

SAUK PRAIRIE RECREATION DEPARTMENT CHUCK HALL MEMORIAL FIELD RENTAL CONTRACT



Questions or Concerns? Please call (608) 643-0520

Name: _____ Organization: _____

Address of Renter: _____

Phone: _____ Email: _____

RENTER'S FIELD REQUIREMENTS

Purpose of Rental: _____

Type of Event: Practice Game Tournament Batting Cages

Estimated attendance: _____ Are you charging a gate fee/admission fee? Yes No

Date(s) Requested: _____ Start/End Times: _____

Other requests: _____

Field Prep

Do you need field prep? Yes No

If Yes, how many times would you like the fields relined during a day? Please be specific. Reline after _____ number of games. **(Cost is \$25 per time after initial lining)** NOTE: Include time in your schedules for lining.

Lights

Do you need use of ball diamond lights? Yes No **(Cost is \$25 per time)**

Scoreboard

Do you want to use the wireless scoreboard? Yes No

Concessions

Will you need concessions for your event? Yes No

OFFICE USE ONLY

Diamond Rental Rates

Deposit Received: \$250.00 Date received: _____ CK # _____ or CASH

Rate	# of Events		
Field Rental	\$	X	\$
Lights	\$25	X	\$
Field Prep	\$25	X	\$
Concession Stand (Public Rentals)	\$25	X	\$

Total: \$ _____ Date received: _____ CK # _____ or CASH

Cancellation Fee

Refund Policy: If a renter cancels less than 7 calendar days 0%, 8-30 calendar days 50%, over 30 calendar days 75%. If a renter wants to reschedule a \$25 additional fee will be added to the original contract for each occurrence.

Rental Usage Terms & Conditions

1. The SPCRD reserves the right to deny an application for Park rental when such use is not in the interest of the SPCRD.
2. The SPCRD reserves the right to cancel a reservation at any time if the cancellation is in the best interest of the SPCRD. In the event the SPCRD cancels an event for this reason, all fees will be refunded.
3. Checks should be made payable to: SPCRD. **No date shall be reserved without a minimum \$250 date reservation fee.**
4. No renter may reserve a date more than one year in advance. The Park calendar shall be released by January 15 of the current calendar year at which time all date reservations shall become "locked in".
5. Refund Policy: If a renter cancels less than 7 calendar days 0%, 8-30 calendar days 50%, over 30 calendar days 75%. If a renter wants to reschedule a \$25 additional fee will be added to the original contract for each occurrence.
6. No renter may sublet or subcontract the Park to another.
7. A "day" shall consist of no more than twelve (12) hours. Should the "day" be longer than twelve (12) hours. A typical day would start with gates opening at 7 a.m. central time, with the first game starting no earlier than 8 a.m. No play may continue after 11 p.m. without written permission. The gates shall be closed thirty (30) minutes after conclusion of the last game. Included in the rental agreement:
 - a. The playing fields shall be dragged, lined, and the bases will be put down before the event is scheduled to begin
 - b. In case of inclement weather, only Park staff is allowed to work on the playing fields. "Normal and reasonable" amounts of effort and diamond drying compounds shall be used to keep the Park playable. Under circumstances where an abnormal amount of drying compounds are requested and used, the renter shall assume the additional cost of \$35 per bag of material. The final decision as to whether or not the fields are playable shall be that of the Park supervisor. The Park supervisor shall decide how long any rain delay shall last and when or if play can continue.
8. **All rental fees must be paid in full by the end of the scheduled event.** An invoice will be provided with detailed charges by the start of the last day of the event. Checks should be made payable to: SPCRD. Failure to pay all fees in full by the aforementioned deadline shall cause the renter to lose his/her deposit and be placed on the "unable to rent list" for the future.
9. If the wireless scoreboards at the ballpark become damaged in any way during the tournament, the renter will be assessed all actual costs to fix or repair the damage.
10. The rental event final schedule must be available to the Recreation Director or his/her designee at least five (5) days before scheduled event is to begin with a full schedule of games. A current Certificate of in force Liability Insurance in an amount of no less than (\$1,000,000) including Village of Sauk City as "additionally insured" will be requested for tournaments and long term rentals.
11. Admission (gate fees) shall not be charged for umpires. Under no circumstances shall fees be charged for parking of vehicles or access to the parking lot. No vehicles shall be allowed to park inside the Park except as allowed by the Park supervisors.
12. A responsible adult representing the renter shall be present at the Park throughout the event.
13. The Park is a "family friendly" facility. Vulgar, profane, obscene, threatening, or taunting language will not be tolerated. Indecent conduct or attire is not acceptable. Fighting by participants or spectators will not be tolerated. Violators will be asked to leave the facilities immediately. Should the Sauk Prairie Police Department be called to the Park, it is likely that someone will be arrested.
14. Park usage shall adhere to Chapter 234 and all other Ordinances in the Village of Sauk City Code of Ordinances.
15. Hitting or throwing in to the fencing material is not permitted, as this causes the fences coating to fail and fall off causing premature and unnecessary wear.
16. **After each event, the renter is responsible for completing the Maintenance Checklist items. Checklist will be provided to all users before their event. See list on page 3. Failure to comply with this responsibility shall cause the renter to be billed for additional maintenance and possible denial of future rental opportunities.**
17. The renter agrees to accept full financial responsibility and liability for any and all damage to Village property.
18. The renter agrees to indemnify, save and hold harmless the Village of Sauk City; the Recreation Commission and its agents, employees, or servants against any and all liability arising incident to the use and occupancy of said Park. Furthermore, the renter shall be responsible for the conduct, actions, and wellbeing of the participants of the rental event.

