

EVENT RESERVATION FORM

All applicants must submit a non-refundable deposit to schedule an event. This fee will be applied to the rental fee.
If the event is cancelled less than two weeks before scheduled, the fee is forfeited.

Facility Requested: _____ **Approximate Number of teams:** _____

Tournament Type: Traveling or In-House: _____

Date Requested: _____ **Time Requested:** _____

Applicant Name: _____

Organization (Specify if CGAA): _____

Applicant Address: _____

Applicant E-mail Address: _____

Home Phone: _____ **Work Phone:** _____ **Cell Phone:** _____

Fee Schedule	Class- 2	Class- 3	Class- 4	Class- 5	Fee Detail
Facility- Building/Fields	No Charge	\$110 per day	\$275 per day	\$356 per day	
Lights (per night)	\$72	\$72	\$72	\$72	
Dumpster (0-15 teams = 4 yd.) (16 + teams = 8 yd.)	\$140.30 – 4 yd. \$280.59 – 8 yd.	\$140.30 – 4 yd. \$280.59 – 8 yd.	\$140.30 – 4 yd. \$280.59 – 8 yd.	\$140.30 – 4 yd. \$280.59 – 8 yd.	
Satellites (Per Unit/Per Event)	\$47 (ADA-\$120)	\$47 (ADA-\$120)	\$47 (ADA-\$120)	\$47 (ADA-\$120)	
Clean-Outs (Per Unit/Per Day)	\$35	\$35	\$35	\$35	
Field Chalk	No Charge	\$10 bag	\$10 bag	\$10 bag	
Event Staff	\$40 per 1 hour All hours must be consecutive (2 hr. min.)	\$40 per 1 hour All hours must be consecutive (2 hr. min.)	\$40 per 1 hour All hours must be consecutive (2 hr. min.)	\$40 per 1 hour All hours must be consecutive (2 hr. min.)	
Concession Fee	\$30 per event	\$30 per event	\$30 per event	\$30 per event	
Deposit Fee Separate Check	N/C	\$125	\$250	\$300	
				Total	

****Satellite fees are subject to change based on incurred expense.**

The persons and/or organizations using City of Cottage Grove facilities, by signing and accepting this permit, agree to indemnify the City of Cottage Grove for any damages to personal property by any participant involved and agree to assume all liability for the injury or death of any participant involved. The above fees are an estimation, which the Cottage Grove Recreation Department reserves the right to revise, at any point in time, based on the usage of the facility. As the official designated or the authorized user, I have read and agree to abide by the rules and regulations of the Cottage Grove Parks and Recreation Department and accept full responsibility for any damage done by those I represent.

Applicant Signature: _____ **Date:** _____