

CONWAY PARKS, RECREATION & TOURISM

BALL FIELD RENTAL FORM

Updated 1-1-12

1515 MILL POND ROAD, CONWAY, SC 29526 * Phone: 843-248-1740 * Fax: 843-248-1749

CONTACT NAME: _____
ORGANIZATION: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP CODE: _____
DAY PHONE: _____ NIGHT PHONE: _____ CELL PHONE: _____
EMAIL ADDRESS: _____

PLEASE CHECK THE FACILITY YOU WISH TO RESERVE: (CHECK ALL THAT APPLY)

- Recreation Complex field A (softball) Recreation Complex field B (Baseball) Recreation Complex field C (softball)
Recreation Complex field D (Baseball) Recreation Complex field D (Baseball)

DATE(S) OF EVENT: _____ EXPECTED ATTENDANCE: _____

STARTING TIME (EACH DAY): _____ ENDING TIME (EACH DAY): _____

NOTE: A FEE WILL BE CHARGED FOR INDIVIDUALS, COMPANIES OR GROUPS WHO WISH TO RESERVE BALL FIELDS FOR PRACTICES, GAMES OR TOURNAMENTS. ALL FIELD RENTAL FEES MUST BE PAID AT TIME OF RESERVATION TO SECURE DATES. A 48-HOUR CANCELLATION NOTICE IS REQUIRED FOR A REFUND. IN THE CASE OF TOURNAMENT RENTALS: A \$200.00 SECURITY DEPOSIT PER REQUESTED DATE MUST BE PAID AT TIME OF RESERVATION. THE TOURNAMENT RENTAL FEE MUST BE PAID IN FULL BY WEDNESDAY @ 5PM OR AT LEAST 48 HOURS BEFORE THE START OF THE TOURNAMENT, WHICHEVER COMES FIRST. IN THE EVENT A TOURNAMENT IS CANCELLED BY GROUPS RESERVING MULTIPLE DATES, OR BY GROUPS WITH A HISTORY OF CANCELLATIONS, THE DEPOSIT SHALL BE FORFEITED FOR EACH CANCELLED DATE.

FAILURE TO PAY IN ACCORDANCE WITH THESE GUIDELINES WILL RESULT IN DENIED ACCESS TO THE FIELDS.

DESCRIBE IN DETAIL THE TYPE OF ACTIVITY / TOURNAMENT:

(i.e.: TYPE OF EVENT, AGE OF PARTICIPANTS, DISTANCE OF BASES, PITCHING RUBBERS, TYPE OF FIELD MARKING REQUIRED, ETC...)

Will Admission be charged: YES NO IF YES, HOW MUCH: _____

Would you like for field to be lined off additional times daily? YES NO IF YES, HOW MANY: _____

PLEASE LIST ANY SPECIAL NEEDS YOU MAY HAVE CONCERNING YOUR REQUEST:

I/WE AGREE TO BE FULLY RESPONSIBLE FOR THE FACILITIES PER CONDITIONS AS OUTLINED ON THE FRONT & BACK OF THIS RESERVATION REQUEST. I UNDERSTAND THAT THIS REQUEST SHOULD BE RETURNED TO CONWAY PARKS, RECREATION & TOURISM BEFORE THE DESIRED EVENT DATE AND THAT APPLICATION IS SUBJECT TO THE APPROVAL OF THE PARKS, RECREATION & TOURISM DIRECTOR.

SIGNATURE: _____

DATE: _____

(FOR DEPARTMENT USE ONLY)

DEPOSIT PAID: \$ IN CASH: CHECK#: CREDIT CARD:
RENTAL PAID: \$ IN CASH: CHECK#: CREDIT CARD:

APPROVED BY: _____

DATE ENTERED ON CALENDAR: _____

RULES & REGULATIONS

1. Park facilities are never closed to the general public. **Reservations are for designated field use only.**
2. Tournament signage and placement is subject to approval of the Parks, Recreation & Tourism Director.
3. Signs promoting any type of business or activity are subject to approval and will be charged a placement fee.
4. Parks & Recreation property and signage shall not be defaced or altered in any way.
5. **An additional fee will be charged for any vendors selling food or merchandise on City Park Property.** The Reserving group shall know and abide by all local and state health department regulations concerning the preparation and/or resale of concession or other legal products. The concession stand/press box is not available for use. Areas will be designated by Parks, Recreation & Tourism staff for Vendors. Designated Space size is 10' x 15'. Vendors requiring additional space will be charged accordingly. The Parks, Recreation & Tourism Director shall approve any outside vendors setting up on Park Property. The City of Conway reserves the right to sell concessions and to lease vendor space to outside vendors .
6. **Fees & Charges:** Deposit: **\$200.00**. **Field Rental: \$100.00** per day/per field. **Vendor Spaces: \$50.00** per space per day. **Additional field maintenance: \$20.00** per field. **Facility Supervisor: \$15.00** per hour. **Promotional Signage Fee: \$50 - \$100 per day, depending on size and location.**
7. Based on the size and type of event, Police and/or EMS may be required at the renter's expense.
8. All requests are subject to approval by the Parks, Recreation & Tourism Director or his designee.
9. Alcohol and drugs are prohibited on City Park Property. Tobacco is discouraged.
10. Parking ~ Vehicles must park in designated areas only. Vehicles parked illegally will be towed at owner's expense. Vehicles are allowed inside wagon wheel for set up and tear down only.
11. Conduct: All guests must obey Police, Parks & Recreation Staff and others designated by the City to enforce rules while on park property. Disorderly conduct will result in immediate expulsion from the Park. Disorderly conduct includes, but is not limited to: Rude behavior, profanity, fighting, threatening behavior, public nudity, spitting, loud music or other noise. Littering of any kind is prohibited.
12. Curfew on all fields shall be 11:00pm. Permission to waive curfew restriction must be approved by the Parks, Recreation & Tourism Director.
13. Reserving Organizations/Personnel are responsible for any and all damages incurred to the facilities, which were a result of the scheduled event. You are also totally liable for injury to person or persons using facility during the rental period. Lessee obligates itself to Indemnify and save harmless The City of Conway, its employees and its agents from any loss sustained by the Lessor as a result of, or in connection with, the use of the facility.
14. Reserving Organizations/Personnel are responsible for cleaning the facility and bagging trash and depositing in trash cans on a daily basis. Failure to leave facility in original condition will result in loss of deposit and/or denial of facility reservations in the future. All trash shall be picked up daily by organizer.
15. Under no circumstances can the facility be sub-leased at any time.
16. Tournament Rental fee includes field preparation of all rented field(s) one time per day. Field preparation consists of dragging and lining field only. Additional field preparation is available for a fee. Field preparation may **not** be performed by renter. *See Fees & Charges for additional information.*
17. Rental is for ball fields only. Admission may be charged at designated locations, however, access cannot be denied to those using the Park for exercise, shelters, Playgrounds, restrooms and other park amenities.
18. Conway Parks, Recreation & Tourism Department reserves the right to cancel an event at any time. In the event of poor weather, we reserve the right to cancel and/or postpone the tournament if it is deemed that unnecessary damage may occur to the playing field and complex. In the event of lightning, Site Supervisor reserves the right to postpone the tournament until it is safe to resume play.
19. Designated Contact Person must be on site while tournament is in progress.
20. **Special requests are subject to the approval of the Parks, Recreation & Tourism Director.**