CITY OF WEATHERFORD
PARKS AND RECREATION DEPARTMENT
PRIVATE SOFTBALL TOURNAMENTS
POLICIES AND REGULATIONS

The City of Weatherford may make available the Ballfields at Holland Lake Park for private softball tournaments provided that the tournament sponsor/renter adheres to all guidelines, rules, and regulations set herein.

1) The Ballfields at Holland Lake Park may be reserved for non-City sponsored softball tournament play. A minimum of thirty (30) days notice must be given prior to the requested date. All requests must be made in writing to the Recreation Division.
2) Tournaments may be played only on Saturdays and Sundays. Friday may be available on a case-by-case basis depending on league play. Game times may start no earlier than 8:00am and end no later than 10:00pm.
3) Tournaments must be sponsored by corporate or non-profit organizations. Tournaments by individual teams will not be allowed.
4) Organizations seeking approval to host a softball tournament must provide the City of Weatherford with a certificate of insurance for liability (Public Liability Insurance: $1,000,000 Personal & Bodily Injury; $250,000 Property Damage), naming the City of Weatherford as additional insured. The certificate must be received by the City at minimum of two (2) weeks prior to the tournament.
5) The concession stand is available only to the concessionaire who holds the annual contract awarded by the City of Weatherford; however, the tournament sponsor/renter is responsible for making arrangements directly with the concessionaire.
6) Tournament sponsor/renter must submit final tournament bracket to the Recreation Division by 5:00pm on Tuesday prior to the tournament.
7) Tournament sponsor/renter will ensure that any and all umpires working the tournament have the certification needed to work the tournament. Additionally, sponsor/renter will be responsible for making arrangements for and paying umpires directly with those individuals/organization.
8) The City of Weatherford will provide one usual and customary field-prep, per field, per day. Any additional field maintenance (including making size adjustments) will be done at a rate of $20/field/hour. Sponsors/renters are NOT allowed to do maintenance on City property.
9) General policies:
    - The sponsor/renter is entitled to use only the area designated in the Rental Agreement.
    - Banners can be displayed during the event but must be removed at completion of event.
    - Tents or other equipment may be staked only in approved areas. Arrangements must be made with City by 5:00pm on Tuesday prior to the tournament.

Approved Parks and Recreation Board
Tuesday, May 4, 2010

- All equipment must be removed from facility at the conclusion of the event. The City of Weatherford is not responsible for items and equipment left at facility.
- Sponsors/renters may not charge a fee to enter the facility or sell any type of merchandise without express written consent from the City of Weatherford.
- Parking is allowed in designated areas only. Absolutely no vehicles are permitted on fields or on the grounds surrounding the fields.
- The facility must be cleaned at the end of each day. Trash must be picked up and disposed in receptacles provided. If additional trash receptacles are required, the City can provide at no cost. Requests for additional trash receptacles must be made by 5:00pm Tuesday prior to the tournament.
- Tournament sponsor/renter making the reservation is responsible for the reservation and should be on site. The sponsor/renter should keep a copy of the rental contract with him/her at all times.
- The sponsor/renter assumes responsibility for crowd control/discipline. Failure to maintain control may result in forfeiture of fees, cancellation of tournament, ability to host future events.
- Facility rules: These items are NOT allowed within the complex: glass containers, alcohol, tobacco, pets, bicycles, roller skates/blades, skateboards, and/or similar devices. Sponsor/renter will be asked to enforce these rules while utilizing facility.
- Lights will be set-up by the City based on the rental hours provided. Lights will come on 30-minutes prior to sunset and shut off 30 minutes after the reservation ends. It is the responsibility of the sponsor/renter to contact the City if they are behind schedule. The City has final determination if the rental can run late or must be delayed to the next day.

10) In the case of inclement weather, the City of Weatherford has final determination regarding field usage. If available, the sponsor/renter may have the option to reschedule to another weekend at no extra charge. If the sponsor/renter chooses not to reschedule, weather related refunds will be processed with ten (10) working days and shall not include any additional monies paid for extra maintenance (set-up) to the fields.
11) If the sponsor/renter cancels their event for any reason and does not provide notice to the City, sponsor/renter will forfeit their right to a refund.
12) The City of Weatherford reserves the right to cancel any on-going tournament for rental agreement violations, violation of City Ordinances, breech of peace or inability of the sponsor/renter to control participants or spectators. The sponsor/renter will be held responsible for damage to any City of Weatherford property.
13) Facility fees: Deposits will only be refundable if the tournament is cancelled by the City due to weather, or if the sponsor/renter cancels a minimum of ten (10) business days prior. All deposits will be applied toward the total amount due. Facility rates apply to tournaments that utilize all 3 fields; Utilization of one or two fields will be assessed at the hourly rate.

Non-profit (must provide proof of 501c3 status):

Deposit: $250/day
Per field rate: $20/hour
Facility Rate: $500/day

Commercial

Deposit: $500/day
Per field rate: $30/hour
Facility Rate: $750/day

Field Maintenance (1 usual and customary field prep per day provided per agreement)

$20/field/hour for additional preps, size adjustments, etc.

THE BALLFIELDS AT HOLLAND LAKE PARK
SPECIAL EVENT CONTRACT

Hosting Organization Name: _____

Contact Name:_____

Address: _____ City/Zip: _____

Contact Phone: _____Email: _____

Proposed Event Type/Date: _____

Facility Rental:

Commercial Rate:	$750.00 X _____	Days =	$ _____
Non-Profit Rate:	$500.00 X _____	Days =	$ _____

Field Rental:

If less than 3 fields utilized

Commercial Rate:	$30.00 X _____	Hours =	$_____
Non-Profit Rate:	$20.00 X _____	Hours =	$_____

Deposit:

Commercial Rate:	Date Paid: _____	$ 500.00
Non-Profit Rate:	Date Paid: _____	$ 250.00

Field Maintenance: Hours ____X $20.00 = $_____
One (1) usual and customary prep per day provided

Cleaning: Hours_____X $20.00 = $_____
Failure to clean-up after will result in additional charges

Insurance: Copy on file _____
City must be named as additional insured

TOTAL AMOUNT DUE TUESDAY PRIOR TO EVENT $_____

REMAINING BALANCE DUE MONDAY AFTER EVENT $_____

I have read and agree to comply with the Reservation Policies of the Weatherford Parks and Recreation Department and the City of Weatherford.

_____ _____
Print Name Signature Date

_____ _____
Staff Name Staff Signature Date

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