



SMALL TOWN, BIG BEACH™

# City of Gulf Shores Parks & Sports Facilities Agreement

## RENTAL PARTY INFORMATION

I, \_\_\_\_\_, a representative of \_\_\_\_\_, have received and read a copy of the City of Gulf Shores Parks and Sports Rules & Regulations and agree to adhere to all requirements and restrictions therein. Failure to comply may warrant immediate cancellation of the event without refund and possible denial of future reservations.

ORGANIZATION NAME: \_\_\_\_\_ CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

Date (s) of Event – List all dates requests

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IS THIS RENTAL FOR A TICKETED EVENT OR ARE ADMISSION FEES BEING CHARGED? Yes No

TYPE OF ACTIVITY: \_\_\_\_\_ TOTAL TEAMS/PEOPLE EXPECTED: \_\_\_\_\_

TOURNAMENT REGISTRATION END DATE: \_\_\_\_\_

Proof of group insurance is required. Please provide a certificate, with the submittal of this agreement, naming the City of Gulf Shores as additional insured, reflecting such types and amount no less than \$1,000,000.00. In consideration of being allowed use of above named facility, I hereby assume all responsibility for said group. I authorize the City of Gulf Shores (COGS) to obtain necessary medical care and treatment for the participants for any illness or injury occurring during the rental period, but I understand COGS is NOT assuming a duty to obtain medical treatment, make medical decisions, or render medical care or treatment to the participants. I understand that the COGS has NO ACCIDENT or MEDICAL PAYMENT INSURANCE COVERAGE for the participants and I agree to pay all reasonable medical costs incurred if treatment is obtained. I understand that COGS assumes no responsibility or liability for lost, stolen, or misplaced items. I release the COGS and its agents, servants, and employees from all claims, actions, causes of action and rights of recovery or reimbursements of any type that any participant has or may have in the future which arise from or are related in any manner to the facility rental (including, but not limited to, claims of bodily injury and property damage or loss), and I assume all risks and hazards incident to such rental and transportation to and from the same. I understand that the City of Gulf Shores, in its sole discretion, has the final say in the administration and enforcement of City policies and regulations. This instrument is signed both individually and on behalf of the participants present at rental.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## Rules & Regulations

### Parks and Sports Facilities

1. All practices, games and/or events shall be scheduled through, and approved by, the COGS Rental Supervisor at least two weeks prior to the event to ensure availability, proper setup and preparation, and to allow for maintenance scheduling. Fees may apply.
2. Season schedules for all groups, including Gulf Shores Middle School and Gulf Shores High School Varsity and Junior Varsity teams, shall be submitted in writing to the Parks and Facilities Manager for review and approval, PRIOR to becoming finalized. The Parks and Facilities Manager shall be immediately notified of any subsequent change to these season schedules so that, if possible, he may ensure that the change does not conflict with another previously scheduled event.
3. Any individual or organization desiring to conduct an activity at the any of the City's Parks or Sports Facilities must complete and sign a Parks and Sports Facilities Rental Agreement with the City of Gulf Shores.
4. Parks and Sports Facilities Rental Agreements are not transferable. The Individual's Name or Organization Name appearing on the Agreement is responsible for all fees and ensuring adherence to all rules.
5. Agreements may be cancelled for violation of City Policies and Procedures.
6. No other activity will be allowed during a reserved period for which an Agreement has been issued.
7. The COGS Rental Supervisor must be notified of the cancellation 24 hours prior to any game, practice, or permitted event.
8. Smoking or tobacco use of any kind (including vaping and chewing tobacco), consuming alcohol, and pets are strictly prohibited in all areas of the Gulf Shores Sports Complex and City Park facilities by City Ordinance.
9. Firearms or weapons of any kind are prohibited.
10. Personal coolers are NOT allowed. A maximum of two TEAM coolers may be used with proper identification.
11. Do not throw or hit balls into park fencing (No Fence Drills).
12. Metal spikes are not allowed on portable pitching mounds, batting cages or in any building or press box. Spikes may be used on track but must be no longer than ¼ inch in length or shorter.
13. Overnight camping, portable generators, loud music or distracting noises are prohibited.
14. Camp fires, fire pits, charcoal grills or open flames are prohibited.

The Parks and Facilities Manager, as the City's official representative, is responsible for ensuring that fields are safe for play and shall have the final authority in the participatory decision to cancel or not cancel an event (practice or game) due to unsafe weather conditions (i.e. lightning), the presence of unsafe chemicals (fertilizer/pesticide/insecticide applications), or maintenance of the facility.

Initials \_\_\_\_\_

## Vendor and Merchant Fees

All vendors and merchants are required to be properly licensed to conduct business in the City of Gulf Shores. They are required to charge and remit applicable sales tax for any merchandise and/or tickets sales. These taxes are required to be remitted timely back to State (4%), County (3%) and City (3%). For further information regarding licensing and tax requirements, please contact the Revenue Division at (251) 968-2426 or by email at [revenue@cityofgulfshores.com](mailto:revenue@cityofgulfshores.com).

