**2020 Tournament Contract**

**Don Edwards Park**

**Buckeye Valley Family YMCA**

**470 W. Church St.   
Newark, Ohio 43055**

**740-345-9622**

Name Date

Address

Address

Phone

Email

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Tournament Name** | **Date(s)** | **Fields**  **Requesting** | **Deposit Due** | **Notes** |
| “Sample” | June 11 - 14 | Fields 1-4 | Feb. 1 |  |

**FIELD FEES/DEPOSIT**

* The 2020 field rates are the following rate:
  + Fields One and Two - $100.00 per field
  + Fields Three and Four - $75.00 per field
* All single game and season long rental deposits are due immediately to reserve your game slot.
* Tournament deposits are 50% of the overall cost for the requested number of games
* All final payments are due within (14) days of the conclusion of your tournament, event or game. Late fees applied
* The BVFYMCA Sports Director must receive this signed document and event deposit by end of business on **February 1, 2020**
* Payments for all deposits can be made by cash or check only. Checks payable to **BVFYMCA**. Please send to:

Buckeye Valley Family YMCA

Attn: Sports Director

470 W. Church St.

Newark, Ohio, 43055

* The rental request is not final until payment is received. Deposits will be accounted for final event payment. All deposits are first used for diamond dry, tournament director fees, and cleaning or damage fees before being applied to the final balance.

**DEPOSIT REFUNDS**

* With the popularity of Don Edwards Park, we are ensuring your fields at the time of your deposit, thus turning away other customers. No refunds of any kind are permitted due to cancelled events. At least forty-five (45) days written notice must be given to the BVFYMCA Sports Director if you need to cancel an event. If proper notice is received, the individual/organization will not be granted any rentals in following years.
* If the number of fields reserved is reduced by 50% or more, then your full deposit amount will be used to offset that lost revenue and will not be applied towards your final balance.

**FIELD MAINTENANCE**

* Don Edwards Park staff will be responsible for ensuring the safe and finished play of all fields. All fields will be groomed, lined and prepared by Don Edwards Park staff at the beginning of the day.
* All fields are prepared at the beginning of the day by Don Edwards Park. No additional field work is done on fields during the course of the game, or in between games unless specifically discussed with the BVFYMCA Sports Director or the conditions of the field are deemed unsafe and require attention for play to continue.
* Any additional field work that is not due to unsafe playing conditions that is requested can result in an additional fee.
* Diamond dry can be purchased and used at a cost of $15 per bag (Subject to change due to current vendor pricing)

*The following requirements are either city or park codes/regulations. They are requirements that must be adhered to when using Don Edwards Park property and are the responsibility of the individual or organization listed. Please read them carefully so you are fully aware of what is expected of you and your organization.*

**INSURANCE REQUIREMENTS** – You are 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 no 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 The Buckeye Valley Family YMCA, Don Edwards Park and The City of Newark as additionally insured. All policies must be submitted to BVFYMCA Sports Director at least one (1) week prior to the event. If the policy encompasses multiple events, it will be due one (1) week prior to the first event of the season.

**METAL SPIKES** – Metal spikes are prohibited on all turf areas of Don Edwards Park including coaches’ boxes and batting cages. In the event metal spikes are used during an event, tournament director will assume responsibility for any damages. It is the responsibility of the tournament director to notify all teams participating in their event(s).

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

**DON EDWARDS PARK HOUSING AGENCY** - All events taking place at Don Edwards Park or BVFYMCA facilities are required to exclusively use the current Housing Agency (HelmsBriscoe) for all event lodging needs. BVFYMCA does not require tournament directors to host “Stay to Play” events. Our housing agreement allows tournament directors to receive a percentage of the lodging fees, contact the BVFYMCA Sports Director for details on percentage. Any tournaments or events that violate this term are subject to a $750 penalty. For booking details or additional information please contact.

*Brandon Gessner -* [*bgessner@helmsbriscoe.com*](mailto:bgessner@helmsbriscoe.com) *- 614-682-6899*

**TOURNAMENT DIRECTORS** - Directors must be on site for their entire event. If a tournament director or representative is not able to be on site at any point, they must contact a BVFYMCA representative and designate temporary replacement/contact person. Tournament directors will provide BVFYMCA Sports Director with designee name, contact number and primary location during event. Tournaments can use a Don Edwards Park representative for $300 which would cover the entirety of the tournament, or $100 a day. Anytime a tournament director is not present or reachable a $25 fee will be assessed per hour.

**UMPIRE SCHEDULING** – All umpire scheduling is the responsibility of the game/tournament host. Don Edwards Park staff can assume the responsibility of scheduling your umpires for a cost of $15 per game or $250 for the entirety of games hosted at our facilities.

