

# CRAVEN COUNTY RECREATION & PARKS DEPARTMENT

406 CRAVEN STREET, NEW BERN, NC 28560

Phone: (252) 636-6606 Fax: (252) 636-6685

## Tournament Fee Structure and Policies

### Instructions

- 1) **Read Tournament Fee Structure & Policies, submit completed application (pgs. 3 & 4), pay \$100 deposit and provide proof of insurance naming CCRPD as an additional insured.**
- 2) CCRPD staff will review application & determine if tournament is approved.
- 3) If approved, **final schedule & payment is due three days prior to the tournament by 4pm.**
- 4) If final payment is not paid by the deadline, tournament will be cancelled and deposit will not be refunded.

\*\* If only holding one tournament a year, insurance **may not** be required!

### Fees (cash and check only)

- 1) \$100 deposit paid when completing this form.
- 2) \$50 per field/ per day base charge
- 3) \$25 per field/ per day light fee (if applicable)
- 4) \$150 per day maintenance/supply fee (if applicable)
- 5) \$10 per bag of quick dry used (if applicable)
- 6) \$5 per bag of field marking lime (if applicable)

CCRPD provides three (3) options for operating tournaments at Creekside and/or West Craven Parks. Craven County only allows CCRPD staff to drag county fields with their own equipment. Therefore, all field dragging must be done by county employees. The three options are:

### Tournament Options

- #1 \$50 per field per day, CCRPD will drag and line fields once prior to the start of each tournament day. CCRPD will not provide any assistance or additional lime during the day.
- #2 Same as Option #1, plus CCRPD will provide additional field marking lime (\$5 per bag), lime machine, string and rakes for tournament director to use during the day.
- #3 \$50 per field per day, plus an additional \$150 per four fields, CCRPD will provide a staff member (up to 8 hours per day) to provide additional field prep between games. All additional field marking lime will be included in this fee. The staff member will also keep restrooms stocked and assist with trash. A second staff member (\$150) may be requested for a tournament using more than four fields.  
\*\*\*Tournament director will need to provide assistance to staff member(s) in lining fields between games.

### Cancellation Policy

- 1) If tournament is cancelled at least 1 week prior to the date, deposit will be refunded.
- 2) Cancellation made after deadline will result in loss of deposit.

# CRAVEN COUNTY RECREATION & PARKS DEPARTMENT

## Tournament Fee Structure and Policies-continued

### Inclement Weather & Field Conditions

- 1) If the tournament is cancelled due to inclement weather prior to any field preparation you will receive a full refund.
- 2) If the tournament is cancelled after the fields have been prepared, you will be charged \$25 per field.
- 3) If the tournament is cancelled due to inclement weather before 12 noon the day of the tournament, you will be refunded half of your maintenance fee. (if applicable)
- 4) Tournament director is responsible for reimbursing CCRPD for use of quick dry. (\$10 per bag)
- 5) ***CCRPD will have final authority regarding field playability.***

### Responsibilities of Tournament Director

- 1) Schedule all games in coordination with recreation department staff.
- 2) Monitor restrooms during the day and keep clean.
- 3) Pick up all trash and place in receptacles provided.
- 4) Provide persons to collect gate fees & run concessions, if applicable.
- 5) Adhere to park rules & regulations at all times.

### Responsibilities of Craven County Recreation & Parks Department

- 1) Prepare fields prior to the first game of each day. If tournament director wants recreation personnel to prepare fields during tournament, refer to Option #3.
- 2) Provide trash bags, toilet paper, paper towels for restrooms. Full trash bags can be left by the receptacle and will be picked up by the recreation staff.

### Gate and Concessions

- 1) Tournament director will be responsible for collecting gate fees. Location will be approved by CCRPD.
- 2) Tournament director will be responsible for operating concession areas. Location will be approved by CCRPD.

