



Clark County Department of Parks & Recreation

Sunset Park and Special Facilities Request Form

PLEASE HELP KEEP OUR PARKS BEAUTIFUL BY NOT DRIVING ON THE GRASS!

FACILITY REQUESTED: (Please check one)

SUNSET PARK AREA A - B - C - D - F

SUNSET LAKE

SUNSET PARK DISC GOLF COURSE

SILVERBOWL ARCHERY RANGE

SILVERBOWL RC AIR FIELD

DOG FANCIER'S PARK

NELLIS BMX TRACK

SILVERBOWL RC RACE TRACK

SET UP TIME FOR RESERVATIONS START AT 8:00 A.M.

Day and Date of Event: _____

Attendance: _____

Group Name: _____

Contact Person: _____

Start Time: _____ End Time: _____

Permit# _____ Receipt# _____

Address: _____

Phone#: _____

TYPE	YES	NO	NA	COMMENTS/INSTRUCTIONS
Electricity				If YES, a service fee will be charged. Limited power is available.
Amplified Music? Regional Parks Only				Clark County Ordinance 12.40.020, states that portable sound devices must not be so loud as to be heard from more than 75ft.
What Type?				
Amusement Services? What type?				Agency: _____ Copy of a two(2) million dollar liability insurance policy with Clark County, Clark County Parks & Recreation, and Las Vegas Metropolitan Police Department named as co-insured is required 30 days in advance of event.
NO Dunk Tanks or Pony Rides				
Trash Container				Groups of 500 or more will be required to pay a \$200 trash removal fee.
Portable Toilets (Contact Parks Office for Placement 455-8205)				Required for groups 500 and over. Event may be cancelled if invoices are not provided to the Reservation Office 15 days prior to event.
Tents/Canopies: ____10x10 ____10x20 ____20x20 Other ____				Clark County Fire Dept. Tent Permit REQUIRED for Tent(>200sqft) Canopy(>400sqft). 455-7316 NO STAKES!
Commercial Vehicles: Ice/Soda/ Trailer Style Grills/Beer/Catering/ Stage/Risers				Further information will be needed to obtain approval from maintenance staff. Park Maintenance staff will assist with identifying where vehicles may be stationed prior to your scheduled reservation. ABSOLUTELY NO DRIVING OR PARKING ON THE GRASS!
Security: CCPR / Other Guards ____ Time ____: ____ Total Hours ____				Required for groups 200 & over. Groups providing their own security must contact Park Police 455-7532, 30 days prior to event for approval.
Concessions / Sale of Alcohol / Admission Fees / Advertisement				A written request required for approval, 30 days prior to event. Permission will only be granted to non-profit organizations, additional security may be required. TAM Card Required! Event CANNOT be open to the public. Special Contract & Business License Required.

Any and all changes to your reservation must be made to this office no less than 15 days prior to the reservation date. Full refund will be issued if cancelled in person or in writing at least 2 weeks prior to reservation date. \$15.00 Administrative Fee will be retained if cancellation occurs less than 2 weeks but at least 72 hours prior to reservation date. No refunds on cancellations less than 72 hours notice.

Your assistance is necessary to protect and preserve our parks and recreational facilities. Please sign your name at the space provided below, indicating your commitment to ensuring that our facilities will be clean after your reserved event; and that you, acting on behalf of yourself/organization, agree to comply with all rules and regulations governing the use of parks and special facilities within Clark County. You will be responsible for repair and/or clean-up costs incurred by Clark County if the facility is damaged or vandalized as a result of this reserved use and agree to reimburse Clark County for any such expenses. Clark County Parks & Recreation has the right to cancel this reservation for any reason at any time.

Facility User _____

Date _____

Clark County Representative _____

Date _____

Office Use Only:	After Event Evaluation
# of Users: _____	Permit #: _____
Customer Name: _____	
Comments: _____	
