



# COUNCIL BLUFFS RECREATION COMPLEX BASEBALL & SOFTBALL RENTAL AGREEMENT

2900 Richard Downing Avenue Council Bluffs, IA 51503  
Phone: (712) 328-4650 Fax: (712) 322-3021 [www.cbparksandrec.org](http://www.cbparksandrec.org)

**BY CITY ORDINANCE, ALCOHOL IS PROHIBITED AT ALL CITY PARKS,  
INCLUDING THE COUNCIL BLUFFS RECREATION COMPLEX.**



**NO CARRY-IN FOOD OR BEVERAGE ALLOWED.**

**TOURNAMENT DIRECTORS ARE RESPONSIBLE FOR ENFORCING THESE RULES.**

Event Name: \_\_\_\_\_

Renter's Name: \_\_\_\_\_ Organization Name: \_\_\_\_\_

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

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

Secondary Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Times of Rental: \_\_\_\_\_ Number of teams: \_\_\_\_\_

Date of Set-Up: \_\_\_\_\_ Date of Take-down: \_\_\_\_\_ *Please check one:* Youth Event \_\_\_\_\_ Adult Event \_\_\_\_\_

**REQUIRED: Copy of event insurance**

**Copy of event registration form**

**Copy of all brackets and schedules no less than one week prior to event start**

**Copy of list of all participants (coaches, team names, number of players per team, state and city of origin) three days prior to tournament start**

**Phone number of tournament director that will be available for the duration of the tournament**

**Signed "Code of Conduct" and Release of Liability (attached)**

Tournament Name: \_\_\_\_\_

Tournament Dates: \_\_\_\_\_

**Please check all of the following that will be used/brought for this tournament, and list quantity:**

Additional vendors (non-food only): \_\_\_\_\_

- Questions about food vending should be directed to our exclusive concessionaire,

Tents: \_\_\_\_\_

- Tent placement must be decided with the Parks and Recreation Department prior to event

Golf carts: \_\_\_\_\_

- Must have proof of insurance
- Only persons 18 years of age and older are permitted to operate motorized vehicles on the premises

Port-a-Pots: \_\_\_\_\_

- These costs will be billed, in full, to the renter, including additional cleaning charges.

Other (inflatables, portable pitching mounds, display vehicles, trailers, etc.): \_\_\_\_\_

\_\_\_\_\_

**FEES**

Fields requested: \*Games on fields #1-6 and #10 must be finished by 4:00 p.m. on Sundays.

#1	\$70/day x _____ days = _____	#6	\$70/day x _____ days = _____
#2	\$70/day x _____ days = _____	#7	\$75/day x _____ days = _____
#3	\$70/day x _____ days = _____	#8	\$75/day x _____ days = _____
#4	\$70/day x _____ days = _____	#9	\$75/day x _____ days = _____
#5	\$70/day x _____ days = _____	#10	\$70/day x _____ days = _____

(for adult use only, fields #7, #8, & #9 will cost \$80/day for leagues or tournaments)

**Please specify requested field dimensions here:**

#1	(max. 54' x80') _____	#6	(max. 54' x80') _____
#2	(max. 54' x80') _____	#7	(Grass, fixed at 60' x90') _____
#3	(max. 54' x80') _____	#8	(Grass, fixed at 60' x90') _____
#4	(max. 54' x80') _____	#9	(Grass, fixed at 54' x80') _____
#5	(max. 45' x65') _____	#10	(Skinned; all dimensions possible) _____

Lights requested: \*Games on fields #1-6 and #10 must be finished by 4:00 p.m. on Sundays.

#1	\$30/day x _____ days = _____	#6	\$20/day x _____ days = _____
#2	\$30/day x _____ days = _____	#7	\$60/day x _____ days = _____
#3	\$30/day x _____ days = _____	#8	\$60/day x _____ days = _____
#4	\$30/day x _____ days = _____	#9	\$60/day x _____ days = _____
#5	\$20/day x _____ days = _____	#10	\$60/day x _____ days = _____

**Tournament Fees:**

\$325/day (1-5 fields used) x \_\_\_\_\_ days = \_\_\_\_\_

\$650/day (6-10 fields used) x \_\_\_\_\_ days = \_\_\_\_\_

Tournament Name: \_\_\_\_\_

Tournament Dates: \_\_\_\_\_

**ADDITIONAL SERVICES**

**Extra Services:** All fields will be prepped with bases at the start of games. If extra services are requested by the Tournament Director (gate attendants, security, etc.), they must be discussed and agreed to in advance with the Parks and Recreation Department, and will be billed accordingly.

