

Field Use Fees

July 2011- June 2012

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

Deposit

General Deposit \$200/field/season

Field Rentals

Larson Park Tennis Courts	\$26.00/hour/court
Arcata Ball Park: Softball or Baseball	\$26.00/hour/field
Arcata Sports Complex – Softball	\$26.00/hour/field
Arcata Sports Complex – Soccer	\$26.00/hour/field
Pacific Union Soccer Field	\$26.00/hour
Pacific Union Softball Field	\$26.00/hour

Lights – Per Field:

Sports Complex – Softball	\$26.00/hour
Ballpark – Baseball/Softball	\$42.00/hour

Concessions: \$70.00 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 of Arcata 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 Rate: 30% discount - (Does not apply to light and concession fees.)
The Tournament Rate discount of 30% is available for field use rates for tournaments. Tournament play requires a minimum of four teams and eight hours of continuous play. Discount does not apply to light and concession fees. **School Districts within Arcata must have joint use agreements on file with the City of Arcata in order to receive discount rate.**

Reservation Policy

Insurance Requirements

Insurance is required for the rental of all City of Arcata facilities. Event holder will provide:

- A. A Certificate of Insurance of \$2,000,000 liability coverage.
(**General Aggregate & Each Occurrence**)
- B. An Endorsement naming the “**City of Arcata, its officers, employees and volunteers**” as additional insured.
- C. The endorsement must also provide a statement that the insurance will be **primary** and that the insurance afforded by this policy shall not be cancelled without prior written notice given to the City of Arcata.

Each certificate shall contain a 30-day cancellation notice to the City of Arcata. Users proposing to sell or serve alcohol beverages at events open to the public must also submit a Certificate of Public Liability and Host Liquor Liability in the amount of \$2,000,000 naming the City as additional insured with a 30-day cancellation notice. Users unable to secure the coverage specified above may do so through a third party, city administered insurance company.

If your organization does not have an insurance carrier or if your insurance carrier cannot meet the City's insurance requirements, HUB International and/or Gales Creek offer “Special Event Insurance” to event holders which is designed specifically for municipalities.

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:

- A. Provide Liquor Liability insurance to the City of Arcata.
- B. Receive approval from the Arcata Police Department.
- C. 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 five days in advance we are required to keep the full deposit.

- ♦ The facility deposit is fully refundable provided the facility is restored to the appropriate condition. If additional cleanup is required or damage is sustained to the facility or its equipment, a portion of or all the deposit shall be forfeited. Should additional clean up or repairs be required, additional charges may apply. Full deposits shall be refunded within 14 working days.

Rental and Prep: Fees: If the event is cancelled three 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: (707)822-7091