



Exclusive Trail Use Application

Date of Request: _____

A. General Information

- Name of Event: _____ Date of Event: _____
 Location of Event: _____
 Set up Time: _____ Event Start Time: _____ Tear Down Time: _____
- Name of Sponsor or Sponsoring Organization: _____
 Contact Name: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Phone (H): _____ (W): _____ (Mobile): _____
 Fax: _____ Web Site: _____
 Email Address: _____
 Non-Profit Status ID#: _____
 Tax Exemption Certificate #: _____

B. Event Information

- Purpose of event:

- Will trash receptacles be needed? Yes No. If Yes, how many? _____
- Will electricity be needed? Yes No. If Yes, what locations? _____
- Will food vendors or caterers be used? Yes No.

On behalf of myself and the above named Sponsor, and to induce the City to grant the use permit requested in the foregoing application, I hereby: (1) agree to comply with, and be bound to the City as set forth in, the attached Regulations in conducting the activity described above and utilizing the requested City facilities; and, (2) acknowledge that the City, acting through TPRNA, shall have the right, as set forth in the permit and in the Regulations, to limit or condition the use of the requested facilities or to revoke any permit issued by TPRNA; and, (3) agree to make all payments as required in the Regulations related to use of the facilities or provision of services by the City; and, (4) agree to be liable for, and to make payment to the City for, all damages to the facility resulting from its use in relation to the activity; and, (5) agree to indemnify and hold the City harmless from and against all costs and expenses, of any kind, incurred by the City, its officers, officials, or employees, as a result of or arising from and against any and all claims, actions, liability, and expense, including attorney's fees and court costs, which may be incurred or arise in connection with loss of life, personal injury, or damage to property arising from or out of the use of the requested facility; and, (6) represent that I have been duly authorized by the Sponsor to execute this application with the intent of binding the Sponsor, and myself, as set forth therein and by the terms and conditions of any permit issued by the TPRNA in response to this application. (7) The \$100 deposited is forfeited should the event be canceled for any reason except when canceled by the Sponsor more than 10 days prior to the scheduled event.

Signature _____

Date _____

FOR OFFICE USE ONLY

_____ PROFIT	_____ WAIVED	INVOICED ON DATE _____
_____ NON-PROFIT	_____ CITY EVENT	PAID ON DATE _____



Exclusive Trail Use Guidelines

These regulations shall apply to the use of City of Tallahassee Trails by any individual, group, organization, institution, business or corporation (the "Sponsor"). Any permit issued for such use may be revoked or canceled by the City of Tallahassee should the Sponsor (including any of its officers, officials, employees, or volunteers), any spectator, or any participant violate any of these regulations or other terms or conditions of the permit.

RESERVATION AND COST DEPOSIT

If the application is tentatively approved, the Sponsor must fill out a Permit application and return it to Tallahassee Parks, Recreation & Neighborhood Affairs (TPRNA) within ten (10) days of tentative approval. A \$100.00 deposit must accompany each application. If it is determined later that the date(s) requested in the application conflict with a TPRNA sponsored event the \$100.00 deposit will be refunded to the applicant. This deposit will be applied to the rental fees providing the facility is not damaged as a result of the race. If, after inspection of the facility, it is determined that trash and debris remain on the grounds and/or that the facility has been damaged as a result of its use for the race (including, without limitation, damage to the trails, fences, fields, buildings, other structures, windows, or restroom), the Sponsor shall pay to the City all costs incurred in cleaning the facility and/or repairing such damage; and the \$100.00 deposit will be applied toward such payment.

FEEES FOR USE AND SERVICES

Course Use:

The Sponsor shall pay a fee for use of the designated facility in accordance with the following rate schedule:

Daily* rate of **\$232.56 + tax** will be assessed for the Trails.

One week prior to the start of the event, fees and insurance certificate must be received by TPRNA.

* Daily is defined as sun up to sun down

ADMINISTRATION

The Sponsor shall determine the type of use, number of entries, individual/team fees, type of equipment to be used, etc. The Sponsor also shall be responsible for the layout and for furnishing and scheduling of officials (if needed).

OTHER SPONSOR RESPONSIBILITIES

Director: The Sponsor shall designate, in writing, a Director who will be responsible for administration of the usage and compliance with the terms of the Permit along with a copy of the flyer and schedule of events. The Director will report any problems or issues to the Special Event Supervisor or the Police Department.

Concessions: The Sponsor may operate a concession stand, in which event the Sponsor shall be responsible for compliance with all applicable laws, statutes, ordinances, rules, and regulations (including, without limitation, health or sanitation requirements, and collection and remittance of taxes). TPRNA will not offer concession facilities to be utilized by the Lessee. **NO ALCOHOLIC BEVERAGES, DRUGS OR OVER NIGHT CAMPING ARE ALLOWED WITHIN THE COMPLEX.**

Clean Up: The Sponsor shall ensure that all trash has been picked up and placed in the trash receptacles at the conclusion of the race. The Sponsor is responsible for the cost associated with the clean up of the facility.

Insurance: Prior to the Race, the Sponsor shall provide proof that a policy providing Commercial General Liability Insurance coverage for the race and all race activities has been obtained. Such coverage must be placed with a Florida-admitted insurer rated B+X or better by A.M. Best's rating service, must include limits acceptable to the City (which shall be based on the type, size and location of the tournament, but in no event shall be less than \$1,000,000 per occurrence for bodily injury and property damage), must list the City as an additional insured, and must be endorsed to state that coverage shall not be suspended, voided, canceled, or reduced (in scope of coverage or in limits) except after ten (10) days prior written notice to Special Event Supervisor, TPRNA, 912 Myers Park Drive, Tallahassee, FL 32301.

TAXES

All fees to be paid to the City are exclusive of applicable taxes, and any such taxes shall be paid to the City at the same time as the fees to which they apply. A copy of The Consumer's Certificate of Exemption from the Florida Department of Revenue must be on file with TPRNA to avoid Sales Tax being added to all fees.

CANCELLATIONS

Any cancellation must be in writing. Cancellation less than ten (10) days of scheduled event will result in forfeiture of deposit. **EXCEPTION:** If the dates determined, to be in conflict with a TPRNA-sponsored race or event scheduled or held on the same date (whether or not it is to be held at the same complex or facility) or if inclement weather causes the race to be canceled in its entirety, the permit issued to a Sponsor may be canceled or revoked. Any fees paid to the City will be refunded to the Sponsor, or if the Sponsor applies for an alternate date or location, will be credited to another application filed by the Sponsor.