

City Of Prescott Tennis Court Rental Request Form

Organization/ Name _____ Point of Contact _____

Address _____ City _____ ST _____ Zip _____

Day Phone (____) _____ Evening Phone (____) _____ Fax (____) _____

Email _____ Estimated Attendance _____

ACTIVITY: Tournament League Camp/Clinic Other _____

REQUIRED DOCUMENTS/ADDITIONAL SERVICES:

- Certificate of Liability & Additional Endorsement Certificate
- Vendors/Food _____ Business License Obtained/Permit*
- Special Event Application Completed/Site Plan Included
- Sanitation Fees (if applicable)

***All Vendors must be supplied to the City prior to approval. If Food and/or Drink of any kind will be served, you must contact the Yavapai County Health Dept. at (928) 771-3149 and have all forms completed prior to the tournament or event. Vendors will be required to leave the event if payment/license has not been received/issued prior to the event. All Vendors must also obtain a business license to operate in the City. The license application is on the City's website and the annual fee is \$35.**

EVENT INFORMATION ie. GSAC Court 1, 2, 3, 4

Courts Requested	Activity	Start Date	End Date	Start Time	End Time	PPA MEMBER?	
						YES	NO

All tournaments/Events require a Certificate of Liability naming the City of Prescott as the additional insured for up to \$1,000,000. The City also requires an "Additional Insured Endorsement" along with the Certificate of Insurance. Both the Certificate of Insurance and the Additional Insured Endorsement must be provided at least two (2) weeks prior to the event. In the event that the applicant is a corporation, partnership, association, club, or group, the person signing this agreement for such entity represents to the City that he/she has full authority to sign such contract and in the event that he/she is not so authorized that he/she will be personally liable for the faithful performance of this agreement.

The terms and conditions, together with the policies and guidelines shall constitute a contract between the applicant and the City of Prescott.

I have read all of the printed policies and guidelines for the use of the City of Prescott facilities. I understand and plan for the group I represent to apply to all the policies and guidelines.

Applicant's Signature

Date