

2024 Tournament Contract

CRPD Prime Soccer Parks

Columbus Recreation & Parks - Sports Office
1111 E. Broad Street, Suite 103
Columbus, Ohio 43205
614-645-3366



THE CITY OF
COLUMBUS
ANDREW J. GINTHER, MAYOR

RECREATION AND PARKS
DEPARTMENT

Name _____ Date _____
Organization _____
Address _____
Address _____
Phone _____
Email _____

Event Name	Date(s)	Fields	Deposit	Notes

REQUIREMENTS/DUE DATE TIMELINE - If any of these due dates are not met, the event will be subject to cancellation.

- Final field numbers by size: 45 days prior to the event start date.
- Deposit: Due January 31 for Spring tournaments and June 30 for Fall tournaments.
- Insurance: 1 month prior to the event start date or first event of the season.
- Golf carts needed: 1 month prior to the event start date
- Merchandise vendors: 1 month prior to the event start date
- Outline of start times & end times: 1 month prior to the event start date
- Final schedule: 10 days prior to the event start date
- Final payment: _____

DEPOSIT

- The deposit reflects the total number of fields approved by CRPD and are charged at the following rate:
 - Deposit for all sports - \$100.00 per field
 - Multiple events - \$1,800 maximum deposit. Will rollover to subsequent events.
- For permit applicants with multiple events, the largest field request will be used and only one deposit is necessary. If a deposit is forfeited prior to the final event reserved, a new deposit will be required.
- This is a non-refundable deposit. If the event is canceled by the tournament organizer, no refund will be issued. Full or partial deposit will be withheld if terms of contract are not met.
- Deposit will be applied towards field fee balance. If hosting multiple events, deposit will be applied towards the field fee of the final event.
- Payments for all deposits can be made by cash, check or credit card. For cash payments, please stop by the sports office at 1111 E Broad Street. If paying by credit card, please call 614-645-3366 (8a-5p, Mon-Fri). Checks payable to **City of Columbus**. Please send to:

Columbus Recreation and Parks
Attn: Sports Office
1111 E Broad Street
Columbus, Ohio 43205
- The rental request is not final until the deposit is received. Deposit is due by January 31 for Spring tournaments and June 30 for Fall tournaments. _____

FIELD FEES

- All Tournaments/Events
 - \$500 per field per day, Parking fee of \$25 per team for the entire event.

- Tournament fees paid to the City of Columbus. Parking fees paid to BATS.
 - For more information about BATS, please visit the [BATS webpage](#).
- For full pricing details, please visit the [soccer webpage](#). _____

FIELD & TEAM LIMITATIONS

- Tournaments are limited to max of 18 fields per day
- Tournaments are limited to a max of 160 teams per day
 - Tournaments that exceed 160 teams will be charged additional \$200 per team. This charge will be added to the tournament invoice and/or removed from the deposit. _____

INSURANCE REQUIREMENTS - Permit holder is required to provide comprehensive general public liability insurance with a financially responsible insurance company or companies, covering its respective operations. Each policy will have limits of no less than one million dollars (\$1,000,000.00) for personal/bodily injury or death of any person in any one accident, and one hundred thousand (\$100,000.00) for property damage. The policies must include City of Columbus, and B.A.T.S (Berliner Action Team for Sports) as additionally insured. All policies must be submitted to CRPD at least one (1) month prior to the event, or the event is subject to cancellation. If the policy encompasses multiple events, it will be due one (1) month prior to the first event of the season. _____

ADDITIONAL RULES/CONTRACT - CRPD reserves the right to update rules/guidelines and require additional contract(s) be signed prior to event(s). This could be done to stay in line with any changes/updates in local, state or national guidelines due to any reason. _____

FIELD RESERVATIONS - Permit holders will be responsible to pay for all fields reserved, regardless of usage, unless updated field count is communicated to CRPD at least 45 days prior to the event. Please keep in mind that you may reserve fewer fields on Sunday for a multiple day event. _____

