

Warren County Parks and Recreation Department Special Events and Tournaments Contract

Special Events and Tournaments may be scheduled for only one year at a time and must be approved by the appropriate WCPRD Superintendent or Director. Only by the approval of the Director will any language of this document be waived and/or altered. Any alterations will be stipulated in the associated invoice notes. WCPRD has the right to cancel, postpone, reschedule, or alter any rental reservation, event, or tournament at any time. The Special Event or Tournament Coordinator will be referred to herein as the "User."

FEES/PAYMENTS

Upon notification of approval of the Special Event or Tournament, the required facilities will be "held" for a period of 10 days, during which the User must sign the digital contract and pay the required nonrefundable deposit according to the current WCPRD Rental Fee Schedule. Nonrefundable deposits apply toward Special Event or Tournament Fees, which will be accessed according to the WCPRD Rental Fee Schedule currently in effect when the event or tournament takes place. The remaining balance of fees are due no later than 5 business days prior to the event.

After completion of an event or tournament, the User has 30 days to reapply for consideration for the following year. User will only be considered for the same amount of space used for the recent event or tournament.

All fees related to reservations of specific facilities are applicable for all Special Events and Tournaments (see the current WCPRD Rental Fee Schedule). All accessed fees and payments must be made according to the stated terms.

WCPRD Director has the authority to negotiate special terms or rates for any group at the time of the contract signing and such details will be stipulated on the reservation and/or invoice.

If the W.C. Tennis Center is utilized for a multipurpose function, fees associated with floor conversion (for Taraflex flooring) and special taping will be accessed per court.

Late fees may be accessed during or after an event if the event exceeds the closing times for facilities (see Schedule of Events below).

CANCELLATIONS

All cancellations must be in writing or email format and sent to the Business Manager no later than eight (8) days prior to the event start date.

Nonrefundable Deposits are required to hold dates and facilities for events and tournaments and are FORFEITED for cancellations. Although nonrefundable deposits apply toward event or tournament fees, if User cancels an event or tournament or one or more facilities for which a nonrefundable deposit was paid, the associated nonrefundable deposit(s) is forfeited.

If User cancels a special event or tournament after having paid final fees, WCPRD will CREDIT the User's member account for all fees, excluding nonrefundable deposits which are forfeited. Credits on User accounts may be used for future scheduling. Any unused credits will be forfeited after 12 months.

By cancelling an event, the User forfeits first choice at same date the following year; however, User may re-apply after waiting 90 days.

If WCPRD cancels an event or tournament based on WCPRD Policies, all fees paid, including associated nonrefundable deposits, will be credited to the User's account. The WCPRD Director has the discretion to authorize a refund based on the circumstances of the cancellation. The User may still have the first choice to apply within 30 days after his/her event or tournament date for same date the following year.

WCPRD has the right to cancel, postpone, reschedule, or alter any rental reservation, event, or tournament at any time due to unforeseen circumstances including, but not limited to, scheduling conflicts, facility maintenance issues, hazardous weather, or public health emergencies.

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SECURITY/LAW ENFORCEMENT:

For details, see Security Policy & Contract for Special Events, Park Functions, & Tournaments on our website: <http://www.warrencountyky.gov/parks-and-recreation-special-events-tournaments.php>

Overnight security is not provided for equipment, etc. placed on WCPRD properties and left overnight.

A Parks Deputy may be present during large events. For certain events and functions, additional law enforcement personnel may be required to ensure public/facility safety. For these identified events and functions, the User will be informed at the time of event/tournament approval. An additional Security Policy and Contract will be required (in addition to this Special Event and Tournament Contract), which offers two options for providing additional security. The determining factors of possible additional security needed include, but are not limited to, the following:

1. Past issues with the group or patrons participating in the event (such as violation of facility rules, discipline issues, disorderly behavior of participants / spectators, users, failure to comply with staff request regarding WCPRD rules of facility, fighting of users / participants, threatening of users / participants, harassing of users / participants utilizing the facility)
2. Projected volume / number of participants is large and may require more security resources to ensure public / facility safety
3. Multiple facilities or park locations are being used
4. Type of event being offered
5. Local Law Enforcement recommends additional security

SCHEDULE OF EVENTS

A preliminary schedule for hours of operation for the Special Event or Tournament must be provided to the Business Manager at the WCPRD Main Office no later than 12:00pm eight (8) days prior to the event. A final schedule must also be provided no later than three (3) days prior to the event if updates are required and must not exceed the preliminary schedule. This is to ensure proper staffing can be scheduled for the event.

Events scheduled at baseball/softball complexes may not start before 8:00am and final games may not start after 9:00pm. Events scheduled at the indoor facilities may not start before 8:00am and must be **concluded** by 8:00pm. If the schedule exceeds these time frames, it must be approved by the Superintendent or management staff. If an event exceeds the time limits put in place by more than 30 minutes, User will be subject to a \$100 late fee for each partial hour or hour exceeding the limit. If unforeseen WCPRD delays prevent the event from starting on time, User will not be held liable for late fees.

INSURANCE

Users shall procure, at their expense, general liability insurance with a minimum per occurrence limit of \$1 million with a hold harmless clause naming "WCPRD, 2055 Three Springs Road, Bowling Green, KY" as a "Certificate Holder" which shall protect WCPRD against all liability or claims due to injury or damage to property occurring in or about the premises during use by User. Said certificate must be provided to the Business Manager at WCPRD Main Office no later than 5 business days prior to event date.

WCPRD ACCESS

User may not deny access by WCPRD staff to any part of rented facilities for event/tournament.

