

# *Walnut Creek Athletic Complex*

## **Rental Packet**



**Raleigh  
Parks**

**Walnut Creek Athletic Complex  
1201 Sunnybrook Road  
Raleigh, NC 27610  
919-996-6836**

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# WALNUT CREEK ATHLETIC COMPLEX GENERAL INFORMATION



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Built in 1992 and renovated in 2019, Walnut Creek Athletic Complex contains nine (9) fenced, halogen-lit diamonds with skinned infields and hybrid grass outfields. All fields have underground irrigation on both the infields and outfields. Other new amenities include shade structures over every bleacher area, eighteen (18) bullpens, nine (9) new scorekeeping areas behind the backstop of each field, a food truck alley between wheels, and newly structured entrance areas to Wheel 1 and Wheel 2.

## Walnut Creek Athletic Complex has hosted events such as

- Host to the City of Raleigh's adult spring & fall softball programs
- Special Olympics World Games
- NC High School Athletics Association Fast-Pitch State Championships
- NCAA Division III Championships
- PONY Girl's Fast-Pitch National Tournament
- NC State Women's Softball
- Shaw University Women's Softball
- St. Augustine's University Women's Softball
- ACC Women's Softball Championships
- NC Police and Fire Olympics
- 2008-2014 Senior Softball USA Eastern National Championships
- 2012-2014 NCASA "A" State Tournament 16u & 18u
- Annual Carolina Cardinal Classic Fast-Pitch Tournament

## Amenities Include

- Enclosed covered dugouts
- Aluminum bleacher seating with shade sails coverings that can hold up to 1,000 spectators
- Wireless internet connection
- Temporary fencing available (60-day notice applies)
- Public Address system throughout the entire complex
- Scoreboard for each field
- Emergency medical services located approximately 1.5 miles from complex
- Basic first aid and AED equipment available
- There is no fee to watch regular "City" league games
- During tournaments and special events, a gate fee will be charged except for players, umpires, and staff in uniform

## Facility Rules

- NO alcohol or firearms are permitted on City of Raleigh property
- NO pets are allowed
- NO bikes, skates, skateboards, rollerblades permitted inside of the park
- DO NOT leave children unattended without adult supervision
- NO smoking in plaza or surrounding areas (only permitted in parking lot area)
- NO overnight camping
- NO grilling, open flames, or portable generators

## Documents Required for Rental

1. Rental Form
2. Non-refundable application fee of \$50.00 per tournament
3. Non-refundable deposit of \$150.00 per tournament due upon award agreement
4. Certificate of Liability Insurance (Insurance with the City of Raleigh as additional insured for at least \$2 million)
5. Assembly Permit required if the Police and Athletic Department deems it necessary due to the type, size, nature, and history of the event.

## Directions

Walnut Creek Athletic Complex is located at 1201 Sunnybrook Road, Raleigh, NC 27610. Easily accessible from Interstate I-40 and Interstate I-440. From I-40 take exit 301 then take exit 15 to Poole Road. From I-440 take exit 15 to Poole Road.



Backstop dugout scoring area



Bullpen



Bleacher shade structure

# WALNUT CREEK ATHLETIC COMPLEX RESERVATION INFORMATION

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## FIELDS AVAILABLE FOR USE: WHEEL #1- 5 FIELDS/WHEEL #2- 4 FIELDS

*General Liability Insurance is required for ALL Tournament and Event Reservations*

**TOURNAMENT AND EVENT RESERVATIONS:** Are defined as any activity utilizing any field(s) for over 3 hours with a required minimum of 30 teams which determines the rental request approval. Those tournaments that do not meet minimum team requirements will be offered outside field usage based on availability.

### **APPLICATIONS DUE TO THE ATHLETICS OFFICE: Due by October 13 for all events March-November 2024**

Late requests will be accepted up to 30 days prior to the event if field space is available for use. If accepted, late requests will be required to pay in full to secure the fields. City of Raleigh events have priority over all other events. Fields may be unavailable for use during City of Raleigh events to address field or facility maintenance.

