



# City of Bristol Tennessee Parks & Recreation Application for Field Use / Tournament

The City of Bristol Tennessee strives to provide you with the best municipal services available for your recreation/athletic needs. To submit this application, lessee must fill out completely and sign the last page of this application, and submit a \$200.00 non-refundable field security deposit with-in thirty (30) days of requested date. Please review the following conditions and terms that have been outlined for you. Your request will not be processed until the field security deposit has been received.

## **I. FIELD SECURITY DEPOSIT**

To submit this application, lessee must sign and fill out completely the last page of this application, and submit a \$200.00 non-refundable field security deposit by \_\_\_\_\_. If this security deposit is not received by the above date, the fields will be released.

## **II. INSURANCE:**

A clean photocopy of the sponsoring organization's or individual's insurance policy (Naming the City of Bristol Tennessee and its employees as additional insured) and in the amount of one million dollars must accompany this application in order to secure your requested reservation. If this requirement is not met by \_\_\_\_\_; your request will be *Void* and the Field Use/Tournament dates may be re-assigned.

## **III. FIELD RENTAL FEES:**

Rental fees for the field use are due no later than four (4) days prior to the requested date. If fees are not paid in full, Parks & Recreation Department may cancel the field request. The \$200.00 field security deposit will be forfeited.

## **IV. DAMAGE DEPOSIT**

A damage deposit in the amount of \$200.00 will be collected and held until after the conclusion of the Field Use. The Lessee is responsible for the entire event. If any damages occur during the rental, the person signing the contract (Lessee) will forfeit his damage deposit, and will be responsible for paying for those damages exceeding \$200.00. This fee is due with the Field Rental Fess.

## **V. RENTAL RATES:**

**Softball/Baseball, Soccer Field rates are \$80.00 per field / per day. Other Fields may be rented at a rate of \$80.00 per day or \$10.00 per hour.**

City of Bristol (Parks & Recreation) will prepare fields rented on **one (1)** initial set-up as agreed upon in the application. Field set-up requests must be in writing, and received with the Field Rental Fees and Damage Deposit. Any additional labor/set-ups will require a surcharge in the contract. Parks & Recreation will provide rakes to groom fields, but it is the responsibility of the Lessee to provide the labor.

## **VI. Parks & Recreation Responsibility:**

1. Maintenance: Parks & Recreation will prepare the field(s) at the start of each day prior to play. Any additional work performed by lessee must be approved by Parks & Recreation Department staff.
2. Clean up will be provided during rental; All debris will be removed from trash receptacles and bathrooms cleaned and restocked. (Whitetop Creek Park Only)
3. Lighting will be provided (on equipped fields) by Department Staff if requested (**11:00 pm light curfew. No exceptions**)
4. Parks & Recreation staff will be responsible for determining whether fields are playable.

## **VII. Lessee Responsibilities:**

1. Lessee will restrict participants to playing areas designated to those participants who are practicing, playing or participating in the event.

2. Provide information in writing for additional fences or goals if needed, and provide extra field conditioner should rain occur. \*Parks & Recreation will provide two bags per field per day.
3. Soccer goals must be anchored per Parks & Recreation Department policy.
4. Line fields as necessary, using a method approved by Parks & Recreation Department.
5. City of Bristol Department of Parks & Recreation has exclusive rights to all food service. The Lessee must contact the food service operator at (423) 764-4023, to make arrangements for any extended concessions for the event.\* Any special arrangements granted to the lessee by the concessionaire must be in writing and attached to this agreement pending approval of Parks & Recreation.
6. Temporary pitching mounds are available at a cost of \$75.00 per field per event.
7. Lessee is responsible to monitor crowd control. Police Central Dispatch is **989-5600** for non-emergency and 911 for emergencies.
8. Lessee will be responsible for patrolling grounds inside the playing field and dug-outs for litter after each game.
9. Whitetop Creek Park is a smoke free facility. It is the responsibly of the Lessee to inform all participants and to patrol the area around the score tower, including the bleachers area.

### **VIII. Vendor Sales:**

1. A \$100.00 per day fee is due for each vendor wishing to sale clothing, photography, etc. during tournament/use. Fee is due to Parks & Recreation by Wednesday at 3pm prior to date of event. A copy of Tennessee Business License for each vender must be attached to application and approved by the Director. Temporary business licenses may be purchased.
2. Lessee is responsible for collecting vendor fees.
3. No vehicles may be driven or parked on grass or concrete areas.
4. Trash should be disposed of per Parks & Recreation Department policy.
5. Designated vending sites, limited to a 10'x10' area per vendor, will be determined by Parks & Recreation.

### **IX. Inclement Weather:**

1. In case of inclement weather, Parks & Recreation staff will decide if fields are playable. This will be judged based on the risk of injury and damage to the facility.
2. If the tournament is canceled by Parks & Recreation, the fees will be carried over to the next available date or refunded.
3. Parks & Recreation reserves the right to assign fields.

### **X. Rental Guidelines:**

1. The Lessee is responsible for the entire event. If any damages occur during the rental, the person signing the contract (Lessee) will forfeit his \$200.00 damage deposit, and will be responsible for paying for those damages exceeding \$200.00.
2. The Lessee agrees to save, defend, and hold harmless the City of Bristol and its agents, employees, from any and all claims for damages for injury (including death) and property damages arising from Lessee's use of occupancy of any Bristol Tennessee City property of any activity conducted by lessee on that property.
3. Alcoholic beverages are **prohibited** at all City of Bristol, Parks & Recreation facilities.
4. Cigarette/cigar smoking on park grounds is **prohibited**.
5. The Lessee is responsible for all aspects of scheduling the games, teams, sites, officials and scorekeepers etc. The lessee is responsible for all expenses including staff, officials, scorers, and vendors.
6. Other than Parks & Recreation staff, the only persons allowed in the Whitetop Creek Park Tower will be the Lessee, scorekeepers and umpires.
7. The Lessee is responsible for notifying the teams that the City of Bristol Tennessee reserves the right to use any photos taken at any field for publicity.

