

**Ball Diamond / Soccer Field
Booking Policy Commercial**

**Policy Number: 75/226.02 (97)
Adopted: Feb 24/97**

This is a new policy to address commercial use of the ball diamonds and soccer fields.

1. A commercial group is defined as a group or an individual wishing to rent the ball diamonds or soccer fields for a 'for profit' event . 'For Profit' refers to the selling of a product or service and/or charging a fee such that the proceeds from the booking are for the profit of the individual, group of individuals or business.
2. All commercial groups are required to book facilities through the Town of Lacombe Recreation Services office and complete and sign the Rental Agreement four weeks prior to the event.

3. Payment of fees:

A non-refundable deposit of \$100.00 will be required upon booking the ball diamonds or soccer fields. This deposit will be applied to the final ball diamond or soccer field use charges. In the event of cancellation or no-show, the deposit is forfeited. The remaining rental fee is required **at least four weeks prior to the event.**

4. Damage Deposit:

The damage deposit will be required at least four weeks prior to the event. The deposit will be in the form of a certified cheque or cash, and will be deposited to the Town=s bank. The deposit will be returned to the group if no damage has occurred to the ball diamonds, beer garden area, group camping area, washroom and shower facility, and other areas used by the participants. This will be in the form of a Town of Lacombe issued cheque.

The Lessee is responsible to the Town of Lacombe Recreation Services for any damages or loss of property and will pay for such damages. Should any damage or litter remain on the facilities as a result of the event, the returned portion of the damage deposit will be reduced accordingly.

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9. Camping:

When the facilities are rented out to a commercial group, and their participants wish to camp in Lacombe, the commercial group must reserve the group camping area. The commercial group participants are to camp in the designated group camping area only and abide by the Michener Park Campground - Group Camping policy 75/241 02.

The group will be responsible to provide 24 hour supervision for their campers in the group camping area.

10. Beer Gardens:

Should the Lessee wish to operate a beer garden (at Kinsmen Recreation Park or Michener Recreation Area), the Lessee will be required to adhere to the following guidelines:

- a) The fee for operating a beer gardens will be \$100. The Town of Lacombe will supply snow fence and ten picnic tables. The lessee is responsible for the installation of the snow fence and supplying of any additional picnic tables.
- b) Should lessee request the installation of the snow fence, the following charges will apply: \$125.00
- c) The Lessee must book at least four diamonds at the Kinsmen Recreation Park, or Michener Recreation Area.
- d) Hours of operation to be between the hours of 12 noon - 8 p.m.
- e) The beer garden is to be located only on the grassed area south of diamonds #3 and #5 at Kinsmen Park and east of diamond #12 at Michener Park so there will be minimal impact on surrounding subdivisions and any other recreational events being operated at that specific recreational park.
- f) The Lessee renting the ball diamonds will be responsible to obtain

their own sources of tables and chairs.

- g) The Lessee will be required to obtain the required liquor permits and provide adequate supervision as outlined in the permit.
- h) The Lessee will be required to install a portable fence (snow fence) around the perimeter of the area to be utilized for the beer garden. As such, there will be a main entrance and exit area controlled by the Lessee.
- i) The Lessee will be responsible for leaving the premises as presented to them (ie: general clean up of area). The Town will provide a large garbage bin for this purpose.
- j) The Lessee will be responsible to remove all tables, chairs, tents and other related equipment at the conclusion of the event.
- k) The Lessee will be responsible and liable for all actions, damages or claims made from damages by participants of the events at the beer gardens.

11. Portable Toilets:

The Town will **not** supply portable toilets. The Lessee will make arrangements with a private contractor (such as Dave=s Septic Tank) to have portable toilets on the site for their ball tournament and beer garden. All costs of rental and cleaning will be the responsibility of the Lessee.

12. Operation of Concession:

- a) The Town will authorize user groups the right to operate a concession at a recreational park.
- b) Private concession contractors are only allowed to operate a concession at the recreational park upon a request from a user group and if they have a current business license with the Town of Lacombe.
- c) Each user group must supply a damage deposit cheque as required by the Town of Lacombe.

13. The Lessee agrees to save harmless, the Town of Lacombe, for any injury, accident or death, unless caused by negligence of the Town.

14. The Town reserves the right to cancel any bookings if the above conditions are not upheld.

Mayor

DATE: February 24, 1997

Chief Administrative Officer

RES: 96-065

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