

Lake Leatherwood Ballfields Reservation Contract



Eureka Springs Parks & Recreation
532 Spring Street, Eureka Springs, AR 72632
Phone: (479) 253-2866
Email: Info@eurekaparks.com
www.eurekaparks.com



Lake Leatherwood City Park
1303 CR 204, Eureka Springs, AR 72632
Phone: (479) 253-7921
Email: Leatherwood@eurekaparks.com
www.eurekaparks.com

Contact Information

Primary Contact (Name): _____

Organization (Optional): _____

Address: _____

Phone Number:

Email: _____

Secondary Contact(s):

Phone Number(s): _____

Email(s):

Event Information

Name of Event: _____

Event Description: _____

Proposed Date(s): _____ / Expected Attendance: _____

Proposed Location(s):

Briefly describe the Event, please explain in detail any services that you are planning to include, such as live music, catering services and/or food trucks, vendors, etc.

Ballfields Usage Rates

Site/Amenity	Daily Rate	# Days	Total
Baseball Field	\$100		\$
Soccer Field 1	\$100		\$
Soccer Field 2	\$50		\$
Concession Stand	\$50		\$
220V Electricity	\$50		\$
Lights (4 hours max) (Baseball & Soccer Field 1)	\$50/field		\$
Total			\$
Deposit			\$
Grand Total			\$

Terms of Payment

1. 50% of Grand Total is due 90 days prior to the event OR within 7 days after signing the contract.
2. The remaining 50% of Grand Total is due 48 hours prior to the event unless arranged otherwise.
3. Cancellations or Alterations to the schedule MUST be arranged with ESPR 60 days prior to the event to receive a full refund.
4. Refundable deposits will be mailed via check to the primary contact information listed within 14 days of property assessment.
5. Send payment(s) to: *ESPR, 532 Spring St, Eureka Springs, AR 72632*

Terms and Conditions

1. ESPR will manage park facilities in its usual manner.
2. Two weeks' notice from RENTER is required if the event is expected to interfere with normal ESPR operations.
3. Fireworks of any kind are prohibited by city law.
4. Firearms or projectile weapons of any kind are prohibited by city law.
5. Alcohol and Drugs in public places is prohibited by city law.
6. No glass containers are allowed on park property.
7. Parking outside of designated/marked spaces is prohibited unless otherwise permitted by ESPR.
8. All pets must be leashed. RENTER is responsible for cleaning up after any pets present at EVENT. Cabin rentals require a \$25.00 non-refundable pet fee.
9. A list of those people who are to have access to the property as part of the group event shall be provided by RENTER.
10. ESPR shall honor the terms and conditions of this agreement without interference or interruption, unless interference or interruption is necessary to protect the public health or safety or to protect public property.
11. For vendors of any kind, RENTER must apply at least two weeks in advance. Additional fees for electricity or other utilities may be imposed. Permitted vendors must be licensed and insured to the extent required by law.
12. Non-reserved areas of ESPR property will remain open to the public during the event.
13. ESPR reserves the right to approve any press releases, flyers, advertisements or other public notifications relating to the event prior to their release.
14. Clean-up and trash removal shall be performed by RENTER. Dumpsters are available to use in the day-use area for an additional \$25 fee.
15. No verbal or other agreements exist that could alter or supersede or compromise the terms, conditions, and provisions of this contract.
16. Adhere to the rules set out in "Park Rules"- a copy of which is attached hereto.

17. ESPR reserves the right to cancel this contract at any time if RENTER violates the terms of this contract.
18. If applicable, RENTER agrees to retain liability insurance and/or emergency action plans for the duration of the event. Proof of insurance must be submitted to ESPR one week prior to the event.
19. If applicable, RENTER agrees to supply any Emergency Action Plans required by the Eureka Springs Fire Department, AND to incur any costs from additional safety personnel if required by EAP.
20. If applicable, RENTER agrees to arrange and incur the cost of any additional sanitation facilities.
21. To receive the key code to concessions, where access to the lights are located, applicant agrees to be shown proper techniques for using the lights. Applicant also agrees to ensure all facilities are secured and locked, and all utilities (electric, lights, water) are properly turned off before departing.

Event Organizer/Representative

Date

Lake Leatherwood City Park Manager

Date

ESPR Executive Director

Date