### **IF MULTIPLE REQUESTS ARE MADE FOR THE SAME DATE, PRIORITY WILL BE GIVEN IN THE FOLLOWING ORDER:**

1. City of Raleigh Parks, Recreation and Cultural Resources Department sponsored event
2. Youth Tournaments (base distance not to exceed 70' feet)
3. Recurring Events - events occurring on the same weekend at the same location at least 3 years in a row
4. State, National and World Tournaments
5. Multiple Day Events
6. Rentals guaranteeing a minimum rental of 5 fields
7. Adult Tournaments
8. Other Tournaments

If your event doesn't fall into any of the traditional categories, please contact the tournament coordinator to discuss your opportunities - 919-996-2127.

### **FIELD RESERVATION FEES:**

#### **A. Non-refundable application fee per tournament: \$50.00**

#### **B. Deposit: \$150.00**

Total deposit must be paid at time of contract signing to reserve a field for each tournament date. Deposit is included in the total cost and will only be refunded if fields are deemed unplayable due to inclement weather.

#### **C. Standard Tournament Reservations include bases, one-time standard field maintenance and lights**

\$150 Non-Refundable Deposit Fee (included in any rental price)

- Tier 1: 30-50 teams per day at \$30.00 per team
- Tier 2: 51-70 teams per day at \$25.00 per team
- Tier 3: 71+ teams per day at \$20.00 per team

#### **D. Extra field fees:** The Walnut Creek Athletic Complex has a minimum field guarantee of 5 fields. Events hosting over 50 teams will be required to rent all 9 fields at the Walnut Creek Athletic Complex. Additional fields outside of Walnut Creek Athletic Complex can be utilized at a rate of:

- \$200 per field per day (6+ hours)
- \$150 per field per day (less than 6 hours)

#### **E. Extra Maintenance:** For example: drying material in case of rain, additional dragging or lining, etc.

- Drying Material - \$10 per bag, includes labor (generally 10 or more bags required per field depending on weather conditions and amount of water on fields)
- Dragging and/or lining the field = \$35 per field per occurrence
- All other maintenance charges are based on actual labor and materials costs

# WALNUT CREEK ATHLETIC COMPLEX FACILITY USE

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## WALNUT CREEK ATHLETIC COMPLEX STIPULATIONS GOVERNING FACILITY USE

