Agenda Item Number 7

Memo

To: Village Board

From: Chris Clark, Director of Parks, Recreation, & Forestry

Re: Request by Uncle Charlie's Tournaments to Host a Youth Softball Tournament at Riverview Park

Date: September 2, 2025

Name of Organization/Person:

Uncle Charlie's Tournaments; Shannon Cole
New Philadelphia, Ohio

Purpose of Event:

Youth softball tournament

Location of Event:

Riverview Park

Date(s) and Time(s) of Event:

September 20-21, 2025; 8:00 am – 8:00 pm

Recurring Event: ☒Yes ☐No

They hosted a youth softball tournament at Riverview Park on July 17-20, 2025

Alcohol Sales Request: ☐Yes ☒No

Vending/Concessions/Admission Fees: ☒Yes ☐No

They will need vendor permit approval for the sale of apparel and concession food. No admission fees will be charged for this tournament.

Background Information:

Uncle Charlie's Tournaments is requesting authorization to host a youth softball tournament for ages 10U-12U at Riverview Park September 20-21, 2025. This group is a national USA sanctioned organization from Ohio that organizes youth softball tournaments throughout the Midwest. They previously hosted a large regional tournament in the greater Green Bay area utilizing facilities in Ashwaubenon and Allouez earlier this summer. That tournament was very successful with no known issues.

The organization will utilize three fields at Riverview Park for the 10U and 12U age groups. They anticipate up to 12 teams participating in this tournament.

Anticipated fee revenues that the Village will receive for the event could be up to $1500. Village policy for events requested by for-profit organizations, in addition to the vendor permit, requires Village Board approval.

The Allouez Girls Softball organization may also operate the concession stand at Riverview Park during the tournament as a fundraiser for their organization.

The Parks, Recreation, and Forestry Committee recommended approval at the August 26, 2025 meeting.

Attachments:

Application
Vendor permit application
Tournament information

Village of Allouez
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VILLAGE OF ALLOUEZ

ATHLETIC FACILITY RESERVATION PERMIT

Parks and Recreation Department · 1900 Libal St. · Allouez, WI 54301

Complete the following information:

ORGANIZATION/LEAGUE NAME: Uncle Charlie's Tournaments ☒ Youth ☐ Adult

Main Contact: Shannon Cole

Email: unclecharliestournaments@gmail.com

Address: 1227 3rd St NW City/State/Zip: New Philadelphia / Ohio/ 44663

Primary Phone: 330-340-0784 Other Phone:

Secondary Contact:

Email: 3offthebat@gmail.com

Address: 1227 3rd St NW City/State/Zip: New Philadelphia / Ohio / 44663

Primary Phone: 330-340-0784 Other Phone:

RERSERVATION INFORMATION

Date (s) of Play:
Start Date: 9/20/25 End Date: 9/21/25

Day (s) of Play:
Monday___ Tuesday___ Wed. ___ Thursday ___ Friday___ Sat X Sun X

Time of Play:
Start Time: 8:00am am/pm End Time: 8:00pm am/pm

Number of participants/spectators expected: 480

Will the fields need to be marked by the Village? ☒ YES ☐ NO
*Village will only line and drag fields for games. Tournaments requiring lining and dragging throughout will be charged a maintenance fee. Practices will be assigned use as is status.

Do you intend to use the concession stand? ☐ YES ☒ NO
*Availability must be confirmed with Village.

Do you plan to sell alcohol? ☐ YES ☒ NO
**If yes a temporary liquor license is required through the village clerk.

Do you intend to use lights? ☐ YES ☒ NO
(Lighted facilities only)

Will you be selling any goods? ☐ YES ☒ NO
**If yes a vendor permit is required and village board approval.

