-in, first aid, bracket info, scores, updates and awards. Can set-up near concession stand.

Copy of Marketing Material:

See attached flyer