



Office Use only

Date rec:
Deposit rec:
Insurance rec:
RecTrac entry:

**LEGION SPORTS COMPLEX/GODWIN STADIUM
APPLICATION FOR USE**

Contact Person _____ Title _____

Applicant's/Organization's Name _____

Event Title _____

Date(s) of Event _____

Hours of Event _____

Hours Including Set-up and Clean-up _____

Number of Events/Games _____

Address _____

Phone _____ Fax _____ Email _____

Does Organization have 501c3 Status? Yes No (Please submit documentation)

Area of Stadium Requested:

- Legion Stadium Main Field (\$1500/\$750 non-profit)*
- Legion Stadium Back Field (\$700/\$575 non-profit, \$75/hr for profit, \$50/hr nonprofit for sporting events with less than 100 people)*
- Buck Hardee Baseball Field (\$575/\$475 non-profit)*
- Legion Stadium Parking Lot (\$700/\$575 non-profit)*
- Godwin Stadium (\$35 per hour)
- Other _____

* Additional fees: \$35/hr attendant fee + \$1.00/\$.50 non-profit ticket surcharge

Concessions Request* Yes No

Alcohol Sales Request* Yes No

*The City of Wilmington retains all rights to concessions and alcohol sales unless written permission is granted to the organization. The City of Wilmington will refund the organization 20% of concessions sales profits.

Proposed Admission Charge _____

\$1 Million Liability Insurance Required (Please Initial): _____

Special Services / Practice Requests _____

WHAT IS THE POTENTIAL DAMAGE TO FACILITY

What is the nature of the event?

- Athletic (Indicate sport) _____
- Concert/Performance (List type) _____
- Trade Show/Exhibition (List type) _____
- Assembly (List type) _____
- Other _____

LONG-TERM CONTRACT APPLICANTS MUST ALSO COMPLETE THE FOLLOWING SECTION.

PROVIDE AN ORGANIZATIONAL HISTORY

How long has the organization been in existence? _____

Has the organization operated under any other names? (Please list.) _____

Has the organization operated in any other markets? (Please list.) _____

PRESENT A DEMONSTRATED ABILITY TO PROPERLY MANAGE EVENT

What is the source for event staff (gate people, ushers, box office personnel, parking attendants and clean-up crew)? Will this consist of paid staff or volunteers? _____

Does the organization employ a general or event manager that will be on-site for each event?

Please provide a list of events the organization has managed during the past three years.

How many events/games will take place during the contract period? _____

DESCRIBE THE FINANCIAL CONDITION OF THE ORGANIZATION

Please attach an organizational balance sheet/cash flow statement and three business references. *We reserve the right to request financial statements and references.*

Please submit request a **minimum of 45 days prior to the event date**

fax 910.341.7854/phone 910.343.3682

Attn: Andrea Talley

City of Wilmington Parks and Recreation

302 Willard Street, Wilmington, NC 28401

andrea.talley@wilmingtonnc.gov



Legion/Godwin Field Rental General Policies Agreement

Additional event staff/fees are the responsibility of the licensee. These include but are not limited to:

- Security
- Parking/traffic plan
- Ushers/gate staff
- Medical personnel
- Supplementary equipment

The organization renting the field(s) will be responsible for following all City of Wilmington Athletic Field Rental General Policies. All alcoholic beverages are prohibited except where sold by City of Wilmington or approved vendor. The organization renting the field(s) shall assume all the risks and hazards incidental to the use of the athletic field(s) and facilities, the enforcement of the rules and all equipment used to play each game and will further release, absolve, indemnify, and hold harmless the City of Wilmington, the County of New Hanover, its agents, employees, any and all of them. In the case of injuries all claims against the City of Wilmington, County of New Hanover, its agents and employees shall be waived.

At all times, the final authority as to the playing ability of the field shall rest with the staff of the City of Wilmington. Any organization or person permitted to use City facilities shall cooperate fully with the staff of the City of Wilmington. Once permission has been granted to use the facility or any part of the facility, the Community Services Director may revoke permission at any time, if in the sole discretion of the Director or staff, the welfare and care of the facility or property is threatened or jeopardized. This policy will be agreed upon by any organization/person seeking to use athletic field(s) as a condition precedent to such use.

User

Date

City of Wilmington

Date

Applications and fees may be submitted to:

City of Wilmington Parks & Recreation
Athletics Division
302 Willard Street
Wilmington, NC 28401
Phone # 910-343-3682
Andrea.talley@wilmingtonnc.gov