**Extraordinary Measures:** In the event of severe weather or other unexpected events, extraordinary measures may need to be taken to ensure fields are playable in a specific time frame. Under these circumstances, additional charges may apply (field materials, extra staff, etc.).

***CHARGES APPLY FOR ALL FIELDS BOOKED EVEN IF NOT ALL FIELDS ARE USED.***

<b>Total estimated field cost:</b>	_____
<b>Total estimated light cost:</b>	_____
<b>Total estimated tournament fee cost:</b>	_____
<b>Total estimated sales tax (7%):</b>	_____
<b>Less nonrefundable deposit:</b>	<b>(-\$500.00)</b>
<b><i>= total estimated cost:</i></b>	_____

**Nonrefundable deposit will be required with agreement. Deposit will be returned if the requested dates are not available. In some cases, a full payment of all fees may be required in advance.**

**All remaining fees are due within three (3) business days of the tournament's end.**

**A copy of the Renter's insurance is required with this contract (Special Events Liability Policy, min. \$1,000,000, naming the City of Council Bluffs as additional insured).**

**Parks, Recreation and Public Property reserves the right to cancel a rental at any time, for any reason. Depending upon circumstances, a portion of the deposit may be returned to the Renter.**

**Renters are not guaranteed the same weekend in subsequent years without a written, signed contract.**

Please mail check and completed agreement to:

Parks, Recreation and Public Property  
Attn: CBRC Rental  
209 Pearl Street  
Council Bluffs, IA 51503  
Phone: (712) 328-4650 Fax: (712) 322-3021  
Website: [www.cbparksandrec.org](http://www.cbparksandrec.org)

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Parks and Recreation Signature

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Name Printed

\_\_\_\_\_ Date

\_\_\_\_\_ Date

## *Code of Conduct*

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The Council Bluffs Recreation Complex is owned, managed, and maintained by the City of Council Bluffs Parks, Public Property and Recreation Department. The management and staff of the Recreation Complex have four main objectives for service:

1. **SAFETY:** assuring hazard free playing surfaces, updated equipment, proper lighting and available staff.
2. **QUALITY:** assuring the best-groomed fields, safe quality turf, groomed pitching mounds, clean and maintained facilities and available staff.
3. **EQUALITY:** Whether you are a city league, a one-night rental or a 120-team, our staff exerts the same effort of preparation for all activities.
4. **PRIDE:** Our staff is proud of the Recreation Complex. We recognize that our facility is state of the art and continually growing. We receive more recognition with every passing tournament and every passing day. We continually set the bar higher for the standards we set forth, always keeping our guests' needs in mind. We welcome all players and want them to be as proud to play here as we are to work here.

With these objectives in mind, we ask that the following requests be honored by players, coaches and tournament directors:

- Gates will not open before 7:00 a.m., unless prior arrangements have been made.
- It is the decision of the Parks Supervisor if field conditions are suitable for play.
- In the event of adverse weather starting after activities begin, the Parks Supervisor can delay or cancel games.
- Concerns should be relayed first to the Tournament Director, and then directly to the Parks Supervisor.
- Soft pitching against the Cyclone Fencing is absolutely prohibited.
- When fields are being re-prepped, coaches need to remove their teams from the fields and dug outs for the staffs safety as well as the players. Refusal to do so will result in the fields not being re-prepped.
- There will be no warming up on the fields while staff is working on the fields.
- Please keep trash in the receptacles provided.
- Hostility towards any staff member will be rewarded by the individual or individuals being removed from the facility.

### ***Indemnification and Release of Liability***

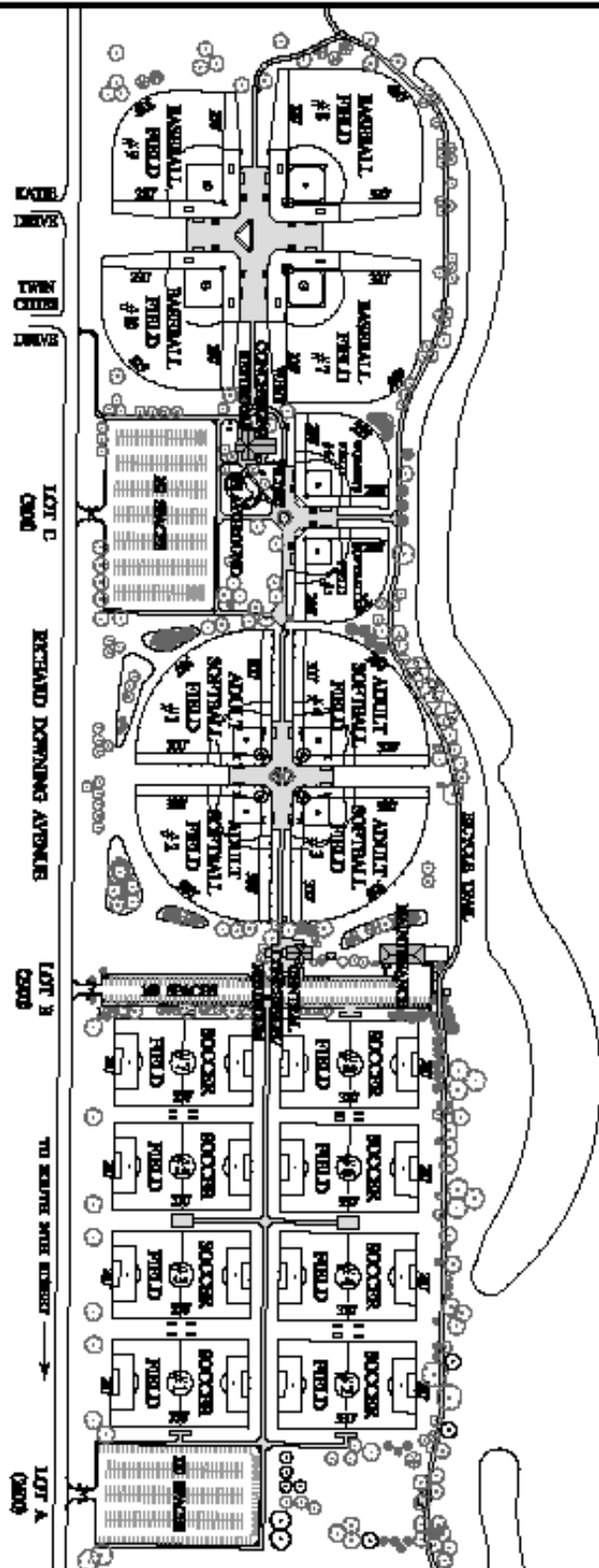
Applicant hereby agrees to indemnify the City of Council Bluffs, Iowa, its officers, and employees, and defend against all claims brought or actions filed for any and all claims, suits, actions, debts, damages, costs, charges, and expenses including court costs and attorney's fees, and against all liability, losses and damages of any nature whatsoever, including but not limited to property damage and personal injury including death resulting at any time therefrom, arising from any act of negligence, either active or passive, of the applicant or any person acting on his/her/its behalf arising from the activities sponsored by applicant on City owned property, or resulting from the use of City owned equipment, as authorized pursuant to this application.

City ordinance prohibits consumption of alcoholic beverages on public property.

I, the undersigned, hereby certify that I will be personally responsible on behalf of the applicant for any damage sustained by equipment accruing through the occupancy or use of said equipment by the applicant.

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

Name (please print clearly): \_\_\_\_\_



**COUNCIL BLUFFS RECREATION COMPLEX**  
 RICHARD DOWNING AVENUE AND SOUTH 24TH STREET      COUNCIL BLUFFS, IOWA  
 CITY OF COUNCIL BLUFFS      PARKS, RECREATION AND PUBLIC PROPERTY

**Hyman**  
 ARCHITECTS 1996.