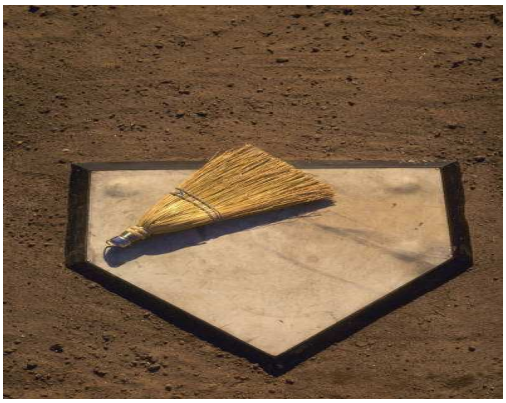

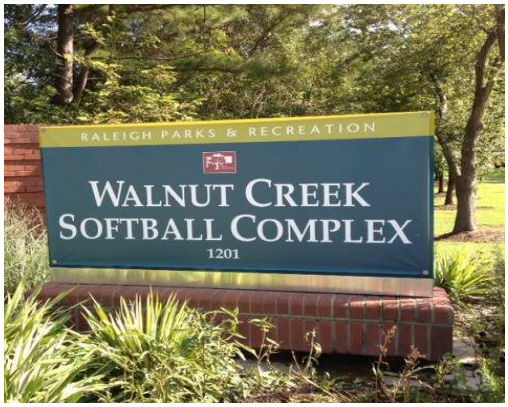

2014

Walnut Creek Softball Complex

Rental Packet

Parks, Recreation and Cultural Resources
parks.raleighnc.gov

Walnut Creek Softball Complex
1201 Sunnybrook Road
Raleigh, NC 27610
919-996-6836

Parks.raleighnc.gov

Walnut Creek Softball Complex General Information

Built in 1992, Walnut Creek Softball Complex contains nine (9) fenced, halogen lit diamonds with skinned infields and hybrid grass outfields. All fields have underground irrigation.

Awards:

- James Farrell ASA Award of Excellence
  (for conducting two of the Highest Rated ASA National Championships in 2010)
- 2009 SSUSA Complex of the Year

Walnut Creek Softball Complex has hosted events such as:

- Host to the City of Raleigh's adult spring and fall softball programs
- Special Olympics World Games
- NC High School Athletics Association Fast-Pitch State Championships
- NCAA Division III Championships
- PONY Girl's Fast pitch National Tournament
- NC State Women's Softball
- Shaw University Women's Softball
- St. Augustine's University Women's Softball
- ACC Women's Softball Championships
- NC Police and Fire Olympics
- 2008-2013 Senior Softball USA Eastern National Championships
- 2012 NCASA "A" State Tournament 16u & 18u
- Annual Carolina Cardinal Classic Fast-pitch Tournament

AMENITIES INCLUDE:

- Enclosed dugouts
- Telephones located at each field that goes directly to the control Tower
- Aluminum bleacher seating that can hold up to 1000 spectators
- Wireless internet connection
- Temporary fencing available (extra fees and a 60 day notice apply)
- Public Address system throughout the entire complex
- Scoreboard for each field
- Emergency medical services located approximately 1½ miles from complex
- Basic first aid and AED equipment available
- There is no fee to watch regular "City" league games
- During tournaments and special events a gate and/or parking fee will be charged except for players, umpires, and staff in uniform

FACILITY RULES:

- NO alcohol or firearms are permitted on City of Raleigh property
- NO pets are allowed
- NO bikes, skates, skateboards, rollerblades permitted inside of the park
- DO NOT leave children unattended without adult supervision
- NO smoking in plaza or surrounding areas (only permitted in parking lot area)
- NO overnight camping
- NO open flames or portable generators

Documents Required for Rental

- Rental Form
- Non-refundable deposit of $150.00 per tournament due upon award agreement
- Certificate of Liability Insurance (Insurance with the City of Raleigh as an additional insurer for at least $2 million)
- Assembly Permit required if the Police and Athletic Department deems it necessary due to the type, size, nature, and history of the event.

