



# 2018 TOURNAMENT CONTRACT

COLUMBUS RECREATION & PARKS, SPORTS SECTION  
 1111 E. BROAD ST. SUITE 103, COLUMBUS, OH 43205  
 PHONE (614) 645-3366 FAX (614) 645-0686

Name  
 Address  
 Email  
 Phone Number

Date

Event	Date(s)	Facility	Fields	Deposit Due	Notes	Rec # Office Use

## DEPOSIT

- The deposit reflects the total number of fields approved and are charged at the following rate:
  - Baseball & Fastpitch - \$90.00 per field
  - Slowpitch & Cricket - \$60.00 per field
- For permit applicants with multiple events, the largest field request will be used and only one deposit is necessary. However, if a deposit is forfeited prior to the final event reserved, a new deposit will be required per incident forfeited.
- The Sports Section must receive this signed document and event deposit by end of business on  .
- Payments for all deposits can be made by cash or cashier's check **ONLY. PERSONAL OR BUSINESS CHECKS ARE NOT ACCEPTED.** Cashier's Checks payable to City of Columbus. Please send to The CRPD Sports Office, 1111 E. Broad St., Columbus, Ohio, 43215.
- The rental request is not final until payment is received. **Deposits do not apply toward final event payment.**  
 \* Final event payment is due 3 days prior to the event.

## DEPOSIT REFUNDS

- With the popularity of Berliner and Busch Sports Park, we are ensuring your fields at the time of your deposit, thus turning away other customers. At least thirty (30) days written notice must be given to the Sports Section if you need to cancel an event. If proper notice is received, the permit applicant will receive a full refund of deposit. Cancellation of the event without proper notification will result in forfeiture of all or part of your deposit, at the discretion of the Sports Section.
- If the number of fields reserved is reduced by 50% or more, the permit applicant will forfeit a portion of the deposit.
- A full refund of deposit will be issued if the permit applicant adheres to all facility policies, rules, and regulations. Please allow 4-6 weeks for the refund to be processed.

The following requirements are either city or park codes/regulations. They are requirements that must be adhered to when using City of Columbus property or parks and are the responsibility of the permit holder. Please read them carefully so you are fully aware of what is expected of you and your organization.

**INSURANCE REQUIREMENTS** - Permit holder is required to provide comprehensive general public liability insurance with a financially responsible insurance company or companies, covering its' respective operations. Each policy will have limits of not less than one million dollars (\$1,000,000.00) for personal/bodily injury or death of any person in any one accident, and one hundred thousand (\$100,000.00) for property damage. The policies must include City of Columbus, and B.A.T.S (Berliner Action Team for Sports) as additionally insured. All policies must be submitted to CRPD at least one (1) week prior to the event. If the policy encompasses multiple events, it will be due one (1) week prior to first event of the season.

**BERLINER HOUSING AGENCY** - All events using Berliner Sports Park are required to use and/or publicize the current Housing Agency (TeamInn) for all event lodging needs. However, CRPD does not require tournament directors to host "Stay to Play" events.

**PERMIT HOLDER** - Permit holder must be on site for their entire event. If permit holder is not able to be on site at any point, they must contact a CRPD representative and designate temporary replacement/contact person. Permit holder will provide CRPD representative with designee name, contact number and primary location during event.

**TEAM LIST** - All tournament directors must submit an entire team list to CRPD within 1 week of event completion. List must contain the following information for all teams: team name, city and state. This information is used for tracking teams travelling to Berliner and Busch Sports Park.

**SUNDAY PLAY** - All events on Sunday at Berliner must be finished on diamonds 6, 7, 8, & 9 by 1:30pm. Please schedule accordingly. For One (1) day event reservations, a Sunday rain back-up date can only be scheduled when field space is available.

**MERCHANDISE VENDOR PERMIT** - **ONLY Tournament T-Shirts** can be sold without a permit. The sale of any additional merchandise will require a permit. Permit holder must notify CRPD at least 7 business days in advance of all vendors attending the event. Once approved by CRPD, the permit holder will receive vendor set-up instructions and their on-site location.

