



# WARREN COUNTY PARKS AND RECREATION DEPARTMENT SPECIAL EVENT AND TOURNAMENT CONTRACT

Contract Date: \_\_\_\_\_

**All Special Events & Tournaments must be approved by WCPRD Director. Only by the approval of the Director will any stipulations herein be waived and/or altered.**

**The Special Events or Tournament Coordinator will be referred to herein as the "User."**

## FEES/PAYMENTS

- All fees related to reservations of specific facilities are applicable. Some indoor facilities require a **refundable security deposit** (Senior Center, chapel, and Old Alvaton meeting room), in addition to the rental fees. Refunds of security deposits may take 2-3 weeks to be processed. If facility is found to have been damaged during the rental, security deposit is forfeited for repair costs- A Special Event fee of \$70 per day may be applicable based on scope of the event (plus any applicable facility fees).
- Upon notification of approval of the Special Event or Tournament, the required facilities will be "held" for a period of 10 days, during which period the User must sign a contract and make a **nonrefundable deposit** in the amount of \$100 for Tournaments in gyms and outdoor complexes **which applies toward facilities fees**; a nonrefundable deposit of \$50 for all other Special Events is required but **does not apply** towards any other fees. All other fees related to the event/tournament are due no later than 5 business days prior to event. If user would like to book two tournaments at the same time on same date in consecutive years, the user will only be required to pay one nonrefundable deposit for both tournaments.
- Rental prices are set at the time of reservation and cannot be adjusted for any changes in pricing that may occur after the reservation has been made or payment has been received.
- All payments must be made according to these stated rules.
- WCPRD Director has the authority to negotiate special terms or rates for any group at the time of contract signing and such details will be stipulated in the final contract.

## CANCELLATIONS

- **Nonrefundable deposits are required to hold dates for special events and tournaments; however, they do apply toward facilities fees for tournaments only, unless the tournament is cancelled.**
- **Cancellation of a special event or tournament by the User** after the facilities fees are paid will result in a credit for the facilities fees and/or special event fee to the User's account to be used for future scheduling; however, **the nonrefundable deposit associated with that date is forfeited.** When the user reschedules, **an additional nonrefundable deposit will be required to hold the new date.** Any cancellation of events and/or facilities associated with an event/tournament must be communicated to the Business Manager at the WCPRD Main Office (270)842-5302.
- **Cancellation of an event by WCPRD** based on WCPRD Policies (weather, mechanical issues, etc.) will result in a credit of facilities fees paid and any associated nonrefundable deposit to the User's account which may be used for future scheduling. An additional nonrefundable deposit would not be charged if rescheduled during the same calendar year.
- The WCPRD Director has the discretion to authorize a refund based on the circumstances of the cancellation.
- **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.**

## ON-SITE PRE-EVENT MEETING

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

## CONCESSIONS

No concessions vendors are allowed on WCPRD properties. All concessions are the exclusive right of the current Concessions Vendor under contract with WCPRD.

## 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.



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## **INSURANCE**

Special event insurance listing “WCPRD, 2055 Three Springs Road, Bowling Green, KY” as a “Certificate Holder” must be provided to the Business Manager at the WCPRD Main Office no later than 5 business days prior to the event date.

## **TRAILS**

Any required trail markings must be preapproved by Director or Park Manager. Painting across and other directional signs should be avoided, and the use of flags and temporary stakes, signs, or cones should be used instead.

## **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 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, League Scheduling Policy, Drone, R.C. Airplane, & Experimental Aircraft Policy. For a downloadable copy of these policies visit website: warrencountyky.gov

## **PARKING**

Any special parking (in addition to paved lots) will be coordinated and marked off by WCPRD staff. Special Event volunteers may be required to assist with parking.

## **EVENT STAFFING**

For large outdoor events, WCPRD staff will be present during the duration of the event 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.