**\*Failure to obtain proper licensing and remittal of sales tax will result in civil action and removal of vendor participation at future events in the City of Gulf Shores.**

### Vendor information:

Will the organization signing this agreement be selling merchandise during the event?

Will there be vendors selling merchandise?

Please list any and all vendors (name and contact information required) that will be present during your event.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

## Rental Fees

- A rental day represents the following times (7:00am – 10:59pm). Minimum rental period is one day.
- No game/competition shall start before 7:00am or after 10:59pm.
- **A game schedule MUST be submitted 10 days prior to the event start date.**
- Contact the Rental Supervisor for practice rates and availability (251) 968-1173.

Facility/Field Locations	Price	Date(s) Desired	Daily Start/End time
5-plex (5 Ball Fields)	\$1375 / day	_____	_____
Varsity Baseball Field	\$350 / day	_____	_____
Varsity Softball Field	\$275 / day	_____	_____
Sims Park (4 Ball Fields)	\$1000 / day	_____	_____
Football Stadium	\$500 / day	_____	_____
Soccer Field	\$350 / day	_____	_____
Multi-use Field House	\$250 / day	_____	_____
Track*	\$500 / day	_____	_____

\* Please indicate with check each event being utilized during rental/tournament.

- |  |                                     |                                       |
|--|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Starting blocks | <input type="checkbox"/> Pole vault | <input type="checkbox"/> Hammer       |
| <input type="checkbox"/> Hurdles         | <input type="checkbox"/> Discus     | <input type="checkbox"/> Steeplechase |
| <input type="checkbox"/> Long jump       | <input type="checkbox"/> Shot put   | <input type="checkbox"/> Other _____  |
| <input type="checkbox"/> High jump       | <input type="checkbox"/> Javelin    |                                       |

Initials \_\_\_\_\_

## Items Included in Rental Fee

Please circle (Yes/No) if you will require any of the following items:

Temporary fencing

Distance \_\_\_\_\_

Press box

Scoreboard(s)

Qty. \_\_\_\_\_

Field painting and preparation

Hi-speed WIFI

Batting Cages (non-mechanical)

Concessions/ Food Service (see details below)

Please list any special requirements/setup instructions: \_\_\_\_\_

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## Additional Equipment Fees

Please indicate requirements and quantity for each if needed:

	Price	Quantity
A. Ice Service (bulk) 80/40 lb. bags	\$500 / event	_____
B. Bagged Ice (10lb bags, 100 bag limit)	\$2.50 / bag	_____
C. Cooler-Keg H2o service (includes cups, ice, H2o)	\$250 / day	_____
D. 10x 10 tents (up to ten, weather permitting)	\$25 / tent / day	_____
E. Chairs (limit 50)	\$3 / chair / day	_____
F. 6' Banquet Tables (limit 30)	\$10 / table / day	_____
G. 60" Round Tables (limit 5)	\$10 / table / day	_____
H. Infield Conditioner	\$12 / bag	_____
I. Barricades (rented in bulk of 60 only)	\$350 / event	_____
J. PA System	\$50 / event	_____

*\*Not all equipment or services are available at all locations, see staff for specific details. Please indicate setup location with letter (e.g. A), on map provided.*

## Concessions

- The COGS shall provide concession based on the number of teams/people expected.
- No outside food or beverage is allowed other than team coolers which must be authorized in advance.
- Hours of operation for concessions are 8:30am – 8:30pm for any booked event. Please note that events running past 9:00pm may not have concessions.

If requesting concessions please complete information below:

	Quantity
A. Number of athletes expected during event	_____
B. Number of spectators expected during event	_____

Initials \_\_\_\_\_

## Hospitality/Officials Area

If requesting hospitality or officials area please complete information below:

Quantity

A. Will you require hospitality / official area? \_\_\_\_\_

If yes, please indicate desired location

Multi-use field house

5plex press box

Other \_\_\_\_\_

B. How many officials are you expecting? \_\_\_\_\_

## Security Deposit

A \$500 deposit is required at time of booking. Damage to the facility, loss of equipment or failure to leave the facility clean will result in loss of your deposit and/or cancellation of any remaining scheduled events without refund.

## Cancellation Policy

Cancellations within 24 hours of a scheduled event result in a forfeiture of all fees including damage deposit. Cancellations within 30 days of a scheduled event will result in forfeiture of damage deposit.

## Fee Totals

Facility/Field Fees Total \$ \_\_\_\_\_

Vendor Fees \$ \_\_\_\_\_

Additional Equipment Fees Total \$ \_\_\_\_\_

*\*Subject to all applicable sales/rentals taxes*

Deposit Required (-\$500) \$ \_\_\_\_\_

Date \_\_\_\_\_

Grand Total \$ \_\_\_\_\_

Remaining Balance paid \$ \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
COGS Approval Signature

Please remit payment to the City of Gulf Shores, PO Box 299, Gulf Shores, AL 36547

P (251) 968-1173 F (251) 968.1470

Initials \_\_\_\_\_