

DPR Reservations
 1250 U Street NW
 Washington DC 20009
 Phone:
<https://dpr.dc.gov/>

Lilly O'Leary
 4222 river road NW
 Washington DC 20016
 axo.vpp.betarho@gmail.com

Reservation Updated: Fort Reno (NPS), Fort Reno (NPS) Field Grass 1

Reserv. Contact: **Lilly O'Leary**
 Phone Number: **(207)831-2428**
 Reserv. Number: **5828**
 Status: **Tentative**
 Purpose: **Charitable Soccer tournament run by the Alpha Chi Omega Chapter at American University**
 Anticipated Count: **150**

<u>Date(s) And Times</u>	<u>New Fees</u>	<u>Total Fees</u>	<u>New Paid</u>	<u>Total Paid</u>	<u>Amount Due</u>
Sat 09/30/2017 9:00A to 6:00P	510.00	510.00	0.00	0.00	510.00

<u>Fee Description</u>	<u>Amount</u>	<u>Count</u>	<u>Discount</u>	<u>Sales Tax</u>	<u>Total Fee</u>
Click here if you will be charging your participants?	150.00	1.00	0.00	0.00	150.00
Resident	40.00	9.00	0.00	0.00	360.00

Misc Fac. Comments: Also requested October 8th or 7th if September 30th is NOT available.

The event is a community wide soccer tournament in which clubs and organizations at American University come together to form teams, play soccer and raise money to support survivors of domestic violence. We will be collecting funds and t-shirt sponsors to support our programming, as well as in-kind donations of food or gift cards. Last year we managed to raise over 10,000 dollars. Our goal this year is to raise up to \$15,000 to help the survivors of domestic abuse. It is a very well attended event.

We can't imagine a more important or worthy organization to focus our energy and attention on. Let the D.C. community know that you stand behind its women and families and support this important cause.

Domestic violence takes no holiday, and we need you. Your support is deeply meaningful, and will go toward making a difference in the lives of so many. Please don't hesitate to reach out with any questions or concerns.

Special Questions: Organization (Enter NA if not applicable): Alpha Chi Omega at America University
 Event Type: Athletic Event
 Athletic Event Type: Soccer
 List on site contact name: Lilly O'Leary
 List on site contact's phone number: (207)831-2428
 Permit Request Comments:
 Will the event feature tents, stages or other structures? Yes
 Will you be bringing portable toilets on to DPR property (required for parties over 50 and/or if there are no Rec site bathrooms available): N/A
 Are you requesting to have amplified sound at your event? (Letter of approval from local ANC will be require, 7 days required to process): No
 Do you plan to have inflatables such as a moonbounce? (Proof of Insurance will be required, 7 days required to process): No
 Will you be promoting and/or advertising this event? Yes
 Are you requesting to grill on DPR property (Charcoal Only): Yes
 Link to existing reservation? 5828
 Permit Officer: Antoin Green
 Payment Due Date: 09/15/2017
 Outstanding Items: Additional Documentation Needed From Customer
 Is this a web event? (Shows on Web Calendar): No
 Display Reservation on WebTrac: No

FACILITY SALES RECEIPT



Receipt # 12172
Transaction Date: 08/31/2017
Household: 6757

Reservation Updated: Fort Reno (NPS), Fort Reno (NPS) Field Grass 2

Reserv. Contact: Lilly O'Leary
Phone Number: (207)831-2428
Reserv. Number: 5828
Status: Tentative
Purpose: Charitable Soccer tournament run by the Alpha Chi Omega Chapter at American University
Anticipated Count: 150

<u>Date(s) And Times</u>	<u>New Fees</u>	<u>Total Fees</u>	<u>New Paid</u>	<u>Total Paid</u>	<u>Amount Due</u>
Sat 09/30/2017 9:00A to 6:00P	510.00	510.00	0.00	0.00	510.00

<u>Fee Description</u>	<u>Amount</u>	<u>Count</u>	<u>Discount</u>	<u>Sales Tax</u>	<u>Total Fee</u>
Click here if you will be charging your participants?	150.00	1.00	0.00	0.00	150.00
Resident	40.00	9.00	0.00	0.00	360.00

Special Questions: Organization (Enter NA if not applicable): Alpha Chi Omega at America University
 Event Type: Athletic Event
 Athletic Event Type: Soccer
 List on site contact name: Lilly O'Leary
 List on site contact's phone number: (207)831-2428
 Permit Request Comments: We are also looking for the dates of October 7th or 8th if the field is not available the 30th.
 Will the event feature tents, stages or other structures? Yes
 Will you be bringing portable toilets on to DPR property (required for parties over 50 and/or if there are no Rec site bathrooms available): N/A
 Are you requesting to have amplified sound at your event? (Letter of approval from local ANC will be require, 7 days required to process): No
 Do you plan to have inflatables such as a moonbounce? (Proof of Insurance will be required, 7 days required to process): No
 Will you be promoting and/or advertising this event? Yes
 Are you requesting to grill on DPR property (Charcoal Only): Yes
 Link to existing reservation? 5828
 Permit Officer: Antoin Green
 Payment Due Date: 09/15/2017
 Outstanding Items: Additional Documentation Needed From Customer
 Is this a web event? (Shows on Web Calendar): No
 Display Reservation on WebTrac: No

Processed on 08/31/17 @ 11:02 A by antoin.green	Total New Fees	1,020.00
	Total Due	1,020.00
	Total Fees Paid	0.00
	Total Paid	0.00
	Balance From Receipt	1,020.00

Household Balance Information

Overall Household Balance Due 1,020.00

FACILITY SALES RECEIPT



Receipt # 12172
Transaction Date: 08/31/2017
Household: 6757

Please check the STATUS of your request. Status must read FIRM to be considered a secure reservation.

~ STATUS:IN-REVIEW indicates that you have selected a DPR facility/space (or provided certain information) that is "available" but not able to be purchased immediately. This request must first be assessed by the Permit Office to determine if the event is appropriate for the space requested. The DPR Permit Office will contact you within 10 business days with approval or denial or to request more information about your event.

~ STATUS:FIRM indicates that your facility/space requested has been secured (DPR reserves the right to reverse a firm reservation based on unforeseen circumstances that may affect the event requested). There may still be additional information or document needed to completely confirm your event, look for communication from the Permit Office and be prepared to submit the needed documents.

Refunds

All cancellation request MUST be submitted in writing (email, fax or letter) to the permit office. Cancellations received 30 days or more prior to the event will receive a refund of the entire deposit, if applicable, and a refund of 74% of the permit fee. Cancellations made less than 30 days prior to the event date will receive a refund of the entire deposit ONLY, no refund of the permit fee.

Additional Documentation

See attached, DPR Permit Rules and Policies. ADDITIONAL DOCUMENTS MAY BE REQUIRED for your permit to be valid.

The most common Additional Documents are required for the following:

- ~Inflatables (moonbounce) - Certificate of Insurance from vendor with Washington DC named as additionally insured
- ~Amplified Sound - Letter of Support and/or Proof of Notification from the local Advisory Neighborhood Commission (ANC)
- ~Portable Toilets - Required for any event over 50 people and/or when there are no Recreation

Site restroom available, Proof of contract with Vendor required

- ~Large Events (over 150 participants) - Letter of Support and/or Proof of Notification from the local Metropolitan Police Department (MPD) Commander in event District
- ~Large Events - Security Plan - see attached (or at dpr.dc.gov) Permit policies and Procedures
- ~Large Events - Medical Plan - see attached (or at dpr.dc.gov) Permit policies and Procedures

You will be contacted by a Permit Office if additions documents are required. Please make sure to look for communication, it is the Permit Holder's responsibility to have these additional documents provided by the date indicated by the Permit Office, usually 30 days before your event.

Along with payment you will need to provided the following ton DPR before the permit will be issued:

1. Advisory Neighborhood Commissioner (ANC) support letter for this event.
2. Maintenance plan.
3. Health and Safety plan.
4. Security plan.
5. Samples of all promotional flyers, radio ads, etc

All of this needs to be provided to DPR by September 15, 2017.