



"A Coastal Treasure In Recreation"  
**PARKS & RECREATION**



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## Brunswick County Parks & Recreation Athletic Fields & Parks Special Use Agreement

P.O. Box 249  
Bolivia, North Carolina 28422

### **Brunswick County Fields & Parks:**

The Brunswick County Parks and Recreation has seven parks throughout the county with similar amenities and they can be reserved for private tournament usage on Fridays, Saturdays and/or Sundays. (Please see back of Reservation Form for Parks & amenities)

Brunswick County Parks throughout the county feature two to four field complexes with 200' & 300' fields. Most 200' fields are Bermuda with a grass infield and bases set at 60' or 65'. The 300' fields throughout the county are clay infields with grass outfields. Bases on the 300' fields can be adjusted from 60', 65', 70' or 80' which allows for fast-pitch softball, adult softball or youth baseball. Parks include bleacher seating, restrooms, lighted fields, dugouts, scoreboards and concession stands.

### **Individual Instruction / Lessons:**

Base Reservation Fee per field / bullpen:	\$5.00 per hour
With lights:	\$10.00 per hour

There will be no set-ups or field markings for hourly rentals.

### **Per Hour Field Rentals:**

Base Reservation fee per field:	\$10.00 per hour
With lights:	\$15.00 per hour

There will be no set-ups or field markings for hourly rentals.

### **Schedule of Fees Associated with Field Rentals:**

Base Reservation Fee per Field:	\$100.00 per day
With lights:	\$ 50.00 additional

The reservation fee includes; initial field set-up each day per pre-requested specifications, bases, restrooms, scoreboards, initial field preparation (dragged / lined) and one additional field preparation per field daily upon request.

### **Reservation Deposit:**

A 25% deposit is required to reserve field(s) in advance. (Example: 2 day tournament booking (Saturday & Sunday) with 4 lighted field rentals each day would be \$1,200.00, so the deposit would be \$300.00 for the weekend). The deposit and special use reservation agreement must be submitted to secure a tournament date. **No reservations will be made without submitted agreement and deposit.**

## **Additional Charges:**

Additional Field Preparations (other than the 2 per field in the base set-up)	\$25.00 each
Field Changeovers (altering mound or base distance):	\$25.00 each
Drying agent:	\$10.00 each
Apply drying agent and work into field:	\$50.00 each

## **Charging Admission / Gate Fees:**

- \* Tournament Directors shall be permitted to charge an admission fee (gate entry) for tournaments.
- \* Tournament Directors are completely responsible for this operation. Please ensure that this function does not block traffic into a park entrance and you may only charge users for baseball/softball use only. (For example, there are soccer leagues that use those fields at the parks on weekends.)
- \* **Any tournament director that charges a gate, admission or any other fee for someone at the complex must pay a \$150.00 fee per weekend to The Brunswick County Parks & Recreation Department.**

## **Operational Guidelines and Account Status**

- \* Tournament schedule and field specifications must be submitted to the Parks Field Coordinator by noon on Wednesday of week you will be hosting the tournament.
- \* An account balance sheet will be provided to the Tournament Director before the tournament begins. Account balances must be paid prior to tournament beginning to avoid cancellation.

## **Concessions and Vendors:**

- \* Concessions may be rented out when available. (**Note:** applicant must fill-out concession rental agreement and pay all fees.)
- \* Private vendors (non food) are permitted at tournaments with approval of the Director of Parks & Recreation and Tournament Director. A fee of \$50.00 per vendor (per weekend) is required to be submitted to the Brunswick County Parks & Recreation. If a tournament consists of 4 or more days, the vendor shall submit \$25.00 per day to the Brunswick County Parks & Recreation.

## **Rules & Regulations for Use of Parks and Recreation Department Facilities:**

### General Park Rules:

- \* No alcoholic beverages or glass containers are permitted.
- \* No fires are allowed except for charcoal fires in grills designated for such use.
- \* No explosives, slingshots or bows and arrows are permitted.
- \* Skateboarding, roller blading, scooters and skates are prohibited.
- \* The county noise ordinance is in effect in parks and regulates amplified sound or music.
- \* Dogs and cats must be controlled by owners and restrained by a six-foot maximum leash. Owners must remove all pet waste. Other pets are prohibited.
- \* Park guests use parks at their own risk.

