

**Recreation and Park Commission  
for the Parish of East Baton Rouge (BREC)  
2019 Non-Sanctioned Adult Tennis Tournament Contract**

BREC's Tennis Department hereby contracts with the undersigned group, for the group's non-exclusive use of the following tennis facilities (Check the sites you plan on using):

Independence     Highland Road     City Park     Forest Park     Greenwood

Name of tournament: \_\_\_\_\_

Check here if non-profit entity (501(c)(3) certificate attached/to be provided)

Date/s and starting and ending times and number of courts for each site:

\_\_\_\_\_

\_\_\_\_\_

Type of event (singles, doubles, mixed): \_\_\_\_\_

Tournament contact: \_\_\_\_\_

Telephone, fax, e-mail: \_\_\_\_\_

Person responsible for payment: \_\_\_\_\_

Telephone, fax, e-mail: \_\_\_\_\_

Time you need staff to open up site each day: \_\_\_\_\_

**HOURS OF OPERATION**

Following are centers regular hours of operation:

**Monday – Thursday**

8:00 a.m. - 10:00 p.m.

**Monday – Wednesday**

3:00 p.m. - 10:00 p.m. Greenwood

**Fridays:** 8:00 a.m. - 8:00 p.m.

**Weekends (All Sites)**

Saturday: 8:00 a.m. - 6:00 p.m.

Sunday: 8:00 a.m. - 6:00 p.m.

**HOLIDAYS (Sites are closed)**

Thanksgiving, Day after Thanksgiving, Christmas, Christmas Eve, Fourth of July, Labor Day, New Year's Day, Easter Sunday

**FEES**

- \$2.50 an hour per court before 6:00 p.m. – high school rate
- \$5.00 an hour per court before 6:00 p.m.
- \$8.00 an hour per court 6:00 p.m. until closing
- \$12.00 an hour per court for indoor courts at Independence
- Court fees are billed in 30-minute increments.
- \$15.00 an hour to staff a center when a center is officially closed, in addition to court fees. **This fee is mandatory if matches are scheduled at 8:00 a.m.**

- Court fees are non-negotiable and due in full within 30 days of being invoiced.

## AMENITIES

- BREC will provide any or all of the following amenities:  
(Please check amenities desired. One week notice must be given.)
  - Ice - \$10 per site (Highland, Forest, City, Independence, Greenwood)
  - Computer/Printer/Internet/Fax Access - \$15 per site
  - Singles Sticks - \$10 per event
  - Tournament Boards - \$5 per site
  - Ice Chest - \$5 per site
  - Staffing Fee - \$15 per hour/per site

## NON-PROFIT DISCOUNT POLICY

A charity or non-profit organization requesting to host a tournament at BREC tennis facilities is eligible to receive a 25% discount on court fees. The entity must provide BREC with a 501(c)(3) certificate indicating proof of their status in order to receive the discount. High school tournaments are not eligible for this discount.

## COURT RESERVATION CANCELLATION POLICY

- In order to receive a full refund for courts reserved and not being utilized, BREC must receive notification **by 5:00 p.m. prior to the Saturday before the tournament is to start**. If respective site/s where courts are reserved are not notified by this time, all courts originally reserved will be invoiced by BREC.
- All courts reserved for the tournament must be made through the administrative office and will be invoiced to the tournament director. ***Courts reserved for a tournament CANNOT be reserved under an individual's name or through the public.***
- BREC may reschedule the event if the tennis center/s is closed on the scheduled date due to hurricane conditions, flooding, acts of God, or other reasons. In this event, the tournament will be rescheduled on a mutually agreed upon date.
- Client may not cancel or postpone the event due to inclement weather or other causes. If the tennis courts are playable, all events are expected to proceed as scheduled.

## ALCOHOL POLICIES

**Check here if you are requesting to consume/sell alcohol at the event.**

Request for alcohol consumption/sale requires at least a thirty (30) day notice to the Tennis Manager. An additional and separate contract (Alcohol Policy Contract Addendum) must be completed and signed which will include BREC's Alcohol Consumption Compliance and Management Plan. The ability to provide alcohol at a tennis event may include additional fees, liability insurance, security personnel, and a licensed caterer or alcohol server.

- All signage associated with the event and posted at BREC's tennis centers, must receive approval by the Tennis Manager. Any signage affiliated with alcohol, gambling, or tobacco is strictly prohibited.
- Client is responsible for insuring that all tournament participants and guests comply with BREC's rules and policies: appropriate tennis attire and shoes; no glass containers on court.
- **All sites have a "Lights Out" policy - at 10:30 p.m. all tennis court lighting will be turned off. NO EXCEPTIONS. Any changes requiring site/s to remain open past original scheduled times must be approved by the Tennis Manager.**

- If Client brings food or refreshments onto the site/s, client is responsible for clean-up and disposal of all food and trash associated with activity. Trash must be removed from the tennis center and grounds and placed by trash cans located outside of the building.
- NO BREC equipment including computers, stringing machine, printer, bulletin boards is to be utilized by tournament staff, participants, or personnel unless authorized by the Assistant Area Supervisor or Tennis Manager. No tennis center chairs are allowed outside of the center.
- Any equipment, materials, or items left at the site/s from a tournament will be disposed of within three days of completion of the tournament.

**CLIENT LIABILITY**

- Client has inspected the premises and accepts them as suitable for the intended event.
- Client will make no alterations or modifications to the premises, except as may be approved by Tennis Manager.
- Client is liable for any damage to the premises caused by Client and Client’s guests or by their use of the premises, and will reimburse BREC Tennis for the cost of any repair or replacement BREC Tennis deems necessary.
- Under no circumstances, including cancellation by BREC Tennis, is BREC Tennis responsible for any expenses relating to the event, including charges of outside vendors.
- Any outside vendors on BREC property must be approved by Tennis Manager prior to tournament. BREC reserves the right to require client, at client’s expense, to carry a minimum of a \$1,000,000 general liability insurance policy listing BREC as a third party on said policy.
- Client acknowledges that BREC and their employees and contractors are not responsible for any property brought to tennis facilities by Client or Client’s guests.
- Client agrees to release and indemnify BREC and their employees, contractors, and insurers from all liability and claims arising out of or relating to the event, whether asserted by Client, Client’s guests or insurers, or other parties, except liability resulting from gross negligence or willful misconduct of the released parties.

Client’s signature below insures that he/she has read, understands, and will abide by all above policies and deadlines.

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Client - Print Name & Title

\_\_\_\_\_  
BREC Representative

\_\_\_\_\_  
Date

Tennis Tournament Contact: Yvette Marshall - Tennis Manager

BREC’s Tennis Department  
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*Updated September 2018*