

**City of Boerne  
Parks and Recreation  
Northrup Park Field Tournament Rental Agreement**

**I. Fields Available for Reservation:**

Northrup Park  
IH-10 Access Road (37550 IH-10 West)  
Boerne, Texas 78006

4 Youth Softball fields (200 ft. fence distance) 4 with lights  
4 Youth Baseball fields (200 ft. fence distance) 4 with lights  
3 Adult Softball (300 ft. fence distance) 2 with lights

**II. Use of softball or baseball fields for purposes other than for softball or baseball activities:**

Field Reservations are restricted to rentals for softball or baseball activities only. Any desired use of softball or baseball fields other than for the sport of baseball or softball will require special approval from the Parks & Recreation Director. This restriction is to preserve the integrity of these competition playing fields for the purposes for which the complexes were built.

**III. Tournament Rentals (full day only/no hourly rentals):**

**A. Rental Fees and Deposits**

- \$50.00 security deposit per field **to be paid at time reservation is made**(applied toward rental fee)
- \$150.00 per field/per day rental (**must be paid 10 days prior to tournament**)
- \$100.00 damage deposit per field (**must be paid 10 days prior to tournament**)

**B. Tournaments requesting to charge gate fees**

- \$1,800 rental fee to rent entire complex.
- \$1,100 refundable damage deposit
- \$550 security deposit for 11 fields (**to be paid at time reservation is made**(applied toward rental fee))

**PLEASE NOTE:**

- All groups wishing to rent/use city facilities must be in good standing with the city at the time of the application. Good standing status means that the group or organization is current on all amounts owed to the city.
- Before a date can be reserved the **security deposit must be paid** and a signed Tournament Agreement must be submitted.
- All fees (rental and damage deposits) **must be paid prior to tournament** and will be deposited by the City of Boerne.
- Parks and Recreation reserves the right to increase a deposit fee depending on event.
- The Rental Fee pays for the field(s) and bases and the fields to be dug and lined prior to the tournament. Additional services provided by the department will be at an additional charge and should be arranged in advance of the tournament (see below Additional Fees).
- The **damage deposit fee will be returned if** the dugouts, field(s), parking lot, restrooms, and complex are left free of trash and in good condition. All trash should be bagged and put in the dumpster and trash can liners replaced before leaving the complex. **Additional charges** will be billed if additional clean up and damages total more than the deposit paid. Litter and restroom clean up will be computed at \$40 per man-hour. Please allow up to 30 days for refund checks and/or 5-7 business days for credit to credit cards to process.

**C. Additional Fees** (*fees may change depending on current prices*):

- 1) Tournament directors must meet with staff members from the Boerne Parks & Recreation Department before the tournament to arrange any additional tournament maintenance needs including:
  - a) Continued lining and dragging of the fields thru-out the tournament and restroom/trash maintenance By Parks and Recreation crew **may be hired "if available"** at \$30 per man-hour.
  - b) Repositioning the pitching mounds from and back to their current distances if approved by Parks and Recreation
  - c) Bags of marking dust will be \$9.00 each and deducted from the deposit.
  - d) 1 box of 55 gal.trash bags(100) will be \$ 28.00 and deducted from the deposit.
  - e) 1 box of jumbo roll toilet paper (12/1000) will be 29.00 and deducted from the deposit.

**D. Rental Policies:**

1. **Tournament Reservations** – Tournament reservations may be made as early as the beginning of the year through the Boerne Parks & Recreation Dept. Security deposits and signed tournament agreement are required to reserve fields.
2. Irrigation clocks are not to be tampered with.
3. Absolutely **no alcoholic beverages** are allowed on the fields or in the dugouts.
4. **Vehicles are not to be driven or parked on the grass** or non-designated areas without prior approval and proper identification.
5. Absolutely **NO VEHICLES ALLOWED ON FIELDS.**
6. All field lights automatically shut off at midnight. No exceptions.
7. Renting party may not deny access to any part of the facility to Boerne Parks & Recreation Department personnel.
8. **INSURANCE REQUIREMENTS**-Tournament Director shall procure, at its own expense, general liability insurance with a minimum per occurrence limit of one million dollars (\$1,000,000.00), with a hold harmless clause naming the city as additional insured, which shall protect City of Boerne against all liability or claims due to injury to person or damage to property occurring in or about the premises during use by Event Organizer.

