

CITY OF PLACERVILLE
LIONS PARK SOFTBALL TOURNAMENT APPLICATION
(Completed application must be received by the City of Placerville at least 30 days
prior to event at 549 Main Street, Placerville, CA 95667)

Please Note – Bounce Houses & Slip N Slides are NOT allowed at Lion's Park

Purpose of Tournament: _____ Date(s) of Event: _____

Is this event sanctioned? Yes ____ No ____ If yes, by whom: _____

Starting Time: _____ Ending Time: _____

Tournament Director: _____

Daytime Telephone: _____ Cell Phone: _____

Evening Telephone: _____ Email: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Name of Organization: _____

Detailed Description of Event: _____

Special needs or equipment requests etc.: _____

Will the event be open to the public? _____

Number in Attendance: _____ (Teams) _____ (Participants) _____ (Spectators)
_____ (Volunteers) _____ (Vehicles)

Will admission/fee be charged? Yes ____ No ____

Will alcohol be served? Yes ____ No ____

If yes, will there be a charge? Yes ____ No ____

Will there be food served? Yes ____ No ____

If yes, will there be a charge? Yes ____ No ____

Will there be amplified music? Yes ____ No ____

Other (Explain): _____

Will there be personal/rental property used/left on site? (Describe) _____

Would you like to purchase special event insurance from the City? _____

PLEASE ATTACH TOURNAMENT FLYER

Dated _____

Signature _____

**LIONS PARK SOFTBALL TOURNAMENT
FEES / SERVICE CHARGES**

- | | |
|--|-----------------|
| 1. Application Fee \$25.00= | \$ _____ |
| 2. Total number of days _____ x _____ field(s) at \$200.00 per field= | \$ _____ |
| 3. _____ Field(s) Security Deposit at \$250.00 per field= | \$ _____ |
| 4. Gazebo Rental: _____ NO _____ YES
Total number of days _____ at \$50.00 per day= | \$ _____ |
| 5. Gazebo Security Deposit at \$50.00= | \$ _____ |
| 6. _____ Scoreboard(s) Security Deposits at \$400.00 per field= | \$ _____ |
| TOTAL FEES | \$ _____ |

FOR OFFICE USE ONLY

Certificates of Insurance: _____ Received: _____

Hold Harmless: _____ Received: _____

CANCELLATION'S/REVOCATIONS

Cancellation policy is as follows:

Outside 60 days: Full refund.

60 days to 30 days: Half of rental fees will be forfeited.

Less than 30 Days: Entire rental fee will be forfeited

LIONS PARK SOFTBALL COMPLEX
FACILITY RENTAL INFORMATION

Check-List

This information is intended to save you money and to help you in running a successful event.

- _____ **Fill out the application and return it to the Recreation Office.**
- _____ **Submit all security deposits and all fees.**
- _____ **Communicate a final field prep schedule by Tuesday prior to your tournament so we can be sure to have fields prepped by game time.**
- _____ **Submit insurance certificate thirty (30) days prior to the start of your tournament.**
- _____ **Insure that all garbage is in the garbage cans at close of each night and the end of tournament, including field areas and parking lot.**
- _____ **Receive prior approval on any tournament concessions, BBQ'S, catering, etc. two weeks prior to your tournament date(s).**
- _____ **Inform the City of any changes as soon as possible.**
- _____ **Inform the City of a cancellation as soon as possible(see cancellation policy).**
- _____ **Ask questions prior to your tournament date(s) by calling or meeting with City Staff.**
- _____ **Hold harmless / Indemnification**
- _____ **Pre-Tournament Meeting**
- _____ **Additional dumpster to be provided by tournament host.**
- _____ **Additional toilet on upper field to be provided by tournament host.**
- _____ **Keys**
- _____ **No Camping**
- _____ **Field lights MUST be off by 10:30 p.m.**
- _____ **Lock Gate**

CITY OF PLACERVILLE

RELEASE AND INDEMNIFICATION AGREEMENT

IMPORTANT – read thoroughly before signing

The applicant is solely responsible for any damage, loss, accident or injury to persons or property resulting from the use of City of Placerville facilities. Applicant shall be responsible for control and supervision of the people in attendance during the use of the facility and shall see that no damage is done to furnishings, fixtures or any part of the facility. Any violation of the City's Rules and Regulations can result in a denial of further permits and, in the case of damage to a facility; financial reimbursement for repair or replacement will be demanded.

