Mountain's Edge Regional Park, Red Ridge Park and West Flamingo Park
Reservation Request Form

Renter's Name: _____ **DOB:** _____

Organization / Business Name: _____ **Event Description:** _____

Mailing Address: _____ **City:** _____ **State:** _____ **Zip Code:** _____

Phone: _____ **E-mail Address:** _____

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

Commercial Use: YES / NO **Bounce House (Red Ridge Park Area-A and West Flamingo ONLY): YES / NO**

Sales of any kind: YES / NO **Ticket sales or admission fees: YES / NO** **Fundraising: YES / NO**

Alcoholic beverage service: YES / NO **Food service or Concession Stand: YES / NO** **Amplified Sound/ DJ: YES / NO**

Park Name & Location	Site	Attendance Quantity	Day(s) of the Week	Time	Date(s)
Mountain's Edge Regional Park 8101 W. Mountains Edge PKWY	**Tortoise Pavilion**	*Capacity 150*			
Mountain's Edge Regional Park 8101 W. Mountains Edge PKWY	**Hare Pavilion**	*Capacity 150*			
Red Ridge Park 7027 S. El Capitan Way	**Area - A**	*Capacity 75*			
Red Ridge Park 7027 S. El Capitan Way	**Area - B**	*Capacity 50*			
West Flamingo Park 6255 W. Flamingo Rd.	**Gazebo**	*Capacity 150*			

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 agalvin@clarkcountynv.gov

Mail in option: West Flamingo Senior Center
ATTN: Reservation Coordinator
6255 W. Flamingo Road LV NV 89103

Park Reservation Rules & Instructions

_____ **Alcohol**- Consumption of alcohol is allowed by all persons over the age of 21 years old, and only in designated areas where a permit has been issued. This limits the consumption of alcohol to the reserved covered Gazebo area(s). NO GLASS CONTAINERS OR BOTTLES.

_____ **Amplified Sound**- Clark County Ordinance 12.40.020 states that portable sound devices must not be loud enough to be heard from more than 75 feet. Approval of amplified sound must be given by the staff when the park reservation is permitted. This includes Radios, DJ, Bands, Instruments, Etc.

_____ **Concessions**- The sales or bartering of goods, service and/or beverages is permitted only during a Reservation or Special Event with a permit. A Concession Fee of $50 (Community) or $100 (Commercial) will be charged in addition to the reservation fee. The type of vendor and company name must be on the permit. Insurance is required for special events, vendors, and security. (SEE INSURANCE REQUIREMENT SECTION OF THIS FORM)
NOTE: The sale of alcoholic beverages requires a license. Application for such sales must be submitted to the Director of Clark County Parks and Recreation at least 60 days prior to the event.

_____ **Bounce House / Amusement Services-** (Bounce House, Clowns, Face Painting, Etc.)
*BOUNCE HOUSES- ALLOWED AT **RED RIDGE PARK (AREA- A)** and **West Flamingo Park** ONLY.
For all reserved areas: No dunk tanks, water events, animal shows, or pony rides permitted. Companies must bring their own generators. NO STAKING into the ground for bounce houses or equipment; use of sandbags or water bags permitted. No driving on the grass or cemented areas of the park grounds. (SEE INSURANCE REQUIREMENT SECTION OF THIS FORM)

_____ **Insurance Requirements-** An Insurance Certificate is required for special events, as well as bounce house companies, vendors, amusement services and security. Clark County requires $2,000,000 General Aggregate AND $1,000,000 for each occurrence. **The certificate holder must read EXACTLY as follows:**

Clark County, NV
% Purchasing & Contracts Division
500 S. Grand Central Parkway 4th Floor
Box 551217
Las Vegas, NV 89155-1217

****All groups of 101 or more are required to have security: 101-250= 2 guards required. 251-350= 3 guards required. 351-450= 4 guards required. 451 & over= 4 guards + 1 for each additional 100 persons. A copy of the security company's insurance and contract is required and must be obtained no later than 14 days prior to the event.**

_____ **Trash Receptacles-** Reserved areas must be left clean and all trash must be put into the appropriate trash receptacles. If the receptacle is full, please place trash in the dumpsters. Your reservation does not include a cleaning service or trash removal service.

_____ **Cancellations and Refunds**- Reservations Canceled by Department: 100% Refund. Reservations Cancelled by an Individual or Group:
90 or more days before first day of use: 100% refund **60 to 89 days before the first day of use**: 75% refund
30 to 59 days before the first day of use: 50% refund **Less than 30 days before the first day of use**: NO REFUND
Refunds may take 4-6 weeks to be processed. A $25.00 fee will be assessed to the issuer for all checks returned to the department for insufficient funds.

_____ **Clark County Park Information-** Park hours are 6:00 am to 10:00 pm. In case of emergency call 911. For Metro Non-Emergency call 311.

DISCLAIMER

I, _____acting on behalf of myself, do expressly and forever waive, release, 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) associates with, arising from or alleged to have risen from the actions or omissions of myself, my minor child or the organization, its agents, employees or contractors, in connection with the activities operated, organized, arranged, or sponsored by the Clark County Department of Parks and Recreation.

Renters Name: _____ **Renter's Signature:** _____ **Date:** _____

FOR OFFICE USE ONLY	
Received By: _____	**Received Date:** _____
Approved By: _____	**Notes:** _____

togetherforbetter