



Athletic Event & Tournament Application

**Application must be received via email 90 days prior to the first day of the event.*

Organization Name: _____

Organization Address: _____

City: _____ State: _____ Zip: _____

Organization Phone: _____

Organization Website: _____

Organization Email: _____

Non-Profit Tax ID No.: _____

Federal Tax ID No.: _____

Event Director Full Name: _____ D.O.B.: _____

**Event Director will be the first point of contact in the event of any issues during the event (i.e. medical, safety, altercations etc.). Collier County Parks and Recreation site-lead representative will consult on appropriate facility protocols, but it is the responsibility of the Event Director to regulate the situation. Once the situation has been mediated, the Collier County Parks and Recreation site-lead representative will discuss the appropriate recourse with the Event Director. (Altercations or violations may result in ejecting teams and/or individuals from facility etc.)*

The below contact information will be used to contact the Event Director during the event.

Event Director Email: _____

Event Director Cell Phone: _____

Event Director Home/Business Address: _____

City: _____ State: _____ Zip: _____

Event Name: _____

Sport(s): _____

Dates requested for event: _____

Will you require load-in dates in addition to the above requested dates? *Please list schedule of load-in and tear down (Date, Start, & End Time) and details on what will be loaded-in/torn down: (Please note, load-in days may require additional facility rental fees.)* Yes _____ No _____

Vendors

Will you be securing any vendors at this event? YES _____ NO _____

Please list the name of the vendor(s), dates, times, and dimensions of set-up.

**Please note, a fee may be required for vendors to utilize venue space during the event.*

1. *Vendors are required to supply their own power.*
2. *Vendors are required to be fully set-up at least (1) hour prior to competition.*
3. *No outside food and/or beverage vendors are allowed at Collier County Parks & Recreation as there is an exclusive concessionaire on-site.*
4. *All vendors must provide a current business license and proof of insurance of at least \$1,000,000 in coverage.*

Facility(s) Type Requesting:

(Include number of fields, courts, lake, beach, etc. and type Example – North Collier Regional Park – (1) 9 v 9 Soccer Field)

(1) _____

(2) _____

(3) _____

(4) _____

Please, list any other logistical needs (i.e. number of tables, bleachers, chairs, stage, etc.). Please note, a cost may be associated with these requests at the expense of the event organizer, unless agreed upon in writing and excused as an expense by the CVB.

Will you require food any on-site concessions? _____

***If yes, please ensure an accurate event schedule is provided to Collier County Parks and Recreation upon request to ensure ample preparation time.**

Estimated # of Spectators per day of event: _____

Estimated # of Teams: _____

If using multiple facilities, please provide the information below.

**Site Directors must be at least 21 years of age and remain on premises for the duration of the event.*

Site Director Name & Cell Phone (1): _____

Site Location: _____

Site Director Name & Cell Phone (2): _____

Site Location: _____

Site Director Name & Cell Phone (3): _____

Site Location: _____

Insurance Policy

Please provide the appropriate Certificate of Insurance per the guidelines below. Documentation of coverage ***must*** be supplied to Collier County Parks and Recreation Staff (15) business days prior to event. The event organizer is subject to a late fee if this documentation is received after (15) business days. Reservation will not be honored without appropriate insurance on file.

Please refer to the below for additionally insurance and coverage requirements.

Collier County Board of County Commissioners
3299 East Tamiami Trail, Suite 303 Naples, FL. 34112-5746

- Agree to provide certificate(s) of insurance 15 business days prior to event start date “Collier County Board of County Commissioners is an additional insured”. This coverage must remain in effect for the entirety of the event including the following coverages:
 - General liability requirements as follows: Provide Collier County with proof of a comprehensive General Liability Policy. Limits: \$1,000,000.00 Bodily Injury and property damage. \$1,000,000.00 Auto, bodily injury, property damage, workers comp, employer’s liability (minimum \$100,000)
 - Agree that Collier County assumes no liability for the recruitment, selection, background screening of non-county special event management, staff, volunteers, coaches, youth leaders, and others.
- _____ (Please, initial to verify your compliance with the above Insurance Policy)

Facility Rental Deposit Policy

A deposit of 15% of the total rental fees and charges associated with the event ***must be paid*** to Collier County Parks and Recreation within 7 business days of Collier County Parks & Recreation approval. Any event that has not paid the deposit is not considered approved until paid. Collier County Parks and Recreation will apply the deposit towards the event balance, provided the facilities utilized for the event are returned in the same condition as prior to the event. Should any damages or monetary obligations be incurred by the facility (i.e. excessive damage, vandalism etc.), the 15% deposit shall be retained by Collier County Parks and Recreation.

