

VIRGINIA RUGBY UNION

Event Application

Proposed Event: _____ Date of Event: _____

Submitting Organization: _____

Event Coordinator: _____

Address: _____

City/State/Zip: _____

Home Phone: _____ Work Phone: _____

Contact Email Address: _____

Attach information regarding your organization's past experience in hosting events of this type during the last 24 months.

Event Location

Provide a map and directions to the field with the application.

Name of Field/Park: _____

Location of Field/Park: _____ Field Owner: _____

Length and Width of Field: _____ Is the field covered with natural grass? Y N

How many fields are available? _____

Are there stands for spectators? Y N

Are rest rooms available? Y N

Are changing facilities available? Y N

Will a scoreboard be available? Y N

Will a spectator admission fee be charged? Y N

How much? _____

Will a public address system be used? Y N

Will regulation goal posts be used? Y N

Will water or common athletic beverages be available at no cost to the players? Y N

Will there be an on-site medical facility? If so, describe (doctor, nurse, EMT, ambulance, medical tent, etc.). Will a complete first aid be available? Will suturing be available and by whom?

Do any policies exist that would not allow the use of the field due to excessive rain? If so, what is your contingency plan? Describe the facilities that would be used if the primary location is not available.

Lodging

Hotel Name: _____

Address: _____

City/State/Zip: _____

Contact Person/Telephone: _____

Distance from the field or facility: _____

Cost of rooms: _____

Describe any discounts or considerations the hotel will make for the event:

Finances

What is the entry fee for each team? _____

Will there be any incentives for early payment? If yes, explain. _____

Will there be any penalties for late submission of the fee? If yes, explain. _____

What compensation will the VRU or its member clubs receive should the host club receive the award? (Note that if a dollar amount is offered and is not a fixed sum, but rather a function of the revenues realized by the host, the VRU may require an audit by the Executive committee. If the host club has promised a fixed sum, the VRU will require payment regardless of whether or not the host club realizes its projected revenues.)

Logistics

List the number of teams by type (Men's, College Men's, College Women's, etc.):

Has the Referee Society of Virginia been notified of your referee requirements? Y N

Kickoff Time (Day 1): _____ Kickoff Time (Day 2): _____

Ending Time (Day 1): _____ Ending Time (Day 2): _____

Time of Championship Final(s): _____

What awards/trophies will be given to the competing clubs? _____

Will CIPP cards be checked? Y N Will on-site CIPP registration be allowed? Y N

Will there be a tournament social? Y N Where/when? _____

If alcoholic beverages are served, will underage individuals be allowed in the social? Y N

If yes, please explain the measures taken to prevent underage drinking:_____

Please note:

a. If this event is awarded to the offering club or organization, the VRU (a) does not waive any rights to event site media contacts or contracts and (b) may engage in fund raising or promotional activities on the event site.

b. It is the responsibility of the host club to collect CIPP rosters and Insurance information and forward them to the VRU VP.