



## Tournament Special Use Agreement

### Schedule of Fees:

- ❖ (3) Ballfields (marked without lights) - \$150.00 per field (8hours)
- ❖ (2) Ballfields (marked without lights) - \$175.00 per field (8hours)
- ❖ (1) Ballfields (marked without lights) - \$300.00 (8hours)
- ❖ Tournament Ballfield Lighting - \$50.00 per field (8hours)
- ❖ \$50 temporary fence per day (Fence must remain in place the duration of the tournament)
- ❖ \$10/bag for drying materials in the case of rain (Tournament Directors must request in advance)
- ❖ \$30/field for additional lining and dragging of fields (Tournament Director must request in advance)
- ❖ \$80/per field per day additional field use for warm ups
- ❖ 14% of concession (receipts must be verified and turned in)

### Fees include:

- ❖ Exclusive use of reserved fields and concessions (if SCPR doesn't provide concessions)
- ❖ Initial field preparation each day to include field dragging, bases, field markings, scoreboard set-up (where applicable)
- ❖ Maintenance of restrooms (Tournament Group is responsible for park cleanup)

**A deposit of \$50 is required to reserve fields. The deposit must be made at time of reservation.** The deposit and registration form located after this special use agreement must be submitted to secure a tournament date. The deposit is non-refundable and will be applied toward the rental fee only if the park is left in good condition following the tournament. Tournaments in good standing will be allowed to roll over the deposit if the tournament does not make. Tournament schedule and fields specifications must be submitted by noon on Tuesday of the week before you will be hosting the tournament. Balance for the account is due to Sampson County Parks & Recreation within five (5) business days after use.



**Entry Fee/Concessions/Vendors:**

The tournament organization can charge an entry fee, admission, or gate for citizens using fields only with permission of the Sampson County Parks & Recreation Director.

Sampson County Parks & Recreation will operate the concession stand for the tournament play and no other food vendors are permitted unless approved by the Recreation Director. Private vendors (non-food) are permitted on the complex with approval from the Sampson County Parks & Recreation Director along with a copy of the required insurance coverage and privilege license. A fee of \$50.00 per vendor (per weekend) is required to be submitted to the department. If the Recreation Department doesn't/can't operate a concession stand, the tournament director may operate one after approval from the Recreation and Parks Director. The Concessionaire must pay 14% of receipts (must be verified and receipts turned in) to the Parks & Recreation Department.

**Refunds/Cancellations:**

A representative from Sampson County Parks & Recreation has the final decision on playing during periods of inclement weather. If a tournament is cancelled due to weather prior to tournament play, a full refund of the deposit or choice of an open date in the future will be offered to the tournament director based on availability. No partial refunds will be given for play interrupted. Deposits will not be refunded for lack of teams or reduction of days requested.

**Insurance:**

The tournament organization must have and provide a copy of a certificate of Liability Insurance that states a 1 million dollar Commercial General Liability Coverage of organization and facility (Western District Park, 702 West Clinton St, NC 28382). This must cover 1 million dollars/occurrence.



### **Tournament Director Responsibilities:**

- ❖ All tournament responsibilities (brackets, trophies, medals, scheduling, etc.)
- ❖ Gate money (If tournament director chooses.)
- ❖ Assist Recreation staff with keeping areas around field clear of any garbage/debris throughout the day during the tournament.
- ❖ Communication and or ejection of disgruntled parent/spectator.
- ❖ Make sure spectators/parents abide by all Park Rules.
- ❖ Prepare field layout specs to Sampson County Parks & Recreation by Tuesday of the week of the tournament.

### **Sampson County Parks & Recreation Responsibilities:**

- ❖ Prepare fields requested in contract ready according to specifications given by Tuesday of the week of the tournament prior to each day of the tournament.
- ❖ Provide a staff member during tournament play.
- ❖ Keep bathrooms stocked throughout the day.
- ❖ Turn on lights at facility if needed (see fees above)
- ❖ Provide concessions for the tournament (Tournament group will be notified if unable to do this)
- ❖ Provide Turface products at the cost of \$10/bag paid by the tournament director. This should be requested prior to tournament.
- ❖ Tournament Director can request fields to be lined additional times for the tournament at the time of deposit for a cost of \$35/field
- ❖ Open up facility prior to tournament each day.



### **Park Rules**

Tournament Directors are responsible for the enforcement of Park rules established by Sampson County Parks & Recreation. These include (but are not limited to):

1. No alcoholic beverages allowed in any part of the park.
2. No smoking or tobacco use allowed in the dugouts, on the ball fields, or in immediate vicinity of fields.
3. All dogs must be on a leash at all times. All waste should be bagged and disposed of properly.
4. No parking or riding motorized vehicles on walking trails.
5. No field materials applied without recreation staff approval prior to application.
6. In the event that a gate is taken for spectators coming to the tournament, then the gate only charged to tournament attendees.
7. No profanity is allowed.
8. All games must start prior to 9:00 p.m.
9. No RV's or overnight stay OR parking is allowed in the park.
10. Trash must be picked up and areas kept clean.
11. No skateboards, scooters, or other similar wheeled activity allowed in field vicinity



***Department Contact Information***

Dana Hall, Director  
Phone: 910-299-0924

[danah@sampsonnc.com](mailto:danah@sampsonnc.com)  
Fax: 910-299-0926

**Business Office Address:**  
405 County Complex Rd. Suite 130  
Clinton, NC 28328

***Tournament Contact Information***

**Organization Name:** \_\_\_\_\_

**Tournament Director:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

***Tournament Information***

**Dates of Use:** \_\_\_\_\_

**Hours of Use:** \_\_\_\_\_

**Dates of Light Use:** \_\_\_\_\_

**Field Setup (Base Length/Pitching Distance):** \_\_\_\_\_

**Temporary Fencing:** *CIRCLE ONE* YES \_\_\_\_\_ (Fence Distance) NO

**Additional Field Marks:** \_\_\_\_\_

**Reserved Turface Bags:** \_\_\_\_\_

**Type of Tournament:** \_\_\_\_ Adult Softball \_\_\_\_ Fast-Pitch Softball \_\_\_\_ Youth Baseball



***Financial Information (Office Use ONLY)***

*Please Check Each needed:*

**Locations:** \_\_\_\_\_ **Fields Reserved:** \_\_\_\_\_

**Additional Request:** \_\_\_\_\_

**Total Fees Owed: \$** \_\_\_\_\_

**Deposit Paid: \$** \_\_\_\_\_ **Date of Payment** \_\_\_\_\_

**Balance Due: \$** \_\_\_\_\_ **Date Due:** \_\_\_\_\_ **Date of Payment:** \_\_\_\_\_

***Statement of Responsibility***

I, \_\_\_\_\_ (Signature) understand the rules and regulations set forth by Sampson County Parks & Recreation in this agreement. I understand that I am responsible for any/all damages or misuse of the facility. I agree to pay the balance of my account within five (5) business days after my tournament concludes.

I, \_\_\_\_\_ (Signature) agree to sanitize all player seating/bathroom after the close of each game. I understand that any fine associated with violation of COVID regulations will be my responsibility to pay.

or

I, \_\_\_\_\_ (Signature) agree to allow SCPR to sanitize all player seating/bathroom after the close of each game for the additional fee of \$20 per game.

**Sampson County Approval:**

**Tournament Acceptance:**

\_\_\_\_\_  
Recreation Director

\_\_\_\_\_  
Tournament Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tournament Name/Company

\_\_\_\_\_  
Date