

PLANTE'S FERRY PARK FACILITY USAGE APPLICATION

Event Contract & Parking Buyout

Approved:

Yes: ____ No: ____

Date: _____

Field Usage Fees:

Entire Complex \$2500 rental fee includes up to 3 days of use
 \$500 per additional event day
 \$250 Set-up day* or Take-down day** (Applicable if outside the 3-day window).
 \$3500 parking buy-out (optional)

*the SET-UP fee will be charged for any day that your organization is at the facility to get the event set up.

**the TAKE-DOWN fee will be charged for any and all days that your organization is here for take down, and also for any and all days that we store equipment for your event.

Additional fees may be applied if your event leaves excess garbage, etc. at the facility.

Deposit Deadlines/Policies:

Reservations:

Reservation requests must be made sixty days in advance. Weekend usage will be based on availability and Board approval.

Deposit:

A \$1,500.00 deposit is due with submission of this application. The balance is due no later than 30 days prior to the event. Unpaid invoices will be assessed a 10% late fee on the outstanding balance.

Please send deposit to:
Spokane Valley Junior Soccer Association
12320 E Upriver Dr.
Spokane Valley, WA 99216

Cancellations:

A minimum thirty days' notice is needed on any cancellations. There is no refund of the deposit should the notice to cancel be given within 30 days of the event. There is no refund of the entire tournament rental fee if the event is canceled within 48 hours of the predetermined event start date as outlined in this contract.

General Information:

Name of Event Organizer: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Cell Phone: _____ Email: _____

Person in Charge (If different from above): _____

Address: _____ City: _____ State: _____ Zip: _____

Cell Phone: _____ Email: _____

Dates of Facility Use: _____ Hours of Use: _____

Event Name: _____

Description of Event: _____

of people expected: Participants _____ Spectators _____ Total _____

Complex/Building Requirements:

Included in Entire Complex Usage Fee:

- Small meeting room (20x25 sq. ft., tables/chairs available depending on size)
- Large meeting room (20x50 sq. ft., tables/chairs available depending on size)
- Concession building restrooms & restrooms on hill
- Trash disposal

Additional Requirements for Entire Complex Usage:

Porta-Potties:

Entire Complex rental requires up to 15 Porta-Potties (14 regular and 1 handicapped). The number required is determined by number of event participants. Porta-potties must be cleaned at the end of each day of the event. Please check one option below:

- _____ Tournament Director will schedule and pay for services directly with the vendor.
- _____ SPVJSA will provide porta-potties through a contracted vendor,
- _____ Applicant will be billed for cost plus 20%.

Garbage and Recycling Disposal on and Around Fields:

- Each night the garbage on and around the fields must be picked up
- Recycling bins needs to be emptied each night and throughout the day if they are overflowing
- Failure to empty garbage and recycling daily will result in a \$150 fine, per day, due no later than Monday following the tournament

Medical Personnel on-site:

Required if you are renting the entire complex. The type of medical personal is up to the Tournament Director. Please check one option below:

- _____ Certified Athletic Trainer- Tournament Director will schedule and pay for services directly with the vendor.
- _____ EMT - Tournament Director will schedule and pay for services directly with the vendor.
- _____ SPVJSA to provide medical personnel, applicant will be billed for cost + 20%.

Parking:

If event organizer does not elect to pay \$3500 parking buy-out the following terms apply:

- Parking will be collected at all events. Parking is collected by a third party. Parking revenue is used directly for facility maintenance as directed by the contract between Spokane County Parks and Recreation and SpVJSA.
- The parking fee is \$5 per day or \$10 for the weekend (up to 3 days).
- RV Parking is \$50.00 for the weekend.

Additional Options:

Mobile Vendor:

Open status to be determined by SPVJSA based on the size and scope of the event. SPVJSA will Notify Tournament Director of the Open status 15 days in advance. No revenue sharing with mobile food vendors is available with the tournament due to SPVJSA contract with Spokane County.

Additional Vendors:

Use of additional vendors subject to approval by SPVJSA. Please list additional vendors and what they would provide below:

Referees:

- Tournament Director is responsible for obtaining and payment of the referees

Labor:

- Option to hire SpVJSA employee(s) for tasks at tournament director’s discretion at \$20 per hour/per employee. Request for SpVJSA employee(s) must be made 14 days in advance and is subject to availability.

Plante’s Ferry Usage Guidelines:

1. Maximum number of teams that Plante’s Ferry can accommodate is 150. If the tournament has more teams than this, it is the responsibility of the Tournament Director to secure other locations to accommodate the additional teams.
2. Your organization will be responsible for picking up all trash and bringing trash cans/recycle bins to the compactor during your event and after wrap-up. SPVJSA will compact all trash at the end of each day of the event. Your organization will be responsible for replacing all trash cans/recycle bins to the fields after compacting has been completed each day.
3. SPVJSA staff will be available during the event to open the facility, for facility maintenance, trash compacting, and locking facilities. SPVJSA will provide a 24-hour emergency phone number for you to utilize during the event.
4. A representative of your organization will be required to attend a pre-event walk through and a post-event walk through of the facility with an SPVJSA staff member.
5. Dogs are ***NOT*** allowed at Plante’s Ferry Sports Complex during organized events. Service animals only are allowed. This must be advertised by the Event Organizer.
6. Insurance – All events must provide a certificate of insurance with the application. Certificate of insurance must list Plante’s Ferry Sports Complex as additional insured.

The undersigned hereby makes application to the Spokane Valley Jr. Soccer Association for the use of the facilities described above and certifies that the information given in the application is correct. The undersigned further states that he/she has the authority to make this application for the organization and agrees that the organization will observe all the rules and the applicant agrees to accept the facilities in their present condition, and to exercise the utmost care in the use of said facilities. The applicant agrees to use those facilities as specified above. The applicant further agrees to reimburse the SPVJSA for any damage arising from the applicant’s use of said facility.

Payments of fees are due and payable upon receipt of billing to: SPVJSA, 12320 E Upriver Dr., Spokane, WA 99216.

Signature of Applicant or Authorized Representative

Date:

Signature of SPVJSA Authorized Representative

Date: