

CITY OF DAPHNE  
TOURNAMENT APPLICATION & AGREEMENT  
TENNIS & PICKLEBALL COMPLEX AT W.O. LOTT PARK



APPLICANT INFORMATION

APPLICATION DATE: \_\_\_\_\_  
ORGANIZATION REPRESENTATIVE NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_  
ORGANIZATION NAME: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
CONTACT PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**TENNIS COURTS - # of COURTS** \_\_\_\_\_  
*Tennis courts must be rented in 2 court increments / Max 10 tennis courts*

**PICKLEBALL COURTS - # of COURTS** \_\_\_\_\_  
*Pickleball courts must be rented in 6 court increments / Max 12 pickleball courts*

REQUESTED DATE(S) OF ATHLETIC EVENT: \_\_\_\_\_  
ACTIVITY/EVENT DESCRIPTION: \_\_\_\_\_  
AGE RANGE OF PARTICIPANTS: \_\_\_\_\_ NUMBER OF TEAMS/GROUP SIZE: \_\_\_\_\_  
INSURANCE PROVIDER: \_\_\_\_\_  
POLICY NUMBER: \_\_\_\_\_ CONTACT PHONE: \_\_\_\_\_  
REGISTRATION WEBSITE: \_\_\_\_\_

PARK RULES & POLICIES

Pursuant with the City of Daphne Ordinance 2023-37, the following Rules and Policies apply to any City of Daphne park, athletic complex or other city facility:

1. All park/athletic activities and events must be scheduled through Daphne Sports & Recreation Department. This includes practices, league play, public open play, special events and/or tournaments. All appropriate forms & agreements must be completed and returned with applicable deposits according to the provided schedule;
2. Insurance – All renters must provide Daphne Sports & Recreation with a certificate of insurance with the City of Daphne name as additional insured (General Liability: \$1,000,000 or one (1) million dollars per occurrence and \$3,000,000 or three (3) million dollars aggregate) prior to the start date of the event. Insurance coverage must begin with the first date of the event and extend through the duration of the entire event. Patrons assume all risk of injury, damage or loss sustained on the park premises;

3. Waiver, Release of Liability and Indemnification Agreement – All renters, its patrons/participants and all persons associated therewith shall, at all times, release, indemnify and forever hold harmless and discharge the City of Daphne, its officers, agents, employees, assigns, contributors and or volunteers of/and from any and all claims arising from the rental and/or use of any Daphne Sports & Recreation Department athletic field, complex, park and/or parcel of real property. All renters, its participants and all other persons associated therewith shall also waive any and all rights of subrogation that they might have resulting from any claims or causes of action resulting from participation therein;
4. City of Daphne and Daphne Sports & Recreation reserves the right to cancel, suspend or terminate any activity or event upon the occurrence of unsafe conditions, or in the instance that the terms set forth in this agreement is not adhered to by the renter;
5. The possession of alcoholic beverages and/or illegal narcotics is prohibited on City of Daphne property and will be strictly enforced;
6. No smoking/e-cigarettes allowed anywhere on park premises or in any City of Daphne facility;
7. No profanity allowed in City of Daphne parks and athletic complexes;
8. No glass containers allowed in parks and athletic complexes;
9. No pets allowed in parks and athletic complexes;
10. No unauthorized vehicles. No bicycles, skateboards, skates or scooters on pedestrian walkways – only on designated bike paths and/or roadways;
11. No soliciting allowed at a City of Daphne facility/complex;

## ADDITIONAL POLICIES REGARDING ADVERTISEMENTS

- Approved event flyers (8.5"x11" ONLY) can be displayed in our kiosk/bulletin board displays once event is approved.
- Approved event flyers (8.5"x11" ONLY) can be displayed on court gates, in a location approved by our staff, 2 weeks prior to event.
- Banners and/or any other advertisements can be displayed within Daphne Tennis & Pickleball Complex, in a location approved by our staff, the evening prior to event.
- All displays, flyers, advertisements should be removed by event organizer at the conclusion of event.

