

Clark County Parks & Recreation

Horseman'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



Clark County Parks & Recreation

Horseman'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**

Rules and Regulations

The following Rules, Regulations and conditions apply to the usage of Clark County Horseman's Park. Please read and review with all participants and spectators for your event.

- Park hours are 7:00 a.m. to 11:00 p.m.. Stalls and pens are available 24 hours, first come first serve. Any event outside said hours must have the express written permission of the Director of Parks & Recreation.
- The Director of Parks & Recreation reserves the right to take necessary actions to protect public health and safety as related to usage of Clark County Department of Parks & Recreation facilities and programs. Please refer to all posted rules and signs at the Horseman's Park facility for your safety.
- Excessively loud music from external or internal vehicle speakers or portable radios is prohibited. Excessively loud music is defined as music at a level that annoys other park users or park neighbors. Clark County ordinance number 12.40.020 states that portable sound devices must not be loud enough to be heard from more than 75'.
- No animals (except seeing eye dogs) are allowed in building (with the exception of barns). The only animals allowed in Horseman's Park are domestic animals and livestock.
- No motor vehicles are allowed or permitted off roadways or parking lots in the parks except with permission from the maintenance staff. Bicycle and moped operators must adhere to all regulations governing motor vehicles.
- Consumption of alcoholic beverages is strictly prohibited except in designated areas only. It is prohibited to consume alcoholic beverages on roadways, parking lots, stalls, pens, arenas, and at youth events. **No glass bottles allowed!**

- All persons wishing to sell or barter goods other than alcoholic beverages in Clark County facilities must have a mandatory business license for every concession stand; and a Food Handler's Permit from the Clark County Health Department for all food concessions.
- Equipment may not be moved without prior authorization from the Park maintenance staff. Should your group need equipment that is not readily available, the Park maintenance staff should be notified.
- Reservation requests may be submitted in writing a minimum of **6 months** in advance of the reservation.
- A reservation may be cancelled without penalty no later than 30 days prior to the event. Cancellations must be in writing and mailed certified/return receipt mail. Refunds may also be issued due to inclement weather or determined by the Director of Parks & Recreation. **Any cancellations made after the 30-day requirement will be subject to forfeiture of fees paid.**
- **All signed reservation paperwork, signed facility rental permit, signed rules and regulations form, liability insurance, 501C (3), deposit, paid invoices for portable toilets, and trash receptacle(s) must be received a minimum of 30 days in advance of reservation. Failure to do so will result in the cancellation off the requested reservation.**
- Insurance required for each event (\$2,000,000 General Aggregate and \$1,000,000 Liability coverage) listing Clark County Parks and Recreations as the additional insured, must be received a minimum of 30 days in advance of reservation. Las Vegas Metropolitan Police Department is required when designated by Park Police.
- All for-profit organizations must have a valid Clark County Promoter's License. All non-profit Organizations must be registered with Clark County Business License and must provide proof of a United States IRS 501C (3) designation, or Charity designation.
- All shows/events will be billed after the event; bill due date is 30 days from date of billing.
- **Late Fees** – any bill which is more than 30 days past due will be charged 5% of the total balance due per each 30-day period after the due date. In addition, any collections fees incurred in association with the collection of the bill will be added to the existing bill. After the 90-day period, 10% of the total balance will be added to the bill. In addition, any bill that is outstanding for more than 90 days will result in that group's revocation of existing and future permits and up to one

year suspended usage of the facility, once fees are paid. Unpaid bills over 30 days past due will be handled through the District Attorney's office for collection.

- **Dispute of charges** – in order to dispute billing charges, users must have completed a written walk-through with a Horseman's Park representative prior to vacating the facility on departure day. **If no walk-through is completed, a dispute will not be honored.** All disputes **MUST** be made in writing through Parks and Recreation office (not maintenance office) within 10 days of receipt of the said bill or said dispute will not be considered valid.
- Any discrepancies in billings should be handled through the reservation office, not through the maintenance office.
- **Move-in fees** – for shows that move-in prior to the 1-day advance move-in or check out beyond the 1-day departure, an additional fee of \$100 per day minimum will be assessed.
- **Late checkout fees** – Check out is 10:00 A.M. on departure day (one day after the show is over). Late fees will be charged as follows: \$5 per stall not vacated by 10:00 A.M., charged to the show. \$5 per each horse trailer, tent, or other equipment not removed by noon on checkout day, charged to the show.
- Show Office must be used as an office ONLY; no dispensing of food, drinks, etc. is allowed.
- Refuse and trash cans must remain where the park employees position them. If special requests are needed, please see maintenance staff prior to moving equipment.
- **Tents** – Due to safety reasons, tents will not be allowed in the aisles and/or at the end of the barn areas. If there is space available near the fence line of the parking lot, tents may be allowed in this designated area only.
- Mandatory clean-up fee is \$1,000 minimum for shows of longer than 3 days. The fee goes up based on the number of days, number of animals, number of participants/spectators (i.e. trash pick up, manure in common areas, etc.). A mandatory clean-up fee of \$500 minimum will be charged for shows of 2 days or less. The fee goes up or down based on the number of days, number of animals, etc.
- Large shows (2 days or longer) **MUST** have a Barn Manager and Show Secretary on the premises two days prior to the event, and during the event.

