

PLANTE'S FERRY PARK FACILITY USAGE APPLICATION

Tournament/Event Rental

Approved:

Yes: ____ No: ____

Date: _____

Field Usage Fees:

Entire Complex \$2,500 rental fee includes up to 3 days of use
\$500 per additional Day
\$250 SET-UP day* or TAKE-DOWN day* (If outside the 3-day window)?
(Applicable if set up/take down interferes with other field rentals)

*the SET-UP fee will be charged for any day that your organization is at the facility to get the event set up.

**the TAKE-DOWN fee will be charged for any and all days that your organization is here for take down, and also for any and all days that SpVJSA stores equipment for your event.

Additional daily fees apply in the case that excess garbage is left at the facility.

Deposit Deadlines/Policies:

Reservations:

Reservation requests must be made sixty days in advance. Weekend usage will be based on availability and Board approval.

Deposit:

A \$1,000.00 deposit is due with submission of this application. The balance is due no later than 30 days prior to the event. Unpaid invoices will be assessed a 10% late fee on the outstanding balance.

Please send deposit to:
Spokane Valley Junior Soccer Association
12320 E Upriver Dr
Spokane Valley, WA 99216

Cancellations:

A minimum thirty days' notice is needed on any cancellations. There is no refund of the deposit should a notice to cancel be given within thirty days of the event.

General Information:

Name of Event Organizer: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Cell Phone: _____ Email: _____

Authorized Representative (If different from above): _____

Address: _____ City: _____ State: _____ Zip: _____

Cell Phone: _____ Email: _____

Dates of Facility Use: _____ Hours of Use: _____

Event Name: _____

Description of Event: _____

of people expected: Participants _____ Spectators _____ Total _____

Complex/Building Requirements:

Included in Entire Complex Usage Fee:

- Small meeting room (20x25 sq. ft., tables/chairs available depending on size)
- Large meeting room (20x50 sq. ft., tables/chairs available depending on size)
- Concession building restrooms & restrooms on hill
- Trash disposal

Additional Requirements for Entire Complex Usage:

Porta-Potties:

Entire Complex rental requires a Minimum of 15 Porta-Potties (13 regular and 2 handicapped)
Please check one option below:

____ Authorized Representative will schedule and pay for services directly with the vendor.

____ SPVJSA will provide porta-potties through a contracted vendor,
____ Applicant will be billed for cost + 20%.

Garbage and Recycling Disposal on and Around Fields:

- Each night the garbage on and around the fields must be picked up
- Recycling bins must be emptied each night and throughout the day if they are overflowing
- Failure to empty garbage and recycling daily will result in a \$75 per day fine, due no later than Monday following the tournament

Medical Personnel on-site:

Required if you are renting the entire complex. The type of medical personal is up to the Tournament Director.

Please check one option below:

____ Certified Trainer (minimum requirement)
____ Tournament Director will schedule and pay for services directly with the vendor.

____ EMT (maximum requirement)
____ Tournament Director will schedule and pay for services directly with the vendor.

____ SPVJSA to provide medical personnel, applicant will be billed for cost + 20%.

____ Please state which level of medical personnel you require: _____

Additional Options:

Mobile Vendor:

Use of mobile vendors is subject to approval by SPVJSA.

Current health inspection and food handling permits are required for vendors serving food.

SpVJSA trusted vendor list available upon request.

Please list event vendors and the services they provide: _____

Referees:

- Authorized Representative is responsible for obtaining and payment of the referees.
- Tournament schedule and referee matrix must be submitted to SpVJSA no later than 7 days prior to the first game.

Parking:

- Parking fees shall be collected at all events by a SpVJSA contracted third party
- The parking fee will be \$5 per day or \$10 for the weekend.
- RV Parking will be \$50.00 for the weekend.

Plante’s Ferry Usage Guidelines:

- Maximum number of teams that Plante’s Ferry can accommodate is 150. If the tournament has more teams than this, it is the responsibility of the Authorized Representative to secure other locations to accommodate the additional teams.
- Your organization will be responsible for picking up all trash and bringing trash cans/recycle bins to the compactor during your event and after wrap-up. SPVJSA will compact all trash at the end of each day of the event. Your organization will be responsible for replacing all trash cans/recycle bins to the fields after compacting has been completed each day.
- SPVJSA staff will be available during the event to open the facility, for facility maintenance, trash compacting, and locking facilities. SPVJSA will provide a 24-hour emergency phone number for you to utilize during the event.
- A representative of your organization will be required to attend a pre-event walk through and a post-event walk through of the facility with an SPVJSA staff member.
- Dogs are ***NOT*** allowed at Plante’s Ferry Sports Complex during organized events. Service animals only are allowed. This must be advertised by the Event Organizer.
- Any non-vendor provided meals such as a team barbecue must be pre-approved by SpVJSA
- Insurance – All events must provide a certificate of insurance with the application.

The undersigned hereby makes application to the Spokane Valley Jr. Soccer Association for the use of the facilities described above and certifies that the information given in the application is correct. The undersigned further states that he/she has the authority to make this application for the organization and agrees that the organization will observe all the rules and the applicant agrees to accept the facilities in their present condition, and to exercise the utmost care in the use of said facilities. The applicant agrees to use those facilities as specified above. The applicant further agrees to reimburse the SPVJSA for any damage arising from the applicant’s use of said facility. Payments of fees are due and payable upon receipt of billing to: SPVJSA, 12320 E Upriver Dr., Spokane, WA 99216.

Signature of Applicant or Authorized Representative

Date:

Signature of SPVJSA Authorized Representative

Date: