

**CITY OF MUSKEGO ~ RECREATION DEPARTMENT  
PARK ARTHUR TOURNAMENT APPLICATION 2024**

Tournament Dates: (ONE FORM PER TOURNY) \_\_\_\_\_

Tournament Director/Sponsor: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City/State/Zip Code)

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Percentage Muskego teams in tournament: \_\_\_\_\_

**BASEBALL/SOFTBALL FIELD(S) LOCATION:**

Hardball field with raised mound/grass infield Base pegs at 90' (With lights)		Turfed infield/grass outfield Base pegs at 60', 65', 70' (With lights)	
	Park Arthur #4 (Lights)		Park Arthur #1
			Park Arthur #2
			Park Arthur #3

**Field set-ups: (please provide a full game schedule no later than 12PM the day prior to the tournament)**

Basepath: \_\_\_\_\_ Pitching Rubber: \_\_\_\_\_ Pitching Circle: \_\_\_\_\_

*City will provide game day staff who will set-up the fields to these diminsions and provide bases/pitching rubber. Staff will remain on site to make field changes as requested by the Tournament Director. No teams will be allowed to change field set-up, only City Staff.*

*ALL game cancellations for weather (rain, lightening, thunder) will be made by the Head Umpire and the Tournament Director. The City will only call games when damage to the outfield due to heavy rains is imminent.*

**Field Use Fees:**

A non-refundable deposit of 20% will be required to hold your tournament date. Payment in full for your tournament will be due 30 days before the event.

**All inclusive fees include: 3 turfed fields, 2 shelters, concession stand, beer permit fees, and dumpster**

2 days (Sat./Sun.) **\$4,000**    3 days (Fri./Sat./Sun.) **\$6,000**    4 days (Thur./Fri./Sat./Sun.) **\$8,000**

*There is a reduced field fee for Muskego based programs, where 75% of the teams roster are Muskego residents, and who are also contributing to field improvements each season. That fee schedule is:*

*2 days (Sat./Sun.) **\$2,250**    3 days (Fri./Sat./Sun.) **\$3,300**    4 days (Thur./Fri./Sat./Sun.) **\$4,250***

*I agree to abide by the rules, regulations, and policies as set forth by the Department and the Parks and Conservation Committee. In consideration of the foregoing, I, for myself, my heirs, assigns, beneficiaries and personal representatives, waiver and release any and all rights and claims for damages I or my child may have against the City of Muskego and all agents and persons acting for and on behalf of all entities as a result of my participation in any activity sponsored by these groups.*

\_\_\_\_\_  
Sponsoring Agent

\_\_\_\_\_  
Date

\_\_\_\_ Approved    \_\_\_\_ Disapproved

\_\_\_\_\_  
Authorized Signatory, Recreation Department

Current Insurance Forms on file: Yes    No

Application Received: \_\_\_\_\_ 20 % Non-refundable Deposit Received: \_\_\_\_\_

Field Usage Fees: \$ \_\_\_\_\_ Security Deposit: \$ \_\_\_\_\_ Supervision Fees: \$ \_\_\_\_\_

AMOUNT COLLECTED: \$ \_\_\_\_\_ Date: \_\_\_\_\_ CK \_\_\_\_\_ Cash \_\_\_\_\_ By \_\_\_\_\_

# PARK ARTHUR TOURNAMENT POLICY

## *Rules & Regulations*

- A. All tournament requests must be approved by DPW & Recreation Department staff with consent from the Parks & Conservation Committee when necessary. Application must be received 60 days before tournament. Resident status for tournament request will be used if 75% of the teams participating are from Muskego. This will be determined by final payment.
- B. A local team must be eligible to participate in the tournament held on City fields.
- C. The sponsor is responsible for the general clean-up and also parking and crowd control on the grounds as determined by DPW staff.
- D. Daily tournament operation must conclude by 10:00 p.m. unless an extension is granted by the Parks and Conservation Committee. Last game cannot start past 8:30PM. Lights will be turned off by field staff at 10:15PM.
- E. Tournaments may only be scheduled from April 13 through October 29.
- F. Insurance Requirements, **MANDATORY**  
Organization shall, at its expense, obtain and carry comprehensive general liability insurance with combined single limits of at least One Million Dollars (\$1,000,000.00) for one person and at least Two Million Dollars (\$2,000,000.00) per occurrence, and at least One Million Dollars (\$1,000,000.00) for damage to rented premises (or such higher amounts as the City shall from time to time deem reasonable). Such policy shall cover the Organization and the City and its agents, employees, and officials. A Certificate of Insurance shall be furnished to the City upon execution of this Agreement, along with Endorsements to the policy for the following:
  - 1. Thirty (30) day notice of cancellation.
  - 2. Waiver of subrogation.
  - 3. Naming the City as an additional insured.
  - 4. Stating that the Organization's insurance is primary.

Each such policy shall provide that no act or default of any person other than the City or its agents shall render the policy void as to the City or effect the City's right to recover thereon.

## *Fees and Charges*

- A. Field Usage Fee:
  - 1. All inclusive field usage fees include:
    - a. 3 lighted turf ballfields with base pegs at 60', 65', 70' and pitching rubbers at: 40',43',46',50'
    - b. 1 lighted natural grass hardball field with raised mound and 90' base pegs
    - c. Large open air shelter w/seating & Concession area (serving windows, sinks, fridge and storage)
    - d. Small open air shelter by fields for first aid station and officials center
    - e. Dumpster for concession trash
  - 2. Field usage fees are non-negotiable and include all listed above (fee reduced for Muskego based programs):
    - a. 2 days (Sat./Sun.) **\$4,000.00**
    - b. 3 days (Fri./Sat./Sun.) **\$6,000.00**
    - c. 4 days (Thur./Fri./Sat./Sun.) **\$8,000.00**
  - 3. Security Deposit (separate payment to be held until after tournament):
    - a. \$500/tournament, in addition to any other usage fees applied for the tournament event.
    - b. To be refunded partially or totally upon inspection of the grounds after the tournament.

4. Game Day Field Maintenance will be provided by City's Turf Manager. City will set-up each field at the desired basepath/pitching as provided by tournament director. Turf Manager will do all field re-sets and will be on site to help with issues that may arise. Park Arthur field #4 will be handled separately in regards to prep.
5. When using the concession area of Park Arthur shelter, you must have a concession manager who will ensure the electrical map for the concession area is being followed. Only approved AMP items may be plugged into each designated outlet. If fuses are blown due to not following this electrical map, there will be an electrical re-set fee of \$25 each time the fuse is reset during your event. This concessions manager must be on site during the tournament.
6. Cancellations & Refund Policy:
  - a. No refunds will be issued at anytime after final payment. In the event a team needs to cancel, Muskego Recreation will hold a credit to a future event if notice of cancellation is given at least 2 weeks prior to the event.
  - b. In the event a tournament is cancelled for any reason or shortened due to weather, Muskego Recreation will issue credit as follows (3 or 4 game guarantee tourney)...
    - i. If 0 games are played, you will receive 100% credit towards a future Tournament
    - ii. If 1 game is played, you will receive 50% credit towards a future Tournament
    - iii. If a 2nd game is started, you will receive 25% credit towards a future Tournament
    - iv. If 2 or more games are completed, there will be no credit issued.

**Please note, reserving organizations are not allowed to charge parking or entrance fees for their events hosted at Park Arthur. Public park must remain open and available for City residents to access the parks walking trails and other amenities. Groups found to be violating this policy, can be subject to immediate termination of their tournament and barred from future tournament requests.**

*Adopted by the Parks and Recreation Board 1/21/85.*

*Revised and adopted by the Parks and Recreation Board 9/13/83. Revised by Tammy Dunn, Recreation Manager 12/3/15, 12/10/19, 12/7/21, 11/22/22  
Policy Revision Approved and Adopted by Finance & Common Council 1/9/24*