**E. CANCELLATION GUIDELINES:**

The **Parks and Recreation Department reserves the right to cancel tournaments** for any of the following reasons:

- |     |                      |    |                            |
|-----|----------------------|----|----------------------------|
| a.. | Weather Conditions   | c. | Field Conditions           |
| b.  | Scheduling Conflicts | d. | Non Payment of rental fees |

A group shall have the **opportunity to move their date**/or request a **full refund** if unplayable field conditions are determined by the Parks & Recreation Staff Representative

**Cancellation Refund Policy:**

- a. 100% refund of Security Deposit -Cancellation must be made in writing 30 calendar days prior to the tournament date.
- b. 50% refund of Security Deposit – Cancellation must be made in writing 10-29 calendar days prior to the tournament date.
- c. NO REFUND – Cancellation less than 10 calendar days prior to the tournament date.

**F. Concessions**

The **Boerne Parks and Recreation Department reserves all concession rights.** The concessions stands have been contracted out to local organizations. Parks and Recreation will notify concessioners of upcoming tournaments. **It is also the responsibility of the Tournament Director to notify concessioners (see below contact info) of their tournament dates.**

**Quad 1 (fields 1-4) and Quad 2 (fields 5-8)**

- Tournament Director has the option to buyout the concessions at a rate of \$500 per day per quad per tournament.
- Tournament Directors must notify Concessioners 7 days in advanced if they will or will not be buying out concessions. **If 7 days notice is not given buyout is mandatory.**
- If concessioner does not want to offer concessions for a tournament (must have this in writing), buyout fee is waived. Then the Tournament Director would not be charged the buyout fee.

**Contact: Mark Schultz 210-478-8008 BYAA Pres. - Quads 1 (fields 1-4) and 2 (fields 5-8)**

**Adult Quad 3 (fields 9-11)**

- Tournament Director has the option to buyout the concessions at a rate of \$375 per day.
- Tournament Directors must notify Concessioners 7 days in advanced if they will or will not be buying out concessions. **If 7 days notice is not given buyout is mandatory.**
- If concessioner does not want to offer concessions for a tournament (must have this in writing), buyout fee is waived. Then the Tournament Director would not be charged the buyout fee

**Contact: Martha Valadez 210-884-0812 [Martha@gotitcoveredsa.com](mailto:Martha@gotitcoveredsa.com)**

## City of Boerne Northrup Complex Tournaments Tournament Checklist

What distance do you need the bases and pitcher's rubbers?

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Is this girls' softball? \_\_\_\_\_

Do you need a circle and if so what is the radius (half the Circle) and where is center?

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Do you have Trash cleanup Including ground litter scheduled and do you have restroom clean up and restocking scheduled? \_\_\_\_\_

Do you need lights set for the evening? (fields, dates and times)

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Will you need them on in the morning for setup? (fields, dates and times)

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**You will need to arrange a time to meet with Parks Staff to pick up key, trash liners, toilet paper etc. Please select times below:**

1 to 4pm on Friday before Tournament: \_\_\_\_\_

7 to 8am Saturday morning of the Tournament: \_\_\_\_\_

**At completion of tournament please call the on-call (Parks on-call 210-573-5262) to do a walk thru of facilities and return keys. *Failure to turn in keys will result in a \$25 charge against damage deposit.***

The combination for the fields is FIELDS 1-8 \_\_\_\_\_, FIELDS 9-11 \_\_\_\_\_.

In case of an emergency please call police dispatch **830-249-8645**.

