

Clark County Parks & Recreation

Dog Fancier's Park

Located at: 5800 E. Flamingo Road, Las Vegas, NV 89122

Mailing Address: 2601 E. Sunset Road, Las Vegas, NV 89120

Phone: (702) **455-8200** Fax: (702) **455-8275**

REMINDER LETTER

Dear Group Representative:

Thank you for your continued interest in using Clark County Department of Parks & Recreation facilities to hold your event. In an effort to ensure the health and safety of our patrons, we direct your attention to the Clark County Department of Business License to assist our customers in complying with the business license and permit process. If your event includes any business activities such as admission fees, ticket sales, vendors, concerts, rodeos, etc. we ask that you take a few moments to complete the enclosed form, so that we can accurately determine the scope of your event.

It is our goal to give you sufficient time to obtain any licenses or permits required by law, prior to your event date. For all new reservations and all events, it will be necessary for you to submit the completed questionnaire to Clark County Business License for approval not less than ninety (90) days prior to your requested date. In addition to any licenses or permits required, you will need to provide a copy of your current insurance policy listing Clark County as co-insured. The Liability Insurance Policy **must have a two million dollar (\$2,000,000) aggregate**, and a one million dollar (\$1,000,000) liability clause. The Department of Business License will notify the Department of Parks and Recreation once all licensing issues are approved and in order. At that time, Parks and Recreation contact Diane Bush will be able to make a final approval to utilize the requested facility.

We understand that this process may be new to some facility users and are here to assist you with any questions or concerns you may have. Thank you for your assistance and patronage. As always, if you have any questions or concerns, please contact us at (702) 455-8200.

Sincerely,

Darrell Rich
Sr. Recreation Program Administrator