

CRAVEN COUNTY RECREATION & PARKS

1821 Old Airport Road, New Bern, NC 28562

Phone: (252) 636-6606

Tournament Fee Structure and Policies

Instructions

- 1) **Read Tournament Fee Structure & Policies, submit completed application (pgs. 3 & 4), and provide proof of insurance naming CCR&P as an additional insured.**
 - 2) CCR&P staff will review the application and determine if the tournament is approved.
 - 3) If approved, **the final schedule & payment is due by 4:00pm, three days prior to the tournament.**
 - 4) If final payment is not paid by the deadline, the tournament will be cancelled, and the deposit will not be refunded.
- **** If only holding one tournament a year, insurance **may not** be required!

Fees (Cash and Check Only)

- 1) \$150.00 deposit paid, per tournament, once approved by Rec. Dept.
- 2) \$250.00 per field, per day (if outside organization is charging a gate fee)
- 3) \$50.00 per field, per day (all other tournaments)
- 4) \$25.00 per hour, per field light fee (if applicable)
- 5) \$150.00 per day maintenance/supply fee (if outside organization is charging a gate fee)
- 6) \$10.00 per bag of quick dry used (if applicable)
- 7) \$5.00 per bag of field marking lime (if applicable)

CCRPD provides two (2) 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 two (2) options are:

Tournament Options

- #1 \$50.00 per field, per day, CCR&P will drag and line fields once prior to the start of each tournament day. CCR&P will not provide any assistance or additional lime during the day.
- #2 \$250.00 per field, per day; plus, an additional \$150.00 per four fields. CCR&P 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 (\$150.00) 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.

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Cancellation Policy

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

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 a full day's fee.
- 3) If the tournament is cancelled due to inclement weather before 12:00pm/noon the day of the tournament, you will be refunded half of your maintenance fee. (if applicable)
- 4) Tournament director is responsible for reimbursing CCR&P for use of quick dry. (\$10.00 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 people to collect gate fees & run concessions, if applicable.
- 5) Always adhere to park rules & regulations. (i.e. no smoking and no dogs)

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 #2
- 2) Provide trash bags, toilet paper, and paper towels for restrooms. Full trash bags can be left by the receptacle and will be picked up by the recreation staff.

Concessions

- 1) The tournament director has the option to contract with the concession lease holder.

Motorized Equipment

- 1) Craven County only allows CCR&P staff to operate motorized equipment.
- 2) Golf carts are not allowed by tournament operators.

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Tournament Reservation Form

User Information

Date of Application: _____ **First & Last Name:** _____

Address: _____
STREET ADDRESS PO BOX APT.#

CITY STATE ZIPCODE

Email Address: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Additional Contact: _____ Phone: _____

Tournament Information

Type of Tournament (Baseball, Softball, Kickball, etc.): _____

Date(s) of Tournament: _____

Number of Participants and Spectators: _____

Maintenance Options

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

Option #1

- ☐ \$50.00 per field, per day. CCR&P will drag and line all fields requested for the tournament one time prior to the start of the first game.

Option #2

- ☐ \$250.00 per field per day; plus, an additional \$150.00 per 4 fields. CCR&P will provide one staff member to drag and line fields in between games, empty trash cans, and stock restrooms. The tournament director is responsible for providing additional assistance to the staff for lining fields between games.

- ☐ Second staff member at \$150.00 per day

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

Signature: _____ **Date:** _____

CRAVEN COUNTY RECREATION & PARKS

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
<u>CREEKSIDE PARK</u>	Due at time of deposit	Due three days prior to tournament				Due at time of deposit	Due three days prior to tournament		
Progress Energy – Mound 200' Fence				_____ PM					_____ PM
Weyerhaeuser – Mound 200' Fence				_____ PM					_____ PM
Trader 200' Fence				_____ PM					_____ PM
Bengel 200' Fence				_____ PM					_____ PM
Field 5 300' Fence				_____ PM					_____ PM
Field 6 300' Fence				_____ PM					_____ PM
Field 7 - Mound 310 - 350' Fence				_____ PM					_____ PM
Field 8 300' Fence				_____ PM					_____ PM
<u>WEST CRAVEN PARK</u>	Due at time of deposit	Due three days prior to tournament				Due at time of deposit	Due three days prior to tournament		
Field 1 – Mound 200' Fence				_____ PM					_____ PM
Field 2 – Mound 200' Fence				_____ PM					_____ PM
Field 3 – Mound 310 - 350' Fence				_____ PM					_____ PM
Field 4 200' Fence				_____ PM					_____ PM