- It is the responsibility of the permit holder to ensure all vendors are aware of the event set-up and all rules and regulations which apply.
- Permit holder will be charged a fee of \$100 per vendor/per site attending the event. A fee of \$200 will be charged for failure to notify CRPD by above mentioned deadline.
- Merchandise drop off within turf complexes must be completed at least 1 hour prior to first game time. Pick-up is not permitted until completion of all games, and area is cleared of all spectators and participants.

**SCHEDULES** - Final field assignments will be decided no sooner than one (1) week prior to the event.

- **Slowpitch & Cricket** - Projected team numbers due 1 week prior to the event. Final team numbers and schedule due 3 days prior to the event. At this time fields assignments are given.
- **Fastpitch & Baseball** - Projected team numbers due at least 2 weeks prior to the event, if not sooner. Final numbers and schedule due no later than 1 week prior to the event.

## **PARKING**

- Berliner - Daily parking rate of \$5 per vehicle, vehicles with trailers at \$10 per, and RVs at \$15 per.
- Vehicles permitted to park ONLY one (1) car length into grass. Those in violation are subject to ticketing and/or towing.
- Overnight parking is prohibited. Those in violation may be towed.

**TOBACCO FREE** - No person shall use any form of tobacco at or within 100 feet of the created zones in city-owned parks or operated outdoor facilities including the restrooms, spectator and concession areas, playgrounds, aquatic areas, athletic fields/courts, and special event venues. Highest volume areas are Diamonds #1,4,5, #10-13, and #14-17.

**TURF FIELDS** - Berliner Complexes 1,4,5, 10-13 & 14-17 (Softball, Fastpitch, Baseball)

- **Metal cleats are not permitted on turf pitching mounds/mats for baseball/fast pitch**
- **PROHIBITED** Items:
  - **Sunflower Seeds**
  - Food
  - Tobacco Products
  - Golf
  - Gum
  - Soda/Pop
  - Glass
  - Flammable
  - Sports Drinks
  - Juice
  - Pets
  - Liquids
- **NO** batting practice or pitching practice (warming up) is permitted on any part of the field turf (including sidelines)

\* I have read and understand the conditions of the above turf rules and regulations, as the permit holder I agree to abide by them. I realize that if a team and/or persons damage these facilities during my rental period, whether in use or not, I will be responsible for any financial obligations to restore the facility to its' original state; and failure to abide will affect your submitted facility deposit. INITIAL HERE: \_\_\_\_\_

**CONTINGENCY/EMERGENCY PLAN** - This policy is for all CRPD tournaments and/or special events, and includes all weather related situations as well as non-weather emergencies. On-Site designated CRPD personnel are required to enforce this policy. We ask that all permit holders cooperate and comply with personnel in the event this plan is executed.

INITIAL HERE: \_\_\_\_\_

**FIELD CONDITIONS** - CRPD will determine if fields are playable after rain. We reserve the right to postpone or cancel any event if it could, in our opinion, damage any city facilities. Only CRPD employees may work on fields. Permit holder and/or customers may not attempt to improve field conditions by digging, dragging, brooming or applying any drying agents.

**WEATHER CANCELLATIONS** - If inclement weather forces the cancellation of the tournament prior to its start, a full refund or credit will be granted. If one (1) game/time slot is started and the tournament is unable to continue 50% is forfeited. If two (2) games/time slots are started and the tournament is unable to continue, no refund/credit will be issued. Saturday reschedule: If conducting a one (1) day event and weather forces the cancellation of Saturday, the refund/credit policy will be enforced for the Saturday event. If Sunday is available and you choose to play, normal diamond charges will be incurred.

