



PARKS & RECREATION ATHLETICS DIVISION

680 LEBO BLVD. • BREMERTON, WA 98310
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Policy Tournament Reservation Request

1. **RESERVATION DATES:**

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| A) December 8, 2017 | Tournament packets sent out to Tournament Directors. |
| B) December 22, 2017 | 2017 Tournament Reservation Requests submitted to the Parks and Recreation Department. |
| C) December 29, 2017 | Confirmations issued. |
| D) April 1-September 30, 2018 | Lions fields available for rental. |
| April 29-September 30, 2018 | Pendergast fields available rental. |

2. **EVENTS:**

Tournament Reservation Request will be accepted for the following events;

- A) Adult slow pitch softball
- B) Youth fast pitch
- C) Youth baseball
 - 1. Maximum base distance of 80'.
 - 2. Portable pitching mounds available upon request.

3. **PRIORITY POLICY:**

The following priority ranking, in order of sequence, will determine final field allocations when two (2) or more requests are filed for the same date, time and location during tournament scheduling.

- A) Parks and Recreation sponsored event.
- B) School sponsored event.
- C) State, Regional and National Tournaments.
 - 1. Youth (17 & under)
 - 2. Adult (18 & older)
- D) Tournament Directors, returning from the previous year, have priority for their same dates & location UNLESS one of the following occurs;
 - 1. Cancellation due to insufficient team registration.
 - 2. Violation(s) to Tournament Reservation Request contract.
 - 3. Failure to pay fees by the required due date.
 - 4. Tournament relocated to a non-City facility.
 - 5. Higher number of teams scheduled at another City facility on the same date.
- E) Invitational Tournaments.
 - 1. Youth (17 & under)
 - 2. Adult (18 & older)

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4. **FACILITIES:**

(2) City Athletic Facilities are available to reserve for tournament play.

A) **PENDERGAST REGIONAL PARK (1199 Union Ave, Bremerton)**

* FIELDS: 3 adult/youth fields with field lights

* FENCES: 300'

* BASES: 60', 70' & 80'

B) **LIONS PARK (408 Lebo Blvd., Bremerton)**

* FIELDS: 2 adult/youth fields with lights

* FENCES: 285'

* BASES: 60' & 70'

5. **PAYMENT FOR TOURNAMENT RESERVATION:**

A) All charges and fees for services provided shall be arranged through and paid to the Bremerton Park and Recreation Department by cash, check, visa or mastercard.

B) Full payment is required (1) week prior to the event start date.

C) Individuals or groups will be required to pay a **\$100 non-refundable deposit**. This deposit will hold the requesting facility for the approved date(s). The deposit will be applied towards the final fee and is refundable only if the event is cancelled due to weather before play begins. If the group cancels the event, (i.e. insufficient registration, relocation to another facility), then the deposit is non-refundable.

6. **INSURANCE:**

A) User group will be required to furnish proof of liability insurance for a minimum amount of \$1 million per occurrence.

B) Bremerton Parks and Recreation requires the user group to provide an insurance policy showing the City of Bremerton, Bremerton Parks and Recreation, and all commissioners and employees as additional insured.

7. **CANCELLATIONS:**

The Bremerton Parks and Recreation Department reserves the right to cancel any reservation for any of the following reasons;

A) Violations of the Tournament Reservations Request Guidelines or the Tournament Reservation Request Form.

B) Inclement weather and/or conditions which could cause damage to the facilities or the potential injury to participants and game officials.

C) User group failing to pay fees at the required due date

8. **TOURNAMENT FEES:**

See appropriate Tournament Reservation Request form. Forms for Invitational & State/Regional/National are available at the Parks and Recreation Department and on the City website at www.ci.bremerton.wa.us; Go to Quick Links, Athletics and Tournaments.