DIRECTIONS:

- Walnut Creek is located at 1201 Sunnybrook Road, Raleigh, NC 27610. Easily accessible from Interstate I-40 and Interstate I-440. From I-40 take exit 301 then take exit 15 to Poole Road. From I-440 take exit 15 to Poole Road.

If you have any further questions please contact Antoinette Moyer at (919) 996-2127. *Fees are subject to change per city council.

City of Raleigh Parks, Recreation and Cultural Resources Department
Walnut Creek Softball Complex
Fields Available for Use:
Wheel #1- 5 Fields/Wheel #2- 4 Fields

General Liability Insurance is required for ALL Tournament and Event Reservations

Tournament and Event Reservations: are defined as any activity utilizing any field(s) for over 3 hours with a required minimum of 20-25 teams which determines the rental request approval. Those tournaments that do not meet minimum team requirements will be offered outside field usage based on availability.

Applications due to the Athletics office:

- Due by the 4th Tuesday in September for event requests for the following January – June
- Due by the 3rd Tuesday in November for event request for the following July – October

Late requests will be accepted up to 30 days prior to the event if field space is available for use.
If accepted, late requests will be required to pay in full to secure the fields.

City of Raleigh events have priority over all other events. Fields may be unavailable for use during City of Raleigh events to address field or facility maintenance.

If multiple requests are made for the same date, priority will be given in the following order:

- City of Raleigh Parks, Recreation and Cultural Resources Department sponsored event
- Youth Tournaments (base distance not to exceed 70' feet)
- Recurring Events – events occurring on the same weekend at the same location at least 3 years in a row
- World, National and State tournaments
- Multiple Day Events
- Rentals guaranteeing a minimum rental of 5 fields
- Adult Tournaments
- Other Tournaments
  If your event doesn't fall into any of the traditional categories, please contact the tournament coordinator to discuss your opportunities – 919-996-2127

A. Deposit - $150.00
Total deposit must be paid at time of contract signing to reserve a field. Deposit is included in the total cost and will only be refunded if fields are deemed unplayable due to inclement weather.

B. Standard Tournament Reservations include bases, one time standard field maintenance and lights

- $150 Non Refundable Deposit Fee (included in any rental price)
- $750- Rental of WCSC- Wheel #1 (5 fields) all day
- $1,300- Rental of WCSC- Wheel #1 (5 Fields) per weekend – Friday PM to Sunday
- $600- Rental of WCSC- Wheel #2 (4 Fields) all day
- $995- Rental of WCSC- Wheel #2 (4 Fields) per weekend - Friday PM to Sunday

C. Extra Field Fees – The Walnut Creek Softball Complex has a minimum field guarantee of 9 fields. Events hosting over 50 teams will be required to rent all 9 fields at the Walnut Creek Softball Complex and be in compliance with the City of Raleigh and the Raleigh Parks and Recreation Department. Additional fields outside of Walnut Creek Softball Complex can be utilized at a rate of:

- $200 per field per day (6+ hours)
- $150 per field per day (less than 6 hours)

D. Extra maintenance for example: drying material in case of rain, additional dragging or lining, and temporary fence set-up is available upon request

- Drying Material - $10 per bag, includes labor (generally 10 or more bags required per field depending on weather conditions and amount of water on fields)
- Dragging and/or lining the field = $35 per field per occurrence
- Temporary Fencing = $250 per field
- All other maintenance charges are based on actual labor and materials costs

