

CONTRACT FOR THE USE OF OUTDOOR FACILITIES RENTAL

Oak Island Parks and Recreation Department

4601 E Oak Island Dr., Oak Island, NC 28465 • Phone: (910) 278-5518 • Fax: (910) 278-5350

The Oak Island Parks and Recreation Department has two parks (Bill Smith & Middleton Park Extension) with athletic fields. Bill Smith Park located at 4446 Fish Factory Rd. can be reserved for private tournament usage on Fridays, Saturdays and/or Sunday and includes four lighted fields, bleacher seating, restrooms, a football field, dugouts, scoreboards and concession stands. Middleton Park at 46th SE has a softball field and soccer field and includes bleachers, restrooms and lighted fields.

Football Fields (2.5 hours) (Bill Smith Park)
 Unlined: \$50/res \$60/non-res
 Lined: \$100/res \$110/non-res
 Lights: \$25/res \$35/non-res
 \$100 non-refundable security deposit

**Softball, Soccer, Field, Amphitheater
 At Middleton Park (per hour)**
 Unlined: \$40/res \$50/non-res
 Lined & Ready: \$45/res \$65/non-res
 Lights: \$25/res \$35/non-res
 \$50 refundable security deposit

Concession Stand (Bill Smith Park)
 \$50/day Res \$60/non-res
 *\$50 refundable cleaning deposit

	Paid
Security Deposit (non-refundable)	_____
Lined Fields (minus deposit)	_____
Lights	_____
Concessions	_____
Total Hours	_____
Total	_____

Tournament Play (Bill Smith Park)
 \$100 a field-maximum 8 hours
 (lights and concession stand not included)
 Lights (2.5 hours): \$25/resident, \$35/non-resident

Park Requested _____ **Day /Date** _____

Facility/Field Requested _____

FIELD USAGE

Field Usage Hours(toumanents):

Day 1: _____ AM / PM to _____ AM/PM

Day 2: _____ AM / PM to _____ AM / PM

Day 3: _____ AM / PM to _____ AM / PM

Tournament Needs: Bases : _ feet, rubber _ feet

Event Hours(special Event): _____ to _____

Estimated Attendance: Under 21yrs _____ Over 21yrs _____ Total:

Event open to public? Yes No Admission charged? Yes No Is this a fundraiser? Yes No

CONCESSIONS

Usage Hours _____ AM/PM to _____

Deposit: \$ _____ Daily Fee: \$ _____

***If incomplete or incorrect information is given on the rental contract or special use agreement (ie. contact information, resident status, nature of the event, expected attendance) the Department may immediately cancel the rental without refund of fees or deposit.

***Payment of the balance of all rental fees must be made at least 14 days in advance of the scheduled use. Failure to meet this deadline may result in the cancellation of the rental and forfeiture of your security deposit.

Note: Concession Stand rentals are required to be cleaned within 24 hours after a one day scheduled event is held and within specified code of the Brunswick County Health Department and any keys issued are to be returned. Failure to do so will result in failure to receive refund of the cleaning deposit.

Refunds/Cancellations:

- The Parks & Recreation Director has the final decision on play during periods of inclement weather.
- If a tournament is canceled due to weather, a full refund of the deposit or account transfer will be offered by the tournament Director. No partial refunds will be given for play interrupted. If an attempt is made to make the fields playable per the request of the tournament director, all daily fees apply as committed.
- The \$50 deposit will not be refunded or transferred due to lack of teams or reduction of days requested.
- A full commitment fee is required based on your registration for a weekend (for example, if you reserve the complex for a 2-day tournament on December 1st and you only play a 1 day tournament, you will be responsible for the full commitment made with the reservation).
- If the nature of the event or number of participants changes, the Department must be notified immediately and no changes may be made within 7 days prior to the scheduled use. If necessary, fees/deposits will be changed according to applicable rates. The Department reserves the right to disapprove any requested changes. The renter may be held liable for all charges.

Hours

1. Hours requested should include time for your group's special setup and cleanup needs.
2. Delivery of supplies or equipment will not be accepted in the facility prior to the indicated beginning time for the rental.

Field Preparation

Fields will be dragged and marked to be ready one hour prior to scheduled event. If the facility is used multiply days, each morning trash will be discarded, bathrooms cleaned, and restocked as well as the fields dragged and lined.

Rain or Acts of God

The Oak Island Parks & Recreation Department cannot predict or control any natural occurrence and is not responsible for such an event. If an event is such that work can be done to recover in an acceptable amount of time as deemed proper by the Director of Parks & Recreation, an attempt may be made. Organizations may be required to pay for personnel and supplies if required and agreed on between both parties.

Advertising

All advertising for the event must be pre-approved* by the Recreation Director. Large scale events that are open to the public must also submit a Special Events Request Form and be approved by the Town Manager.

**minimum of two weeks is required for approval of Special Events Application*

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