Please write the field(s) numbers you plan to use: 3

Softball/Baseball	**Game (s)**	**Practice(s)**
Green Isle Softball (Lighted)	#_____	#_____
Green Isle Baseball (Lighted)	#_____	#_____
East Lawn Baseball	#_____	#_____
Langlade Softball	#_____	#_____
Riverview Softball Complex/ 5	#30	#_____
Webster Baseball/ 5	#_____	#_____
Soccer		
Green Isle/2	#_____	#_____
Broadview Complex/5	#_____	#_____
Kiwanis/2	#_____	#_____
Football and Multi-purpose		
Green Isle Football Field	#_____	#_____
Optimist Field	#_____	#_____
Tennis		
Green Isle	#_____	#_____
East Lawn	#_____	#_____
Langlade/2	#_____	#_____

**If games and practices are planned, a formal game schedule must be submitted before the first reserved date.

PLEASE READ:
League Reservations will not be secured unless the above information is complete and accurate. By signing below, I hereby acknowledge that I have completed the above information to the best of my knowledge, read the above information, received a copy of the Athletic Facility Rules, and will agree to all said rules and guidelines governing the use of the Village Athletic Facilities.

Signature:_____ Date:_____

FOR OFFICE USE ONLY:

Date Reservation Made:_____

Amount Paid:_____ Date Paid:_____

Staff Approval:_____

Key Issued _____ Date Issued:_____ Keys Returned (Date):_____

Fee 1:_____ $_____

Fee 2:_____ $_____

Fee 3:_____ $_____

Fee 4:_____ $_____

Total Due: $_____

Village of Allouez
Historically progressive

VILLAGE OF ALLOUEZ
ATHLETIC FACILITY
RESERVATION RULES AND GUIDELINES

1. All inside and outside facilities shall be cleaned and clear of garbage.
2. The permittee at its own cost shall obtain and maintain general liability insurance for the event in the minimum amount of $2,000,000 for damages arising out of personal injuries to any one person and $50,000 property damages.
    a.) Product liability is required only if permittee dispenses food, confections, refreshments, and/or beverages.
3. The permittee (and in case of individuals, partnerships and associations, the named contact person and the person signing this agreement), shall indemnify and save harmless the Village and its employees and representatives, against any and all injuries and damages to persons and property, and shall defend, indemnify and save harmless the Village and its employees and representatives from any and all claims, demands, suits, actions, costs, expenses and proceedings of any kind and nature, including any claims for injuries and/or damages caused in whole or in part by the negligence of the Village, its employees and representatives, which in any way result from or arise out of such activity.
4. No bus parking allowed within facility parking lots.
5. Access to bathrooms will be provided upon advance request; bathrooms must be left in good, clean condition.
    a.) **Renter is responsible** for supplying toilet paper & paper toweling.
    b.) **PORTABLE TOILETS required** when crowd size exceeds the capacity of the permanent toilet facilities.
        i.) There shall be 1 toilet unit for every 100 people.
        ii.) Toilets must be removed following the end of the event.
        ii.) Portable toilets must be pumped out by the renter during the event, if necessary, and after the event.
6. The Allouez Parks, Recreation & Forestry Department has the right to cancel an event due to inclement weather.
7. Renter is responsible for the removal of all garbage.
    a.) Dumpster rental is required for tournaments.
8. Softball/Baseball diamond maintenance
    a.) Games: Diamonds will be lined and Dragged for all scheduled games.
    b.) Practice: Diamonds will not be lined for practices, but are dragged weekly. Use of diamonds as is.
    c.) Tournaments: Diamonds will be lined & dragged on the Thursday prior to the start of the tournament.
        i.) All other lining and dragging will be responsibility of rental organization
        ii.) Tournaments requiring Allouez staff for lining and dragging fields will be subject to a maintenance fee (see below).
9. Soccer/Football field maintenance
    a.) Initial line setting for all soccer and football fields will be done once per year.
    b.) Relining of fields will be done every 2 weeks or as needed.