In case of non-emergency please call the Parks on-call **210-573-5262**

**See below chart for Base and Pitching Mound availability and fence distances:**

Field	Base Distance	Pitching Rubber Distance
1	50,60,65,70	43'
2	50,60,65,70	43'
3	50,60,65,70	40'
4	50,60,65,70	40'
5	50,60,65	46'
6	50,60,65	46'
7	70'	46'
8	50,60,65,70	46'
T1	50'	38'
T2	50'	38'
9	60,65,70,78	50'
10	60,65,70,78,	50'
11	60,65,70,78	50'

**Boerne Parks and Recreation  
Tournament Agreement**

Name of Tournament: \_\_\_\_\_

Est. No. of Teams: \_\_\_\_\_ Est. No. of Spectators: \_\_\_\_\_

Tournament Entry Fee: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_

Contact e-mail address: \_\_\_\_\_

Name/Mailing Address for Refund Check: \_\_\_\_\_

\_\_\_\_\_

Day(s)/Date(s): \_\_\_\_\_

Are you requesting to charge a gate fee? \_\_\_\_\_

Field(s): \_\_\_\_\_

Additional request: \_\_\_\_\_

\_\_\_\_\_

Date Security Deposit Paid: \_\_\_\_\_ Amount: \_\_\_\_\_ Cash \_\_\_\_\_ Check No: \_\_\_\_\_ Credit Card: \_\_\_\_\_

Date Rental Paid: \_\_\_\_\_ Amount: \_\_\_\_\_ Cash \_\_\_\_\_ Check No: \_\_\_\_\_ Credit Card: \_\_\_\_\_

**Waiver**

I assume all risks associated with the use of the property identified in the agreement. I do hereby, on behalf of myself, the Organization, any heirs, executors, administrators, successors and assigns, in consideration of being allowed to use the property identified herein, agree to indemnify the City of Boerne and the City of Boerne Parks and Recreation Department, its employees, elected officials, appointed officials, and agents from any and all damages, liabilities, actions, causes of actions, losses, costs, expenses, claims and demands arising out of the use of the property specified herein including, without limitation, death, personal injuries or loss of consortium, damage to or loss of use of property, which may be incurred as a result of the such use, I agree to abide by all City of Boerne rules and regulations formulated by the City Council for the use of buildings, property and athletic facilities and to adhere to all specifications and limits listed. I certify by my signature below that I am duly qualified representative of my organization, of legal age and authorized to sign this agreement. I further certify that I have read and understand all terms and conditions contained herein. Nothing herein shall be deemed as a waiver of Governmental immunity from liability.

**NOTE:**

I understand that to receive 100% of my security deposit I must notify the Parks and Recreation Department 30 calendar days prior to tournament of any cancellations.                      Date to notify: \_\_\_\_\_ Initial: \_\_\_\_\_ Date: \_\_\_\_\_

I understand that to receive 50% of my security deposit I must notify the Parks and Recreation Department 10-29 calendar days prior to tournament of any cancellations.                      Date to notify: \_\_\_\_\_ Initial: \_\_\_\_\_ Date: \_\_\_\_\_

I understand that I will received NO REFUND if I notify the Parks and Recreation Department less than 10 calendar days prior to tournament of any cancellations.                      Date to notify: \_\_\_\_\_ Initial: \_\_\_\_\_ Date: \_\_\_\_\_

I understand that the damage deposit refund is dependent on dugouts, field(s), parking lot, restrooms, and complex left free of trash, all trash bagged and put in the dumpster and trash can liners replaced.

And restrooms should be restocked.

Initial: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
**Signature of Authorized Representative/Renter**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Approval Boerne Parks & Recreation Representative**

\_\_\_\_\_  
**Date**

**FIELD RAIN OUT INFORMATION: (830) 248-1505 \* AFTER HOURS EMERGENCIES OR FOR ASSISTANCE (830) 249-8645**