

Clark County Parks & Recreation
Special Facilities

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



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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. 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 the building. The only animals allowed in Dog Fanciers Park are dogs.
- 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, playgrounds and at youth events. **No glass bottles allowed!**
- Reserved areas must be left clean and all trash must be put in appropriate trash receptacles. If areas are not left in acceptable conditions, a cleaning/repair service charge will be assessed and billed to the responsible party. Trash cans must

remain where the park employees position them. If special requests are needed, please see maintenance staff prior to moving equipment.

- In addition to possible misdemeanor penalties under Clark County Code Section 16.04.080, any violation of a facility rule may result in cancellation of future permits and forfeiture of all service charges.
- Reservation request (organized groups) will be processed under Clark County Code, Section 19.04.050.
- The carrying, possessing or discharging of any firearms, firecrackers, rockets, torpedoes, or other fireworks, air guns, slingshots, boomerangs, or martial arts paraphernalia within any County facility or park without written approval from the Director of Parks & Recreation is prohibited.
- Camping overnight including RV parking within a Clark County Park is prohibited unless authorized by the Director of Parks & Recreation. Prior approval must be received a minimum of 48 hours in advance, and all license plate numbers must be submitted to the Park Police. Any vehicle left overnight in any County park that has not received prior approval will be cited and towed.
- A letter requesting the sale of alcohol must be submitted a minimum of 60 days in advance of a reservation to the Director of Parks & Recreation. Persons or groups wishing to sell alcoholic beverages must have an Alcohol Caterer's License, or Business License, or temporary Liquor License and provide names of servers with current TAM cards. Under no circumstances can alcohol be served to individuals less than 21 years of age. The sale of alcoholic beverages is strictly prohibited except in designated areas. Individuals in violation of this ordinance will be subject to full prosecution which may result in future denied usage of any and all Clark County Department of Parks & Recreation facilities.

Please submit letter of request to: Department of Parks & Recreation
Attn: Director
2601 East Sunset Road
Las Vegas, NV 89120

- NOTE: The sale of alcoholic beverages requires a license under Clark County Code, Chapter 8.20.
- The location of special equipment (i.e. concession stands, beer trucks, etc.) requires prior approval by the maintenance staff. Parking is permitted only in designated areas. Any tents erected on a Clark County facility must utilize sand bags or water barrels. **No tent stakes 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 maximum 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.
- **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 Dog Fanciers 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.
- 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.
- 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 participants/spectators (i.e. trash pick up, 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, etc.
- Reservations are made through the Reservations Office. Reservations are not made through the mail, unless other arrangements are made in advance.
- **An organization representative (contact person) and a Dog Fanciers 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>
Archery Range	\$70/ a day	\$140/ a day
BMX	\$70/ a day	\$140/ a day
RC Auto, Air, & Boat	\$70/ a day	\$140/ a day
Concessions	\$40/ unit per day	\$60/ unit per day

- All groups of 200 or more persons require security officers as indicated below. When alcoholic beverages are sold/served as part of an event, additional security (Las Vegas Metropolitan Police Department) may be required as designated by the Park Police Chief and Horsemen’s Park staff.

<u>Group Size</u>	<u>Minimum Security Required</u>
1 – 200	0 Security Guards
201 – 250	1 Security Guard
251 – 350	2 Security Guards
351 – 450	3 Security Guards
451 – Over	4+1 for each additional 150 persons

- Port a Potties are required for groups of 300 or more. Please contact the Front Desk for estimates. Events that do not comply with this rule are subject to closure by Clark County Health District. Portable toilets must be serviced a minimum of once per eight hour event.

SPECIAL PROVISIONS

Provided by Clark County:

- Trash bags
- 55 gallon drums

Available from Clark County at additional charge:

- Overnight Parking
- Excessive clean-up
- Security officers

Provided by Lessee:

- Concession stands
 - Extra electrical (generators)
 - Portable toilet
 - 28 cubic yard capacity dumpsters
- Extra seating
Excessive trash removal



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Please read the attached “Special Facilities 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



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EVENT FACT SHEET

This form must be completed for each reservation for a Special Facility.

Clark County Parks & Recreation staff when answering the public's questions regarding events and shows.

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



Clark County Parks & Recreation Special Facility Request Form

Organization Name: _____
 Contact Person: _____
 Street Address: _____
 City: _____ State: _____ Zip: _____
 Day Phone: _____ Evening Phone: _____

FACILITY REQUESTED (Please Check One):

- RC AIR FIELD
- RC CAR TRACK
- RC DIRT TRACK
- NELLIS MEADOWS BMX TRACK
- ARCHERY RANGE

Please note that each of the above facilities will require a one million (\$1,000,000) liability insurance policy with a two million (\$2,000,000) aggregate that lists Clark County and Las Vegas Metropolitan Police Department named as co-insured or additional insured. Proof of insurance must be submitted 30 days prior to the date of your event.

Day & Date	Times	Type of Event <small>(League, Meeting, Special Event, ETC.)</small>	Number of Participants <small>(Projected)</small>

SPECIAL NOTES: (Please include any details that are specific to your reservation - notes, additional needs, etc.)

- ◆ WILL YOU BE SELLING ALCOHOL AT THIS EVENT? YES NO
- ◆ WILL THERE BE ANY CONCESSIONS AT THIS EVENT? YES NO
- ◆ WILL YOU BE CHARGING ADMISSION AT THIS EVENT? YES NO



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