



CITY OF CHELAN RECREATION DEPARTMENT

TOURNAMENT FIELD RESERVATION FORM

FIELD INFORMATION:

Please Circle:

KENT FIELD

RAINIER FIELD

UTILITY FIELD

	FROM	TO
Date(s) Requested		
Day(s) Requested		
Time(s) Requested		

LIGHTS REQUESTED (Please Circle):**YES****NO****CONTACT INFORMATION:**

Last Name: _____ First Name: _____

Organization: _____

Address: _____ Zip: _____ City: _____ State: _____

Daytime Phone: _____ Home Phone: _____

Event Name: _____ Estimated Attendance: _____

Email Address: _____

ADDITIONAL INFORMATION

The undersigned hereby makes application to the City of Chelan for the use of City facilities described above and certifies that the information given in the application is correct. The undersigned further states that he has the authority to make this application for the applicant and agrees that members of the applicant's group will observe all rules and regulations of the City of Chelan. The applicant agrees to exercise the utmost care in the use of the City premises and property and to save the City and its supervisors harmless from all liability resulting from the use of said facilities and further agrees to fully compensate the City of Chelan for any damages arising from the applicant's use of said facilities.

Signature: _____ Date: _____

[Office Use Only]

Rental Amount: \$ _____ Date Paid: _____ Receipt Number: _____

Per day per field: \$75 without lights; \$100 with lights

City of Chelan Parks and Recreation

Ball Field Complex Rules and Fees

1. **FEES.** For all softball or baseball tournaments:
 - a. Tournaments are:
 - i. \$75.00 per day per field without lights
 - ii. \$100.00 per day per field with lights.
2. **INSURANCE.** The tournament contact person(s) must present the City of Chelan Recreation Department with an insurance voucher for \$2,000,000.00 in coverage. The City of Chelan must be named as the additional insured. A copy of the endorsement naming the City as additional insured shall be attached to the certificate of insurance. This must be submitted to the City before the tournament can begin.
3. **FIELD PREPARATION.** The sponsor or individual paying the user fees shall be responsible for preparing the field to the safety standards acceptable to the presiding umpire or tournament director. The City Recreation Department will groom the fields before each day's activities begin. If you require the fields be groomed throughout the day an additional charge of \$20.00 is required for each additional grooming. You must make prior arrangements to schedule any additional grooming.
4. **LIGHTS.** Field lights shall not be used after 11:00 PM. So please end your last game by 10:30 PM to give the team's adequate time to exit the facility.
5. **CONCESSIONS.** Use of field concessions must be made through the designated City concessionaire.
6. **SCHEDULING.** First requests must be received by February 15th. A maximum of two weeks may be awarded in the first round of requests. Additional requests will be considered if there are open weekends after the first round is complete. All requests will be processed using the following order.
 - a. Youth Tournaments.
 - b. Local Tournaments.
 - c. Returning Non –Local Tournaments.
 - d. Non-Local Tournaments.
7. **FIELD RESERVATIONS.** A tournament field reservation form and a \$50.00 per field non-refundable deposit must be submitted before a field is reserved. The certificate of insurance, ASA insurance waivers (if required) and field fees must be submitted to the City of Chelan Recreation Department at 619 W Manson Highway, PO Box 1669, Chelan, WA 98816 no later than one week prior to your tournament.