



Center Fee: \_\_\_ Cash \_\_\_ Check \_\_\_ CC \_\_\_  
 Check # \_\_\_\_\_  
 Center Deposit: \_\_\_ Cash \_\_\_ Check \_\_\_ CC \_\_\_  
 Check # \_\_\_\_\_  
 Transaction #: \_\_\_\_\_

**Recreation Department**  
 705 W. Union St. Benson, AZ. 85602  
 (520) 720-6044

**SPORT SEASON PERMIT APPLICATION-LEAGUES AND TOURNAMENTS**  
 This application must be returned to the Recreation Department no less than 45 days before the scheduled event. Application will NOT be considered with out required paperwork.

**APPLICANT INFORMATION**

Name and Title (If Applicable): \_\_\_\_\_  
 Organization Name (If Applicable): \_\_\_\_\_  
 Applicant or Organization Mailing Address: \_\_\_\_\_  
 Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Insurance: Events held on City property are required to include a certificate of liability insurance of one million dollars (\$1,000,000) and appropriate endorsements naming the CITY OF BENSON AND ITS OFFICIALS, OFFICERS, EMPLOYEES AND AGENTS AS ADDITIONALLY INSURED. Applicants policy is primary and non-contributory and subrogation must be waived.

**SECTION A: SEASON INFORMATION**

Sport Name: \_\_\_\_\_ Expected Participation: \_\_\_\_\_  
 Season Date(s): \_\_\_\_\_  
 League  Youth  Adult  N/A  Tournament

**INDICATE IF YOUR EVENT WILL INCLUDE THE FOLLOWING:**

Drag and Dress Fields?  
 Set Bases/ Pitcher's Plate?  
 Pitcher's Mound?  
 Water/Electrical Hook-ups ?  
 • Yellow Alert – Lightning is 20-40 miles (30-60 km) distant. Be cautious. **Initial:** \_\_\_\_\_  
 • Orange Alert – Lightning is 11-19 miles (16-30 km) distant. Be aware.  
 • Red Alert – Lightning is 0-10 miles (0-16 km) distant. Suspend activities and go to shelter.  
 Wait a minimum of 30 minutes from the last observed lightning or thunder before resuming activities

Retail Vendors?

All vendors must possess a temporary business license. Contact City Recreation Dept. at (520) 720-6044

Is food being prepared?  Is food being sold?

Please review the Arizona Department of Health Services Food Safety Regulations by visiting <http://www.azdhs.gov/documents/preparedness/epidemiology-disease-control/food-safety-environmental-services/az-food-code.pdf>  
 A food vendor permit must be completed and returned to the Cochise County Health Department at least 14 business days prior to the event. Contact the Benson Office at (520) 586-8200

Please attach a list of all food and retail vendors including the business name, contact name, and telephone

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SECTION B: ALCOHOL**

Will alcohol be sold?

The appropriate liquor license must be approved by the Arizona Department of Liquor Licenses and Control Visit <https://www.azliquor.gov/forms.cfm> and submit application 30 days in advance.

**SECTION C- CITY FACILITY USE**

Select all that apply:

- Lions Park
- Apache Park
- Union Street Park

**SECTION D- TRAFFIC CONTROL - PARADES REQUIRE SEPARATE PERMIT AND APPLICATION**

**OFF-DUTY CITY EMPLOYEE REQUEST**

Consult the Public Services and Works Department to determine if your event requires the presence of a City employee for which compensation must be paid.

- Off-Duty Police Officer: Contact the Benson Police Department (520) 586-2211

**SECTION E- RATES**

- Softball Field - \$4.05per hr. or \$45.00 daily
- Little League Field \$ 2.67 per hr. or \$45.00 daily
- Soccer Field - \$5.99 per hr. or \$ 65.00 daily
- Sand Lot-\$40.0 daily

**VENDOR LICENSURE REQUIREMENT**

Applicant certifies that all retail vendors will possess updated transient business licenses on the event date. Applicant certifies that all food vendors will possess updates permits on the event date and that all food served will follow Cochise County Health Department Guidelines. Vendors found without a license or permit will be fined.