I, the undersigned, have received and read a copy of the City's Rules and Regulations concerning the use of City facilities and agree to comply with them. I, or my representative, agree to be present during the entire period of use of the facility by the applicant organization.

In consideration of the City's permitting the use of its facilities, I, individually and on behalf of my successors, heirs, administrators and assigns, agree to hold harmless, indemnify and release the City, its governing board, employees, officers, and agents, from any and all actions, demands, and/or claims for damage or injury, including claims for negligence, which may arise from or in connection with the use of said facilities. Furthermore, I hereby agree that the City, its employees or officers, may act in an emergency as best fits the situation if efforts to contact me or any other responsible person fail.

Renter agrees to return said premises in the same condition as the premises were before use of it.

Renter is responsible for individuals who arrive and gain entrance to facility prior to contracted time to begin set up. City assumes individuals arriving before scheduled entry have approval from renter and that time will be billed at the overtime rate since it has not been pre-paid.

Signature of Applicant

Date

**CITY OF PLACERVILLE
SPECIFIC RULES AND INFORMATION GOVERNING THE USE OF
LIONS PARK & ROTARY PARK FOR TOURNAMENTS**

BALL FIELDS	\$200 per day (per field) \$25 application fee (includes one field prep and lights)
GAZEBO RENTAL FEE	\$50 per day (when needed)
SECURITY/CLEANING DEPOSITS	\$250 per field \$400 per scoreboard (if used) \$50 for Gazebo

1. Full Payment along with applicable \$25 application fee and security/cleaning deposits are due at the time of booking to reserve the Ball Fields and Gazebo. Applications must be submitted at least 30 days in advance. The City reserves the right to cancel an event or contract if there is false or incomplete application information that will substantially affect the risks, or circumstances of a rental.
2. The security deposit(s) will be returned in whole, or in part, depending upon the condition of the facility and equipment after the event. The following is a partial list of conditions which can result in a complete forfeiture of the security deposit:
 - Excess litter around the facility. Renter should make every effort to return the park to the condition in which it was found. All trash needs to be placed in receptacles provided.
 - Any damage to the facility or property.
 - Overnight campers. Camping overnight is not permitted at Lions Park or Rotary Park. Park hours must be observed.
3. Tournament rentals require a \$1,000,000 Liability Insurance Policy with endorsement CG 20 26 04 13 naming the City of Placerville additionally insured and must specify the event and date of event. In addition, the City recommends that the event holder names any co-sponsors additionally insured as well. Liability insurance may be available for purchase through the Recreation Division.
4. Event must comply with all City ordinances.
5. Applicants are required to name a tournament director who will ensure the enforcement of all of the rules and guidelines within this guide and those posted at the facility.