- 1. City of Raleigh Parks, Recreation and Cultural Resources Department-sponsored/partnered programs have scheduling priorities over all field uses.**
- 2. The specified user shall not sub-let the facility.**
- 3. The possession and/or consumption of alcoholic beverages and/or illegal drugs are prohibited on all City of Raleigh Parks property.** If alcoholic beverages and/or illegal drugs are detected, Raleigh Police Department will be called and appropriate action will take place.
- 4. There will be NO SMOKING allowed on the plaza,** in accordance with the City of Raleigh Ordinance (No. 2011- 834) which states: "All city parks and greenways and structures associated with parks and recreation except that smoking shall be permitted in Moore and Nash Squares and in all parks and greenway areas specifically delineated as automobile parking areas."
- 5. The user organization shall be responsible for the general clean-up of the facility.** In the event the facility is not cleaned after use of the facility, the user/organization will be billed for the cost of clean-up by the Department. (Cost determined by staff.)
- 6. In the event of inclement weather,** the Department reserves the right to cancel all reservations.
- 7. COR PRCR may deem it necessary to have uniformed police/security officers to be on the premises;** the user/organization shall be responsible for making arrangements for such officers and for paying directly for their services. If the function exceeds 500 persons, a security officer is required (1 per 500 patrons).
- 8. The user/organization is responsible for seeing that vehicles use designated parking areas only.** In the event of damages to any Raleigh Parks, Recreation and Cultural Resources facility the user/organization will be held liable for all damages.
- 9. The user/organization shall assume all responsibility for all risks and hazards** incidental to the use of the facility as well as any transportation to and from the facility. The user/ organization further agrees to release, absolve, indemnify, and hold harmless the Raleigh Parks, Recreation and Cultural Resources Department and its employees.
- 10. A parking fee may be charged for all motorized vehicles entering the park.** This will be in effect two (2) hours prior to the first game. Parking permits must be displayed in the vehicle's window at all times while parking at the complex.
- 11. An admission/gate fee will be charged for all tournaments and special events.** Staff, umpires, and uniformed players will be allowed to enter at no charge. One (1) scorekeeper per team will be allowed to enter at no charge and must register with the gatekeeper.
- 12. All teams participating in softball at the complex must be registered with:** USA, USSSA, NSA, or any National Softball Governing Body that provides the City with a certificate of insurance showing that a policy of Comprehensive General Liability insurance provides coverage with respect to the foregoing hold harmless and indemnification undertaking is and will continue to be in effect during the period of such permitted use. Combined single limits of no less than \$1,000,000 each occurrence and \$2,000,000 aggregate. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability, or Cross Liability. City of Raleigh is named additional insured "as their interests may appear" must be endorsed onto policy and listed on Certificate of Insurance. Certificate must be provided to COR PRCR prior to the event (at least five business days to the event).
- 13. Deposit/Fees:** Reservations are not valid until a rental request has been signed by all parties and the required non-refundable deposit of \$150.00 per tournament per agreement has been submitted. An individual request must be submitted for each tournament. Total deposit must be paid in advance to reserve the Walnut Creek Athletic Complex. Accepted forms of payment are by check, credit/debit card (Visa, MasterCard or American Express or certified money order). Cash payment will NOT be accepted, no exceptions.
- 14. Refund Policy:** All refund requests must be received in writing 14 days or more in advance of the start date of the programs/ rental/team placement are entitled to: 100% refund/credit/ transfer if the department cancels program or facility rental, 100% credit or transfer of fees to another program at time of withdrawal, 85% refund based on total cost of program, or 85% credit/transfer/refund of eligible rental fees. Refund/credit/ transfer requests received less than 14 days prior to the start date of a program/rental/team placement will not be granted. Refunds for medical reasons requested prior to the start date of a program/rental/team placement will be granted at 100% subject to verification. Outdoor facility usage cancelled due to inclement weather may be rescheduled pending space availability. A credit may be used by any family member on the same registration account. Non-attendance/non-participation in a program does not entitle a patron to a refund.
- 15. Events hosting over 50 teams** will be required to rent all 9 fields at the Walnut Creek Athletic Complex and be in compliance with the City of Raleigh and the Raleigh Parks, Recreation and Cultural Resources Department. Youth Baseball tournaments (for ages 12 and under and requirements of base distance no more than 70' feet) are eligible for field rental on all fields based on date availability.

# WALNUT CREEK ATHLETIC COMPLEX FACILITY USE

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16. **A team list(s) are due to the Athletic Division office no later than three (3) days prior to the tournament.**  
Tournament brackets are due to the office by noon the day prior to the event.
17. **No pets, skates, skateboards, rollerblades, bicycles, or motorcycles are allowed inside the plaza areas of the complex.**
18. **No wading or swimming is allowed in the reservoir or creek within the park.**
19. **The user/organization is responsible for set-up and immediate take-down of necessary supplies.** Vehicles are allowed in the plaza areas for loading and unloading of the user's/ organization's supplies only. Plaza area will be closed 1 hour prior to the first scheduled game to assure safety within the plaza area.
20. **Air Quality Conditions:** Air quality conditions should be no higher than Code Orange (101-150 AQI) for games to be played. When conditions exceed this range, no outdoor athletic events should be conducted by COR PRCR. In addition, any parties renting facilities shall be advised of such conditions which may result in a revision to tournament scheduling.
21. **All games must cease play at 11:00 pm.**
22. **There will be no admissions, fund-raising, or selling of merchandise or food at any City of Raleigh facility by any user/organization without prior written approval from the Raleigh Parks, Recreation and Cultural Resources Department.** If allowed, a 20% fee of the vendor's gross receipts will be paid to the City of Raleigh no later than one (1) week after the event. All vendors must have the following before applying: NC State Tax Form, City of Raleigh Privilege License, Wake County Health Inspection and Permit (if applicable), Insurance listing the City of Raleigh as an additional insured, and a Vendor's Agreement and Vendor's Log.

