

# Devon Ball Diamonds Single & Tournament Rental Contract



Organization Name			
Mailing / Billing Address			
Contact One			
Telephone One		Telephone Two	
Email		Fax	
Contact Two			
Telephone		Telephone Two	
Email		Fax	
Group Type	Adult <input type="checkbox"/>	Youth	<input type="checkbox"/>
SEASON INFORMATION			
Season Dates	Start	End	
Diamonds Required (tick all that apply)	Field of Dreams (all four main diamonds) <input type="checkbox"/>	Diamond 13 <input type="checkbox"/>	Diamond 14 <input type="checkbox"/>
	Diamond 1 (River Drive) <input type="checkbox"/>	Diamond 15 <input type="checkbox"/>	Diamond 16 <input type="checkbox"/>
TOURNAMENT INFORMATION			
Diamonds Required (tick all that apply)	Field of Dreams (all four main diamonds) <input type="checkbox"/>	Diamond 13 <input type="checkbox"/>	Diamond 14 <input type="checkbox"/>
	Diamond 1 (River Drive) <input type="checkbox"/>	Diamond 15 <input type="checkbox"/>	Diamond 16 <input type="checkbox"/>
Date(s) Required	Date One	Date Two	Date Three
Access From (time)			
Access Until (time)			
Total Hours Per Date			
Fee			

## Payment Details

Season Fee		
GST		
Sub Total (a)		
Tournament Fee		
GST		
Sub Total (b)		
Total Owning (a+b)		Receipt #
Deposit (50%)		
	<b>Due:</b>	
Balance		
Payment in Full		
	<b>Due:</b>	

### Initial Reservation Deposit Payment

To be made in person, by phone, mail or email by the date indicated on this contract and can be either: cash, cheque, debit or credit card.

### Balance Payment

The balance will be invoiced for full payment approximately 30 days in advance of your booking. You will be issued a receipt via email or mail. If full payment is not received, your event may be cancelled.

### Damage Deposit

You can supply a credit card or post-dated cheque for the damage deposit. The card / cheque will be used as collateral for damage up to \$300. In the case of any identified damage to the fields or any town property your card will NOT be debited without prior notification.

Card #: \_\_\_\_\_

Exp: \_\_\_\_\_

Name on card: \_\_\_\_\_

*Information is kept in a secure vault to protect your data.*

### HOW TO PAY:

Phone: 780.987.8328

Mail / In Person: 1 Columbia Avenue West, Devon, T9G 1A1

Email: [ccbookings@devon.ca](mailto:ccbookings@devon.ca) (the security of your credit card number is not guaranteed via email).

## FEES & PAYMENT

### INITIAL RESERVATION DEPOSIT PAYMENT

A booking is not confirmed until payment of the 50% reservation deposit fee is received and acknowledged.

- i. **For bookings of more than 30 days in advance.** The 50% reservation deposit must be supplied by the date indicated on this Contract.
- ii. **For bookings of less than 30 days' notice.** Full payment must be provided within five business days of issuance of the Contract or the day before the event, whichever is sooner.
- iii. The payment of the Reservation Deposit, whether or not the Contract is signed, serves as acknowledgement and understanding of, and agreement to, adhere to these Terms and Conditions.
- iv. The issuance of this Contract is acknowledgment on the part of the Town that your request has been received and tentatively booked. Payment of a Reservation Deposit is required to secure your request. If a deposit is not made by the date indicated on this Contract (five business days after issuance), your booking will become void.
- v. The balance will be invoiced approximately 30 days before the event, to be paid in full prior to commencement. If payment is not received your booking may be cancelled.
- vi. If the game is within 30 days of booking full payment must be made in advance.
- vii. Hours 1 - 3 are charged at the hourly rate, 4 + hours are charged at the per diamond rate. Minimum hourly rental is 2 hours.

### REFUNDS & CANCELLATIONS

- i. 10 working days' WRITTEN notice is required for cancellation of any booking and will be refunded minus \$25 administration fee. Cancellations with less than 10 working days' notice will not receive any refund. Cancellations or changes must be made via email to [kwilson@devon.ca](mailto:kwilson@devon.ca).
- ii. No refunds will be issued for unused diamonds.
- iii. Confirmation of booking or cancellation will be made by email. If you do not receive confirmation seven days after deposit / cancellation is made please call 780.987.8328.
- iv. In the event of a cancellation due to inclement weather your money will be refunded in full or forwarded for another date.
- v. In the event of cancellation by the Town of Devon your money will be refunded in full or forwarded for another date.

### INCLEMENT WEATHER USE

- i. We do not permit play after a heavy rainfall for the following reasons:
  - Safety. Use of the diamonds when they are rain soaked increases the risk to players significantly and the town will not be liable for any injury sustained if used against recommendations.
  - Damage. Rain can seriously undermine the stability of the ground and it is likely that players will cause damage that may or not be able to be repaired.
  - Future use. If diamonds are compromised by this event due to damage, there may be a loss of use for future users.
- ii. If you choose to play after a rainfall and you cause damage to the field you will lose your deposit and may be liable for additional costs.

### INSURANCE, CAMPING & PERMITS

- i. Camping is permitted but not on the grass areas.
- ii. No fires are allowed.
- iii. In order to have alcohol at an event you must have a permit and follow all guidelines therein provided.
- iv. If you plan to erect a tent you must ensure that you have contacted Alberta One Call.
- v. You must have all applicable licenses and permits for food, liquor etc. and provide a copy on request.
- vi. Minors are not permitted to consume alcohol on Town property.
- vii. No vehicles are permitted on the grassy areas.
- viii. The lessee is responsible for ensuring that any and all permits / licenses required under provincial and / or municipal law / bylaw for the event from the applicable regulatory boards and / or authorities are obtained.
- ix. As per the Capital Health Authority regulations, all caterers must present a valid Commercial Caterer Food Handling Permit on request.
- x. Where the lessee is required to have liability insurance – the Town of Devon must be listed as additional named insured.

### RESPONSIBILITIES

#### **Groups are expected to:**

Lay out lines  
Maintain responsibility for the base and home plates, pitcher's mound  
Maintain basic washroom cleanliness (keep in a useable state)

Please note, the Town will provide the materials and access. The Town drags the diamonds three times per week.

#### **Town of Devon will:**

Maintain grass to playing field standards of two inches  
Provide weed control  
Supply base and home plates, pitcher's mound  
Supply materials for washroom and garbage bins  
Materials for lining fields  
Collect garbage and ensure basic cleanliness of washrooms  
Provide keys to shed and washrooms  
Inspect diamonds  
Drag diamonds 3 x week during season (work week, weather permitting)  
Provide rakes and shovels