

**Recreation and Park Commission  
for the Parish of East Baton Rouge (BREC)  
2024 Adult Tennis Tournament Contract**

Non-Sanctioned                       Sanctioned

BREC's Tennis Department hereby contracts with the undersigned group for the non-exclusive use of the following tennis sites (indicate sites to be used):

City Park                       Forest Park                       Highland Road                       Independence

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

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

**Dates, starting and ending times, and number of courts for each site:**

\_\_\_\_\_  
\_\_\_\_\_

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

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

Telephone and e-mail: \_\_\_\_\_

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

Telephone and e-mail: \_\_\_\_\_

Time requested for site to open each day if prior to 8 a.m.: \_\_\_\_\_

**(Must be a minimum of one hour prior to the start of matches – no earlier than 7 a.m.)**

**HOURS OF OPERATION**

City, Forest, Highland Road, and Independence:

**Monday-Thursday**

8 a.m.-10 p.m.

**Friday-Sunday**

8 a.m.-6 p.m.

**HOLIDAYS (Sites are closed)**

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

**FEES**

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

- \$5 per hour per court before 6 p.m.
- \$8 per hour per court from 6 p.m. until closing
- \$12 per hour per court for indoor courts at Independence
- \$15 per hour to staff a center beyond normal operating hours, in addition to court fees.  
**This fee is mandatory if matches are scheduled at 8 a.m. (minimum of one hour prior to the start of matches – no earlier than 7 a.m.)**

## AMENITIES

BREC offers the following amenities (indicate amenities to be used - **one-week notice must be given**):

- Ice - \$10 per site
- Singles Sticks - \$10 per site
- Tournament Board - \$5 per site
- Water Cooler - \$5 per site (maximum of three per site)
- Staffing Fee - \$15 per hour per site (**minimum of one hour prior to the start of matches – no earlier than 7 a.m.**)

## COURT RESERVATION CANCELLATION POLICY

- To receive a full refund for courts reserved and not being used, **BREC must receive notification by 5 p.m. on the Saturday prior to the tournament.** If the respective site where courts are reserved is 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.
- BREC may reschedule the event if the tennis center is closed on the scheduled date due to hurricane conditions, flooding, acts of God, or other reasons. In this case, 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.

## NON-PROFIT DISCOUNT POLICY

A charity or non-profit organization requesting to host a tournament at a BREC tennis site is eligible to receive a 25% discount on court fees. The entity must provide BREC with a **501(c) certificate** indicating proof of their status to receive the discount.

## ALCOHOL POLICY

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

Request for alcohol consumption requires at least a sixty (60) day notice to the Tennis Manager. An additional and separate contract (Alcohol Policy Contract Addendum) must be completed and signed. The ability to provide alcohol at a tennis event may include additional fees, liability insurance, security personnel, and a licensed caterer or alcohol server.

## POLICIES

- 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 ensuring that all tournament participants and guests comply with BREC's rules and policies: appropriate tennis attire and shoes; no glass containers on court.
- **All tennis court lighting will be turned off at 10:30 p.m. NO EXCEPTIONS.**
- The Tennis Manager must approve a site operating outside of regularly scheduled hours.
- If client brings food or refreshments onto a site, client is responsible for clean-up and disposal of all food and trash. Trash must be removed from the tennis center and grounds and placed by trash cans located outside the building.
- BREC equipment, including computers, stringing machine, printer, bulletin boards, is **NOT** to be utilized by tournament staff, participants, or personnel unless authorized by the Assistant Area Supervisor or Tennis Manager. Tennis center chairs are **NOT** allowed outside the center.
- Any equipment, materials, or items left at a site 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 the 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 the Tennis Manager prior to a 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 sites 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 ensures that he/she has read, understands, and will abide by all policies and deadlines listed in this contract.

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

\_\_\_\_\_  
Date

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

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

\_\_\_\_\_  
Date

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