6. The Recreation and Parks Division may require additional deposits and/or the presence of licensed security personnel or a facility monitor during the event at the expense of the renter.
7. The Rental of Lions Park Gazebo or Ball Fields and Rotary Park Field does not include exclusive use of other park facilities. These facilities remain open to other park visitors.
8. The Lions Park Gazebo accommodates 50 people and is a single private rental.
9. Rental Groups must have their completed sales receipt on hand during the event. The rental agreement will serve as evidence of a confirmed reservation.
10. Conflicts with another group occupying the gazebo/softball field space which cannot be resolved by the concerned parties should be handled by contacting the Placerville Recreation and Parks Division at (530) 642-5232. If no one is available, call the Placerville Police Department at (530) 642-5210 or non-emergency (530) 642-5280.
11. If the gazebo/softball field is damaged by a person or persons in your group, the total costs of repairs will be the responsibility of the renter.
12. Any posting of flyers, tournament schedules, advertisements and other notices may be posted in designated areas only and must be approved in advance by City staff. Flyers must be removed at the end of the event by the event holder.
13. Masking tape may be used on picnic tables; however, use of staples, tacks, nails or screws are not permitted. Renters are required to clean up the gazebo/softball field after an event including: removing all food and trash from tables and floor, removing all decorations, and placing all trash in receptacles provided.
14. Attractions such as dunk tanks, inflatable devices, pony rides, live bands, carnival booths etcetera, are not permitted.
15. There is no power source or water source available for use by renters.
16. Amplified sound systems and music are not permitted, except for radios which must be kept at a volume low enough to be audible to the immediate gazebo/pavilion area only.
17. Parking availability is not guaranteed and may be limited due to other scheduled events or drop-in use.
18. Park hours for Lions Park are 8:00 AM to one hour after sunset or 10:30 PM when field lights are on. Rotary Park hours are dawn to dusk or 10:00 PM when field lights are on. The Softball Complex will be open one hour before the starting time of the first game of the tournament unless prior arrangements are made.
19. Overnight Camping is not permitted at Lions Park, or Rotary Park.

20. For scheduled softball tournaments, the field will be in playing condition 30 minutes prior to the start of your first scheduled game. The fields will be dragged, lined, watered, and the bases in place before the first game of the day. It is the tournament director's responsibility to organize the game schedule and prep schedule AND TO KEEP PLAYERS OFF THE FIELD DURING THE PREPS. The pitching rubber will be placed at 50'; the bases set at 65', and the foul lines and batter's boxes (fast pitch only), will be chalked unless other arrangements are made. Ongoing field conditions and raking, watering and lining is the responsibility of the tournament director if so desired throughout the day. Special requests, such as chalking a pitching circle, using a different length pitching rubber, etc., must be made to the City's Parks and Recreation Division at least two weeks prior to the tournament.
21. Motor vehicles other than emergency and City vehicles are not permitted in the field areas through any locked gate. With permission, tournament officials may unload equipment and supplies with the understanding that they must immediately return vehicles to the parking lot.
22. Alcoholic beverages with alcohol content of twelve percent (12%) or less is permissible at Lions Park. Alcoholic beverages is not allowed at Rotary Park. Sale of alcohol is not permitted, unless it has been approved by the Placerville Police Department and the Recreation and Parks Division. In addition, all sales of food or other concessions must be approved by the Recreation and Parks Division.
23. No person will sell, vend, peddle, expose, offer for sale or distribute after sale to the public, any merchandise, service or property or sell tickets for any event nor will any person solicit or collect donations of money to other goods from the public without prior approval from the City's Parks & Recreation Division. City approval must be obtained at least 30 days before the scheduled use to sell any non-food product or goods.
24. Public agencies which have facilities that the Recreation Division uses may be charged rates which are negotiated through a memorandum of understanding or reciprocal use agreement.
25. Groups who meet on an ongoing daily, weekly or monthly basis may request a discounted rate to be determined on a case by case basis and will require a memorandum of understanding between the renter and the City of Placerville.
26. Facilities may be scheduled a maximum of 1 year in advance.
27. The Recreation and Parks Commission may make exceptions to these rules for extraordinary conditions.
28. Rain out Policy: Reservation fees will be refunded if your event is cancelled due to rain or snow. You may choose to either receive a full refund or receive a credit for a future date, depending upon facility availability. The City reserves the right to cancel any activities due to weather, unsafe playing conditions, or other reasons that might endanger the health, safety, or welfare of the public. If the City cancels events for any of the

above reasons prior to the event beginning, a full refund of the security deposit and rental fees will be issued. If events are canceled by the City once in progress, a prorated refund or alternate date will be offered.

29. Cancellations within 61 or more days of the event will receive a full refund.
Cancellations within 30-60 days of the event will forfeit 50% of rental fee.
Cancellations within 29 days of event will forfeit 100% of rental fee.
Security/cleaning deposits will be returned if an event is cancelled.