## ATHLETIC FACILITY RENTAL FEES – TOURNAMENT PLAY

### TENNIS & PICKLEBALL COMPLEX AT W.O. LOTT PARK

Date(s)  
Requested

Daily Start/  
End Time

#### TOURNAMENT RENTAL:

**Tennis courts** must be rented in 2 court increments / Max 10 tennis courts  
**\$30 per court, per day**

\_\_\_\_\_

\_\_\_\_\_

**Pickleball courts** must be rented in 6 court increments / Max 12 pickleball courts  
**\$30 per court, per day**

\_\_\_\_\_

\_\_\_\_\_

## CONCESSIONS

The Organization Representative will be responsible for any concession vendor acquiring an approved PRIVATE VENDOR AGREEMENT from Daphne Sports & Recreation.

## VENDOR & MERCHANT FEES

Vendors are required to obtain an approved PRIVATE VENDOR AGREEMENT from Daphne Sports & Recreation. Within this agreement, the Vendor must also display/post the Business License on site, and adhere to the City of Daphne Code of Ordinances. Additionally, vendors are required to report and remit their sales tax due to the city, county, and state. For fees and additional information, please call the City of Daphne Revenue Department at 251-620-1250. Note: Failure to submit sales tax will result in civil action and removal of vendor participation at future events in the City of Daphne.

## ORGANIZATION REPRESENTATIVE RESPONSIBILITIES

The Organization Representative responsibilities will include but are not limited to the following.

The Organization Representative agrees to:

- Report participant/team registrant numbers as well as their home field location to the Daphne Sports and Recreation for statistical reporting. (Report to Ben Davis at bdavis@daphneal.com).
- Provide hotel code and/or link (to be specified by Daphne Sports & Recreation) to each participating team and/or registration website; and agrees not to partner with a third-party housing bureau.
- Will promote hotels, restaurants, and attractions located within the city limits of Daphne to participants/teams.
- Is responsible for any private vendor acquiring an approved PRIVATE VENDOR AGREEMENT from Daphne Sports & Recreation.

The City of Daphne is not liable for any damaged, lost or stolen items/equipment.

## FEE SUMMARY

Facility Rental fees per day \_\_\_\_\_ (x) # of courts \_\_\_\_\_ (x) # of days \_\_\_\_\_ =

**TOTAL DUE = \_\_\_\_\_**

## CANCELLATION POLICY/REFUND POLICY

Cancellations within seven (7) business days of a scheduled event will result in a forfeiture of all fees.

## SIGNATURE & AGREEMENT

I, \_\_\_\_\_, a representative of \_\_\_\_\_, hereby swear and affirm that I have read and completely understand the Daphne Sports & Recreation policies and terms of the park permit application and agree to abide by said policies and terms. I also hereby swear and affirm that I will take sole responsibility for the above-mentioned group on the above stated dates and times. Failure to comply may warrant immediate cancellation of the event without refund and possible denial of future reservations.

\_\_\_\_\_  
(Signature, Organization Representative)

\_\_\_\_\_  
(Date)

COMPLETED APPLICATION MUST BE SENT TO [BDAVIS@DAPHNEAL.COM](mailto:BDAVIS@DAPHNEAL.COM) FOR APPROVAL. If accepted, the signed approval by Daphne Sports & Recreation will be sent to the email address provided above.

Daphne Sports & Recreation will produce and email an invoice to the email address listed on this application. You may pay by credit card online with a 3% convenience fee, or pay by check or money order made payable to the "City of Daphne". The appropriate fees must be received before event dates will be reserved.

## APPROVAL

\_\_\_\_\_  
(Daphne Sports & Recreation Representative)

\_\_\_\_\_  
(Date)

### CITY OF DAPHNE USE ONLY

Total Amount Received: \_\_\_\_\_ Payment#: \_\_\_\_\_

Method of Payment (check one):

\_\_\_ Check (Check #: \_\_\_\_\_) \_\_\_ Money Order (#: \_\_\_\_\_) \_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_  
Employee Authorization

\_\_\_\_\_  
Date

(version February 2024)