WALNUT CREEK SOFTBALL COMPLEX STIPULATIONS GOVERNING FACILITY USE

1. City of Raleigh Parks, Recreation and Cultural Resources Department sponsored/partnered programs have scheduling priorities over all field uses.
2. The specified user shall not sub-let the facility.
3. The possession and/or consumption of alcoholic beverages and/or illegal drugs are prohibited on all City of Raleigh parks property. If alcoholic beverages and/or illegal drugs are detected, Raleigh Police Department will be called and appropriate action will take place.
4. There will be NO SMOKING allowed on the plaza, in accordance with the City of Raleigh Ordinance (No. 2011- 834) which states: "All city parks and greenways and structures associated with parks and recreation except that smoking shall be permitted in Moore and Nash Squares and in all parks and greenway areas specifically delineated as automobile parking areas."
5. The user organization shall be responsible for the general clean up of the facility. In the event the facility is not cleaned after the use of the facility, the user/organization will be billed for the cost of clean up by the Department. (Cost determined by staff.)
6. In the event of inclement weather, the Department reserves the right to cancel all reservations.
7. RPRCRD may deem it necessary to have uniformed police/security officers to be on the premises; the user/organization shall be responsible for making arrangements of such officers and for paying directly for their services. If the function exceeds 500 persons, a security officer is required (1 per 500 patrons).
8. The user/organization is responsible for seeing that vehicles use designated parking areas only. In the event of damages to any Raleigh Parks, Recreation and Cultural Resources facility the user/organization will be held liable for all damages.
9. The user/organization shall assume all responsibility for all risks and hazards incidental to the use of the facility as well as any transportation to and from the facility. The user/organization further agrees to release, absolve, indemnify, and hold harmless the Raleigh Parks and Recreation Department and its employees.
10. A parking fee may be charged for all motorized vehicles entering the park. This will be in effect two (2) hours prior to the first game. Parking permits must be displayed in the vehicle's window at all times while parking at the complex.
11. An admission/gate fee will be charged for all tournaments and special events. Staff, umpires, and uniformed players will be allowed to enter at no charge. One (1) scorekeeper per team will be allowed to enter at no charge and must register with the gatekeeper.
12. All teams participating in softball at the complex must be registered with: ASA, USSSA, NSA, or any National Softball Governing Body that provides the City with a certificate of insurance showing that a policy of Comprehensive General Liability insurance providing coverage with respect to the foregoing hold harmless and indemnification undertaking is and will continue to be in effect during the period of such permitted use. Combined single limits of no less than $1,000,000 each occurrence and $2,000,000 aggregate. City of Raleigh is named additional insured as their interests may appear' must be endorsed onto policy and listed on Certificate of Insurance. Certificate must be provided to RPRCRD prior to the event (at least five business days to the event).
13. Deposit/Fees: Reservations are not valid until a rental request has been signed by all parties and the required non-refundable deposit of $150.00 per tournament per agreement has been submitted. An individual request must be submitted for each tournament. Total deposit must be paid in advance to reserve the Walnut Creek Softball Complex. Accepted forms of payment are by check, credit/debit card (Visa, MasterCard or American Express or certified money order). Cash payment will NOT be accepted, no exceptions. Full payment of all rental fees is due at least 60 business days prior to the scheduled event.
14. Refund Policy: All refund requests must be received in writing 14 days or more in advance of the start date of the programs/rental/team placement are entitled to: 100% refund/credit/transfer if the department cancels program or facility rental, 100% credit or transfer of fees to another program at time of withdrawal, 85% refund based on total cost of program, or 85% credit/transfer/refund of eligible rental fees. Refund/credit/transfer requests received less than 14 days prior to the start date of a program/rental/team placement will not be grants. Refunds for medical reasons requested prior to the start date of a program/rental/team placement will be granted at 100% subject to verification. Outdoor facility usage cancelled due to inclement weather may be rescheduled pending space availability. A credit may be used by any family member on the same registration account. Non-attendance/non-participation in a program does not entitle a patron to a refund.
15. Events hosting over 50 teams will be required to rent all 9 fields at the Walnut Creek Softball Complex and be in compliance with the City of Raleigh and the Raleigh Parks, Recreation and Cultural Resources Department. Youth Baseball tournaments (for ages 12 and under and requirements of base distance no more than 70' feet) are eligible for field rental on Wheel 1 fields 1-5 only based on date availability.
16. A team list(s) are due to the Athletic Division office no late than two days prior to the tournament. Tournament brackets are due to the office by noon the day prior to the event.
17. No pets, skates, skateboards, rollerblades, bicycles, or motorcycles are allowed inside the plaza areas of the complex.
18. No wading or swimming is allowed in the reservoir or creek within the park.
19. The user/organization is responsible for set-up and immediate take-down of necessary supplies. Vehicles are allowed in the plaza areas for loading and unloading of the user's/organization's supplies only. Plaza area will be closed 1 hour prior to the first scheduled game to assure safety within the plaza area.
20. All games must cease play at 11pm.
21. There will be no admissions, fund-raising, or selling of merchandise or food at any City of Raleigh facility by any user/ organization without prior written approval from the Raleigh Parks, Recreation and Cultural Resources Department. If allowed, a 20% fee of the vendor's gross receipts will be paid to the City of Raleigh no later than one (1) week after the event. All vendors must have the following before applying: NC State Tax Form, City of Raleigh Privilege License, Wake County Health Inspection and Permit (if applicable), Insurance listing the City of Raleigh as an additional insured, and a Vendor's Agreement and Vendor's Log.

