



**Office Use only:**

Date rec:  
 RecTrac entry:  
 Deposit rec:  
 Insurance rec:

**Olsen Softball Complex Application**

Fields are available for rent from March 1-November 30

Group/Company Name \_\_\_\_\_ Contact Person \_\_\_\_\_

Event Title \_\_\_\_\_ Phone (cell) \_\_\_\_\_

E-mail Address \_\_\_\_\_ Phone (other) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Dates/times requested \_\_\_\_\_ # of Fields \_\_\_\_\_  
 (Separate application for each event)

Distance of Bases: \_\_\_\_\_ Pitching Rubber Distance: \_\_\_\_\_

Sanctioning Organization (if Applicable) \_\_\_\_\_ Certificate of Liability Insurance? Y/N

**(Check all that apply)**

Commercial  Recreational/Youth  Competition Youth/Adult  Non- Profit Organization\*

\*Proof of 501c3 documentation required Event Type:  Baseball  Softball  Other

Day 1: Field 1 Field 2 Field 3 Field 4 Field 5 Multi-use Field Back Field 1 2 3 Cross-Country

Day 2: Field 1 Field 2 Field 3 Field 4 Field 5 Multi-use Field Back Field 1 2 3 Cross-Country

**Tournament Rental Fees:**

1 Field all day (8am-11pm)	\$100 Non Profit	X _____	Fields	= _____
1 Field all day (8am-11pm)	\$150 Competition (Youth/Adult)	X _____	Fields	= _____
1 Field (2 <sup>nd</sup> Day)	\$75	X _____	Fields	= _____
1 Field temporary fencing	\$100	X _____	Fields	= _____
1 Per occurrence lining field	\$25	X _____	Fields	= _____
Hourly rental per field	\$15 without lights	X _____	Fields X _____ hours	= _____
	\$35 with lights	X _____	Fields X _____ hours	= _____
Cross Country (non-profit)	\$10/team, \$75/10 teams, \$300 max	X _____	Teams	= _____
Cross Country (commercial)	\$15/team, \$100/10 teams, \$400 max	X _____	Teams	= _____
Cross Country lights	\$20/field with lights	X _____	Fields	= _____
<b>Total Rental Fees</b>				<b>= _____</b>

**Deposit Fees: Due with Event Application**

A deposit fee of \$150 (or total if less than \$150) is due at the time of application and is refundable until 10 days prior to event. If the event is cancelled less than 10 days prior to the event by the event organizer, the deposit will be forfeited. The balance is due 5 business days following the event.

Last day to cancel and receive a refund: \_\_\_\_\_ Initial: \_\_\_\_\_

**Post-Tournament/Event fees:**

- Payable within 5 business days following tournament/event
- \$.50 per participant for youth/non-profit events      Projected # Participants: \_\_\_\_\_ X \$.50 = \_\_\_\_\_
- \$1.00 per participant for adult competition/corporate events      \_\_\_\_\_ X \$1.00 = \_\_\_\_\_

**Hourly Rentals**

When available, fields may be rented by the hour. Reservations must be made 72 hours in advance by phone or email. All rental fees must be paid at the time the reservation is made.

Hourly rental fees per field:

Daytime (no lights)            \$15.00 per hour  
Evening (lights)                \$35.00 per hour

**THESE HOURLY FEES DO NOT INCLUDE DRAGGING OR LINING THE FIELD(S).**

**Additional Services:**

Additional event staff/fees are the responsibility of the licensee. These include but are not limited to:

- Security
- Ushers/gate staff
- Medical personnel
- Supplementary equipment

The organization renting the field(s) will be responsible for following all policies and procedures for the use of Olsen Park. All alcoholic beverages are prohibited. The organization renting the field(s) shall assume all the risks and hazards incidental to the use of the athletic field(s), the enforcement of the rules and all equipment used to play each game and will further release, absolve, indemnify, and hold harmless the City of Wilmington, the County of New Hanover, its agents, employees, any and all of them. In the case of injuries all claims against the City of Wilmington, County of New Hanover, its agents and employees shall be waived.

