

City of Columbus
 16319 Kettle River Blvd.
 Columbus, MN 55025
 Phone: 651-464-3120 Fax: 651-464-5922

2016 Tournament Reservation Form

Park Hours: one-half hour before sunrise to one-half hour after sunset

- ❖ **All fees must be paid in full at the time reservations are made.**
- ❖ Maximum capacity of 600 people.
- ❖ The fields will be dragged and lined prior to the start of the tournament. After that it is the *SPONSOR'S RESPONSIBILITY* for dragging and lining the fields.
- ❖ Clean trash bins will be provided prior to the start of the tournament. It is the *SPONSOR'S RESPONSIBILITY* to pick up all the trash and place it in the dumpster by the City maintenance building.
- ❖ A damage deposit will be charged before the tournament and refunded after an inspection by City staff.
- ❖ The damage deposit will be forfeited if a tournament is not completed on schedule.
- ❖ **All Sunday tournaments must finish by 3:30 p.m.**

Fees: \$250.00 reservation fee per weekend (for all fields if needed). Weekend includes Friday, Saturday and Sunday. (Tax included)
 \$500.00 refundable damage deposit. (*Checks only accepted for damage deposit*)

Charges will be assessed for additional portable toilets and additional pumping. The number of additional toilets will depend on the number of expected tournament attendees. Toilets will be ordered by the City Office. The City Office will also arrange for pumping of the toilets. Charges are \$65.00/additional toilet/tournament and \$25/additional toilet pumping/tournament. Charges will also be assessed for additional pumping of the City's toilets at \$25/toilet/tournament.

Team Sponsor: _____ Field Use: _____

Team Representative: _____

Address: _____

Phone Number(s): _____

Requested Date(s): _____ Start Time: _____ End Time: _____

Anticipated Attendance: _____ Assigned Field Numbers: _____
 (*Over 200 requires 2 additional portable toilets*)

Signature: _____ Date: _____

Fees Due:

RESERVATION FEE: # of weekends _____ x \$250.00 = \$ _____ **TOTAL DUE:** _____ (Tax included)

RESERVATION FEE: Paid by: _____ Check# or cash: _____ Receipt #: _____
 ----PLUS----

DAMAGE DEPOSIT: (pay by check – refundable deposit) = **\$ 500.00 (Tax included)** Check #: _____

***ADDITIONAL TOILETS & PUMPING:** Toilets: ____ @ \$65 ea. = \$ _____ **Pumping:** @ \$25 ea. = \$ _____.00

***ADDITIONAL PUMPING OF 2 CITY TOILETS:** **Pumping:** @ \$25 ea. = \$50.00

Total Paid: _____ Check # or cash: _____ Receipt #: _____

Field #	Field Use
#1	Girls softball
#3	Boys baseball, girls softball, soccer
#4	Boys baseball and girls softball
#5	Boys and girls tee ball (NO Exceptions)

Note Regarding Recreational Use: If you, as a recreational user, are using a field without a reservation, and a permit holder then arrives to use the field, you must immediately relinquish the field to them for their scheduled time.

No Alcohol Permitted in City Parks. Please Help Keep Our Parks Clean!