- Once keys are relinquished to the Barn Manager, Horseman’s Park staff is prohibited from unlocking stalls for those arriving for check-in. All check-in of stalls becomes the responsibility of the Barn Manager until the keys are again relinquished to Horseman’s Park staff.
- Reservations are made through the Reservations Office. Reservations are not made through the mail, unless other arrangements are made in advance.
- **No Split Shows** – Rental requests are for a continuous 8-hours period. Due to limited staff resources, the department cannot accommodate split show requests.
- Horseman’s Park move-in is one day prior to the event – 7:00 a.m. to midnight. Horseman’s Park checkout is one day after the event by 10:00 a.m. Staff counts are done at 6:00 a.m. daily, stalls must be vacated by 10:00 a.m. on check-out day or user will be charged for an additional night.
- **An organization representative (contact person) and a Horseman’s Park representative MUST conduct a walk through of the facility for inspection before and after the event. Walk through inspections are done at the request of the user.**
- Fees and Charges as set forth by the Board of County Commissioners:

	<u>Community Rates</u>	<u>Commercial Rates</u>	
		<i>Non-Special Event</i>	<i>Special Event</i>
Main Arena	\$400 per day	\$600 per day	\$800 per day
Main Arena (Rodeo)	\$500 per day	\$750 per day	\$1,000 per day
Flamingo Arena	\$300 per day	\$450 per day	\$600 per day
Concession Stands	\$40 per unit per day	\$60 unit per day	
Stalls	\$10 per stall per day	\$20 per stall per day	
Tie-Ups	\$5 per tie-up per day	\$10 per tie-up per day	
Dumpster	Groups will be charged at the current rate		

Youth Events & Community Equestrian Activities

(Two or less event categories per day – i.e. team roping and barrel racing)

\$50/day – single day event

\$250 annually – maximum of 8 events per year

RV Parking

RV Parking at all facilities will be charged a rate of \$10/day /unit without electrical hookup and \$15/day/unit with electrical hookup and must have prior approval to park at any Clark County Special Facility. No dumping of grey or black water is permitted.

Rodeo

Rodeos require a separate and distinct license, which is available through the Business License office. Rodeo promoters who are new to our parks must meet with Park staff and Park Police, preferably two months prior to the event, to facilitate an organized and safe event. In addition, a Rodeo may be considered an “Outdoor Festival” under the following circumstances:

(Section 6.67.010) Definition of an Outdoor Festival states that a festival is any activity where music is provided by paid or amateur performers, or where pre-recorded music is played where members of the public are invited to come, by either paying an admission fee or free of cost (Ord.338 1,1970).

Other indicators of an Outdoor Festival may also include Carnival and Amusement Rides, a significant number of vendors, etc.

Once a Rodeo is considered an Outdoor Festival, then licensing conditions apply (Section 6.67.080) concerning police power for the protection of health, safety and property of local residents and persons attending the Festival.

(Park Police will coordinate with Metro to determine what type of Police Protection will best suit each Festival.)

- a) Police protection: Every Licensee shall employ at his own expense, police protection. The number and type of officers shall be determined and specified by the sheriff of Clark County to provide for the preservation of property in and around the Festival location. Funds to employ these officers shall be deposited with Clark County at least 10 days prior to the event. A minimum of one officer for every 500 persons expected to attend, is required. These officers need to be under the complete direction and control of the Clark County sheriff. The sheriff must be satisfied that the correct number of officers will be available at all times, including the officers required before and following the event, before an Outdoor Festival license is issued.
- b) When Metro officers are involved in an event, the Licensee’s insurance policy must add The Las Vegas Metro Police Department (3141 E. Sunrise Ave., LV, NV, 89101 as an additionally insured to their policy, as well as Clark County 2601 E. Sunset Rd., Las Vegas, NV, 89120.



Clark County Parks & Recreation

Horseman'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**

Please read the attached “Horseman’s Park Rules and Regulations” as well as the additional requirements as stated. Violation or failure to adhere to any and all of the above provisions may result in cancellations of events and/or refusal to future permits.

I, _____ on behalf of my organization _____
Print Name Group/Organization

and its members, officers, representatives, participants, and spectators do agree to abide by the aforementioned requirements. I further agree to release and forever waive Clark County, Nevada; Clark County Department of Parks and Recreation from injuries arising from aforementioned event. I also acknowledge that I have received a copy of this document.

Contact Person Signature

Date

Clark County Representative

Date



Clark County Parks & Recreation
Horseman'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

Set-Up / Maintenance Details

In order to serve you better, park personnel requires details of your event. Please fill out this form with as much details as possible. Failure to submit this form 30 days prior to your event will result in the event being cancelled. Thank you for your assistance in this matter.

