Clark County Parks & Recreation
Facility and Park Reservation Request Form

Event Name: _____

Name of Organization: _____ Organization Main #: _____

Authorized Representative: _____ Title: _____

Contact #: _____ Alternate Contact # _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____ e-mail address: _____

National or State Affiliation Parent Organization: _____

Total # of Teams Using County Fields: _____ Total # of Participants: _____

Average Number of Participants per day _____

Please indicate if any of the following are planned as a part of your reservation:

Sales of any kind____ Ticket sales or admission fees____ Fundraising____ Alcoholic beverage service____

Food service or concession stand____

Site/Park Name	Location (Address Cross-Streets)	Room #/Area	Day(s)	Time	Date(s)
Sample: *Sunset/Sunset Park*	*2601E.Sunset / Eastern & Sunset*	*Area A*	*Saturday*	*1pm-8:30pm*	*1/31/15*
Sunset Park	2601 E Sunset Rd.				

Special Dates (No Reservations on Holidays)

Special Notes:

Attach additional sheets as needed

Clark County is required to verify that organizations requiring a Business License or Charitable Registration are in accordance with Clark County Code Chapter 6 are in good standing with the Department of Business License. Please note that permits will not be issued until all information has been received and verified by the Department of Business License which may result in being unable to accommodate your initial request. To expedite, please submit copies of the following documentation with your request for reservation:

- ☐ IRS 501C (if requesting the Community Rate)
- ☐ State of NV Incorporation Status
- ☐ Clark County Charitable Registration (if requesting the Community Rate)
- ☐ Clark County Business License if applicable
- ☐ Documentation of Affiliation with State or National Parent Organization if applicable (Listed on Form)
- ☐ A Certificate of Insurance listing Clark County NV as additionally insured ($1 million per occurrence, $2 million aggregate) will be required prior to the issuance of rental permit(s).

Please return completed packet via email to prsunsetfrontdesk@clarkcountynv.gov or mail to::
Clark County Parks & Recreation
ATTN: Mike Tate
2601 E. Sunset Road
Las Vegas, NV 89120
702-455-8200

For Office Use Only:
Business License Approval Date:_____ **Commercial or Non Profit** **Representative & Title:**_____
Parks & Recreation Approval Date:_____ **Representative & Title:**_____

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Type	Yes	No	N/A	Rules/ Instructions
Alcohol Consumption				Alcohol consumption is only allowed by all persons over the age of 21 years old, under the Special Use Permit. This limits the location of the legal consumption of alcohol to under the covered Gazebo area. It is not legal to roam the park with alcohol. **NO GLASS CONTAINERS! PLASTIC OR ALUMINUM ONLY!** **Initials:_____**
Amplified Sound ***Please Circle:*** Radio, DJ, Band, Instruments, other **NO AMPLIFIED SOUND PERMITTED IN THE ASPEN PICNIC AREA**				Clark County Ordinance 12.40.020, states that portable sound devices must not be so loud as to be heard from more than 75ft. **Initials:_____**
Amusement Services/ Bounce House? ***Please Circle:*** Bounce House, Clowns, Face Painting, Other ***NO DUNK TANKS/ WATER EVENTS OR PONY RIDES PERMITTED*** ***NO AMUSEMENT SERVICES PERMITTED IN THE FOLLOWING PICNIC AREAS: Cottonwood, Desert Willow, Elm, Hickory, or Indigo.***				A copy of 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. If not provided, your event will be cancelled in accordance with our refund policy. ***THERE IS NO DRIVING ON THE PARK GROUNDS/GRASS/CEMENTED AREAS, with the exception of parking lot area** *** No Stakes in the ground for bounce house and like items. Sand bags can be used to hold down.** ***Amusement Companies must bring their own generator, they are not permitted to us the power pedestals at the park.** **Initials:_____**
Canopies, EZ Up Tents: 10X10__ 10X20__ 12X12__ 20X20__				Clark County Fire Dept. Tent permit required for tents>200sqft.; Canopy>400sqft. 702-455-7316 ***NO STAKING INTO THE GROUND!! YOU MAY USE SAND/WATER BAGS OR COOLERS** **Initials:_____**
CONCESSIONS, SALE OF ALCOHOL, ADMISSION FEES, ADVERTISEMENT, COMMERCIAL VEHICALS				A written request to the Director of CCPR required for approval, 30 days prior to the event. Permission will only be granted to nonprofit organizations. Additional security may be required. TAM card required. Event CANNOT be open to the public, Special Contract and Business License Required. **Initials:_____**
Portable Toilets (Contact Park Maintenance for Placement)				Required for groups of 500 and over. Reservation may be declined if receipts are not provided to the Reservation Office 15 days prior to the event. **Initials:_____**
Trash Removal **This is to be marked N/A, trash removal service is not available**				Groups who leave excessive trash after their event will be required to pay a $250 Trash Removal Fee. ***ALL TRASH SHOULD BE THROWN AWAY IN THE PROPER RECEPTICALS. IF MORE THAN ONE BAG IS FULL PLEASE DUMP IN DUMPSTER OR PLACE THE TIED UP GARBAGE BAG NEXT TO THE RECEPTICAL.** **Initials:_____**
SECURITY GUARDS * REQUIRED FOR GROUPS OVER 100				Required for groups of 101 or over. Groups must notify the Reservation Office 30 days prior to the event with Security Company name, insurance, business license, and contract with company. **Initials:_____**

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REFUNDS/ CANCELLATIONS:

All refunds will be issued canceled in person or in writing at least 30 days prior to the reservation date. The General Refund criteria for a Reservation of a picnic area is:
No refunds after the reservation date for a no show.
*** Less than 14 days prior to reservation date: 50%**
*** 14 days prior to the reservation date: 75%**
*** 30 days or more prior to the reservation date: 100%**

The departments 100% satisfaction does not apply to cancellations due to extreme conditions and/ or inclement weather.

The person signing this agreement has the authority on behalf of the group to represent and commit to the terms of this agreement under which the group reservation is being made, and to ensure the group's commitment to use the premises in a safe, and lawful manner. The group agrees to assume the risk of using the reserved park area, and hold harmless and indemnify Clark County from and against any and all claims, demands, obligations, causes of action and lawsuits, and all damages, liabilities, fines, judgments, and costs (including reasonable attorney's fees) associated with, arising from or alleged to have risen from the actions or omissions of the group, it's agents, employees or contractors, in connection with the event, or it's failure to comply with the laws, ordinances, rules and regulations applicable to it's duties and responsibilities set fourth herein. We also understand that the group is responsible for repair and/or clean-up costs incurred by Clark County if the reserved area is damaged or vandalized as a result of this reserved use and agree to reimburse Clark County for any such expenses. Clark County reserved the right to revoke this reservation should any information herein be found to be inaccurate or untrue.

Facility User Name (printed):_____ Date:_____

Facility User Signature: _____ Date: _____

Facility User Drivers License # and State:_____

Clark County Representitive:_____ Date: _____