Fee Schedule

Softball/Baseball Diamonds	Category 1	Category 2
Concession Stand	$50 /day	$75 /day
Ball Diamond (game)- Fields lined & Dragged	$35 /field/day	$50 /field/day
Light Use	$25 extra/field/night	$25 extra/field/night
Season Practice	$175 per season (Spring, Summer, Fall)	$200 per season (Spring, Summer, Fall)
Hourly Practice	$5 field/hour (*Max 4 Hours)	$10 field/hour (*Max 4 Hours)
Tournament Fee- Fields not lined or dragged	$100 /field/day	$150/field/day
Tournament Deposit	$250 /tournament	$350 /tournament
Tournament Maintenance Fee	$300/day	$300/day
Sport Camp Fee	$60 /field/day	$75 /field/day
Soccer/Football Fields	**Category 1**	**Category 2**
Concession Stand	$50 /day	$75 /day
Soccer/Football Fields (game)	$20 field/day	$35 field/day
Light Use	$25 extra/field/night	$25 extra/field/night
Season Practice	$175 per season (Spring, Summer, Fall)	$200 per season (Spring, Summer, Fall)
Hourly Practice	$5 field/hour (*Max 4 Hours)	$10 field/hour (*Max 4 Hours)
Tournament Fee	$100 /field/day	$150/field/day
Tournament Deposit	$250 /tournament	$350 /tournament
Sport Camp Fee	$60 /field/day	$75 /field/day
Tennis Courts	**Category 1**	**Category 2**
Tennis Courts (season)	$150/season/court (Spring, Summer, Fall)	$175 /season/court (Spring, Summer, Fall)

Category 1: Village of Allouez Residents, Government Agencies, Non-Profit Organizations, Rec Groups & Charitable Groups within the Village of Allouez, & Schools
Category 2: Non-Residents of Allouez, For-Profit Businesses

Examples:
Government Agencies: Department of Transportation, Department of Natural Resources, Brown County Library
Non-Profit Organizations: (any group with 501 (c) (3) status): Boy/Girl Scouts, Youth Association Groups, YMCA
Charitable Groups within the Village of Allouez: (any group without 501 (c) (3) status): Special Interest Groups, Church Organizations, Sports Teams/Clubs
Schools: Langlade, Webster, Doty, St. Matthew's and Resurrection, Home School,
Non-Residents of Allouez: Any individual who lives outside of the Allouez Village limits
For-Profit Businesses: Any group or individual who operates for a profit.

VILLAGE OF ALLOUEZ
BROWN COUNTY, WISCONSIN

VENDOR PERMIT – SPECIAL EVENTS IN VILLAGE PARKS AND FACILITIES
TRANSIENT MERCHANT

(Vendors under sponsorship of non-profit or profit organizations)

Uncle Charlie's Tournaments
Name of sponsoring organization

1227 3rd St NW New Philadelphia, OH 44663
Address

Riverview Park
Event Location

Shannon Cole
Name of organization agent

Youth Softball Tournament
Nature or Character of Special Event

9/20-9/21/25 8:00am-8:00pm
Date and Length of Time of Event

Vendor Permits Subject to Village Board Approval

Village Board Approval Granted_____

Fee Schedule per Event

$25.00	0-25 Vendors
$50.00	25-50 Vendors
$75.00	Over 50 Vendors

Sponsoring organization shall pay the appropriate fee listed above to the village. Non-profit vendors shall be exempt from the fee. (Tax Exempt number is required)

For Office Use Only:
FEE: _____
DATE RECEIVED: _____

List Name of Each Vendor Selling At The Event:

Name of Vendor	Product	Tax Exempt # (if applicable)
TBD		

UNCLE CHARLIE'S TOURNAMENTS



Sign Up Who's Coming



Green Bay

Register Now

We use cookies on our website to see how you interact with it. By accepting, you agree to our use of such cookies. Privacy Policy

Settings Accept

Tournament Details

Fall State 10U & 12U
September 20th-21st, 2025
Green Bay, Wisconsin
3 Game Format
•10U •12U
$550

Sign Up | Who's Coming

Rules | Schedule





Tournament Details

- 3 game Format
- Pool Play and Bracket Play will be no new inning after 75 minutes and will include roster bat options as well as unlimited defensive substitutions.
- The entry fee is $550.
- You can pay by check or online at www.UncleCharliesTournaments.com.
- Pool play will begin at 8:00 am on Saturday
- Tourney Machine will be used to provide up to the minute updates throughout the tournament
- This is NOT a stay-to-play event however, we have set up room blocks and ask that teams needing rooms please book through our partners.
- Please mention you are with Uncle Charlie's Tournaments when booking.
- Booking options are for Team or Individual Rooms!!

For questions about the tournament please contact us directly. Text is the easiest way to get a hold of us.

Shannon Cole (330) 340-0784
Aaron O'Brien (330) 203-8074

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