



City of Torrance, Community Services Department
Book in Person – Instructions & Forms

Thank you for your interest in booking a tournament. Please start by reading the Wilson Park Tournament Policy.

LOCATION: Our office is located at Torrance City Hall in the West Annex Building. The address is 3031 Torrance Blvd., Torrance, CA 90503. Please see the Contact Us page for further details about our location.

HOURS: The Facility Booking Office is open from 8am-5pm on Monday – Friday, however we are closed alternate Fridays. Please allow at least 15 minutes for your reservation. Applicants that arrive after 4:50pm will be required to leave their documents and we will process them the next business day.

AVAILABILITY: We recommend that you call or e-mail to check availability before coming to our office.

WHAT TO BRING:

1. Full payment (unless requesting an invoice), please see the Wilson Park Tournament Policy for details.
2. A credit or debit card number to leave on file in case of damages.
3. Torrance Residents: Proof of residency (driver's license, utility bill, car registration or car insurance)
4. Optional: A completed application and credit card form (you can also obtain these forms at our office).

If you have any questions, please contact the Facility Booking Office at 310-618-5982 or FacilityBooking@TorranceCA.gov



City of Torrance, Community Services Department
Wilson Park Tournament Application

Facility Booking Office: 3031 Torrance Blvd., Torrance, CA 90503
 Phone: 310-618-5982 ● Fax: 310-781-7598 ● E-Mail: FacilityBooking@TorranceCA.Gov

APPLICANT INFORMATION

Name: _____ Email: _____

Address: _____ City: _____ Zip: _____

Contact Number(s) _____
 During the Day:

H
W
C

H
W
C

Organization (if applicable): _____

Organization Address: _____ City: _____ Zip: _____

Alternate Contact: _____ Phone: _____

EVENT INFORMATION

Date: _____ Day of Week (Circle): SAT SUN MON TUE WED THU FRI

Sport: _____ Anticipated Headcount (incl. spectators): _____

Field:	Start Time:	End Time:	Total Hours:	Lights Start Time:	Total Hours Lights:	Chalk & Bases?	Drag & Water?
Field 1						<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Field 2						<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Field 3						<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Field 4						<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

I request the use of the concession stand (100 res/ \$150 non-res): Yes No

If Yes: I will comply with LA County Health Code Guidelines. I will purchase a City of Torrance Business License.

USERS MUST AGREE TO THE FOLLOWING TERMS (CHECK BOXES)

- I have included full payment & a deposit for this reservation. The field fees can be found on the Wilson Park Tournament Policy.
- I am requesting an invoice for this reservation. I will remit full payment within 2 weeks or my event will be cancelled.
- Torrance Residents Only:* I have included proof of residency. We can accept the following only: Driver's License, Car Registration, Car Insurance or a Utility Bill (electric, water, gas or cable). There is no field discount for residents, but we require proof of residency to set up your account.
- For Saturday tournaments: I will notify all players and spectators to park in the east lots (lots D, E & F).
- I will provide an insurance certificate if booking all 4 fields or anticipating greater than 100 people (including spectators).
- I have read and understand the Wilson Park Tournament Policy.

I, the undersigned, agree to comply with all facility Rules and Regulations (see reverse side of this form) and will maintain an acceptable standard of behavior.

Applicant

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Field Hours _____ x \$15 \$	Proof of Residency: _____
Light Hours _____ x \$15 \$	Payment Method: CC Cash Check # _____
Light Hours OT _____ x \$30 \$	Invoice Date: _____ Payment Due: _____
C&B Fields _____ x \$22.5 \$	Insurance Required: Yes No
D&W Fields _____ x \$35 \$	
Refundable Deposit \$	
Other: _____ \$	NOTES: _____
TOTAL FEES: \$	

The above application is:

Approved Pending: _____ Denied: _____

John Jones, Community Services Director

Staff Signature: _____ Date: _____

GENERAL POLICY

Facility use agreements are issued in accordance with the policies established by the City Council and the Parks and Recreation Commission. All reservation forms must be completed and signed and all fees and deposits paid before reservation requests can be considered for approval.

GENERAL INFORMATION

Permits may be revoked if there is a conflict with Department use. The Department will attempt to give timely notice of such a conflict. Permits may be revoked and/or denied in the future if there is any abuse to City buildings, facilities, or equipment, or if there is any violation of the Torrance Municipal Code. If it is necessary for the renter to cancel a reservation, notify the Community Services Department a minimum of 48 hours prior to the reservation date. Twenty percent (20%) of the reservation fee will be retained on all cancellations initiated by the user. City personnel are entitled to enter any facility at any time.

PROHIBITED IN OR ON PARK FACILITIES ARE:

1. Consumption of alcoholic beverages (TMC 49.2.6)
2. Smoking (TMC 49.2.11)
2. Use of tacks, nails, screws, etc.
3. Model airplanes, cars, and boats (TMC 49.2.7)
4. Golf (TMC 49.2.7)
5. Overnight camping (TMC 61.6.31).
6. Dogs without leashes (TMC 41.1.5).
7. Fireworks (TMC 45.6.27)
8. No feeding of birds/ animals (TMC 41.13.1)
9. Ponies, petting zoos and uncaged animals (TMC 49.2.7)
10. Dogs without leashes (TMC 41.1.5)

PROHIBITED UNLESS A SPECIFIC PERMIT HAS BEEN ISSUED:

1. Youth group overnight camping (must be approved by the Director).
2. Advertisements, petitions, or solicitations (must be approved by the Director).
3. Electric-amplifying equipment or other sound-amplifying equipment (must indicate on this applications and apply at the Facility Booking office, a separate amplified sound permit must also be obtained and additional fees paid from the One-Stop Permit Center).
4. Parking and driving of cars on park grounds other than parking lots (must be approved by the Director).
5. Bouncers (must indicate on this applications and apply at the Facility Booking office).

AS A CONDITION OF THIS RESERVATION, ALL INDIVIDUALS AND GROUPS AGREE TO:

1. Be responsible for care and protection of equipment and property, leaving them in a clean, undamaged condition. The renter agrees to reimburse the Department for any equipment or supplies damaged or lost.
2. Be responsible for the behavior of all group members.
3. Provide one (1) responsible adult for each ten (10) children as supervision for any activity involving minors.
4. Use the facilities at their own risk and not hold the City of Torrance responsible in the event of loss, damage or injury.
5. Observe all Department rules and regulations in addition to those listed on this permit.
6. Vacate the facility at the close of the reservation period.



**City of Torrance, Community Services Department
Facility Booking Office
REQUEST TO PAY BY CREDIT CARD**

CREDIT CARD INFORMATION

I Herby Authorize Use Of My: Visa MasterCard
 Discover American Express

Print Name As It Appears on Card: _____

Credit Card Number: _____

Expiration Date: Month _____ Year _____ Permit Charges: \$ _____

Signature: _____

DAMAGES, OVERAGE & IMPROPERLY INCURRED EXPENSES

In the case of any damage to the facilities being rented or if the facilities are not left in the same condition that they were in before the start of this contract, damages or expenses (cleaning, repair and otherwise) will be billed directly to the credit card provided for this purpose. For building, gym, pool & rink reservations, a fee will be charged for each 10 minute portion of an hour that you stay past your scheduled end time. In addition to the amount incurred in damages, for any breach of contract the credit card on file may be charged up to \$500.00.

I have read and understand Damages, Overage & Improperly Incurred Expenses and authorize my credit card to be charged.

Signature: _____

Please send along with a completed application to:

Facility Booking Office

FacilityBooking@TorranceCA.Gov

310-781-7598 (fax)

310-618-5982 (voice)