Field Use Fees

July 08- June 09

Use of public fields and facilities for private gain is prohibited.

Deposit

General Deposit	$100/field/season

Field Rentals

Arcata Ball Park: Softball or Baseball	$25.00/hour/field
Arcata Sports Complex – Softball:	$25.00/hour/field
Arcata Sports Complex – Soccer	$25.00/hour/field
Pacific Union Soccer Field	$25.00/hour
Pacific Union Softball Field	$25.00/hour

Lights – Per Field:

Sports Complex – Softball	$20.00/hour
Ballpark – Baseball/Softball	$40.00.00/hour

Concessions: $60.00 per day or **6%** of gross sales, whichever is greater. ($100 deposit is required against sales). Concessions include all sales: food, beverages (including alcohol), apparel, and souvenirs/novelties.

Supervisory Personnel or Extra field preparation: Fees will be applied for any additional personnel or set-up that may be required. The fees will be determined based on the actual labor cost. These personnel fees may include set-up, removal or repair of the portable fence, soccer goals, etc.

Activities over 200 people may require chemical toilets and additional dumpsters. Field user will be responsible for charges and delivery arrangements.

Discounts:

School districts within Arcata must have joint use agreements on file with the City in order to receive any discount rate.

Arcata Based Youth Non-Profits: 50% discount – does not apply to light and concession fees.

Defined as organizations that have legal non-profit status, whose primary function is serving youth 17 years and under, and that have at least 51% of their participants residing within the Arcata City limits. If not, tournaments will be charged regular tournament fees. Discount does not apply to light and concession fees.

Tournament Rates- 50%

Tournament rate discount of 50% is available for field use rates for tournaments. Does not apply to light and concession fees. Tournament play requires a minimum of 4 teams and 8 hours of continuous play. **School districts within Arcata must have joint use agreements on file with the City in order to receive any discount rate.**

Reservation Policy

The majority of field reservations are scheduled and confirmed three times per year. These dates correspond to three "typical use" seasons.

Season	Reservation Deadline	Notification Date	Season Date
Winter/Spring	December 5, 2008	December 19, 2008	Jan.1 – May 31 2009
Summer	April 24, 2009	May 15, 2009	June 1 – Aug. 31 2009
Fall	July 25, 2008	August 8, 2008	Sept 1 – Dec. 31 2008

All use requests that are submitted after the reservation deadline will be scheduled on a first come – first served basis.

Insurance Requirements

Insurance is required for the rental of all City facilities. Event Holder will provide a Certificate of Insurance of $2,000,000 liability coverage naming the City of Arcata as an additional insured, with this insurance being primary, and a signed ISO Form CG 20 11 01 96 ***(Request copies of City required forms for specific requirements)***. Each certificate shall contain a 30-day cancellation notice to the City of Arcata. If you are unable to obtain insurance coverage, you may purchase a "special event insurance" certificate at the Recreation Division Office. Prices vary based on attendance and type of event.

Alcoholic Beverages

The sale of alcoholic beverages is not allowed on City owned parkland except by permit. If you wish to sell alcohol, the following procedures must be adhered to:

1. Provide liquor liability insurance to the City of Arcata.
2. Receive approval from the Arcata Police Department.
3. Submit a copy of an Alcohol Beverage Control Board seller's permit.

Cancellation and Refunds

Deposit: If the event is cancelled at least 5 days in advance, the full deposit will be refunded. If the event is cancelled less than 5 days in advance we are required to keep the deposit.

Rental and Prep. Fees: If the event is cancelled 3 days in advance, a full refund will be issued. If the event is cancelled less than 3 days in advance, no filed charges will be refunded.

Rain Outs: If an event is cancelled due to rain, a full refund will be issued.

Arcata Recreation Division 822-7091