**At all times, the final authority as to the playing ability of the field shall rest with the staff of the City of Wilmington. Any organization or person permitted to use the facilities at Olsen Park shall cooperate fully with the staff of the City of Wilmington. Once permission has been granted to use the facility or any part of the facility, the Community Services Director may revoke permission at any time, if in the sole discretion of the Director or staff, the welfare and care of the facility or property is threatened or jeopardized. This policy will be agreed upon by any organization/person seeking to use Olsen Park as a condition precedent to such use.**

User	Date	City of Wilmington	Date
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*Applications and fees may be submitted to:*

City of Wilmington Parks & Recreation  
Athletics Division  
929 N. Front Street  
Wilmington, NC 28401  
910.954.1290  
Morrell.Fox@wilmingtonnc.gov

# Olsen Park Softball Complex

## GENERAL POLICIES

### General Philosophy

The Olsen Park Softball Complex is operated for the recreational needs of the people of Wilmington and New Hanover County, and is provided as a venue for softball and baseball. The intention is to provide a site for local league games in addition to hosting athletic events and other activities that will attract interested persons to Wilmington and New Hanover County.

Olsen Park is the primary location for the adult softball program operated by a City of Wilmington community partner (WSA) Wilmington Softball Association. The games and practices of this program will have precedence over other events and activities. Scheduling for other programs and events will be handled in the following manner:

- Any activity that may cause damage to the facility or any part thereof, in the opinion of the staff of the City of Wilmington's Community Services Department, will be prohibited. Because the facility is first and foremost an athletic venue, protection of the fields and maintenance of the turf may preclude events and activities from taking place that could put the turf at risk for damage. The user will assume responsibility for all damages to the facility, will be liable to the City of Wilmington for damages and will be required to repair or replace said damage in a cash amount equivalent to the loss or damage.

In determining approval of an application to use the complex or any part of the complex, the following criteria will be taken into consideration:

- Nature and character of the proposed event
- Character and financial condition of the applicant (the City shall reserve the right to request financial statements and references.)
- Demonstrated ability of the applicant to properly manage the proposed event
- Potential damage to the facility

### Scheduling Policies

Priority will be given to the scheduling needs of the City of Wilmington. The accommodation of adult league play will preclude other applicants. Priority will be given to National and Regional tournaments, State and District tournaments and then to non-qualifying tournaments. "Major Events" are defined as reservations that last more than 4 hours and/or include participation or attendance by 100 or more people. "General Events" are those that take place Monday through Thursday and are 4 hours or less, with less than 100 people in attendance. Any reservation request that occurs after the defined submittal dates will be considered based on availability. The City of Wilmington shall have full scheduling authority.

#### Scheduling Calendar

<b>Event Type</b>	<b>Event Dates</b>	<b>Application Submittal Dates</b>
<b>Weekend/Major Events</b>	January 1-December 31	September 1-15
<b>General/Non-Tournament</b>	January 1-December 31	October 1-15

All activity and expenses related to the operation of a tournament are the responsibility of the tournament sponsor.

## **Security**

Security shall be the responsibility of the user. Acceptable security personnel include the Wilmington Police Department, New Hanover County Sheriff Deputies or private security firms approved by the City of Wilmington.

## **Concessions**

Concessions are exclusively operated and provided by the City. The City retains all concession rights. Non-profit organizations may apply for a permit to establish an area for novelty merchandise sales. For-profit organizations may not sell merchandise on public City property. No additional food or drink may be sold.

## **Entrance Fees**

The user may charge an admission fee to his/her event. The user is entitled to 100% of the admissions fees collected. However, the general public must be allowed free access to the concession stand/ rest room facility as well as full unrestricted use of the parking lot, playground area, and picnic facilities.