- \* All scheduling of ball fields and buildings must be done through the Parks and Recreation Department.
- \* No hitting of golf balls is allowed in any area of the parks.
- \* Unlicensed motorcycles, mini bikes, four wheelers, go-carts and ATV's are prohibited on park grounds.
- \* All litter must be picked up and placed in trashcans and / or dumpsters provided by the Parks and Recreation Department. Parks and Recreation employees are not scheduled to work on weekends, therefore, it is suggested that groups bring additional garbage bags to dispose of litter. It is requested that park guests please tie bags tightly and leave next to the trash cans / dumpsters.
- \* Vehicles must be parked in designated parking areas.
- \* Violations of park rules may result in fines or imprisonment.
- \* All park rules and regulations are designed to assure the greatest comfort, safety, convenience and public welfare of the citizens of Brunswick County and its guests.

### **Other Rules & Regulations:**

- \* No games will be allowed to start after 10:00p.m.
- \* Park gates will be open 1 hour and 30 minutes prior to the start of first scheduled game.
- \* The Brunswick County Parks & Recreation is not responsible for operational items left unattended by tournament personnel. Equipment trailers are permitted on-site in a location designated by the Park Supervisor, but must be removed at the conclusion of the weekend tournament.
- \* Operation of scoreboards is the responsibility of the tournament director.
- \* The Tournament Director is responsible for keeping teams contained within the baseball/softball fields, keeping players/coaches off the field during maintenance or incimate weather, and for any damages incurred to the complex (unnecessary holes dug in outfield by players, dented trash cans damage to dugouts). All damage fees will be assessed by the Director of Parks & Recreation to the account of the Tournament Director.
- \* Temporary Fencing: any temporary fencing must be approved by the Park Supervisor. Fencing located on the field shall be fencing that does not require the insertion of any object into the turf (must stand on top of the ground). It is the Tournament Director's duty to provide this fencing, install it, and remove it before leaving the complex on the last day of the tournament. Due to routine field maintenance, temporary fencing cannot be installed before 3pm on the Friday of a tournament.
- \* For safety purposes, no players/coaches are allowed on the fields during field maintenance.

### **Refunds/Cancellations:**

- \* A representative from The Brunswick County Parks & Recreation Department has the final decision on play during periods of incimate weather.
- \* If a tournament is canceled due to weather, a full refund of the deposit or account transfer will be offered the tournament Director. No partial refunds will be given for play interrupted. If an attempt is made to make the fields playable per the request of the tournament director, all daily fees apply as committed.
- \* **Deposit will not be refunded or transferred due lack of teams or reduction of days requested.**
- \* **A full commitment fee is required based on your registration for a weekend (for example, if you reserve the complex for a 2-day tournament on December 1<sup>st</sup> and you only play a 1 day tournament, you will be responsible for the full commitment made with the reservation).**

**Brunswick County Parks & Recreation Department**  
**Tournament Field Reservation Form**

**Department Contact:**

Mail To: Brunswick County Parks & Recreation      Contact: Aaron Perkins; Athletic Specialist  
P.O. Box 249      Phone: (910) 253-2676  
Bolivia, NC 28422      Fax: (910) 253-2684  
E-Mail: [aperkins@brunscos.net](mailto:aperkins@brunscos.net)

**Contact Information**

**Organization:** \_\_\_\_\_

**Tournament Director:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Tournament Information:**

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

**Date of Tournament** \_\_\_\_\_ **Sanctioning Body:** \_\_\_\_\_

**Fri.** \_\_\_\_\_ **Please Check the following which apply:**

**Sat.** \_\_\_\_\_ **National Tournament** \_\_\_\_\_

**Sun.** \_\_\_\_\_ **State Tournament** \_\_\_\_\_

**Type of Tournament:** \_\_\_\_\_ **Adult Softball** \_\_\_\_\_ **Fast-Pitch Softball**  
\_\_\_\_\_ **Youth Baseball** \_\_\_\_\_ **Soccer**

