



City of Torrance, Community Services Department
Wilson Park Tournament Policy

1. Please begin by reading the Sports Field Policy.
2. A softball tournament is defined as softball games taking place on multiple fields and/ or softball field reservations exceeding 4 hours unless special approval has been made. *For regular softball practice permits, please refer to the regular sports field rental policy. All regular softball field rentals must be paid upon request; there will be no exceptions for invoicing.*
3. The rental fees are per field:

Field Rental	Chalk & Bases	Dragging & Watering	Lights (during gym hours)	Lights (after gym hours)
\$15 per hour	\$22.50	\$35	\$15 per hour	\$30 per hour

- a. Chalk & bases and dragging & watering is done by staff once in the morning. Fields will be ready by 9AM.
 - b. Customers requesting dragging/ watering must request a minimum of 2 fields.
 - c. The fee for field lights increases after the gym is closed since staff controls the lights. The gym closes at 7pm on Sat., 8pm on Sun. and 10pm on weekdays.
4. The time on your application is the time you are reserving; we do not give extra time for set-up/ clean-up. Please account for extra time for players/ spectators to exit fields since the lights (if purchased) will go out at your reservation end time.
 5. Customers requesting softball tournaments may submit applications by e-mail or in person at City Hall. An application is required for each separate booking.
 6. Requests must be received a minimum of 5 business days in advance with a maximum of 1 year in advance.
 7. Each customer/ organization may have a maximum of 3 dates booked at a time.
 8. All tournament customers/ organizations must pay a \$100 refundable deposit. If you are booking multiple tournaments, or plan to book another tournament soon, it is recommended to leave the deposit on file since check refunds take 4-6 weeks. Credit card refunds will be processed within 7-10 business days. Park Services staff will evaluate the condition of the fields, and Park Rangers/ Park Staff will report if there was any breach of contract (overage, improperly incurred expenses, damages, alcohol/ smoking, etc.). Resulting fees will be deducted from the deposit.
 9. After submitting your application, Facility Booking will approve or deny the date within 2 business days. The tournament will then be booked as *tentative*. Full payment is due within 2 weeks from the date the Facility Booking sends the invoice. Once full payment is received, your booking status will be changed to *firm* and we will send you a receipt. Failure to pay by the deadline will result in the fields being released and your booking *cancelled*. If the fields are released due to failure to pay and you then want to re-submit an application to book the same date, payment is due up front.

10. All changes must be submitted a minimum of 5 business days in advance and must be approved by staff. Any reductions to time or services are considered cancellations and will result in an 80% refund. Please note we are closed on alternating Fridays, weekends and major holidays.
11. Your reservation is only good for the times/ dates/ fields / services requested; no changes may be made on site.
12. Liability insurance in the amount of One Million Dollars is required for tournaments on all 4 fields, tournaments with more than 100 people in attendance (includes spectators) and/or for groups booking more than 3 dates at one time. The City of Torrance must be listed as the additionally insured. Do not insure the actual park but rather: City of Torrance, 3031 Torrance Boulevard, Torrance, CA 90503
The following language must be included on said policies:
"THE CITY OF TORRANCE, THE CITY COUNCIL AND EACH MEMBER THEROF AND EVERY OFFICER AND EMPLOYEE OF THE CITY, AND EVERY MEMBER OF BOARDS AND COMMISSIONS".
13. In the case of rain or mud, please call the Facility Booking office as soon as you decide to cancel. If the office is closed, please call the Dee Hardison Sports Center at 310-972-7760. As long as we are notified before the scheduled start time that you are cancelling, a 100% refund will be issued. Wilson Park staff have the right to cancel your tournament if they deem the fields unplayable. They will contact the permit holder by phone to inform of closed fields.
14. If you are accepting donations, you must notify Facility Booking at the time of reservation.
15. For information on the concession stand, please call Facility Booking.
16. On Saturdays when we have the Farmers' Market, all players and spectators must park in the east lots (Lot D, E or F). It is the responsibility of the renter to notify all participants.