## **Broadcast Rights**

The user shall have the privilege to grant television and radio broadcast rights for its games. The City shall be notified at least 10 days in advance of any grant of radio and television broadcast rights. The user will be responsible for any and all costs incurred to provide radio/television coverage. The user will repair any damage that may result from radio/television coverage.

## **Parking**

The user is prohibited from charging a parking fee. Vehicles are not allowed off the marked parking areas without permission of the park staff.

## **Cancellation of an Event**

Cancellations may be made up to ten (10) calendar days prior to the event for a full refund of the deposit/fee. Cancellations made less than ten (10) calendar days prior to the event will forfeit deposit. If an event is cancelled by the City due to inclement weather or other natural disaster, a date mutually agreed upon between the City and user will be scheduled for the event at no additional charge. If no mutually agreed upon date can be reached, the City will refund to the user all monies paid by user, after deducting any out-of-pocket expenses.

In the event of a cancellation, it will be the responsibility of the user to make all necessary arrangements to notify the public of the details of the cancellation, including contacting the media. Refunds shall be the responsibility of the user.

## **Insurance**

All events collecting an entry fee to participate will require the user to provide a certificate of insurance of one million (\$1,000,000) dollars listing the City of Wilmington and New Hanover County as additional insured. The City reserves the right to augment the amount and/or require insurance depending upon the nature of the event.

## **Prohibited Equipment**

The use of any electrical, mechanical, or structural equipment not furnished by Olsen Park is prohibited unless specifically approved by the Athletics Supervisor. Driving of any vehicle onto any of the fields is prohibited unless approved by the Athletics Supervisor.

## **Clean-up**

Unless otherwise specified in the user's application, clean up of all trash generated by the use of the facility will be the responsibility of the user. Failure to complete all clean-up activities in a timely manner will result in the forfeiture of future rental considerations by the user or representative of the user.

## **Field and Turf Management**

Management of the turf at Olsen Park is of critical importance to the quality and sustainability of the facility. This is applicable during the entire year, including "off-seasons".

Baseball/softball fields are closed annually during the months of December, January, and February. The City bears a responsibility to its taxpayers that this asset is properly managed. Therefore, consideration of the quality and well-being of the turf is paramount when deliberating the suitability of hosting any event. When applications are received for such an event, City staff will review and discuss the request, and come to a decision of what can be accommodated. Applications to use the facility during the "growing season," typically early spring through early summer, may be particularly affected by this consideration. Vehicles are not allowed off the parking areas without permission of the park staff.

Under no circumstances is the user authorized to perform any type of field maintenance without the permission of the staff of the City of Wilmington.

## **Advertising in Olsen Park**

The user will have the rights to banner advertising at Olsen Park during its use of the field or fields. Permanently affixed advertising is prohibited. Advertising will be permitted in areas adjacent to the fields, with prior approval by the City staff. All banner/sign fasteners must be approved City staff. The City shall reserve the right to disapprove the use of banners/signs considered objectionable. Advertising on the playing surface is prohibited unless approved by the City's Community Services Department.

## **Miscellaneous Regulations**

1. No fireworks are permitted in Olsen Park.
2. Consumption of alcohol anywhere within the entire confines of the Park is prohibited without prior written approval of the City staff.
3. The City's Facility Manager or an authorized representative shall have the authority to remove any person from the property for violating any regulations in this document, or other City laws, or for any behavior threatening the facility, its staff or other guests.
4. The user shall only have use of the space for which an application was submitted and approved. Unauthorized use of any facilities on the complex grounds for which authorization was not specified and which are not permissible to the general public may result in immediate suspension of the use of the facility.
5. The user shall indemnify and hold the City of Wilmington and New Hanover County harmless from any liability claims, demands and judgments for damages arising out of or from any injuries or death to any person, or damage to property arising out of the use of the facility by the user.
6. The user shall follow all City ordinances and posted park rules not listed above.