City of Raleigh

Parks, Recreation and Cultural Resources Department

2014 Walnut Creek Softball Complex Rental Request

General Liability Insurance is required for ALL Tournament and Event Reservations

Name of User/Organization:_____ Date:_____

Name of Tournament/Classification:_____

Sanctioned Event? (Circle) **YES** or **NO** – If yes, which organization? (Circle)- **ASA** **USSSA** **NSA** **SSAA** **Other**:_____

Contact Person:_____

Phone Number (Office):_____ Phone Number (Cell):_____

Address:_____

City:_____ State:_____ Zip:_____

E-mail Address:_____

Specific Purpose for use of the fields:_____

Insurance Information (attached policy):_____

Estimated Attendance:_____ Number of teams:_____ (Circle) **YOUTH** or **ADULT**

Dates of Reservation:_____Estimated Starting & Projected Ending Time:_____

Tournament Director:_____Umpire in Chief:_____

Base Distance Requested:_____ Pitching Rubber Distance:_____

Applicant Name (PRINT):_____

Applicant Signature:_____

Date: _____ (Signature verifies applicant has read and understands both sides of the application and agrees to abide by the stipulation governing this facility. **All new users are required to meet with Parks and Recreation prior to approval.** Attach all required documents.) *Fees are subject to change per city council.

OFFICE USE ONLY:

Date Received:_____ Staff Initials:_____

Method of Payment: VISA, MC, AE, CHECK #_____ Deposit Received:_____

Contract #:_____ Certificate of Liability Receive:_____

TURN OVER

2014 Field Rental Fees (fields will be dragged/marked prior to the first game each day.)

Wheel #1

5 Fields, All Week (Monday-Thursday)…….……$2,400 _____

Weekend (Friday PM- Sunday PM)……..……..……..$1,300 _____

1 day…….…$750 _____

Wheel #2

4 Fields, All Week (Monday-Thursday) …….……$1,850 _____

Weekend (Friday PM-Sunday PM) ……...……..……..$995 _____

1 day…….…$600 _____

Per Field Fee (includes set-up and takedown)

6+ hours……...……..…$175 _____

Less than 6 hours…….……...…$125 _____

Additional Services

Drag/Mark fields per game:…….…….$35 per field _____

In case of rain, Directors may request drying material be added to the fields at a cost of $10 per bag. Are you interested in this service? **YES or NO**

I will require the use of a golf cart, gator, or other small motorized vehicle for this event. **YES or NO**

(Golf carts must be supplied by the renter and Walnut Creek golf cart stipulations must be signed and met while driving during event)

The "Towers" at each wheel can be utilized by scorekeepers, announcers, officials, tournament VIP's and media:…… $100 per tower/per event _____

A trailer may be rented for an event, **60 day notice required** (Available in June, July and August):……..……..$200 per event _____

Temporary Fencing, **60 day advanced request, approval and payment**……$250 per field _____

Outside Fields (if available), **7 business days advanced request required**

$200 per field per day (6+ hours)…… _____

$150 per field per day (less than 6 hours) …… _____

Tents (if available), **60 day advanced request required**..……..…....$50 per tent _____

Supply Water, Ice & Coolers:…….…….$10 per dugout per game _____

Deposit Fee: (this is included within prices, non-refundable)…….. **$150**

Total Fees: _____