Name of Organization: _____ Contact Person: _____

Contact Person Phone: _____ Alternative Phone: _____

Name of Show/Event: _____ Contact Number: _____

Date/Time Barn Manager needs keys for check in _____ Check out keys Date/Time _____

Date when you expect show/event participants to begin checking in? Date: _____ Time: _____

Approximately how many participants do you expect each day? _____ How many spectators? _____

How many (approximate) stalls will your event be utilizing? _____ Pens _____

- Areas Requested:**
- | | | |
|--------------------------------------|--|--|
| <input type="checkbox"/> Main Arena | <input type="checkbox"/> Flamingo Arena | <input type="checkbox"/> Cutting Arena |
| <input type="checkbox"/> Show Office | <input type="checkbox"/> Announcer's Stand | <input type="checkbox"/> P/A System |
| <input type="checkbox"/> Stalls | <input type="checkbox"/> Practice Arena | <input type="checkbox"/> South Parking Lot |
| Pens: | <input type="checkbox"/> Main Arena | <input type="checkbox"/> Cutting Arena |

Event Extras:

- | | |
|--|---|
| <input type="checkbox"/> Bounce House/Jumper | <input type="checkbox"/> Live Music/Entertainment |
| <input type="checkbox"/> Mechanical Bull | <input type="checkbox"/> Vendors <input type="checkbox"/> Tents |
| <input type="checkbox"/> Carnival Rides | Other _____ |

Set-Up Information (for work inside the arenas: i.e. to set up jumps, etc.):

Date: _____ Start Time: _____ End Time: _____

When will your show/ event start/ end each day?

Date: _____ Start Time: _____ End Time: _____

Date: _____ Start Time: _____ End Time: _____

Date: _____ Start Time: _____ End Time: _____

When will you need each arena prepped? Date: _____ Time: _____

Date: _____ Time: _____

Date: _____ Time: _____

Additional Needs:

Lights? Yes No Date: _____ Time on: _____ Time off: _____

Date: _____ Time on: _____ Time off: _____

Date: _____ Time on: _____ Time off: _____

- Electrical plugs (extension cords are not provided)? Yes No

Where? Concession Area Barn Other

- Overnight vehicles? Yes No

If "yes," approximately how many vehicles do you expect to stay overnight? _____

- Admission to enter the park as a spectator? Yes No

If "yes," a special event agreement must be completed or no admission can be charged.

- Are you selling alcohol at your event? Yes No

If "yes," a request letter to the Director of Parks & Recreation must be submitted 60 days in advance.

Please list any additional maintenance requests below (attach additional sheets, if needed):

(i.e.: surface requirements, watering requirements, assistance with set-up, access requirements, etc.)

Requestor Signature: _____ Date: _____



Clark County Parks & Recreation

Horseman'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

EVENT FACT SHEET

This form must be completed for each reservation for Horseman's Park.

Clark County Parks & Recreation staff when answering the public's questions regarding events and shows at Horseman's Park will use this form.

EVENT NAME	
DETAILS	
DATES	
TIMES	
LOCATION	
ADMISSION FEE	
CONTACT NAME & PHONE NUMBER	



DEPARTMENT OF BUSINESS LICENSE
500 S. Grand Central Parkway
FAX: 702.386.2168

Please take a few moments to fill out the work sheet and fax to the Department of Business at 702.386.2168. Karyn Keehr is the point of contact 702.455.3924 or karynk@co.clark.nv.us.

Event Name: _____ Business Name: _____

Please provide the dates of the event, the name of the venue, address and phone number: Event Location: _____ Event Dates: Start Date: _____ End Date: _____
--

Approximate number of participants each day? _____ **Approximate number of spectators?** _____

Is your company a charity or a non-profit organization/business? _____ **License or certificate #** _____

Are you an educational institution, a youth rodeo, a community association or a non-profit community club event? _____

If yes, please supply any unexpired federal 501(c)(3) designation forms.

Please indicate if your are providing services or conducting the following activities:

Sales of any kind? **Yes** **No** **List the types of sales:** _____

Selling tickets or charging Admission fees? **Yes** **No**

Issuing prizes, purses, ribbons or the like? **Yes** **No**

Will animals be involved in your event? **Yes** **No**

Are you hosting or sponsoring an event that is strictly a horse show? **Yes** **No**

Is this considered a rodeo utilizing rough stock?.... **Yes** **No**

Describe your exhibitions, demonstrations or competitions. _____

Alcoholic beverage service? **Yes** **No**

Food Service? **Yes** **No**

Is this a school event? **Yes** **No**

Is this a fund raising event? **Yes** **No**

If yes, please describe the event and the name of the school: _____

Please fax to Business License Office 702.386.2168

Name & phone number of the representative authorized to make decisions on behalf of the company:

Name: _____

Local phone & Cell #: _____ **Fax:** _____

Email: _____

Your name & phone # if different than above: _____

I hereby certify and attest that the information provided in this questionnaire is true and accurate to the best of my knowledge.

Applicant

Date

INTERNAL USE ONLY
Requirements from the Business License Department

Signature

Date