**Financial Information:**

**To Be Completed by P&R**

**Total Fee's Owed: \$** \_\_\_\_\_

**Deposit Owed: \$** \_\_\_\_\_ **Date of Deposit:** \_\_\_\_\_

**Balance Due: \$** \_\_\_\_\_ **Date Due:** \_\_\_\_\_

**Date of Payment:** \_\_\_\_\_

**Statement of Responsibility:**

I, \_\_\_\_\_ (Signature) have read the rules and regulations defined in the special use agreement for the Brunswick County Parks & Recreation field rental agreement. I understand that I am responsible for the payment of fees, enforcement of rules & regulations of this special use agreement, and any/all damages or misuse of the facility. I agree to pay the balance of my account on the first working day after my tournament concludes.

### **Northwest Park**

Field 1: 300ft  
Bases 60-65-80  
Pitcher Rubbers 40, 54

Field 2: 250ft  
Bases 60-65  
Pitcher Rubbers 35, 50

Field 3: 300ft  
Bases 60-65-80  
Pitcher Rubbers 35,50

Field 4: 150ft  
Bases 60  
Pitcher Rubbers 40

Field 5: 200ft  
Bases 60  
Pitcher Rubbers 46

### **Shalotte Park**

Field 1: 200ft  
Bases 60-65  
Pitcher Rubbers 46

Field 2: 300ft  
Bases 50-60-65-70-80  
Pitcher Rubbers 54

Field 3: 300ft  
Bases 50-60-65-70-80  
Pitcher Rubbers 50

Field 4: 200ft  
Bases 60-65  
Pitcher Rubbers 46

### **Lockwood Folly Park**

Field 1: 300ft  
Bases 50-60-65-70-80  
Pitcher Rubbers 50-54

Field 2: 200ft  
Bases 60  
Pitcher Rubbers 46

Field 3: 200ft  
Bases 60  
Pitcher Rubbers 46

### **Smithville Park**

Field 1: 300ft  
Bases 60-65-70-80  
Pitcher Rubbers 50

Field 2: 300ft  
Bases 60-65-70-80  
Pitcher Rubbers 54

### **Town Creek Park**

Field 1: 200ft  
Bases 60  
Pitcher Rubbers 46

Field 2: 200ft  
Bases 60  
Pitcher Rubbers 46

Field 3: 300ft  
Bases 60-70-80  
Pitcher Rubbers 50

Field 4: 200ft  
Bases 60  
Pitcher Rubbers 46

### **Leland Park**

Field 1: 200ft  
Bases 60  
Pitcher Rubbers 46

Field 2: 180ft  
Bases 60  
Pitcher Rubbers 46

### **Waccamaw Park**

Field 1: 300ft  
Bases 50-60-65-70-80  
Pitcher Rubbers 54

Field 2: 200ft  
Bases 60  
Pitcher Rubbers 46

Field 3: 200ft  
Bases 60  
Pitcher Rubbers 46



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# **CONCESSION STAND**

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## **POLICIES, RULES & FEES**

1. Park concession stands are Brunswick County owned and Brunswick County has exclusive concession rights.
2. Brunswick County Local Leagues wishing to use a concession stand(s) must complete an application and return to the Brunswick County Parks and Recreation two weeks prior to the first scheduled use.
3. Non-Brunswick County Local League Organizations and Users wishing to use a concession stand(s) must complete an application and return to the Brunswick County Parks and Recreation two weeks prior to the first scheduled use.
4. Non-Brunswick County Local League Organizations and Users wishing to use a concession stand(s) must pay a \$50.00 a day usage fee at time of submission of the contract.
5. Leagues, Organizations and Users must meet the following conditions or additional fees may be assessed:
  1. The concession stand(s) and equipment used must be thoroughly cleaned and trash disposed of after each use. (Failure to do so may result in a fine or cancellation of the agreement.)
  2. All equipment in the concession stand must be clean, in working order and accounted for.
  3. If keys are loaned out, they must be immediately returned at the end of use. (If keys are needed, the attached key agreement must be filled out and followed.)
  4. Concession stands must follow Brunswick County Health Guidelines and be prepared for inspection at all times.
6. Permission to use a concession stand(s) is authorized by the Director of Parks and Recreation.
7. Officers or agents of the county shall be permitted at any time to inspect the concession stand(s) or any portion thereof or anything in connection therewith.
8. Concession stand(s) users must follow county health laws and guidelines.
9. All equipment used must be NSF certified. Parks and Recreation will provide basic items such as hot dog cookers, chili pots, ice machines, sandwich refrigerators, stainless steel tables and some utensils.
10. Additional equipment may be brought in providing it is NSF certified.
11. Any damage to Parks and Recreation equipment or the facility must be reported immediately to ensure that proper and timely repairs are made.
12. Parks and Recreation is not responsible for any outside equipment brought in. (i.e. Theft, damage, etc.)
13. Equipment and supplies brought in should be stored or removed immediately at the end of use.



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# CONCESSION STAND USAGE AGREEMENT

**LEAGUE / ORGANIZATION NAME:**

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Name of League, Organization or User: \_\_\_\_\_

League, Organization or User Reason for Use: \_\_\_\_\_

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League, Organization or User Address: \_\_\_\_\_

Physical Address

Mailing Address

City / Town State Zip

Code  
Concession Contact: \_\_\_\_\_

Contact Phone Numbers: \_\_\_\_\_

Home Phone Work Phone

Cell Phone

Email Address

Agreement:

Brunswick County reserves the right to grant permission for use of the county concession stands. If permission is granted, I / we agree to follow county health ordinances and Brunswick County Parks and Recreation rules governing the use of the concession stands.

I / we also agree to clean the facility after each use and comply with end-of-use terms to receive the deposit back if applicable. The Brunswick County Parks and Recreation does not guarantee anything but use of the concession stand if the application is approved.

\_\_\_\_\_  
League Official, Organization or User Signature Date

**FOR OFFICE USE ONLY:**

Deposit: \_\_\_\_\_ Refund: \_\_\_\_\_ User Fee: \_\_\_\_\_

Staff: \_\_\_\_\_ Date: \_\_\_\_\_ Receipt #: \_\_\_\_\_

# YOUR TOURNAMENT NEEDS

**Field Set-up for your Tournament:** (Please put in the information needed for your tournament)

**Note:** Please know according to page 1 under Additional Charges that any changes or additions to the fields as they are may incur additional charges.

## Northwest Park

- Field 1: 300ft  
Bases 60-65-80  
Pitcher Rubbers 40, 54
- Field 2: 250ft  
Bases 60-65  
Pitcher Rubbers 35, 50
- Field 3: 300ft  
Bases 60-65-80  
Pitcher Rubbers 35, 50
- Field 4: 150ft  
Bases 60  
Pitcher Rubbers 40
- Field 5: 200ft  
Bases 60  
Pitcher Rubbers 46

### **Field 1 Set-Up for your Tournament**

Bases: \_\_\_\_\_

Pitching Rubber: \_\_\_\_\_

### **Field 2 Set-Up for your Tournament**

Bases: \_\_\_\_\_

Pitching Rubber: \_\_\_\_\_

### **Field 3 Set-Up for your Tournament**

Bases: \_\_\_\_\_

Pitching Rubber: \_\_\_\_\_

### **Field 4 Set-Up for your Tournament**

Bases: \_\_\_\_\_

Pitching Rubber: \_\_\_\_\_

### **Field 5 Set-Up for your Tournament**

Bases: \_\_\_\_\_

Pitching Rubber: \_\_\_\_\_

## Shallotte Park

- Field 1: 200ft  
Bases 60-65  
Pitcher Rubbers 46
- Field 2: 300ft  
Bases 50-60-65-70-80  
Pitcher Rubbers 54
- Field 3: 300ft  
Bases 50-60-65-70-80  
Pitcher Rubbers 50
- Field 4: 200ft  
Bases 60-65  
Pitcher Rubbers 46

