

# CITY OF SALEM | WALLACE MARINE PARK SOFTBALL COMPLEX TOURNAMENT RENTAL APPLICATION

INSTRUCTIONS: **All fields are required. Fill out both pages by typing or writing neatly.** This form must be accompanied by a completed and signed City of Salem Recreation Services Facility Use Permit & Agreement and payment. Please make checks payable to City of Salem. The appropriate game slot fees shall be charged for forfeits. Five percent of facility use fees will be placed in the Softball Reserve Fund.

## PERMITTEE INFORMATION

Name of Permittee \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Email Address \_\_\_\_\_

## TOURNAMENT INFORMATION

Dates Requested \_\_\_\_\_

Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Number of Ballfields Requested \_\_\_\_\_

Requests for ballfields other than the five at Wallace Marine Park will require a separate written request and an on-site meeting with City of Salem staff. Additional fees and charges may apply.

Tournament Name \_\_\_\_\_

### Type of Tournament:

Slow Pitch     Fast Pitch     Baseball     Kickball     Other \_\_\_\_\_

Men's     Women's     Girls'     Coed     Other \_\_\_\_\_

Sanctioning Body:     USSSA     USA     Other \_\_\_\_\_

Total Number of Teams \_\_\_\_\_ Anticipated Game Slots \_\_\_\_\_

Age/Class \_\_\_\_\_ Game Guarantee \_\_\_\_\_

Entry Fee \_\_\_\_\_ Entry Deadline \_\_\_\_\_

Link to Other Website (optional) \_\_\_\_\_

Name of Umpire in Charge \_\_\_\_\_

Name of Tournament Director \_\_\_\_\_ Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Would you like to get email updates from SoftballCityUSA.com?

Yes     No

Wallace Marine Park Softball Complex | TOURNAMENT RENTAL APPLICATION



**Sponsoring Organization** \_\_\_\_\_

**Name of Sponsor Contact** \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

**Would you like City of Salem to provide canopies?** (Additional fees apply)  **Yes**  **No**

Number of Canopies \_\_\_\_\_

**Would you like City of Salem to provide temporary fencing?** (Additional fees apply)  **Yes**  **No**

Number of Fields to Fence \_\_\_\_\_

**Will you have third-party vendors on site?** (Additional fees apply)  **Yes**  **No**

Number of Vendors \_\_\_\_\_

## RULES GOVERNING USE OF THE COMPLEX

Use of the complex is regulated by the **Wallace Marine Park Softball Complex Administrative Rules and Regulations**, which is available at [www.softballcityusa.com/rules](http://www.softballcityusa.com/rules).

Animals, pets, coolers, ice chests/boxes, cans, glass bottles, fireworks, bicycling, skateboarding, large riding toys, and distracting or noise-making toys are prohibited in the Wallace Marine Park Softball Complex. Certified service animals are allowed. Smoking and vaping are prohibited in all City of Salem parks, including parking lots.

**PERMITTEE MUST SIGN BELOW:**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**SEND APPLICATION FORMS TO:**

Attention: Softball  
 City of Salem Public Works Department  
 555 Liberty Street SE, RM 325  
 Salem, OR 97301-3513  
[register@softballcityusa.com](mailto:register@softballcityusa.com)

**PROCESSING FEES**

Tournament application processing fee **\$22**  
 Tournament reservation fee (non-refundable) **\$107**  
 Tournament fee deposit **\$268**

Deposit must be paid 30 days in advance. Deposit is non-refundable if facility rental is canceled less than 30 days in advance.

**GAME FEES**

2-10 teams **\$60** per game slot  
 11-16 teams **\$35** per game slot  
 17-20 teams **\$33** per game slot  
 21-24 teams **\$31** per game slot  
 25+ teams **\$30** per game slot

**VENDOR FEES**

Vendors must pay a **\$32** application fee plus **10%** of revenue.

**MISCELLANEOUS FEES**

Canopy rental fee **\$50** per canopy  
 Temporary fence fee **\$34** per field  
 Additional Quick Dry above standard amount **\$25** per bag

**ACCEPTED TYPES OF PAYMENT**

Visa, MasterCard, cash, or check (payable to City of Salem). Cash payments must be made in person. Credit cards must be used online or in person with photo identification.

**ONLINE PAYMENTS**

To arrange for online payments, call 503-588-6261.

**WEBSITE**

Rental application forms and additional information are available at [www.softballcityusa.com](http://www.softballcityusa.com).

**FOR OFFICE USE ONLY**

<input type="checkbox"/> Cash _____	<input type="checkbox"/> Visa/MC _____	<b>VISA</b>	Cashier _____	Amount Paid _____
<input type="checkbox"/> Check # _____	_____		Date _____	Folder Number _____
_____	_____		Time _____	_____