SCHEDULES/FIELD ASSIGNMENTS

- Final schedules are due at least 10 days prior to the event and field numbers will be assigned when the schedule is received.
- Fields assigned can be changed by CRPD prior to or during the event due to weather, field conditions, and/or any other reason.
- Start Times - Games may not be scheduled before 8am unless given prior approval. Games may also not start within 1 hour of sunrise, without prior approval by CRPD. _____

CRPD SUSPENDED PLAYER LIST - All events and tournament directors agree to enforce the CRPD Suspended Player List for all events at Columbus Recreation and Parks facilities. An updated and current list can be found here: [CRPD Sports Office Suspension List](#) . Failure to enforce this policy may result in forfeiture of deposit and future events. _____

HELMSBRISCOE HOUSING AGENCY - All events taking place at Spindler Sports Park can use the current Housing Agency (HelmsBriscoe) for all event lodging needs. **This will be mandatory starting in 2025.** CRPD does not require tournament directors to host "Stay to Play" events, but HelmsBriscoe must serve as the only housing agency for all events. *Brandon Gessner* - CRPDhotels@gmail.com - 614-682-6899 _____

PERMIT HOLDER / TOURNAMENT DIRECTOR - Permit holders/tournament directors must be on site for their entire event. If a permit holder/tournament director is not able to be on site at any point, they must contact a CRPD representative and designate a temporary replacement/contact person. Permit holders/tournament directors will provide CRPD representatives with the designee name, contact number and primary location during the event. _____

PARTICIPANT INFORMATION - All tournament directors must have an entire team/player list available to CRPD upon request within 1 week of event completion. The list may be requested for reasons such as mass confrontation, violence, or damage to property. List must contain contact information (name, phone, email, address) for, but not limited to, all teams, players, coaches, officials, volunteers, and vendors. _____

CONTINGENCY/EMERGENCY PLAN - This policy is for all CRPD tournaments and/or special events, and includes all weather related situations as well as non-weather emergencies. On-Site designated CRPD personnel are required to enforce this policy. We ask that all permit holders cooperate and comply with personnel in the event this plan is executed. _____

FIELD CONDITIONS - CRPD will determine if fields are playable after inclement weather. We reserve the right to postpone or cancel any fields or any events. Only CRPD employees may work on fields. Permit holders and/or customers may not attempt to improve field conditions in any way. _____

WEATHER CANCELLATIONS - If inclement weather forces the cancellation of the tournament prior to its start, a full refund or credit will be granted. If one (1) game/time slot is started and the tournament is unable to continue 50% is forfeited. If two (2) games/time slots are started and the tournament is unable to continue, no refund/credit will be issued. _____

FOOD VENDORS - No outside food vendors allowed without the approval of Wrights Concessions. For more information, please visit their website: <http://wrightsconcessions.net/vendors.php> _____

MERCHANDISE VENDOR PERMIT - Only tournament T-Shirts and goods can be sold without a permit. The sale of any additional merchandise will require a permit. Permit holders must notify CRPD at least 7 business days in advance of all vendors attending the event. Once approved by CRPD, the permit holder will receive vendor set-up instructions and their on-site location.

- It is the responsibility of the permit holder to ensure all vendors are aware of the event set-up and all rules and regulations which apply.
 - Permit holders will be charged a fee per vendor/per site for the duration of the tournament.
 - \$100 per vendor for 1 day tournament
 - \$200 per vendor for 2 day tournament
 - A fee of \$200 per day will be charged for failure to notify CRPD by the above mentioned deadline.
 - Merchandise drop off near fields must be completed at least 1 hour prior to the first game time. Pick-up is not permitted until completion of all games, and the area is cleared of all spectators and participants.
- _____

GOLF CART RENTAL - Only authorized vehicles permitted in the park. All golf carts must be rented through Columbus Recreation and Parks. The 2024 rate per cart will be communicated prior to the event. Additional fees may apply for delivery/cart type. Those utilizing this service are required to abide by the following rental conditions:

- ONLY licensed drivers who are 18 years or older are permitted to operate golf carts.
- Golf carts may NOT carry more than the number of passengers for which they were designed.
- Operators MUST observe safe driving practices; NO horseplay.
- Golf carts are to be properly secured throughout the event when not in use to avoid theft, damage or unauthorized use.
- It is the responsibility of the permit holder to pick-up/drop-off all golf carts and keys at the beginning/end of each day to a CRPD representative. Golf carts must be inspected at this time and any issues or damages should be reported immediately. _____

PARKING

- A \$25 per team parking fee will be added to the tournament invoice. This fee is payable to B.A.T.S. and 100% of proceeds go towards park improvements.
- Tournament organizers are not permitted to charge a parking / entrance fee. Violators are subject to tournament cancellation with no refund.
- Overnight parking is prohibited. Those in violation may be towed. _____

ADDITIONAL AMENITIES AT NO ADDITIONAL COST

- Shelter houses will be included for events at no additional cost.
- Cleaning/Maintenance

- CRPD will take care of all on site maintenance
- Includes extra dumpsters, portable restrooms and extra cleanings, etc.
- Special Duty and/or Security Officer
 - Officer(s) will be provided and paid by CRPD
 - Locations and times to be coordinated by CRPD _____

TENTS - If Permit holder wishes to use a tent (larger than 20' x 20'), they must apply and pay for a permit through the Building Services, Department of Development at 757 Carolyn Avenue 614-645-6090. If the tent is 20'x 20' or smaller, then permission must be granted through CRPD regarding set up. _____

RESTROOMS - Permit holder is responsible for keeping onsite restrooms free of vandalism during event. _____

ALCOHOL/TOBACCO - Law expressly prohibits the sale, consumption and distribution of alcoholic beverages in any city park. No person shall use any form of tobacco at or within 100 feet of the created zones in city-owned parks or operated outdoor facilities including the restrooms, spectator and concession areas, playgrounds, aquatic areas, athletic fields/courts, and special event venues. _____

SPECIAL NEEDS - Columbus Recreation and Parks Department Athletic Fields have specific dimensions or are designed for specific sports. If an organization requires fields to be altered, you must notify the Sports Section to give adequate time for arrangements. _____

POST EVENT SITE EVALUATION - Please be respectful of the facility. Trash bins are located throughout the park. Permit holders not returning the park in the same condition as it was secured, before their event, shall be billed for repair of damages. This will also affect the original facility deposit submitted. _____

LIABILITY - All operations by the permit holder under this agreement shall be conducted solely at their own risk. The permit holder will take proper safeguards to prevent any and all injuries or damage to property of the Department. Permit holders shall be responsible for any damages or injury occurring on or relating to the properties from the operations under this agreement. The permit holder will assume, pay and at all times indemnify, protect and save harmless the City of Columbus, CRPD, or its agents and employees from and against any and all claims, actions, damages, liability and expense arising from the activities in connection with its operation or occasioned wholly or in part by any act or omission of the permit holder, its agents, contractors, employees or servants. _____

TERMINATION - If the permit holder fails to maintain in full force and effect the terms of this agreement, then and in any such cases, immediately or at any time thereafter, CRPD shall have the right to declare this agreement to be terminated. CRPD also reserves the right to object to any and all operations, practices or activities of the applicant that in its sole opinion are unsafe, inappropriate, discriminate because of race, color, sex or national origin, or are contrary to the mission and philosophy of the Department. _____

I have read and understand the conditions of this contract and as permit holder I agree to abide by them. I understand it is my responsibility to educate participants of the above rules, policies and procedures. Violation of any CRPD Rules, Policies, and Procedures will result in deposit forfeiture, fine to the permit applicant, and could jeopardize any future field reservations.

Signature: _____

Date: _____

The City of Columbus Recreation and Parks Department reserves the right to alter the above stated rules and regulations for any, and all field permits issued by the Sports Office. All requirements are either city or park codes/regulations. They are requirements that must be adhered to when using City of Columbus property or parks and are the responsibility of the permit holder. Please read all info carefully so you are fully aware of what is expected of you and your organization.