

## Facility Checklist for Tournament Partnership

**1. The following forms are enclosed:**

- Acknowledgement of Receipt of Policy
- Facility Use Form
- Equipment Wavier
- Vendor Permit  
\*anyone selling items at your event must fill out and return this form with payment one week prior to event.
- List of Team / Event insurance contacts to obtain tournament insurance.

**2. Fill out and return by:**

**Walk In:** Gladewater City Hall, 519 E Broadway Ave., Gladewater, TX 75647

**Mail In:** Attn: Melba Haralson, PO Box 1725, Gladewater, TX 75647

**Fax In:** (903) 845- 6891 Attn: Melba Haralson

**Email In:** mharalson@cityofgladewater.com

- Facility Use Form
- Tournament Rental Fees that apply
- Equipment Waiver (if needed)
- Vendor Permit (if needed)
- Copy of Tournament Insurance
- Acknowledgement of Receipt of Policy

**3. Reservations paid in full at the time of rental must have the following items in the Gladewater City Hall office no later than 72 hours prior to the event date:**

- Finalized Bracket
- List of Teams and where they are from
- Payment of any additional rental fees including additional fields, lights, or equipment.

**4. Reservations using the payment plan must have the following items in the Gladewater City Hall office no later than 72 hours prior to the event date:**

- Finalized Bracket
- List of Teams and where they are from
- Payment of any additional rental fees including additional fields, lights, or equipment.

## **Tournament Rental Fees Apply as Follows:**

### **1. Rentals made 29 days or less prior to the event dates must be paid in full at the time the reservation is made paid with cash, check, money order, or Visa/Mastercard when making initial reservation:**

- Pay the security deposit that is equal to 25% of the total rental fees or \$200 (whichever amount is greater – this will determine the refundable deposit of the rental)
- If the reservation is cancelled 29 days or less prior to the event, the City of Gladewater will retain the deposit on the reservation. Events cancelled by the City of Gladewater, such as weather or vandalism, will receive a full refund.
- The reservation must include the total amount of fields needed. If additional fields are requested prior to the event and the fields are available, they may be reserved with the rental fees paid at the time of the reservation.
- Balances paid via credit card will be subject to a 5% convenience fee.

### **2. Rentals made at least 30 days or more prior to event can pay in full or by making a deposit and paying the remaining balance due no later than 72 hours prior to scheduled dates:**

- Pay the security deposit that is equal to 25% of the total rental fees or \$200 (whichever amount is greater – this will determine the refundable deposit of the rental)
- The renter has up to 72 hours prior to the rental to pay the total amount due. If the fees have not been paid by 72 hours prior to the event, the reservation will automatically be cancelled and 25% of the total rental of the \$200 will be retained for the cancellation.
- The deposit will be refunded on reservations cancelled up to 30 days prior to the event. If the reservation is cancelled 29 days or less prior to the event, the City of Gladewater will retain the deposit on the reservation. Events cancelled by the City of Gladewater, such as weather or vandalism, will receive a full refund.
- The reservation must include the total amount of fields needed. If additional fields are requested 30 days or more prior to the event and the fields are available, they may be reserved with the security deposit that is equal to 25% of the rental fees due at the time of the reservation.
- Balances paid via credit card will be subject to a 5% convenience fee.

#### Notes:

1. Field/Facility requests cannot be processed until the required forms have been submitted and availability has been determined. Once completed you will receive a receipt for confirmation of your reservation. Please retain your receipt and keep it with you during your reservation time. This is proof of your rental. All requests and/or changes must be submitted by e-mail or in writing on the Reservation Change Form.
2. Deposits are refunded after determining if the fields and surrounding areas are clean, and there is no additional excessive light usage or any damages to the field or properties. Should expenses exceed the deposit, the City of Gladewater will invoice the renters for any additional costs. Failure to clean up fields, bleachers, and parking lot areas will result in retention of the deposit.

## Field Usage Rental Fees:

Upper Fields (Baseball) 1-4 \*field 3 is multi-use for baseball and softball  
Lower Fields (Softball) 5-7

Amenities: Electronic scoreboards, lights, bleachers, concessions, restrooms

Field Fee: \$25 per field per hour  
\$90 per field per day

Local Teams: \$25 per field per hour for field and lights. Local is defined as having at least 50% of team's players from Gladewater ISD or Union Grove ISD.

Light Fee: \$25 per hour per field \*cutoff at 10:00PM

Deposit: Equal to 25% of the total rental or \$200, whichever is greater.