### Motorized Equipment

- 1) Craven County only allows CCRPD staff to drag fields and operate county equipment.
- 2) Golf carts are allowed to be used for transportation purposes only. (must be 16 years of age or older to operate)

# CRAVEN COUNTY RECREATION & PARKS DEPARTMENT

## Tournament Reservation Form

### User Information

DATE OF APPLICATION \_\_\_\_\_ USER NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_  
STREET ADDRESS PO BOX APT.#

EMAIL \_\_\_\_\_  
CITY STATE ZIPCODE

PHONE HOME \_\_\_\_\_ CELL \_\_\_\_\_ WORK \_\_\_\_\_

ADDITIONAL CONTACT \_\_\_\_\_ Phone \_\_\_\_\_

### Tournament Information

Type of tournament (i.e., co-ed, baseball, softball, kickball) \_\_\_\_\_

Date(s) of tournament \_\_\_\_\_ Number of participants and spectators \_\_\_\_\_

### Maintenance Options

Please check one of the three options that best fits your tournament.

**Option #1**

\_\_\_\_\_ \$50/field/day, CCRPD will drag and line all fields requested for the tournament one time prior to the start of the first game.

**Option #2**

\_\_\_\_\_ Same as Option #1 plus CCRPD will provide additional marking lime at \$5 per bag as well as lime machine and hand rakes.

**Option #3**

\_\_\_\_\_ For \$150/day/4 fields, CCRPD will provide one staff member to drag and line fields in between games, empty trash cans, and stock restrooms. Tournament director is responsible for providing additional assistance to the staff member for lining fields between games.

\_\_\_\_\_ Second staff member-\$150/day

I agree to abide by the Tournament Fee Structure and Policies. CCRPD reserves the right to cancel the tournament because of reasons that were not evident at the time of the application.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

\*\*\*\*\*

**Staff only**

<b>Fees-Day 1</b>	<b>Fees-Day 2</b>
# of fields x \$50 = _____	# of fields x \$50 = _____
# of fields with lights x \$25 = _____	# of fields with lights x \$25 = _____
Maintenance Fee - \$150 x _____ staff	Maintenance Fee - \$150 x _____ staff
<b>ADDITIONAL FEES</b>	
Quick Dry-\$10/bag x _____ = _____	Marking Lime-\$5/bag x _____ = _____

DEPOSIT \$ 100 \_\_\_\_\_ STAFF INITIALS \_\_\_\_\_ DATE \_\_\_\_\_  
 FINAL PAYMENT \$ \_\_\_\_\_ STAFF INITIALS \_\_\_\_\_ DATE \_\_\_\_\_

# CRAVEN COUNTY RECREATION & PARKS DEPARTMENT Tournament Schedule

Type _____	Day 1 Date _____				Day 2 Date _____				
	Field	Fields Req.	Time of First Game	Time of Last Game	Lights needed until	Fields Req.	Time of First Game	Time of Last Game	Lights needed until
	<b><u>CREEKSIDE PARK</u></b>	Due at time of deposit	Due three days prior to tournament			Due at time of deposit	Due three days prior to tournament		
	<b>Progress Energy-mound</b> 200' fence - 46-60/65'				_____ PM				_____ PM
	<b>Weyerhaeuser – mound</b> 200' fence - 46-60/65'				_____ PM				_____ PM
	<b>Trader</b> 200' fence - 46-60'				_____ PM				_____ PM
	<b>Bengel</b> 200' fence - 46-60'				_____ PM				_____ PM
	<b>Field 5</b> 300' fence - 50-70'				_____ PM				_____ PM
	<b>Field 6</b> 300' fence - 50-70'				_____ PM				_____ PM
	<b>Field 7-mound</b> 310-350' fence - 50-90'				_____ PM				_____ PM
	<b>Field 8</b> 300' fence - 50-70'				_____ PM				_____ PM
	<b><u>WEST CRAVEN PARK</u></b>	Due at time of deposit	Due three days prior to tournament			Due at time of deposit	Due three days prior to tournament		
	<b>Field 1 –mound</b> 200' fence 46-60/65'				_____ PM				_____ PM
	<b>Field 2–mound</b> 200' fence 46-60/65'				_____ PM				_____ PM
	<b>Field 3–mound</b> 310-350' fence 50-90'				_____ PM				_____ PM
	<b>Field 4</b> 200' fence/46-60'				_____ PM				_____ PM