**CONCESSION STANDS/GATE FEES**

* Don Edwards Park and all BVFYMCA facilities reserve the right to charge an admission fee, which is retained solely by BVFYMCA
* All concession stands/snack carts, merchandise sales or team store sales will be solely retained by BVFYMCA

**TEAM LIST** - All tournament directors must submit an entire team list to BVFYMCA 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 traveling to Don Edwards Park.

**MERCHANDISE VENDOR PERMIT** - **ONLY** Tournament T-Shirts can be sold without a permit, and all tournament shirt sales must be approved by BVFYMCA Sports Director. The sale of any additional merchandise will require a permit. Permit holder must notify BVFYMCA at least 10 business days in advance of all vendors attending the event. Once approved by BVFYMCA, the permit holder will receive vendor set-up instructions and their on-site location.

* It is the responsibility of the tournament to ensure all vendors are aware of the event set-up and all rules and regulations which apply.
* There will be a fee of $100 per vendor/per site attending the event. A fee of $200 will be charged for failure to notify BVFYMCA by above mentioned deadline.

**PARKING**

* Don Edwards Park does not charge for parking, and is not responsible for any damage to vehicles
* Overnight parking is prohibited. Those in violation may be towed.

**SCHEDULES/FIELD ASSIGNMENTS**

* Final field needs are due at least 15 days prior to event and field numbers will be assigned at this point.
* All tournaments will fill out and return the attached request form, which specifies dates, times and fields
* Final team numbers and schedule due 7 days prior to the event.
* All field rentals are two-hour blocks and must fall within the game times as designated by the facility
* Any games that go over the 2-hour block will be assessed a $25 fee per half hour unless excused by BVFYMA Sports Director
* All tournament directors will schedule teams in a manner that is conducive to the facility schedule and concession stands to ensure maximum efficiency.
* **Start Times** – 8am 10am 12pm 2pm 4pm 6pm 8pm\* 10pm (\* On fields with lights)
* **Field Usage after Midnight** - If fields are used after midnight, a fee of $100 per field, per hour will be charged unless special permission is granted by BVFYMCA. Weather delays will be taken into consideration when applicable
* Don Edwards Park does not charge an additional fee for the use of field lights

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

**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.

**FACILITY RULES**

* **PROHIBITED** Items:

• Tobacco Products • Glass • Flammable Liquids • Alcohol • Weapons

* **NO** batting practice or pitching practice (warming up) is permitted on any part of the field including sidelines unless granted by BVFYMCA

**\* I have read and understand the conditions of the above rules and regulations, as the tournament host 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 my submitted facility deposit.**

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

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

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

**FIELD CONDITIONS** – Don Edwards Park staff 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 facilities. Only Don Edwards Park employees may work on fields. Tournament staff 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. Single game rentals can only be credited. 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.

**ELECTRONIC SCOREBOARD** – Scoreboards are available on fields one and two. In order to have access to scoreboards permission must be requested (7) days before the event. Scoreboard functions on field two will only be permitted during days in which no inclement is expected. Tournament directors must provide individuals to operate the scoreboards unless specially noted. Tournaments are responsible for any and all damage to equipment related to scoreboards, audio equipment and PA system. Opportunities to sell advertising for your tournament on field one scoreboard are available. For more information regarding this please contact BVFYMCA Sports Director at 740-345-9622.

**ELECTRIC** - Hookups and generator use are not available unless prior arrangements are made with BVFYMCA staff.

**RESTROOMS** - Permit holder is responsible for keeping onsite restrooms free of vandalism during their event. Don Edwards Park will assume responsibility of keeping restroom facilities stocked and clean.

**ALCOHOL** - No walk-in alcohol of any kind is permitted.

**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 BVFYMCA Sports Director to give adequate time for arrangements.

**POST EVENT SITE EVALUATION** - Please be respectful of your facility. Trash bins are located throughout the park. Tournaments or events 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 tournament will take proper safeguards to prevent any and all injuries or damage to property of the Department. The signer shall be responsible for any damages or injury occurring on or relating to the properties from the operations under this agreement. The signer will assume, pay and at all times indemnify, protect and save harmless the City of Newark, The Buckeye Valley Family YMCA, Don Edwards Park 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 signee, its agents, contractors, employees or servants.

**TERMINATION** - If the signee 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 BVFYMCA shall have the right to declare this agreement to be terminated. The BVFYMCA 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 BVFYMCA.

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 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 Buckeye Valley Family YMCA/ City of Newark reserves the right to alter the above stated rules and regulations for any, and all facilities or fields at an operated facility or park.***