

CITY OF PLACERVILLE SOFTBALL TOURNAMENT APPLICATION
Completed applications may be submitted to the Community Services Department at least 30 days prior to the event.
549 Main St., Placerville, CA 95667 • (530) 642-5232



Tournaments can ONLY be scheduled between May 1 and October 31. A maximum of two tournaments are allowed per month during these months.

Please note: Bounce Houses and Slip N Slides are NOT allowed at Lions Park.

Tournament Director: _____ Organization: _____

Address: _____ (City/St/Zip): _____

Daytime Phone: _____ Cell Phone: _____ Fax: _____

E-mail: _____

Purpose of Tournament: _____

Date(s) of Event: _____ Start Time: _____ End Time: _____

Detailed Description of Event: _____

Is this event sanctioned: YES NO If yes, by whom?: _____

Do you require field preparation done by City Staff? YES NO

If yes, please outline your field preparation needs: _____

Do you require use of the field lights? YES NO

Special needs or equipment requests etc.: _____

Will the event be open to the public? YES NO

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

Will admission/fee be charged? YES NO

Will there be amplified music? YES NO

Will alcohol be served? YES NO

If yes, will there be a charge? YES NO

Who is serving (organization/group)?: _____

Please provide a copy of the ABC Liquor License.

Will there be food served: YES NO

If yes, will there be a charge? YES NO

Will there be personal/rental property used/left on site? YES NO

If yes, please describe (include plan for pick up): _____

Will there be vendors? YES NO

If yes, please list vendors attending: _____

All vendors are required to have a valid City of Placerville Business License and provide a Certificate of Insurance naming the City of Placerville additionally insured for at least \$1,000,000.00 with endorsement CG 20 26 04 13 or equivalent. The insurance certificate must specify the location, date of event and event name. Attach a copy of each vendor's insurance as well as Liability Insurance policy with endorsement.

Tournament rentals require a \$1,000,000.000 Liability Insurance Policy naming the City of Placerville additionally insured with endorsement CG 20 26 04 13 or equivalent. The insurance certificate must specify the location, date of event and event name. In addition, the City recommends that the event holder names any co-sponsors additionally insured as well. Insurance certificates must be submitted 30 days prior to the start of the tournament.

Will you provide insurance yourself? YES NO

Would you like to purchase special event insurance from the City? YES NO

Please attach tournament flyer with application

Fees/Service Charges:

Softball Tournament Application Fee: \$25.00 = \$ _____

Total number of days _____ X _____ field(s) at \$200.00 per field = \$ _____

Field Security Deposit _____ field(s) at \$250.00 per field = \$ _____

Other Fees/Deposits _____ = \$ _____

TOTAL = \$ _____

Cancellation policy 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.

Applicant Signature: _____ Date: _____

Print Name: _____

Office Use Only

Date application received: _____

Insurance received: YES NO

Approved: YES NO

Payment in the form of:

Put on the Calendar: YES NO

Check(s) \$ _____ Check # _____ Check # _____

Applicant Notified YES NO

Cash \$ _____

TOTAL \$ _____

Receipt #: _____

LIONS PARK SOFTBALL TOURNAMENT RENTAL INFORMATION CHECK LIST

- _____ Fill out the tournament application form and return it to the Community Services Department.
- _____ Submit all security deposits and all fees.
- _____ Hold harmless / Indemnification.
- _____ Submit insurance certificate thirty (30) days prior to the start of your tournament.
- _____ Communicate a final field preparation schedule by the Tuesday prior to your tournament so we can be sure to have fields prepped by game time. (No games may start prior to 8:00 AM).
- _____ Ensure that all garbage is in the garbage cans at close of each night and at the end of the tournament, including both 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 contacting or meeting with City Staff.
- _____ 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.
- _____ Provide parking attendant.
- _____ Additional conditions as deemed necessary: _____

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 person 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.

