

Keiller Park Attachment "A"

It is requested that the City of Willcox perform the following checked tasks:

<input type="checkbox"/> <input type="checkbox"/> <u>Baseball Field #1</u> <input type="checkbox"/> <input type="checkbox"/> Drag and dress field. <input type="checkbox"/> <input type="checkbox"/> Set bases at _____. <input type="checkbox"/> <input type="checkbox"/> Set pitcher's plate at _____. <input type="checkbox"/> <input type="checkbox"/> Construct pitcher's mound as follows: _____ _____ _____ <input type="checkbox"/> <input type="checkbox"/> Irrigation: _____. <input type="checkbox"/> <input type="checkbox"/> Provide Light Box key - (AL3). <input type="checkbox"/> <input type="checkbox"/> Provide Concession key - (AL3).

<input type="checkbox"/> <input type="checkbox"/> <u>Baseball Field #2</u> <input type="checkbox"/> <input type="checkbox"/> Drag and dress field. <input type="checkbox"/> <input type="checkbox"/> Set bases at _____. <input type="checkbox"/> <input type="checkbox"/> Set pitcher's plate at _____. <input type="checkbox"/> <input type="checkbox"/> Construct pitcher's mound as follows: _____ _____ _____ <input type="checkbox"/> <input type="checkbox"/> Irrigation: _____.
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<input type="checkbox"/> <input type="checkbox"/> <u>Baseball Field #3</u> <input type="checkbox"/> <input type="checkbox"/> Drag and dress field. <input type="checkbox"/> <input type="checkbox"/> Set bases at _____. <input type="checkbox"/> <input type="checkbox"/> Set pitcher's plate at _____. <input type="checkbox"/> <input type="checkbox"/> Construct pitcher's mound as follows: _____ _____ _____ <input type="checkbox"/> <input type="checkbox"/> Irrigation: _____. <input type="checkbox"/> <input type="checkbox"/> Provide Concession key - (AL3). <input type="checkbox"/> <input type="checkbox"/> Provide Announcer key - (Kwikset). <input type="checkbox"/> <input type="checkbox"/> Provide Light Gate key - (AL3). <input type="checkbox"/> <input type="checkbox"/> Provide Electric Box key - (AL3). <input type="checkbox"/> <input type="checkbox"/> Provide Storage Shed key - (AL3). <input type="checkbox"/> <input type="checkbox"/> Provide Shed key - (Ace - M1).
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<input type="checkbox"/> <input type="checkbox"/> <u>Soccer Fields</u> <input type="checkbox"/> <input type="checkbox"/> Irrigation: _____. <input type="checkbox"/> <input type="checkbox"/> Other: _____ _____ _____

<input type="checkbox"/> <input type="checkbox"/> <u>Ramada (Large)</u> <input type="checkbox"/> <input type="checkbox"/> Irrigation: _____. <input type="checkbox"/> <input type="checkbox"/> Other: _____ _____ _____
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Unless other arrangements are made, trash cans are emptied and restrooms are cleaned and restocked on a daily basis only on weekdays. Additional tasks may be requested.

Special Arrangements:

Comments/Suggestions:

Keiller Park Attachment “B”

Participant agrees to perform the following tasks:

General

- Obtain appropriate keys by 3:30 p.m. one (1) business day prior to the event.
- Return keys within one (1) business day
- Learn how to use ball field lights.
- Learn how to use infield irrigation.

Prepare Ball Fields

- Place chalk lines.
- Verify base placement.

Cleaning

- Clean bleachers (sweep and mop).
- Clean dugouts.
- Clean restrooms.
- Remove all litter, sweep and mop concession stand, and place garbage bags in dumpster. All areas should be left in the same or better condition as received.
- Clean Ball Field Concession Stand.
- Fill in holes in batter’s box.
- Fill in holes at all bases.
- Fill in holes in front of pitcher’s mound.

If Serving Alcohol

- Provide \$1,000,000 in Liquor Liability Insurance naming the City of Willcox as “additionally insured.”
- Provide Security approved by Willcox Police Department.
- Obtain Special Event Liquor License. (Arizona Department of Liquor Licenses and Control - www.azliquor.gov)
- Obtain City Council approval.

If Selling Products

- Obtain City Business License(s).
- Obtain Sales Tax License(s).

- Participant is responsible for notifying the Public Works Department about items that need special attention or repair.
- All equipment or personal items belonging to the Participant shall be removed by 12:00 a.m. the day following the event.
- Premises shall be left clean and in good repair or deposit will be surrendered. Others charges may be assessed if damage occurs.
- City of Willcox officials reserve the right to enter and inspect the premises during the event.
- Participant is responsible for establishing control of the area(s) requested for use. The City of Willcox is not responsible for loss due to acts of God or vandalism or by actions of others not affiliated with the City of Willcox.

Contact information:

Public Works Department - 520-384-6447; (After hours) - 520-507-1989

**Keiller Park
Attachment "C"**

Rental Fees and Deposit

	Description	Amount	Number of Days	Total	Paid	Date
Total Fees						
X	Reservation Deposit	\$50.00		\$50.00		
X	Cleaning and Damage Deposit	\$125.00		\$125.00		
Total Deposit				\$175.00		
Total Fees and Deposit						

- The City of Willcox reserves the right to refuse reservations.
- Must be at least 21 years of age to reserve facilities.
- Participant may reserve one (1) day prior to the event to set up for event without additional charge for the day providing another event is not already scheduled.
- Fees and certificate of insurance must be remitted sixty (60) days prior to the scheduled use.
- All fees must be paid prior to the issuance of keys.
- Returned checks are subject to a twenty-five dollar (\$25.00) fee.

City Condition Verification

I have inspected the condition of the facilities specified under this agreement and have found them to be in _____ Satisfactory _____ Unsatisfactory condition.

I recommend that _____ All _____ None _____ Other _____ of the deposit be returned.

_____ Damage has occurred directly related to this event.

Damages are estimated to cost _____ which must be remitted within five (5) days.

Notes: _____

 City of Willcox Representative Signature

 Date