

Legion Sports Complex/Godwin Stadium Rental

Application + Policies

info@wilmingtonrecreation.com / 910.343.3682



The City of Wilmington, hereinafter referred to as "City," has athletic fields available to rent at Legion Stadium. The city has priority scheduling of the fields for programs, events and activities. Athletic fields are available for rent by groups and/or businesses on a first-come first served basis. Reservations must be made two (2) weeks in advance of the event – penciled in reservations are not allowed.

Completed and signed applications can be submitted in person, online or via email.

Email: Morrell Fox, morrell.fox@wilmingtonnc.gov

In-person: 929 N. Front St., 10th Floor, Wilmington, NC 28401

Contact Person: _____ **Group/Company:** _____

Address: _____

Phone: _____ **Email:** _____

Event Title (*event plan may be requested*): _____

Time of event: _____ **Time Including Set-up and Clean-up:** _____

Event Date(s): _____ **# of Events/Games:** _____

Does organization have 501c3 status? ☐ Yes (*documentation required*) ☐ No

Event Details *list type for event selected*

☐ Athletic: _____

☐ Trade Show/Exhibition: _____

☐ Assembly: _____

☐ Other: _____

☐ Concert/Performance: _____

Proposed Admission Charge: _____

Special Services / Requests: _____

****ALL rentals require \$1M liability insurance. Certificate of Insurance must be submitted.**

What is the potential damage to facility?

FEES

STADIUM AREA	NON PROFIT	FOR PROFIT	ADDITIONAL FEES	NOTES
Main Field	\$900	\$1,700	Ticket Surcharge: \$1.00 (for profit) \$.50 (non-profit)	Back Field Only: Sporting events with less than 100 people \$75/ hour (for profit) \$50/ hour (non-profit)
Back Field / Parking Lot	\$575	\$700		
Buck Hardee Baseball Field	\$650	\$800	Attendant Fee: \$35/ hour **Food Truck: \$150 **If applicable	
Godwin Stadium	\$35/hour			

LONG TERM CONTRACT APPLICANTS MUST ALSO COMPLETE THE FOLLOWING SECTION.

ORGANIZATIONAL HISTORY

How long has the organization been in existence? _____

Has the organization operated under any other name? If yes, please list. _____

Has the organization operated in other markets? If yes, please list. _____

PRESENT A DEMONSTRATED ABILITY TO PROPERLY MANAGE EVENT

What is the source of event staff (gate workers, ushers, box office personnel, parking attendants, clean-up crew, etc.)? Will this consist of paid staff or volunteers? _____

Does the organization employ a general or event manager that will be onsite for each event? _____

Provide a list of events the organization has managed during the past three years.

How many events/games will take place during the contract period? _____

DESCRIBE THE FINANCIAL CONDITION OF THE ORGANIZATION

Attach an organizational balance sheet/cash flow statement and three business references. *The City of Wilmington reserves the right to request financial statements and references.*

POLICIES + PROCEDURES FOR ATHLETIC FIELD RENTALS

Requests must be submitted at least 45 days prior to the event date.

Fees

Total rental fee is due at the time of application and is refundable until 10 calendar days prior to event. If the event is canceled by the organizer less than 10 calendar days prior to being held, the rental fee will be forfeit. This excludes cancellations for weather-related reasons. If fees, dues, and/or admissions are charged/solicited, or if merchandise is sold, the renter must pay 10% of the gross revenue collected to the City of Wilmington. The renter will submit an itemized statement of admissions or fees collected. The balance for the rental fee and gross revenue, if applicable, are due five (5) business days following the event.

Additional event staff/fees are the responsibility of the licensee. These may include but are not limited to:

- Security
- Parking / Traffic Plan
- Ushers / Gate Staff
- Medical Personnel
- Supplementary Equipment

Terms of Use / User Responsibilities

The contract holder is responsible for conveying all information, policies and procedures to all event attendees, including but not limited to vendors and sponsors. Damage to the property or building during use, rule violations or acts committed by guests while in the building or on the grounds will be the responsibility of the contract holder.

Storage of equipment before or after an event is not allowed. The city will not accept any responsibility for the security and safety of any equipment brought to an athletic field. The city is not responsible for personal belongings left in rooms following rental.

The city may deny the use of facilities to any group whose proposed activity is illegal or poses a significant threat, risk of damage or danger to the facility, people in attendance or other park/facility users. City staff reserves the right to dismiss any patron exhibiting disorderly conduct on city property. In addition, any event that is deemed unsafe or disorderly will result in the termination of said event.

The user shall be responsible for any damage to the premises beyond normal wear and tear and the cost of repairing such damage will be deducted from the deposit and if necessary, billed by the City.

The organization renting the field(s) shall be responsible for following all City of Wilmington Athletic Field Rental Policies. All alcoholic beverages are prohibited except where sold by City of Wilmington or approved vendor. The organization renting the field(s) shall assume all the risks and hazards incidental to the use of the athletic field(s) and facilities, the enforcement of rules, and all equipment used to play each game and will further release, absolve, indemnify, and hold harmless the City of Wilmington, its agents, and. In the case of injuries, all claims against the City of Wilmington, its agents and employees shall be waived.

At all times, the final authority as to the playing ability of the field shall rest with the City of Wilmington staff. Any organization or person permitted to use city facilities shall cooperate fully with City of Wilmington staff. Once permission has been granted to use the facility or any part of the facility, the Parks + Recreation Director may revoke permission at any time, if in the sole discretion of the Director or staff, the welfare and care of the facility or property is threatened or jeopardized. This policy will be agreed upon by an organization/person seeking to use the athletic field(s) as a condition precedent to such use.

Cancellations

If an individual/organization cancels the event, all fees paid, except \$25 administrative fee, will be refunded if there is no. If the City cancels an event due to inclement weather or other state of emergency, all fees and deposits will be refunded. *The city reserves the right to cancel an event if payment is not made in full at least 15 days prior to the event.*

ACKNOWLEDGEMENT OF POLICIES

By signing below, I acknowledge that I have fully read and understand the policies and procedures for use of City of Wilmington Athletic fields.

Printed Name: _____

Signature: _____ Date: _____

Staff Use Only

Received by: _____ Date: _____ ☐ Approved ☐ Denied

Last day to cancel and receive a refund: _____ Initial: _____