# WALNUT CREEK ATHLETIC COMPLEX RENTAL REQUEST

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## RENTAL REQUEST - SECTION 1

*General Liability Insurance is required for ALL Tournament and Event Reservations*

Name of User/Organization \_\_\_\_\_

Name of Tournament/Classification \_\_\_\_\_

Sanctioned Event? • YES or • NO - If yes, which organization? • USA • USSSA • TFS • SSAA • Other \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone Number (Office) \_\_\_\_\_ Phone Number (Cell) \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email Address \_\_\_\_\_

Specific Purpose for use of the fields:

Insurance Information (attached policy) \_\_\_\_\_

Estimated Attendance \_\_\_\_\_ Number of Teams (minimum of 30 teams) \_\_\_\_\_ • Youth or • Adult

Dates of Reservation \_\_\_\_\_ Estimated Starting & Projected Ending Time \_\_\_\_\_

Alternate Dates of Reservation \_\_\_\_\_

Tournament Director \_\_\_\_\_ Umpire in Chief \_\_\_\_\_

Base Distance Requested \_\_\_\_\_ Pitching Rubber Distance \_\_\_\_\_

Estimated Number of Fields Needed \_\_\_\_\_

Applicant Name \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature verifies applicant has read and understands all pages of the application and agrees to abide by the stipulation governing this facility.

**All new users are required to meet with Parks, Recreation and Cultural Resources Department prior to approval.** Attach all required documents.

*Fees are subject to change per City Council.*

### OFFICE USE ONLY

Staff Name \_\_\_\_\_ Date Received \_\_\_\_\_

### Method of Payment

MasterCard • Visa • American Express • Check or money order (payable to City of Raleigh), Check # \_\_\_\_\_

Deposit Received / Date \_\_\_\_\_ • Certificate of Liability Received / Date \_\_\_\_\_

Contract # \_\_\_\_\_

# WALNUT CREEK ATHLETIC COMPLEX RENTAL REQUEST

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## RENTAL REQUEST - SECTION 2

### 2024 FIELD RENTAL PER TEAM FEES

(fields will be dragged and lined prior to the first game each day.)

	# of Teams		# of Tournament Days	
<b>EXAMPLE: 51-70 teams per day @ \$25.00 per team</b>	61	x \$25.00	3	= \$4,575.00
30-50 teams per day @ \$30.00 per team		x \$30.00		=
51-70 teams per day @ \$25.00 per team		x \$25.00		=
71+ teams per day @ \$20.00 per team		x \$20.00		=

### ADDITIONAL SERVICES:

<b>Drag/Line fields per game</b> , \$35 per field	# of Fields:		=
<b>The "Towers" at each wheel</b> can be utilized by scorekeepers, announcers, tournament directors, tournament VIP's and media.	\$100 per tower/per event:		=
<b>Outside Fields</b> (if available), 7 business days advanced request required.	\$200 per field per day (6+ hours):		=
	\$150 per field per day (less than 6 hours):		=
<b>Tents</b> (if available), 60 day advanced request required	\$50 per tent:		=
<b>Supply Water, Ice &amp; Coolers</b>	\$10 per dugout per game:		=
<b>Deposit Fee</b> (this is included in price, non-refundable)		\$150.00	= \$150.00
<b>Application Fee</b> (non-refundable)		\$50.00	= \$50.00
<b>TOTAL FEES:</b>			=

### ADDITIONAL INFO

- In case of rain, directors may request drying material be added to the fields at a cost of \$10 per bag.  
Are you interested in this service? • YES • NO
- I will require the use of a golf cart, gator, or other small, motorized vehicle for this event. • YES • NO  
(Golf carts must be supplied by the renter. Walnut Creek golf cart stipulations must be signed and met while driving during event)

### 2024 GATE FEES AND INCENTIVE

(NOTE: COR will operate ticket booths and collect all gate fees)

- Adults (ages 11-54) = \$10 per day
- Seniors (ages 55+) = \$5 per day
- Children (ages 10 and under) = FREE
- Incentive (credited back to Tournament Director at conclusion of Tournament) = \$2 per paid admission