_____ (Please, initial to verify your compliance with the Facility Rental Deposit Policy)

Event Cancellation Policy

Please note, if the event is canceled 90 or more days prior to the first requested date of reservation, a full refund will be issued. All event cancellations must be in writing and sent to Marissa.Baker@colliercountyfl.gov.

In the event the reservation is canceled **less than 90 days** prior to the first requested date of reservation, a **20% cancellation fee** will be retained by Collier County Parks and Recreation and no refund of the deposit will be issued.

In the event the reservation is canceled **less than 45 days** prior to the first requested date of reservation, a **30% cancellation fee** will be retained by Collier County Parks and Recreation and no refund of the deposit will be issued.

In the event the reservation is canceled **less than 15 days** prior to the first requested date of reservation, a **50% cancellation fee** will be retained by Collier County Parks and Recreation and no refund of the deposit will be issued.

If the event is not able to be hosted due to Acts of God (i.e. hurricane), the 15% deposit will be refunded by Collier County Parks and Recreation.

Regarding inclement weather, if competition begins on any day, rental fees and event expenses will not be refundable. If the rented areas are deemed unplayable by Parks and Recreation Lead Supervisor and/or weather does not allow for the event to begin, rental fees and expenses associated with the date of cancellation will be refunded.

Collier County reserves the right to terminate this Event for any reason with 30 days' notice to the Event Organizer. Deposit will be refunded in full. No other refunds will be made.

_____ (Please, initial to verify your compliance with the Event Cancellation Policy)

Facility Parking Policy

Please note, all cars parking on Collier County Park property must park within the designated parking areas. This **DOES NOT** include any grass area, berm, median, or area not conducive with the safety of park users. In addition, destruction of landscaping and/or signs prohibiting parking in certain areas is strictly prohibited. Failure to comply with the above policy and/or failing to comply with the proper parking guidelines as set forth by Collier County Parks and Recreation may result in parking violations being issued to the party in violation and/or towing of vehicles. Please, communicate this policy to individuals associated with the event (i.e. teams, coaches, spectators, vendors etc.) prior to the first event day via email.

_____ (Please, initial to verify your compliance with the Facility Parking Policy)

Venue Rental Request & Approval Policy

Venue rental request and/or approved venue requests are subject to relocation to another County facility or cancelled in the event of maintenance, safety issues, scheduling, facility capacity, non-compliance with Collier County guidelines, rules, and laws. This also includes any Acts of God (i.e. hurricane). Any of the above adversities will be communicated to the renter by Collier County staff. Please note after capacity limits are reached on any County venues, multiple facilities must be reserved, paid for and used. Event organizers may also be asked to supply port-o-lets and additional dumpsters at their expense for large events.

_____ (Please, initial to verify your compliance with the Venue Rental Request & Approval Policy)

Rental Fees & Payment Policy

All fees and expenses related with the event are the responsibility of the event organizer to pay. In addition, any field, equipment, and/or facility usage in excess of the approved number of fields, venues, and/or equipment is subject to additional charges at the expense of the event organizer. In the event, it is determined that the event will require more event fields/space after funding assistance has been approved for the event, the additional cost will be the responsibility of the event organizer to remit. Payment of all rental fees and expenses associated with the event are due 7 days prior to the first day of the event. If all fees are not paid then the event will not be honored and will be cancelled.

_____ (Please, initial to verify your compliance with the Rental Fees Policy)

Weather Policy

Inclement weather and/or field conditions will be assessed by the Collier County Parks & Recreation Event Supervisor in accordance with the protocol approved by Collier County.

_____ (Please, initial to verify your compliance with the Weather Policy)

Event Approval Policy

I understand that submitting an application is NOT a guarantee of availability or approval. Approval will be indicated once all signatures below are completed and the County confirms the requested facilities are available in compliance with Parks and Recreation requirements. However, Collier County reserves the right to deny or cancel rental request if the required documentation is not provided and/or if guidelines are not followed as requested by Collier County. This also includes those guidelines set forth in the above application and the Collier County Parks and Recreation Rules & Regulations form.