Village of Sauk City/Recreation Commission

Renter

(X) _____

(X) _____

By: _____

By: _____

Date: _____

Date: _____

Please sign and return this rental agreement along with your \$250 date reservation fee to:
SPCRD

Attn: Chuck Hall Memorial Field
730 Monroe St
Sauk City, WI

Telephone: 608-643-0520 **Email:** sprec@saukprairieschools.org

IMPORTANT PHONE NUMBERS:

Calls must be placed in the following order if there is a facility issue.

John Lehan (Recreation Department) 608-370-4384

Emergency Number (Village of Sauk City) 608-963-8707



**Chuck Hall Memorial Field
Maintenance Checklist**

After each event, the renter is responsible for completing this checklist:

Infield

- Sweep grass on edges to put turf back into skinned field area
- Rake baselines
- Drag skinned field area
- Remove bases (Place in maintenance shed) and insert base plugs
- Place tarps back on batter's box area and pitcher's mound

Dugouts

- Sweep dugout area
- Empty garbage cans into main dumpster

Bleachers

- Pick up trash in bleachers area. Place trash into main dumpster.

Please check that all doors are locked for building when leaving the ballpark.

Chuck Hall Memorial Field Rental Rates

Type of Event	Group 1	Group 2	Group 3
Practice (2 hr max - no field prep, includes batting cages)			
Field Rental	\$25/event	\$30/event	\$40/event
Game (3 hr max, includes batting cages and field prep)			
Field Rental	\$50/event	\$65/event	\$80/event
Tournament (All day rental; includes batting cages and 1st game prepped and lined)			
Field Rental	\$150/day	\$195/day	\$240/day
Lights	\$25/time	\$25/time	\$25/time
Batting Cages	No Charge	No Charge	No Charge
Field Prep (Additional if needed)	\$25/time	\$25/time	\$25/time
Concession Stand Rental	\$25/event	\$25/event	\$25/event
For all rentals there is security deposit of \$250			

Group 1: Affiliated Recreation Programs & School affiliated groups

Groups, committees or organizations that are directly affiliated with the Recreation Commission.

Group 2: Sauk Prairie Community Affiliated Groups & Organized Non-Profit Groups

Service groups, charitable organizations, religious groups with tax exempt status.

Group 3: Non-Community Groups, For-Profit Organizations, and Non-Residents

Non-civic, private, and commercial groups who are located outside of Sauk Prairie.