## **SECURITY/LAW ENFORCEMENT**

No overnight security is provided for equipment, etc. placed on WCPRD properties and left overnight. A Parks Police Officer, however, may be present during large events. Security/Law Enforcement Fees may be assessed by WCPRD based on, but not limited to, the following criteria:

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

## **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 negotiated at time of contract & due 5 days prior to 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 Park Manager or Director.

## **CLEANUP**

After the event, the User is required to conduct all breakdown 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 Director. *The User is required to leave the facility in the same condition as prior to event.* All trash must be placed in trash receptacles, and a post-walkthrough of facility will be conducted noting any areas/items of damage. If damage is found, User is responsible for repair costs.

## **EQUIPMENT**

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



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**BALLFIELD MAINTENANCE**

WCPRD does not provide field drying products for ball fields for special events and/or tournaments for groups other than Leagues chartered with WCPRD. WCPRD will not guarantee that field tarps will be placed on fields for any group. WCPRD may ask user to help provide volunteers in placing down and taking up tarps, as well to help with ball field maintenance during event.

**SCHEDULE OF EVENTS**

A *preliminary* schedule of 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. This is to ensure proper staffing can be scheduled for the event. A *final* schedule must also be provided no later than three (3) days prior to the event if updates are required.

<b>CONTRACT TERMS &amp; DETAILS</b>	
<b>EVENT</b>	
<b>EVENT NAME</b>	
<b>DATE</b>	
<b>TIME</b>	
<b>RECTRAC RSVN#</b>	
<b>PARK/FACILITIES</b>	
<b>PARK</b>	
<b>FACILITIES</b>	
<b>MANAGER</b>	
<b>PHONE</b>	
<b>EMAIL</b>	
<b>ORGANIZATION</b>	
<b>ORG NAME</b>	
<b>ADDRESS</b>	
<b>COORD NAME</b>	
<b>PHONE</b>	
<b>EMAIL</b>	
<b>SIGNED CONTRACT</b>	
<b>CONTRACT DUE</b>	(no later than 10 days after approval)
<b>NONREFUNDABLE DEPOSIT</b>	
<b>DEPOSIT AMOUNT \$\$</b>	(Gym & Field Tournaments \$100 / Special Events \$50)
<b>DUE DATE</b>	(no later than 10 days after approval)
<b>PAYABLE TO</b>	WCPRD
<b>FACILITY FEES</b>	
<b>TOTAL ALL FACILITIES \$\$</b>	
<b>FACILITY SECURITY DEPOSIT \$\$ (if applicable)</b>	(Senior Center & Old Alvaton \$40 / Chapel \$100)
<b>DUE DATE</b>	(no later than 5 business days prior to event)
<b>PAYABLE TO</b>	WCPRD



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<b>EVENT INSURANCE</b>	
<b>INSURANCE DUE DATE</b>	(no later than 5 days prior to event - Certificate must list as Certificate Holder "WCPRD, 2055 Three Springs Road, Bowling Green, KY 42104")
<b>SCHEDULE OF EVENTS</b>	
<b>PRELIMINARY SCHEDULE DUE DATE</b>	(no later than 8 days prior to event)
<b>WATER FEES</b>	
<b>WATER FEE AMOUNT \$\$</b>	n/a
<b>DUE DATE</b>	(no later than 5 business days prior to event)
<b>PAYABLE TO</b>	
<b>SECURITY/LAW ENFORCEMENT FEES</b>	
<b>Is additional security required by Director of WCPRD?</b>	Yes / No (circle one)
If yes, WCPRD Security Policy and Contract for Special Events, Park Functions, and Tournaments is required in addition to this contract.	
<b>SPECIAL INSTRUCTIONS OR NEGOTIATED TERMS (IF APPLICABLE)</b>	

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 function and shall be responsible for paying for all damages. 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 schedule laid out in this document.

<b>EVENT COORDINATOR SIGNATURE</b>	<i>event coordinator signature here</i>
<b>DATE</b>	
<b>WCPRD DIRECTOR SIGNATURE</b>	
<b>DATE</b>	