_____ (Please, initial to verify your compliance with Event Approval Policy)

INDEMNIFICATION

To the maximum extent permitted by Florida law, the EVENT SPONSOR shall indemnify and hold harmless Collier County, its officers and employees from any and all liabilities, damages, losses and costs, including, but not limited to, reasonable attorneys' fees and paralegals' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the EVENT ORGANIZER or anyone employed or utilized by the EVENT ORGANIZER in the performance of this Agreement. This indemnification obligation shall not be construed to negate, abridge or reduce any other rights or remedies which otherwise may be available to an indemnified party or person described in this paragraph. This section does not pertain to any incident arising from the sole negligence of Collier County. The foregoing indemnification shall not constitute a waiver of sovereign immunity beyond the limits set forth in section 768.28, Florida Statutes.

_____ (Please, initial to verify your compliance with required Indemnification language)



Collier County Sports Tourism Event Funding Application

Funding Eligibility

Sports Tourism events supported in part by Tourist Development Tax (TDT) funds should promote future overnight visitors to the designation or have a history of attracting overnight visitors who utilize hotels and lodging in Collier County over multiple days throughout the duration of the event.

Funding for Sports Tourism events are required to comply with Section 125.0104, Fla. Stat., which states:

“To promote and advertise tourism in this state and nationally, and internationally, however, if tax revenues area expended for an activity, service, venue, or event, the activity, service, venue, or event shall have as one of its main purposes the attraction of tourists as evidenced by the promotion of the activity, service, venue, or event to tourists.”

The following criteria are required for TDT funding support:

Funding Eligibility

1. Fully completed Application must be received 90 days prior to the first day of the event.
2. All applications must be submitted online or via email. No handwritten Applications will be accepted.
3. Event must be more than (1) day in duration.
4. Event must generate a minimum (250) or more room nights within Collier County.
5. Events with national television exposure may be considered for additional funding reimbursement.
6. Event must have a history of attracting significant out-of-county visitors and/or the potential to attract out-of-county visitors. Collier County reserves the right to request proof of room nights, host, and/or hotel references from previous events.
7. Must comply with all Collier County guidelines, rules, safety protocols, and laws.

Pre-Event Requirements

1. Applicant must provide proof of insurance coverage as required by Collier County at least 15 days prior to the =first date of the event.
2. Collier County hotels and lodging must be the primary event accommodations. Collier County hotel or other Collier County paid lodging accommodations must be advertised to participants and spectators prior to the event, on the event website and/or via email blasts.
3. Must provide documentation of marketing promotions outside of Collier County for the event that will attract overnight visitors and spectators to Collier County. Naples, Marco Island, Everglades Convention and Visitors Bureau logo and/or website (sportsinparadise.com) must be used in all marketing and/or promotional items as it relates to the event.

Post-Event Requirements

- 1. Events that exceed the estimated room nights will receive the maximum amount of reimbursement previously approved. A higher production of room nights than projected will not qualify for additional refund amount but will be considered as part of future funding requests.**
- 2. All expenses (i.e. facility rental) will be paid on a reimbursement basis. The event organizer is responsible for all expenses associated with the event and must provide an invoice from all entities that charged the event organizer for said expenses. Event organizers are subject to Collier County Finance audit prior to payment.**
- 3. Proof of payment (i.e. front and back of cleared check, or credit card receipts and statements will be used as proof of payment, proofs of advertisement, radio scripts, etc.) must be accompanied by an invoice from the entity charging the event organizer for each expense as proof of performance, proof of room night pick-up reports, and an invoice to the CVB for the amount of reimbursement based on actual expenses and room night production. Only the items approved by the Collier County Board of Commissioners on the event application are eligible to be reimbursed.**
- 4. Room night pick-up must be tracked and reported with the submission of a post-event report to Collier County within (10) calendar days after the last day of the event to remain eligible for funding reimbursement.**
- 5. The event must achieve a minimum of 250 room nights within Collier County to receive funding reimbursement. If the room nights generated from the event within Collier County are less than 250 room nights, then the event will not receive event expenses reimbursement.**

Allowable Expenses

- 1. Promotional, marketing, and advertising expenses in target markets outside of Collier County.**
- 2. Field rental fees, site rental fees, contracted labor to assist with event (i.e. set-up, breakdown, operational assistance), official/referee fees, equipment rental (i.e. golf carts). Please note, any facility rental, equipment or third-party rental and/or vendor will need to be procured and rented by the event organizer. Event organizers may request reimbursement for such expenses. The Naples, Marco Island, Everglades Convention and Visitors Bureau will not honor reimbursement of any rental or vendor directly affiliated with the event organizer. In certain instances, the BCC may agree to pay an internal Collier County entity directly (i.e. Collier County Sheriff, EMS Naples Police Department, Collier County Parks and Recreation etc.).**
- 3. Sanctioning and/or bid fees directly related to the event**

