

**City of Seguin  
Parks & Recreation Department  
Softball 4-Plex Facility  
Tournament Agreement**

**I. Softball 4-Plex Rental Fees and Charges**

<u>No. of Fields/Days</u>	<u>Rental Fee</u>
1 field for 1 day	\$75 per day/each
4 fields for 1 day	\$275 per day
4 fields for 2 days	\$550

Vendor fee: \$25 per vendor/ per day

Rental fee: \$200

\*If your weekend tournament is cancelled to a one-day tournament, half of your rental fee will be forfeited, and the remaining balance will be applied.

**II. Services Provided by Seguin Parks and Recreation Department**

Rental fee pays for services, which include:

- Light usage on field reserved (until midnight)
- Field prepared and marked prior to each day of tournament (not anytime during/between games)
- Trash receptacles and liners will be provided upon request (ask concession staff).
- Trash bags will be removed prior to each day's use.
- Stocking of paper towels and toilet paper in restrooms by our staff upon request.

Note: Fields being used for practice will not be dragged and marked. These services will be rendered only when scheduled **tournaments** require the fields to be prepared.

Seguin Parks & Recreation Department will have an operating concession stand, and reserves all concession rights and/or food/drink vendors during all tournaments. **No outside food or drinks** will be allowed, unless concession stand is closed. Concession operating hours will be: Saturday – start until 7pm, Sunday – start until 5 pm unless otherwise stated.

**III. Responsibilities of Patron/Tournament Director(s)**

Rental fee of \$200 is due upon reservation of the complex. There will be **no refunds or transfers once fees have been received**, unless inclement weather results in cancellation. If inclement weather causes cancellation, the Tournament Director may reschedule for a later date and rental fee will carry over. If rescheduling is not an option (no available dates, or by discretion of Parks & Recreation office), a refund will be issued. If the scheduled tournament is cancelled by the Tournament Director, rental fee will be non-transferable and non-refundable. The complex will be opened at requested time (no earlier than 7 am) and closed at midnight by Parks & Recreation staff. All necessary arrangements for the scheduled tournament **MUST be made no later than noon on Thursday**, the week of the tournament. Arrangements made after that time are not guaranteed.

Tournament Directors **will be responsible** for grounds and restroom facility cleanliness, throughout duration of scheduled tournament, which can be arranged in any way they deem acceptable. Trash receptacles and liners will be provided for cleanup upon request. If the facility is not clean at the end of the tournament, the rental fee will be forfeited and not applied to the facility.

Should the tournament director desire to have souvenir or other approved vendor sales, they **MUST** be cleared through the Parks & Recreation Department prior to tournament. Vendor fee as well as field rental balance shall be paid to the Parks & Recreation Department prior to tournament.

**By signing below and assuming the position of tournament director, I fully understand my responsibilities as coordinator of all tournaments I schedule with the City of Seguin Parks & Recreation Department Softball 4-Plex Facility.**

Tournament Director: \_\_\_\_\_

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

Parks & Recreation staff: \_\_\_\_\_

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