**GOLF CART RENTAL** - Only authorized vehicles permitted in the park. All golf carts must be rented through Columbus Recreation and Parks. Those utilizing this service are required to abide by the following rental conditions:

- ONLY licensed drivers permitted to operate.
- Golf carts may NOT carry more than number of passengers for which they were designed.
- Operators MUST observe safe driving practices; NO horseplay.
- Golf carts are to be properly secured throughout the event when not in use to avoid theft, damage or unauthorized use.
- It is the responsibility of the permit holder to pick-up/drop-off all golf carts at the grounds crew building. Golf carts must be inspected at this time and any issues or damages should be reported immediately. At the end of each event day, permit holder must return all carts and keys to a CRPD representative.

As the permit holder, I have read and understand the rental conditions and agree to abide by them. With my rules acceptance I am taking responsibility for each golf cart rented and its' proper use. I assume complete liability for any bodily injury or property damage caused by use of golf cart. INITIAL HERE: \_\_\_\_\_

**ELECTRONIC SCOREBOARD** - The permit holder will be responsible for any lost or damaged scoreboard remote during the rental period.

**TENTS** - If Permit holder wishes to use a tent (larger than 10' x 20'), they must apply and pay for a permit through Building Services, Department of Development at 757 Carolyn Avenue 614-645-6090, contact Nell Rife. If tent is 10'x 10' or smaller, than permission must be granted through CRPD regarding set up.

**LIGHT USAGE** - Please plan ahead! If you do not schedule lights in advance and end up needing lights the same day, then each field will be billed at its current rate plus \$50, plus an additional \$10 per hour/per field that the lights are used. If lights are scheduled and not used which is for your assurance, the fee will not be refunded, so please schedule accordingly.

- **Light Usage After Midnight** - If lights are needed after midnight, permit holder will be billed at a rate of \$20 per field, per hour.
- **AM Field Lights** - If first game time of the day is within one hour of sunrise (youth events) or 45 minutes (adult events), AM lights must be used. Permit holder will be billed at the normal rate of \$50 per field.

**ELECTRIC** - Hookups and generator use are not available unless prior arrangements are made with Columbus Recreation & Parks.

**RESTROOMS** - Permit holder is responsible for keeping onsite restrooms free of vandalism during their event.

**ALCOHOL** - Law expressly prohibits the sale, consumption and distribution of alcoholic beverages in any city park.

**SPECIAL NEEDS** - Columbus Recreation and Parks Department Athletic Fields have specific dimensions or are designed for specific sports. If an organization requires fields to be altered, you must notify the Sports Section to give adequate time for arrangements.

**POST EVENT SITE EVALUATION** - Please be respectful of your facility. Trash and recycling bins are located throughout the park. Permit holders not returning the park in the same condition as it was secured, before their event, shall be billed for repair of damages. This will also affect the original facility deposit submitted.

**LIABILITY** - All operations by the permit holder under this agreement shall be conducted solely at their own risk. The permit holder will take proper safeguards to prevent any and all injuries or damage to property of the Department. Permit holder shall be responsible for any damages or injury occurring on or relating to the properties from the operations under this agreement. The permit holder will assume, pay and at all times indemnify, protect and save harmless the City of Columbus, the Department of Recreation and Parks, or its agents and employees, from and against any and all claims, actions, damages, liability and expense arising from the activities in connection with its operation or occasioned wholly or in part by any act or omission of the permit holder, its agents, contractors, employees or servants.

**TERMINATION** - If the permit holder fails to maintain in full force and effect the terms of this agreement, then and in any such cases, immediately or at any time thereafter, the Department shall have the right to declare this agreement to be terminated. The Department also reserves the right to object to any and all operations, practices or activities of the applicant that in its sole opinion are unsafe, inappropriate, discriminate because of race, color, sex or national origin, or are contrary to the mission and philosophy of the Department.

I have read and understand the conditions of this contract and as permit holder I agree to abide by them. I understand it is my responsibility to educate participants of the above rules, policies and procedures. Violation of any CRPD Rules, Policies, and Procedures will result in deposit forfeiture, fine to the permit applicant, and could jeopardize any future field reservations.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

***The City of Columbus/Recreation and Parks Department reserves the right to alter the above stated rules and regulations for any, and all field permits issued by the Sports Office.***