Applicant Signature: _____ Date: _____

Print Name: _____

CITY OF PLACERVILLE
RULES AND INFORMATION GOVERNING THE USE
OF LIONS PARK FOR SOFTBALL TOURNAMENTS

Tournament Fees \$25.00 application fee
 \$200.00 per day (per field) (Includes one field prep per field and lights)

Security/Cleaning Deposits \$250.00 (per field)

1. Full Payment, \$25 application fee, security/cleaning deposits, tournament application, release and indemnification agreement, and proof of insurance (see #7 insurance requirements) are due at the time of booking to reserve the Softball Fields and Gazebo.
2. Applications must be submitted at least 30 days in advance.
3. Tournaments are only scheduled May 1 through October 31. A maximum of two (2) tournaments are allowed per month during these months.
4. Facilities may be scheduled beginning January 31 of each year. Returning tournaments from the prior year have priority as long as they submit full payment, \$25.00 application fee, security/cleaning deposits, tournament application, release and indemnification agreement, and proof of insurance by January 30 of each year. Beginning January 31 of each year, Gazebo and Fields can be rented on a first come first served basis.
5. 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.
6. 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. Park hours must be observed.
7. Tournament rentals require a \$1,000,000.000 Liability Insurance Policy naming the City of Placerville additionally insured with endorsement CG 20 26 04 13 or equivalent. The insurance certificate must specify the location, date of event and event name. 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 Community Services Department.
8. Event must comply with all City ordinances.
9. 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.
10. Additional conditions can be set forth by the Recreation Superintendent as deemed necessary. The Recreation and Parks Division may require additional deposits, fees, and/or the presence of licensed security personnel or a facility monitor during the event at the expense of the renter.
11. The Rental of Lions Softball Fields and Gazebo do not include exclusive use of other park facilities. These facilities remain open to other park visitors.
12. The Lions Park Gazebo accommodates 50 people and is a single private rental.
13. Rental Groups must have their completed sales receipt on hand during the event. The rental agreement will serve as evidence of a confirmed reservation.
14. 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 non-emergency at (530) 642-5280.
15. If the gazebo/softball field is damaged, the total costs of repairs will be the responsibility of the renter.
16. Any posting of flyers, tournament schedules, advertisements or other notices may be posted in designated areas only and must be approved in advance by City staff. Any flyers or signs posted must be removed at the end of the event by the event holder.
17. 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.
18. Attractions such as dunk tanks, inflatable devices, bounce houses, slip n slides, pony rides, live bands, carnival booths etc. are not permitted.
19. There is no power source or water source available for use by renters.
20. 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.

21. Parking availability is not guaranteed and may be limited due to other scheduled events or drop-in use. Participants shall not park in any fire lanes, frontage roads, or any other unauthorized locations within Park boundaries. No recreational vehicles are allowed. No double parking is allowed. No overnight parking is allowed. Vehicles must be able to drive through both sides of the lower parking lot. Tournament director is required to provide proof of permission from owners of any private property used as overflow parking.

These provisions will be strictly enforced by the City and the El Dorado County Fire Dept. Vehicles not in compliance will be ticketed and towed at the sole expense of the owner.

22. Lions Park hours are 8:00 AM to one hour after sunset, field lights must be off by 10:30 PM. Games may not start prior to 8:00 AM. The Softball Complex will be open one hour before the starting time of the first game of the tournament unless prior arrangements are made.
23. Overnight Camping is not permitted.
24. 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 70', and the foul lines and batter's boxes (fast pitch only), will be chalked unless other arrangements are made. Ongoing upkeep of field conditions and raking, watering and lining throughout the day is the responsibility of the tournament director if so desired. 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 (2) weeks prior to the tournament.
25. Motor vehicles other than emergency and City vehicles are not permitted in the field areas or 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.
26. Alcoholic beverages with alcohol content of twelve percent (12%) or less is permissible at Lions 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.
27. All vendors must possess and have on hand a valid City of Placerville Business License. Licenses may be obtained at City Hall.
28. All vendors must provide 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.
29. 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.
30. 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.
31. 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.
32. The Recreation and Parks Commission may make exceptions to these rules for extraordinary conditions.
33. 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.
34. 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.