



To:

From: Chesterfield County Sports, Visitation, & Entertainment Department

Subject: Partnership Overview

Date:

Dear

On behalf of Chesterfield County and our hospitality partners, we are excited to play host to your event in our First Choice community. Thank you for your efforts to make this a reality and for choosing our staff to assist you in this process.

This Partnership Overview is not a binding contract and serves only to provide Chesterfield County with the necessary information to begin the reservation and contract process and to provide you with the general terms that will apply to your event and the contracting process.

Scroll down to review and fill out the Partnership Overview. Once all information is correctly completed, and if you agree with the terms contained herein, please sign and submit.

Thank you again for choosing Chesterfield County.

Sincerely,

A handwritten signature in black ink, appearing to read 'J.C.P.' with a stylized flourish at the end.

J.C. Poma

Executive Director of Sports, Visitation, & Entertainment



**Contact Information**

Organization Name:

Primary Contact Name:

Title:

Address:

City:

State:

Zip:

Email:

Phone:

**Event Information**

Event Name:

Start Date:

Proposed Venue:

End Date:

Event Website:

Fields Requested:

Est # Teams:

% Out of Town (Greater than 51 miles):

Est # Athletes:

% Out of Town (Greater than 51 miles):

Est # of Spectators:

% Out of Town (Greater than 51 miles):

% Event Played in Chesterfield:

Total Est Room Nights:

Total Est Room Nights in Chesterfield County:

Est Avg Night Stay Per Visitor:

Facility Needs (e.g., field linings, pitching and/or base measurements, goal locations etc.)



**Housing/Hotel Group or Service**

If using a housing/hotel service, please provide the following information.

Company Name:

Phone:

Contact Name:

Contact Phone:

Contact Email:

**Event Organizer Responsibilities & Commitment**

**What will you be committing to from an event and operational standpoint and how will you be utilizing the fields and/or complex in Chesterfield County?**



## Chesterfield County Terms, Conditions, & Guidelines

### Outline of Terms

The following is the responsibility of the event organizer:

- a. Sign all facility contracts and abide by the terms of those contracts and any facility policies
- b. Provide all official documentation and event requirements required in Addendum A by deadline
- c. Provide any deposit and fees required by deadline
- d. Maintain communication with Chesterfield County Sports, Visitation, & Entertainment and the venue regarding event
- e. Cooperate with Chesterfield County to provide post-event documentation for review and discussion of improvement, performance, extension, or conclusion of the partnership
- f. Accept responsibility for any damages or cleanup fees that might occur during the event
- g. Agree to ensure that all applicable federal, state, and local health and safety guidelines currently in effect are followed
- h. Ensure that total attendance will not exceed the authorized capacity of any facility

### Cancellation

If the event hereby mentioned in the Partnership Overview is canceled by Chesterfield County, the event organizer, or any other party, the responsibilities set forth in the Partnership Overview are void.

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### Signatures

I have read and agree to the Chesterfield County terms, conditions, and guidelines.

If the specifications and responsibilities in the Partnership Overview are correct and agreed upon, please sign below. Thank you for choosing Chesterfield County.

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Event Organizer

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J.C. Poma  
Executive Director, Chesterfield County  
Sports, Visitation, & Entertainment



## **Addendum A**

### **Chesterfield County Official Documentation and Event Requirements Checklist**

1. Venue Contract & Fee Commitment
  - a. Required by mutually agreed upon date between Event Organizer & Chesterfield County
2. Special Event Permit
  - a. Required 3 months before event unless otherwise noted
3. Certificate of Insurance naming Chesterfield County and School Board of Chesterfield County as additional insured for \$1 million dollars
  - a. Required 1 month before event unless otherwise noted
4. Scheduling
  - a. Detailed day by day schedule with start and end times (for each field if applicable)
    - i. Required 2 weeks before event unless otherwise noted
5. Field of Play Specific Needs
  - a. All applicable field and venue needs must be submitted 2 weeks before the event unless otherwise noted
    - i. E.g., field linings (any official lines, batting boxes, pitcher's area etc.), pitching and base measurements, goal locations, etc.
6. Site Plan
  - a. Site plans must note the on-site location of any activation including registration, tents, stage, vendors including food trucks, porta johns, parking staff etc.
    - i. Required 2 weeks in advance unless otherwise noted
7. Ancillary Event Details
  - a. Concessions & Vendors
    - i. If the event organizer will be having any food trucks and/or caterers, Chesterfield County will need a Certificate of Insurance from each food truck and/or food vendor naming Chesterfield County and the School Board of Chesterfield County as additional insureds for \$1 million dollars
      1. Required 1 month before event
    - ii. If the event organizer will be having any non-food merchandise being sold, Chesterfield County will require a County business license for such merchandise – the Commissioner of Revenue's office can determine the appropriate license
      1. Note - If event has 5 or more vendors, it is cheaper for the event organizer to obtain one license
      2. Required 1 month before event
  - b. DJ's & Bands
    - i. DJ's or bands using sound equipment will need a certificate of insurance naming Chesterfield County and the School Board of Chesterfield County as additional insureds for \$1 million dollars
      1. Required 1 month before the event
  - c. Porta Johns



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- i. Depending on the number of people attending an event, the event organizer may need additional bathroom facilities like porta johns. Chesterfield County offers a variety of options for a fee including regular units, handicap accessible units, handwashing stations, and units with hand sanitizer or handwashing stations included
  - 1. Plan required 1 month before the event
- d. Parking/Security
  - i. If deemed necessary by Chesterfield County, the event organizer may need additional trained staff to perform skilled parking and/or security duties. At the cost of the organizer, Chesterfield County will determine a plan with the event organizer to create a positive visitor experience
    - 1. Plan required 1 month before the event
    - 2. Please note for planning purposes – there are only around 1,550 permanent parking spaces and another 400 in potential overflow if available.
- e. Tents & Stage
  - i. Use of tents is permitted, but not on actual fields. Tents can line the fields but cannot be located on the actual field and cannot be staked in any turf. Tents larger than 900 square feet require a building permit and inspection and a certificate of insurance from vendor providing the tent
    - 1. If using a tent company, a certificate of insurance is required from that company
    - 2. Plan required 1 month before the event
  - ii. Use of stages are permitted with location determined by Chesterfield County staff; a stage requires a building permit and inspection and a certificate of insurance from vendor providing the stage
- f. Trash & Clean Up
  - i. If deemed necessary by Chesterfield County, cleanup fees after event start at \$50 per hour, per staff member
- g. Police & Fire/EMS
  - i. If deemed necessary by Chesterfield County, the event organizer may need police and fire/EMS personnel on site. At the cost of the organizer, Chesterfield County will determine a plan with the event organizer to create a positive visitor experience
    - 1. Police & Fire/EMS must be secured at least 1 month before the event
  - ii. If the event is above 1,000 total attendees, EMS will always be required on site at the cost of the organizer
- 8. For River City Sportsplex Only
  - a. No smoking, drugs, or alcohol (alcohol by special approval only)
  - b. No pets on fields
  - c. No food, gum or sunflower seeds on the fields
  - d. No spectators on fields (including chairs, lawn chairs, etc.)
  - e. Only scheduled activities are allowed
  - f. Do not drag goals across turf
  - g. Do not litter, please place all trash in trash bins
  - h. Caution: Balls leave fields– Heads up!
  - i. Good sportsmanship is expected from everyone
  - j. Anyone not abiding by the rules may be asked to leave and could affect your usage in the future