### **Field 1 Set-Up for your Tournament**

Bases: \_\_\_\_\_

Pitching Rubber: \_\_\_\_\_

### **Field 2 Set-Up for your Tournament**

Bases: \_\_\_\_\_

Pitching Rubber: \_\_\_\_\_

### **Field 3 Set-Up for your Tournament**

Bases: \_\_\_\_\_

Pitching Rubber: \_\_\_\_\_

### **Field 4 Set-Up for your Tournament**

Bases: \_\_\_\_\_

Pitching Rubber: \_\_\_\_\_

### **Lockwood Folly Park**

- Field 1: 300ft  
Bases 50-60-65-70-80  
Pitcher Rubbers 50-54
- Field 2: 200ft  
Bases 60  
Pitcher Rubbers 46
- Field 3: 200ft  
Bases 60  
Pitcher Rubbers 46

#### **Field 1 Set-Up for your Tournament**

Bases: \_\_\_\_\_

Pitching Rubber: \_\_\_\_\_

#### **Field 2 Set-Up for your Tournament**

Bases: \_\_\_\_\_

Pitching Rubber: \_\_\_\_\_

#### **Field 3 Set-Up for your Tournament**

Bases: \_\_\_\_\_

Pitching Rubber: \_\_\_\_\_

### **Smithville Park**

- Field 1: 300ft  
Bases 60-65-70-80  
Pitcher Rubbers 50
- Field 2: 300ft  
Bases 60-65-70-80  
Pitcher Rubbers 54

#### **Field 1 Set-Up for your Tournament**

Bases: \_\_\_\_\_

Pitching Rubber: \_\_\_\_\_

#### **Field 2 Set-Up for your Tournament**

Bases: \_\_\_\_\_

Pitching Rubber: \_\_\_\_\_

### **Town Creek Park**

- Field 1: 200ft  
Bases 60  
Pitcher Rubbers 46
- Field 2: 200ft  
Bases 60  
Pitcher Rubbers 46
- Field 3: 300ft  
Bases 60-70-80  
Pitcher Rubbers 50
- Field 4: 200ft  
Bases 60  
Pitcher Rubbers 46

#### **Field 1 Set-Up for your Tournament**

Bases: \_\_\_\_\_

Pitching Rubber: \_\_\_\_\_

#### **Field 2 Set-Up for your Tournament**

Bases: \_\_\_\_\_

Pitching Rubber: \_\_\_\_\_

#### **Field 3 Set-Up for your Tournament**

Bases: \_\_\_\_\_

Pitching Rubber: \_\_\_\_\_

#### **Field 4 Set-Up for your Tournament**

Bases: \_\_\_\_\_

Pitching Rubber: \_\_\_\_\_

**Leland Park**

Field 1: 200ft  
Bases 60  
Pitcher Rubbers 46  
Field 2: 180ft  
Bases 60  
Pitcher Rubbers 46

**Field 1 Set-Up for your Tournament**

Bases: \_\_\_\_\_

Pitching Rubber: \_\_\_\_\_

**Field 2 Set-Up for your Tournament**

Bases: \_\_\_\_\_

Pitching Rubber: \_\_\_\_\_

**Waccamaw Park**

Field 1: 300ft  
Bases 50-60-65-70-80  
Pitcher Rubbers 54  
Field 2: 200ft  
Bases 60  
Pitcher Rubbers 46  
Field 3: 200ft  
Bases 60  
Pitcher Rubbers 46

**Field 1 Set-Up for your Tournament**

Bases: \_\_\_\_\_

Pitching Rubber: \_\_\_\_\_

**Field 2 Set-Up for your Tournament**

Bases: \_\_\_\_\_

Pitching Rubber: \_\_\_\_\_

**Field 3 Set-Up for your Tournament**

Bases: \_\_\_\_\_

Pitching Rubber: \_\_\_\_\_

**Possible Additional Needs for your Tournament:**

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**Please Note that your Tournament Needs should be turned into the Athletic Department prior to the scheduled Tournament to give Maintenance Workers ample time to make necessary adjustments.**