



**CITY OF CALLAWAY
CALLAWAY RECREATIONAL COMPLEX
504 CALLAWAY PKWY, CALLAWAY, FL 32404
OFFICE: (850) 874-0031**

Date(s) of Event: _____
 Organization Name: _____
 Contact Name: _____
 Telephone #: _____
 Address: _____
 Time In: _____ Time Out: _____

CALLAWAY FIELD USE RENTAL FEES

BASEBALL, SOFTBALL, SOCCER, & FOOTBALL

Hours Available: 8AM- Sunset, additional hours can be purchased after sunset to 11PM

*Per Field,
Per Day*

Standard League	\$70.00	X _____	\$ _____
Non-Profit Groups	\$70.00	X _____	\$ _____
Tournament Play	\$125.00	X _____	\$ _____
Additional Hours (After Sunset-11pm)	\$30.00	X _____	\$ _____
Additional Grooming & Lining	\$45.00	X _____	\$ _____

Per Day

Soccer Pavilion	\$30.00		\$ _____
Special Event Fee <100 (In addition to facility/ field rental)	\$125.00		\$ _____
Special Event Fee >100 (In addition to facility/field rental)	\$250.00		\$ _____

Per Hour

Security Fee with Alcohol Consumption	\$55 per hr. (min of four hours)	X _____	\$ _____
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Sub Total:	\$ _____
Sales Tax 6.5%	\$ _____
Grand Total:	\$ _____

All Fees include initial field set-up, grooming, and lining. Normal operating hours are 8AM to Sunset. There will be an additional hourly fee for other than normal operating hours. Additional Security Fee is required if there are to be alcoholic beverages served. The Security Fee option will only be approved for adult events where and when there are no other youth activities scheduled.

The City of Callaway reserves the right to deny certain requests and to enforce all, part, or none of the rules listed above as per the written agreement. City planned events or City approved leagues take precedent over any outside requests. This agreement is subject to all ordinances regulating recreational facilities within the City of Callaway. The client is responsible for complying with all Federal, State, and Local alcoholic beverage laws, if applicable.

Client's Signature: _____ Date: _____

Payment Received By: _____ Date: _____

*Cancellations due to weather within the first two hours will receive another available date without charge.
 Cancellations made in writing 30 days or more in advance of the reserved date will receive a full refund less an administrative fee of \$15.00.
 Cancellations made in writing less than 30 days in advance of the reserved date will receive a refund equal to half of the rental fee.
 If cancelation occurs, the refund will take approximately 2-3 weeks to receive, via mail service.*

**CITY OF CALLAWAY FACILITIES USE
INDEMNIFICATION AND HOLD HARMLESS AGREEMENT**

The undersigned for good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, agrees to the fullest extent permitted by law, to indemnify, defend, pay on behalf of, and hold harmless The City of Callaway (the "City"), it's elected and appointed officials, its agents, employees, and volunteers and other working on behalf of the City from and against any and all claims, demands, suits, or loss, including any and all outlay and expense connected therewith, including reasonable attorney's fees, and for any damages which may be asserted, claimed or recovered against or from the City, its elected and appointed officials, employees, volunteers or others working on behalf of the City, by reason of personal injury, including bodily injury or death, and property damages, including loss of use thereof, which arises our of or is any way connect or associated with the undersigned's use of the City's facilities for the dates of _____ to _____, including acts or omissions by the undersigned's members, agents, servants, officers, employees, representatives, independent contractors and their subcontractors, invitees, patrons, and suppliers. It is the intention of the parties that the City, its elected and appointed officials, agents, employees, volunteers, or others working on behalf of the City shall not be liable or in any way responsible for injury, damage, liability, loss, or expense resulting to the undersigned, its members, agents, servants, officers, employees, representatives, independent contractors, and their subcontractors, invitees matrons, and suppliers due to accidents, mishaps, misconduct, negligence or injuries either in person or property of the City's facilities.

Agreed to this ___ day of _____, 20__.

Client

City Staff

CITY OF CALLAWAY
LEISURE SERVICES DEPARTMENT
504 CALLAWAY PARK WAY
CALLAWAY, FL 32404
Office: (850) 874-0031

RECREATIONAL COMPLEX
USAGE REQUEST FORM
(Please Print Clearly)

NAME: MR./MS./NON-PROFIT /GROUP _____

ADDRESS: _____

CONTACT NUMBER: _____

DATE : ____ / ____ / ____

Fields Requested _____

Dates Requested _____

Times Requested _____

Please list any special requirements such as base, pitching rubber, fence distance and lining requirements. Grooming and lining of fields after initial set-up etc...

PLEASE SIGN AND RETURN: _____

(Client Signature)

This form does not constitute a reservation. You will be contacted as soon as possible as to availability. A field use form and hold harmless agreement must be signed. Proof of liability insurance must be provided and all fees be paid before the dates and times are considered reserved.

CALLAWAY LEISURE SERVICES DEPARTMENT
500 CALLAWAY PARK WAY
CALLAWAY, FL 32404
Office: (850) 874-0031

**RECREATIONAL COMPLEX FACILITY
& FIELD USE AGREEMENT**

The purpose of this agreement is to allow for organizations other than the City of Callaway Recreational Leagues to utilize the Recreational Complex fields & facilities for structured activities.

1. Completion of a Usage Request Form for approval.
2. Completion of the Hold Harmless Agreement.
3. City of Callaway Field Use Fees form must be completed and payment received at least (10) days prior to the event. (Reservation is not confirmed until payment is made.)
4. The Organization is responsible for providing the City with a schedule including dates, times and field numbers or locations of events. Events must be scheduled to start no earlier than 8:00 a.m. and end by 11:00 p.m. After sunset there will be an additional hourly fee of \$30.00 per hour per field.
5. Approved Schedules for City of Callaway Recreational League play will take precedence over any other requests.
6. No use of tobacco products is allowed.
7. No food or drink sales are allowed unless an agreement is made with the City's Concession Vendor.
8. There is no consumption or sale of alcohol allowed except for pre-approved adult events that pay in advance the Additional Security Fee. The organizations representatives are responsible for complying with all Federal, State and local alcoholic beverages law if applicable.
9. Anyone found in violation of City Policy or Code of Ordinance is subject to default on contract and may be banned from using City of Callaway Facilities.

Organization Name _____
Representative Signature _____ Date _____



City of Callaway Recreational Complex



1" = 20 FEET

1" = 100 FEET

1" = 100 YARDS