### **XI. Park Rules: To be enforced by City Staff and Lessee**

1. No alcohol, drugs, weapons of any kind are allowed on City of Bristol Tennessee Property.
2. No climbing on structures, trees or fences.
3. No littering.
4. All pets must be kept on a 6 foot leash at all times.
5. Motorized vehicles allowed in authorized areas only. (Paved areas)

6. Skates, roller blades, motorized scooters, or skateboards are not allowed inside the complex area. Please use the City skate park for these activities.
  7. Parks & Recreation staff has responsibility of the property and their decision is final.
  8. Any collection of money in stands is prohibited.
  9. No 50/50 raffles or other games of chance will be allowed.
  10. No practice hitting or kicking balls into fences or against structures.
  11. No games will begin after 10:15 and lights will be turned off at 11:30pm. No exceptions.
  12. No off-road vehicles (ATV, Golf Cart, etc) are permitted on City of Bristol Tennessee Property without prior written approval of the Parks & Recreation Director. At no time will a person under the age of 18 be permitted to operate an off-road vehicle on property.
  13. No camper, RV, Bus, or similar vehicle will be left of property overnight.
  14. Cigarette/cigar smoking on park grounds is **prohibited**
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**CITY OF BRISTOL TENNESSEE  
PARKS & RECREATION  
FIELD USE / TOURNAMENT APPLICATION**

Lessee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Team/Group Representing: \_\_\_\_\_

Sanctioning Body: \_\_\_\_\_

Event/Game Date(s): \_\_\_\_\_

Field(s) Requested: \_\_\_\_\_

\*\*Check all that apply\*\*

Type of Event:  Softball  Baseball  Soccer  Football  Volleyball  Other: \_\_\_\_\_

Tournament:  Practice  Single game/event  Other: \_\_\_\_\_

Type of Tournament:

Round Robin  Double Elimination  Single Elimination

Men's  Women's  Girls  Boys  Co-Rec

Open  Church  Industrial  Other  \_\_\_\_\_

Number of participants expected:

Number of Teams Expected: 1-9  10-14  15-19  20-24  25-29  30-34  35-39   
45-49  50-54  40-44  55-59  60-64

Tournament / Site Director: \_\_\_\_\_

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

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

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

Tournament / Event Sponsor (s): \_\_\_\_\_  
Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

*Field Lessee will be required to submit a \$200.00 non-refundable Field Rental Fee (to be applied toward the final cost of the field invoice.) Violations of any of the contract terms will result in the possible suspension of privileges to use Parks & Recreation facilities as well as loss of fees.*

**I have read and agree to the tournament application.**

\_\_\_\_\_  
Signature of Lessee Date

\_\_\_\_\_  
Signature of Athletic Programmer Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
[www.bristoltn.org/leisure](http://www.bristoltn.org/leisure)

\_\_\_\_\_  
Home #: Cell #:

Randall Cross / <a href="mailto:rcross@bristoltn.org">rcross@bristoltn.org</a> Athletic Programmer / 423-764-4023
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\_\_\_\_\_  
Work #: Email:

Sandra Cole / <a href="mailto:scole@bristoltn.org">scole@bristoltn.org</a> Athletic Programmer / 423-764-4023
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Tommy Creamer / <a href="mailto:tcreamer@bristoltn.org">tcreamer@bristoltn.org</a> Events Programmer / 423-764-4023
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## FIELD USE / TOURNAMENT INVOICE

Event Activity: (Briefly describe the activities)

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Rental #: PR

Rental Dates: \_\_\_\_\_

\*\*Whitetop Creek Park (Two day minimum field Rental)\*\*

	Field		Days	@ \$80.00	Cost
A.					
B.					
C.					
D.					
E.		(no lights)			
1.					
2.					
3.					
4.					
5.		(no lights)			
				Subtotal	\$

	Field		Days	@ \$80.00/\$10.00 hr.	Cost
F.	Steele Creek Park Multi Use	(no lights)			
G.	Rotary Field Multi Use				
H.	DeFriece Park Field	(no lights)			
I.	Holston View (Soccer)	(no lights)			
J.	Holston View (Softball)	(no Lights)			
K.	Other:	(no lights)			
				Subtotal	\$

Vender(s):	#		@ \$100.00 per (approved) vender		\$
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Miscellaneous Cost:	Field Changeovers	#	@ \$25.00 each		\$
	Drag/Line	#	@ \$25.00 each		\$
	Install Pitcher Mound	#	@ \$75.00 each		\$
	Field Conditioner	#	@ \$10.00 each		\$
	Temp. Outfield Fence	#	@ \$75.00 each		\$
	Other:				
				Subtotal	\$

Damage Deposit:	Deposit will be refunded within 30 days		\$200.00
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Field Deposit:	Non-Refundable		\$200.00
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	Make check payable to: City of Bristol, Tennessee	Total Due
	Mail to: Bristol Parks & Recreation, 325 McDowell Street, Bristol, TN 37620	\$

**Due Date:** \_\_\_\_\_

\_\_\_\_\_  
Signature of Lessee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sandra Cole, Athletic Programmer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Randall Cross, Athletic Programmer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tommy Creamer, Events Programmer

\_\_\_\_\_  
Date