**PERMIT HOLDER INITIALS**\_\_\_\_\_

**APPLICATION TERMS AND CONIDITONS**

By signing this document, Applicant agrees to the following:

- \* Applicant is at least 18 years of age or is 21 years of age if alcohol is involved in the event.
- \* All vendors will be informed of their requirement to attain the appropriate permit before the event.
- \* Liability insurance must be submitted 7 days prior to the event date. Failure to do so will result in the cancellation of the event
- \* Facility fees are subject to change as the City evaluates Rates
- \* The applicant does not have ownership of the field and must be willing to work with other sporting programs
- \* Applicant may be required to sign updated facility use document if changes to the permit process occur
- \* Applicant understands the risk of COVID-19 and will have signed waivers for each team member participating at City Facilities (See Attachment 1)
- \* Applicant understands that on the number of night time games and/or practices, fees for light usage may be changed at the discretion of the City of Benson.

**PERMIT HOLDER INITIALS**\_\_\_\_\_

Requested field(s) for practice:

- Softball
- Little League
- Soccer
- Sand Lot

Practice Times

- 8 am - 10 am
- 10 am - Noon
- Noon -2pm
- 2pm - 4pm
- 4pm - 6pm
- 6pm -8pm
- 8pm -10pm

Practice Days

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

Field(s) lights will be needed for practice(s)

- Softball
- Little League
- Soccer
- Sand Lot

Time(s) and field(s) lights will be turned off

Game Start Date:

Game End Date:

Number of days lights will be used for games:

Requested field(s) for game(s)

- Softball
- Little League
- Soccer
- Sand Lot

Game Times

- 8 am - 10 am
- 10 am - Noon
- Noon -2pm
- 2pm - 4pm
- 4pm - 6pm
- 6pm -8pm
- 8pm -10pm

Game Days

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

Do you expect your game(s) to run past 10pm?

- Yes
- No

If yes, please list time(s)

Field Preparation request (please be specific):

**SPECIAL EVENT PERMIT AGREEMENT AND ACKNOWLEDGEMENT**

Applicant shall indemnify, defend, save and hold harmless the City of Benson and its officers, officials, agents and employees (hereinafter referred to as "Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorney's fees, and costs of claim processing, investigation and litigation) for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused in whole or in part, by the negligent or willful acts or omissions of Applicant or any of its owners, officers, directors, agents, employees, subcontractors or invitees. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of Applicant to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances, except for claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by Applicant from and against any and all claims. It is agreed that Applicant will be responsible for primary loss investigation, defense and judgement costs where this indemnification is applicable. In consideration of permission to hold the event, Applicant agrees to waive all rights of subrogation against the City, its officers, officials, agents and employees for losses arising out of or resulting from the event. The City reserves the right to refuse installation of amusements or facilities that violate safety regulations. If Applicant is acting on behalf of an organization, Applicant certifies that he/she is an authorized officer of the Applicant or the agent of the organization, is acting on the organization's behalf, and is duly authorized to execute this Agreement and Acknowledgement on the organization's behalf. Applicant further certifies that he/she has read and understands all the terms of this Agreement and Acknowledgement, agrees that the Applicant shall be bound by its terms and conditions, and is of lawful age and legally competent to sign this Agreement and Acknowledgement. The City's issuance of a special event permit shall constitute a written agreement or contract between the City and Applicant for purposes of insurance requirements. Applicant agrees to the payment of all non-refundable and refundable fees specified in this document unless otherwise authorized by the Public Works Department. Applicant further acknowledges that depending upon the nature and location of the Applicant's special event, additional permits may be required. The City reserves the right to withhold the damage/cleaning dependent on the condition of the facility.

PERMIT HOLDER INITIALS \_\_\_\_\_

\_\_\_\_\_  
Permit Holder

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
City Representative

\_\_\_\_\_  
Date Signed