



Request Date: \_\_\_\_\_

## BFCT Soccer Complex Field Use Application

### RESERVATION

Type of reservation:    Tournament                      Practice                      Scrimmage/Game                      Camp                      Party

Age group:                      Youth                      Adult

Activity (lacrosse, rugby, soccer, etc.): \_\_\_\_\_ Age group (8U, 13U, etc.): \_\_\_\_\_

If sanctioned, by whom (ASA, USSSA, OYSA, etc.): \_\_\_\_\_

East Field: \_\_\_\_\_ West Field: \_\_\_\_\_

Reservation day(s)/date(s)/begin time/end time (including set-up & clean-up if applicable):

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

Est. number of attendees (including participants, coaches, spectators, etc.): \_\_\_\_\_

### CONTACT

Organization Name (if applicable) ("User") User must be at least 18 years of age (21 years of age if alcohol is being served): \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Contact Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

### ADDITIONAL SERVICES (circle all that apply)

Field lining (add'l fee)

Vendors/concessions

Selling alcohol

Charging Admission

Serving alcohol

**\*Reservations will not be put on the calendar and are not guaranteed until the signed contract, deposit, and payment (if applicable) are received.**

For single occurrence field rentals, payment and refundable deposit are due at the time of reservation. For tournaments and recurring field reservations, a refundable deposit will hold the field reservation; final billing will be done monthly and is due within 14 days of the billing invoice. Once payment has been received and details of the reservation have been coordinated, User will receive a confirmation receipt as well as a BFCT Soccer Complex Usage Agreement ("Field Use Agreement") that must be signed and returned to Bend FC Timbers. **Reservations are not confirmed until you have returned the signed Field Use Agreement and a deposit or payment (if applicable) is secured.**

Field rentals are billed based on *reserved* field space. In the event, User must cancel a reservation, User must notify Bend FC Timber in writing by 12:01 am one prior to field use date to cancel and will be assessed a \$75 cancellation fee. No refunds issued within one month of scheduled field use.

**Submit completed reservation request via email to [turf@bendfctimbers.com](mailto:turf@bendfctimbers.com) or by mail to Bend FC Timbers, Attn: Field Rental, 145 NE Revere Ave., Ste 6, Bend, OR 97701.**