

CITY OF BIG RAPIDS
TOURNAMENT INFORMATION SHEET

General Information: In order to host a softball tournament on City owned fields the tournament manager must: (1) pick up a Tournament Information and Request form from the Recreation Department, (2) carefully read the information sheet and then fill out the tournament request form and return it, along with a \$20 non-refundable deposit, to the Department of Recreation at 226 N. Michigan Avenue (Big Rapids City Hall), Big Rapids, MI 49307. All tournaments using City owned fields must be approved by the Tournament Committee of the Park & Recreation Board.

The following are guidelines and costs for hosting a tournament:

1. **FIELD COST**

- A. \$40.50 per day per field (subject to change).
 - Includes all field preparations ready for game time.

2. **LIGHTS**

- A. \$10.00 per hour (Hemlock only)

3. **TOURNAMENT HOURS**

- A. Fridays: 5:00 p.m. - Last game started by approximately 9:00 p.m.
- B. Weekends: 8:00 a.m. - Last game started by approximately 9:00 p.m.
- C. Rainouts: Tournaments, or any part of, canceled because of inclement weather will not be rescheduled.

4. **TOURNAMENT DATES AND DEADLINES**

- A. Weekend dates open for tournament play on City Fields are from mid May to mid August.
- B. Other dates will be considered with appropriate justification.
- C. All tournaments must be scheduled 30 days in advance.

5. **TOURNAMENT POLICIES**

- A. The \$20 deposit will not be refunded. If the tournament takes place the \$20 will be applied to the amount due. If the tournament is canceled, the \$20 will not be refunded. The \$20 deposit must be turned in with the Tournament Request Form.
- B. If keys, bases, and other equipment are not returned in the same condition as when loaned, or if the park area grounds adjacent to the playing fields have not been cleared of all debris related to the tournament, there will be an additional charge to cover all replacement, repair and clean-up costs.
- C. Glass containers are prohibited on all playing fields.
- D. **Alcohol Policy:** The consumption of alcoholic beverages is prohibited in all City parks, except alcoholic beverages may be possessed and consumed in Hemlock, Vogel, and Industrial Parks from 6:00 p.m. to 10:00 p.m., Monday through Friday, and from 1:00 p.m. to 10:00 p.m. Saturday and Sunday. Glass containers of alcoholic beverages are prohibited at all times in City parks. A violation of this section shall be a municipal civil infraction. (5-20-98).
- E. Payment in full must be received within five (5) business days from the conclusion of said tournament. All payments shall be paid in the Department of Recreation Office located at the Big Rapids City hall. Bills not paid within these guidelines will be subject to the standard 18% interest rate penalty.
- F. Once dates are selected and forms submitted, there will be no exchanging of tournament dates.
- G. For Tournaments canceled because of inclement weather and when the first game has not started to be played that day, no charge will be assessed. But, if the first game has been started, the field maintenance charges will be owed for that day. Tournaments will not be rescheduled for a different weekend.
- H. Make all checks payable to the "City of Big Rapids". Deliver or mail checks to Big Rapids Recreation, 226 N. Michigan Avenue, Big Rapids, MI 49307.

6. **TOURNAMENT COMMITTEE**

- A. Must approve all tournaments using City diamonds.
- B. Reserves the right to cancel games due to inclement weather or field conditions.
- C. Has the right to turn down a request to run a tournament for reasons which they deem not in the best interest of the City, its facilities, or its residents.
- D. CONTACT PERSON: Jill Buse, Recreation Director: 231-592-4038 or e-mail jbuse@ci.big-rapids.mi.us

- 7. The Tournament Director must contact the Department of Public Works at 592-4015 by 3:00 p.m. the Thursday prior to the tournament for final field preparation requests.

- 8. **Any foul balls going over the fence at Vogel Field into private property may not be retrieved. Please respect the privacy of the property owners.**

**CITY OF BIG RAPIDS
TOURNAMENT REQUEST FORM**

1. Organization sponsoring tournament: _____
2. Name of tournament: _____
3. Dates of Tournament: _____
4. Fields to be used (circle all that apply): Vogel I Vogel II Hemlock Industrial
5. Number of teams expected to participate in Tournament: _____
6. Tournament type (circle one): Double Elimination Single Elimination Round Robin
7. Will trophies be given: YES NO
 If so, to whom (explain): _____
8. What is the team cost to enter the Tournament: _____
9. Does this include game balls: YES NO
10. Will you be using local officials: YES NO
 If not, who will be officiating the games: _____
11. Profits from the Tournament (if any) will go to: _____
12. What is the refund policy if the Tournament is canceled for any reason?

13. Concessions: (List items to be sold)

14. What advertising methods are being used? (Submit copy)

15. Name of Tournament Director: _____
 Address: _____
 Telephone: (H) _____ (Work) _____
16. **BASIC RELEASE OF CLAIM: THE ABOVE NAMED INDIVIDUAL/FIRM/ ORGANIZATION RELEASES THE CITY OF BIG RAPIDS AND ITS EMPLOYEES FROM ALL SUITS, CLAIMS, AND ACTIONS FOR DAMAGES TO PERSONS OR PROPERTY WHICH ARISES OUT OF THE RESERVATION AND USE OF THE CITY BALL FIELDS.**
17. I have read and understand fully the guidelines set forth in the Tournament Information Sheet. I will abide by all guidelines and will pay all charges incurred for using City Softball Fields as outlined in the Tournament Information Sheet.
 Signature: _____ Date: _____
 Tournament Director

----- OFFICIAL USE ONLY -----

Date submitted:	Date tournament approved:	Date tournament disapproved:
Deposit Amount:	Fee Payment Amount:	
Refund Approved Amount:		