Non-Allowable Expenses

- 1. Food, Beverages, Refreshments.**
- 2. Administrative or general expenses. (i.e. office supplies, copies etc.)**
- 3. Building projects or permanent equipment expenses.**
- 4. Fundraising cost and/or functions. Prize money or purses.**
- 5. Expenses and debts not related to event.**

Review Process by Tourism Division, Tourist Development Council (TDC) and Board of County Commissioners (BCC)

1. Applications will be reviewed to evaluate the impact of the event to Collier County.
2. All proposed funding must be recommended by the Collier County Tourist Development Council and the Collier County Board of Commissioners. Expenses will not be reimbursed unless all elements of the Event Application are strictly adhered to.

Event Summary

How many years has this event been held?

What previous locations have hosted this event?

How many participants does this event host historically?

How many room nights has this event attracted historically?

How many spectators has this event attracted historically?

Please, provide a breakdown of the projected number of participants, team, staff, and media and related hotel room nights for each category.

Out- of- Area Youth Participants		Local Youth Participants	
Out-of-Area Adult Participants		Local Adult Participants	
Out-of-Area Staff & Media		Local Staff & Media	
Gender of Participants		Number of Teams	
Age Ranges of Participants		Total Projected Room Nights	

All events seeking CVB funding must be sanctioned in advance by a governing body in Florida or by a National governing body. Documentation of sanctioning must accompany the application. (Ex: COI through governing body for documentation.)

Which organization will be sanctioning this event?

How will you be securing Collier County hotel accommodations? If you are contracting with a housing company, please list below.

Evaluation of Event for Future Dates Policy

Upon submission of the post-event and room night materials, Collier County will evaluate the impact of the event in Collier County based on the deliverables outlined by the event organizer in the funding application. Collier County will determine based on said evaluation, the extent of which Collier County will be involved with the event in future years, in terms of event dates and funding. If an event fails to meet the assured impact to Collier County, Collier County reserves the right to cancel future requested and/or approved dates. In addition, if there are any activities, violations, or infractions (i.e. altercations, law enforcement/security detail required, violation of park regulations, county laws, etc.) that are deemed unfavorable to Collier County, Collier County reserves the right to cancel future requested and/or approved dates.

_____ (Please, initial to verify your compliance with the Evaluation of Event for Future Dates Policy)

Hotel & Room Night Guidelines Policy

Event organizers are required to provide actual room night pick-up reports from hotels, which housed event patrons in Collier County to Collier County staff within (10) calendar days of the last day of the event. These reports must come from hotel representatives and be printed on official hotel stationery (Written emails, excel sheets etc., will not be accepted as valid proof of room nights). In the event a third-party booking agency is used; the same procedure as above applies. Third-party booking agencies must also verify in writing, the accuracy of the reports. Room nights that are not accounted for on pick-up reports as outlined above, will not be considered for inclusion into the room night total for the event.

_____ (Please, initial to verify your compliance with the Hotel & Room Night Guidelines Policy)

Compliance

I hereby certify that the information contained in this application is true and correct to the best of my knowledge and that I have read the Policies and Procedures outlined in the Collier County Sports Tourism Event Funding Application. I will abide by all legal, financial, and reporting requirements as a condition of receiving funds from Collier County.

_____ (Please, initial to verify your compliance)

***Collier County Use Only
Rental Fees and Charges***

Approved facility: _____

Number of fields approved: _____

Field type: _____

Venue Rental Cost (including load-in dates): _____

Additional Rental Cost (i.e. stage, tables, etc.): _____

Total Cost: _____

Expenses to be reimbursed by Tourist Development Tax funds: _____

Expenses to be paid by Event Organization: _____

Event Director

Printed Name: _____

Title: _____

Signature: _____

Date: _____

Parks & Recreation Representative

Printed Name: _____

Title: _____

Signature: _____

Date: _____

Collier County/CVB Representative

Printed Name: _____

Title: _____

Signature: _____

Date: _____

Applications must be sent electronically to be eligible for review.

Please send application via email to:

Marissa Baker
Naples, Marco Island, Everglades Convention
and Visitors Bureau
239-227-9441
Marissa.Baker@colliercountyfl.gov