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MECHANICAL or FACILITY ISSUES

WCPRD will not refund or give credits for event/tournament fees if unforeseen mechanical or facility malfunctions occur/disrupt during a scheduled event so long as the scheduled event is able to continue. WCPRD makes every effort to ensure that all facilities are in working order and will communicate directly with the User prior to any event if scheduled facilities are out of service and affect the scheduled event. Most facilities are equipped with backup generators in case of emergencies only.

ON-SITE PRE-EVENT MEETING

For most Special Events, an on-site meeting is required to take place between the User and the Facility Manager, Superintendent, or Director.

CONCESSIONS

Concessions for all W.C. Parks scheduled events and tournaments, including chartered-league events, are contracted through a bid process. The Contracted concession vendor has exclusive rights to all concessions and may use a third party to assist due to heavy volume.

ICE PACKS

Ice packs for minor injuries may be purchased at WCPRD gymnasiums as a point-of-sale or invoiced item.

ALCOHOL

No alcohol or drugs are allowed on WCPRD properties.

HORSES

Horses are not permitted on WCPRD properties.

CAMPING/OVERNIGHT ACTIVITIES

Camping overnight on WCPRD properties is prohibited under all circumstances.

TRAILS

Any required trail markings, painting, or signs must be preapproved by Park Manager, Operations Superintendent, or Director.

INFLATABLES AND/OR OBSTACLES

It is the User's responsibility to ensure that any inflatable bounce houses and/or obstacles are current with all applicable permits required by local, state, and /or federal laws regarding operation, safety procedures, and guidelines. WCPRD does not provide electricity or generators for the operation of inflatables or other obstacles.

WCPRD POLICIES

The following WCPRD Policies are in effect: Severe Weather Policy, Field Playability Policy, Animal Policy, Code of Ethics, Smoking & Vaping Policy, League Scheduling Policy, Drone, R.C. Airplane, & Experimental Aircraft Policy. For a downloadable copy of these policies visit Policies and Downloads Quick Link on WCPRD website: warrencountyky.gov//departments/parks-and-recreation/policies/

PARTICIPATION

User agrees to email the Business Manager a participation count for each day of their event or tournament, no later than 72 hours after it concludes.

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PARKING

Any special parking (in addition to paved lots) will be coordinated and marked off by WCPRD staff. Special Event volunteers will be required to assist with parking. If User is unable to provide their own volunteers, they may request employees from WCPRD. No less than 2 employees can be staffed, and the rate for those employees is \$30 per hour to be paid for by User. More staff may be required if deemed necessary by the Director or WCPRD management team.

EVENT STAFFING

For large outdoor events, WCPRD staff will be present during the duration of the event to ensure all department and government rules and regulations are followed. WCPRD staff may be present to direct parking and attend to restrooms and trash receptacles. The User may be required to provide volunteers to assist with duties if deemed necessary by WCPRD Director based on the type of event and projected attendance. Failure to provide adequate volunteers could result in the event being denied in the future if safety becomes a concern.

WATER USAGE

For events requiring large volumes of water (such as mud runs, etc.), the User may be required to pay a water usage fee to be paid directly to a volunteer fire department or to WCPRD. Rates are dependent upon the amount of water and whether transport of water is required. Water fees will be negotiated at the time of the contract and due 5 days prior to the event.

PORTABLE TOILETS

Based on the projected attendance, if portable toilet units are deemed necessary in addition to any restroom facilities already provided by WCPRD, the User is required to schedule and pay associated costs for an ample number of units (approximately 1 per 100 people) to be placed at the event site. Placement of these portable toilet units must be coordinated with the Park Manager or Director.

CLEANUP

After the event, the User is required to conduct all breakdowns and transport of all items brought onto WCPRD properties at the close of the event on the day of the event. Any other arrangements must be approved by the appropriate Superintendent or Director. Management will do a post-walkthrough of the facility to assess any areas or items of damage. If damage is found, User is responsible for repair costs.

WRESTLING MATS

If an event uses wrestling mats, the group must provide adequate staff/volunteers for 2 hours for post-event setup as well as teardown, specifically to roll, strap, and store the mats in designated space.

EQUIPMENT

No recreational equipment is provided for Special Events / Tournaments (i.e. baseballs, softballs, bats, gloves, basketballs, etc.)

FIELD DRY AND BALL FIELD MAINTENANCE

WCPRD does not provide field drying products for ball fields for special events and/or tournaments groups. However, field dry may be purchased by the tournament director onsite at a WCPRD facility (gymnasium). The User should contact the Park Manager prior to the event to ensure that an ample supply is on hand if a need is anticipated. The amount used will be based on the sole discretion of the Park Manager.

WCPRD does not have tarps available for fields.

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WCPRD has the right to cancel, postpone, alter, change, modify, or reschedule any and all events on WCPRD properties for any reason, including but not limited to public health and safety matters, unforeseen circumstances, operational matters, facility scheduling matters, or severe weather matters.

By my signature, I affirm that I have read this document and will abide by all WCPRD rules and regulations contained herein regarding the use of WCPRD facilities and/or properties, and I will be responsible for any vandalism, damage, or destruction of property if it occurs during my event and shall be responsible for paying for all damages (i.e., goals, bleachers, curtains, or any other amenities in or associated with facilities rented). I also agree to indemnify and hold harmless Warren County Government officers, directors, judge executives, county officials, and employees from and against all claims, demands, liabilities, suits, damages, costs, and expenses of every kind and description, including penalties and reasonable attorney fees.

I also affirm that I will submit payments and any other required documents according to the terms of this contract.

**Event Coordinator Signature
(Required):**

**Date Signed
(Required):**

**Event Start Date
(Required):**

SCHEDULE OF EVENTS (Required):

Check Box indicating you read / understand the above terms.