



1800 Citizens Dr., Benton, AR 72015
Phone: 501-776-5970
Fax: 501-776-5994
www.bentonar.org/departments/parksrec

FACILITY RENTAL APPLICATION – INDOOR TOURNAMENTS

The City of Benton Parks and Recreation Facility Rental Application and Agreement is required to reserve any indoor courts with the city parks system. By complying with this Agreement and the bounds set herein the Parks and Recreation Department can help ensure your reservation is adequately prepared for, facilitated, and maintained. **THIS AGREEMENT MUST BE SUBMITTED A MINIMUM OF 14 DAYS PRIOR TO YOUR EVENT DATE.**

NOTE: Approved applications inside 14 days will be at the discretion of Benton Parks and Recreation, and a non-refundable deposit will be required.)

REPRESENTATIVE INFORMATION:

Name: _____ Phone: _____

E-Mail: _____

Organization (if applicable): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

EVENT INFORMATION:

Please list the dates and times you are requesting for approval. A facility event deposit of \$250 per date will be required upon final approval of this application for tournaments or special events.

Have you hosted this event before? Yes No Was it through Benton P&R Yes No
Insurance? Yes No Does your event need concession services? Yes No

Age Group(s): _____

Event Type: Tournament Special Event Other _____

Event Title: _____

Event Date: _____ Starting Time: _____ Ending Time: _____

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FACILITY RATES: (Ord. 59 of 2019)

Please check the court you are requesting. Additional charges will apply based on actual usage.

	RIVER CENTER GYMNASIUM				
✓	Court	(circle which space is needed)		\$	# of Hours/Days
	Court #1	Half Court	Full Court	\$30/hr \$60/hr	
	Court #2	Half Court	Full Court	\$30/hr \$60/hr	
	Court #3	Half Court	Full Court	\$30/hr \$60/hr	
	Court #4	Half Court	Full Court	\$30/hr \$60/hr	
	Max Daily	Full Gymnasium		\$1,800 per day	

TOURNAMENT/EVENT NOTES:

Note: If damages are incurred to either equipment and/or facility, renter of record on the contract will be billed accordingly. Renter will not be able to utilize park facilities or programs until payment is made.

Tournament Rental Deposit: A deposit of \$250.00 for each facility event date will be due at signing of the *Facility Agreement*. Deposits are applied to the final invoice at the conclusion of each event. No refunds will be issued for indoor tournaments unless the tournament is canceled due to weather-related conditions. Refund decisions are made by Benton Parks and Recreation Dept. and are final.

Tournament/Grounds Maintenance Charge: A \$17 per hour fee will be charged in addition to the facility rental fee for grounds employee(s) to be on-site for entirety of tournament.

Tournament Late Fee: Tournaments that are scheduled before and/or past River Center hours of operation will be charged a \$30 late fee per hour per court.

FEES & CHARGES:

Additional Services:	Additional Services:
River Center Flooring - \$500	Maintenance Staffing - \$17 per hour
Projector and Screen - \$3,200	Additional Event Staffing - \$17 per hour
House Sound System - \$200	Additional Custodial - \$17 per hour
Folding Chairs - \$1.50 per chair	Security/Police Personnel - \$35 per hour
Stage - \$250	EMT Personnel - \$100 per hour
Stage Setup/Tear Down - \$250	

APPLICATION TERMS AND CONDITIONS:

By signing below, Applicant indicates its understanding and agreement that:

- 1. Approval or disapproval of this Application is within the sole discretion of the City of Benton and is dependent upon the availability of the requested facilities.**
- 2. The City of Benton is not responsible or liable for any expense incurred by or damage suffered by Applicant in the event this Application is approved.**
- 3. Applicant waives, releases, discharges and agrees to indemnify, defend and hold harmless the City, its officers, employees, and agents from and against any and all claims, demands, causes of action or judgements by any person, organization or entity for personal injury, death, damage or loss of property, or any other damage and/or liability occasioned by, arising out of, resulting from, or in any way related to this Application, or from the use of the facilities by Applicant or any other person.**
- 4. Applicant has received a copy of the City's parks and recreation facility rate and fee sheets which is in effect on the date of this Application and agrees to pay, in the event this Application is approved by the City, the applicable deposit (s), fees and other costs in the amount (s) set forth therein.**

Agreed:

Applicant or Applicant's Authorized Representative

Date

GENERAL FACILITY RENTAL AND USE TERMS:

1. Park facilities are never closed to the general public. Reservations are for designated court use only.
2. The City of Benton Parks and Recreation Department is responsible for any and all concessions.
3. Tournament/Event Organizer must provide a copy of insurance for the event.
4. Based on the size and type of event, Police and/or EMS may be required at the renter's expense.
5. All requests are subject to approval by the Parks & Recreation Director or his/her designee.
6. Use of alcoholic beverages, drugs and tobacco products shall be prohibited.
7. Parking Vehicles must park in designated areas only. Vehicles parked illegally may be cited by city ordinance No. 11 of 1998
8. Conduct: All guests must obey Police, Parks & Recreation Staff and others designated by the City to enforce rules while on park property. Disorderly conduct will result in immediate expulsion from the park. Disorderly conduct includes, but is not limited to: Rude behavior, profanity, fighting, threatening behavior, public nudity, spitting, loud music or other noise. Littering of any kind is prohibited.
9. Tournaments that are scheduled before and past River Center hours of operation will be charged a \$30 late fee per hour per court. Permission to waive curfew restrictions must be approved by the Parks & Recreation Director.
10. Under no circumstances can the facility be sub-leased at any time.
11. See Fees & Charges for additional information for tournament/grounds maintenance charge.
12. Rental is for the facility designated on the Facility Rental Application. Admission may be charged at designated locations; however, access cannot be denied to those using the park for exercise, shelters, playgrounds, restrooms and other park amenities.
13. Benton Parks & Recreation Department reserves the right to cancel an event at any time. In the event of poor weather, we reserve the right to cancel and/or postpone the tournament if it is deemed that unnecessary damage may occur to the playing field and complex. If the event is cancelled by the Parks and Recreation Department, the deposit will be fully refunded. In the event of lightning, site supervisor reserves the right to postpone the tournament until it is safe to resume play.
14. Designated contact person must be on site while tournament is in progress.
15. If the event is a tournament of any kind, an acceptable bracket must be received by the City of Benton Parks and Recreation Department via email at specialevents@bentonar.gov before 5:00pm on the Wednesday prior to the tournament.
16. Special requests are subject to the approval of the Parks & Recreation Director.
17. We are unable to hold or reserve dates—**scheduling is strictly first come, first serve.**
18. We can only book tournaments up to one year in advance.
19. To secure your dates, we must receive your completed tournament application and agreement form,
20. along with your deposit.
21. Previous tournament cancellations will be taken into consideration when evaluating booking dates. **This does not pertain to weather-related cancellations!**