Insurance: Applicable to leagues, tournaments, camps, clinics, etc. A minimum of \$1,000,000 liability insurance per occurrence liability policy with the City of Gladewater listed as "additionally insured."

\*Balances paid via credit card will be subject to a 5% convenience fee.



## Facility Use Form:

Please submit one form for each scheduled event.

### Requested Dates / Times

Dates: \_\_\_\_\_ to \_\_\_\_\_

Day (s) of Week: \_\_\_\_\_

Access Times (opening / closing) \_\_\_\_\_ to \_\_\_\_\_

Estimated Total Hour(s) of Light Usage Per Field \_\_\_\_\_

### Group / Contact Information

Group Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

<input type="checkbox"/> Day Rental	<input type="checkbox"/> League
<input type="checkbox"/> Tournament – Full Payment (< 29 days)	<input type="checkbox"/> Tournament – Partial Payment (> 30 days)

**Please mark all that apply**

Baseball Fields Requested:	<input type="checkbox"/> #1	<input type="checkbox"/> #2	<input type="checkbox"/> #3 (multi-use)	<input type="checkbox"/> #4
Softball Fields Requested:	<input type="checkbox"/> #5	<input type="checkbox"/> #6	<input type="checkbox"/> #7	

**Check & Include (if applicable)**

<input type="checkbox"/> Brackets	<input type="checkbox"/> Schedules	<input type="checkbox"/> Rosters
<input type="checkbox"/> Proof of Non-Profit	<input type="checkbox"/> Light Fees	<input type="checkbox"/> Acknowledgement of Receipt
Concession Opened: <input type="checkbox"/> Yes <input type="checkbox"/> No		

Fee Table

	Total Number of Fields	Total Number of Hours or Days	Fee Per Hour or Per Day	Totals
Fields		X Days	X Days	= \$
		X Hours	X Hours	= \$
Lights			X \$25.00	= \$
Sub-Total				\$
Security Deposit (Sub-Total X 25% or \$200, whichever is greater)				\$
Total Cost (Security Deposit + Total)				\$
Total Paid				\$
Remaining Balance				\$

\*Balances paid via credit card will be subject to a 5% convenience fee.

This request form must be accompanied by Field Use Form & Security Deposit if paying for fields.

On behalf of this group, I understand all procedures associated with this request, and accept the legal and financial responsibilities involved in the use of the City of Gladewater facilities.

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

Based upon this request (and other requests), official reservation forms will be sent to your indicating approved dates, times, and facilities. Based upon availability, those dates may not include all the dates you requested.

City of Gladewater Use Only

Date Received: \_\_\_\_\_ Approved By: \_\_\_\_\_

Deposit Amount: \_\_\_\_\_ Date Received: \_\_\_\_\_

Processed By: \_\_\_\_\_ Receipt #: \_\_\_\_\_

## Vendor Permit

Contact Person(s): \_\_\_\_\_

Organization: \_\_\_\_\_

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

\_\_\_\_\_ Email: \_\_\_\_\_

Vendor Permit Fee: \$25.00

Event Date: \_\_\_\_\_ Time \_\_\_\_\_

The specific location of where items are being sold: \_\_\_\_\_

Items to be sold:

1. _____	4. _____
2. _____	5. _____
3. _____	6. _____

I have read and agreed to abide by the provisions in the City of Gladewater Code of Ordinances.

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

City of Gladewater Use Only

Method of Payment

Cash       Check # \_\_\_\_\_       Credit Card ( Visa / Mastercard )

Amount Received: \_\_\_\_\_ Processed By: \_\_\_\_\_

Receipt # \_\_\_\_\_

## Acknowledgement of Receipt

- I understand that a copy of the Gladewater Sports Complex Rules and Guidelines and Gladewater Sports Complex Usage Guidelines documents are available for viewing online under the “Forms” tab on [www.cityofgladewater.com](http://www.cityofgladewater.com), are available for pick up at the Gladewater City Hall, or may be requested by calling the City of Gladewater.
  
- The City of Gladewater reserves the right to amend or revise said documents and will notify anyone who holds a current reservation of any effective amendments or revisions.
  
- I have read and understand the contents of all the documents included with my facility use form packet.
  
- I understand that I am solely responsible for my group and/or parties compliance with said documents, actions, and conduct during the event reservation.

Recipient’s Name (Print): \_\_\_\_\_

Recipient’s Signature: \_\_\_\_\_

Organization: \_\_\_\_\_

Title: \_\_\_\_\_

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

\*Prior to reserving a facility, this receipt must be signed and on file at the City of Gladewater.

<u>City of Gladewater Use Only</u>	
Date Received: _____	Processed By: _____