



Clark County Department of Parks & Recreation

Reservation Request Form

Lone Mountain
Area: _____

Paradise
Area: _____

West Flamingo
Area: _____

Mountain Crest
Area: _____

Sunset
Area: _____

Whitney
Area: _____

Event Name: _____ Attendance: _____

Group/Company Name: _____

Date of Event: _____ Start Time: _____ End Time: _____ Phone: _____

Responsible Person: _____ E-Mail: _____

Address: _____ City _____ State _____ Zip _____

SET-UP TIME FOR RESERVATIONS START AT 8:00 A.M.

EVENT DETAILS	YES	NO	NA	COMMENTS / INSTRUCTIONS
Electricity (Only available at Sunset)				Limited power/outlets in picnic areas. Small generators may be used.
Amplified Music (Permitted Parks/Areas Only) Please circle: Radio, DJ, Band, Instruments, Other				Clark County Ordinance 12.40.020, states that portable sound devices must not be so loud as to be heard from more than 75ft. If you circled other, please describe:
Amusement Services (No Dunk Tank/Pony Rides or water events) Please circle: Bounce House, Clowns, Face Painting, Other Special Event				Agency: _____ Copy of a one million (\$1,000,000) per incident liability insurance policy with a two million (\$2,000,000) aggregate that lists Clark County as co-insured or additional insured. Proof of insurance must be submitted 30 days prior to your event. If you circled other activity, please describe:
Portable Toilets (Contact Park Maintenance for Placement)				Required for groups 500 and over. Reservation may be declined if receipts are not provided to the Reservation Office 15 days prior to event.
Tents/Canopies: ____ 10x10 ____ 10x20 ____ 20x20 Other _____				Clark County Fire Dept. (455-7316) Tent Permit REQUIRED for Tent (>200sqft) & Canopy (>400sqft). **NO STAKES!** Please use sand or water weights as an alternative.
Commercial Vehicles: Ice/Soda/ Trailer Style Grills/Beer/Catering/ Stage/Risers				Further information will be needed to get approval from maintenance staff. Park Maintenance staff will assist with identifying where vehicles can be stationed at set-up time. PLEASE HELP KEEP OUR PARKS BEAUTIFUL BY NOT DRIVING ON THE GRASS!
Security Guards _____ Time _____ - _____ Total Hours _____				Groups of 100 or more are required to submit a security and traffic plan for review and approval at least 30 days before the event. Any security company used must be licensed and bonded in Clark County. If a properly signed security and traffic plan has not been submitted 30 days prior to the event, this reservation may be denied.
Concessions / Sale of alcohol, items, food service / Admission Fees / Advertisement / Serving alcohol *Please circle all that apply*				A written request for the sale of alcohol needs to be submitted for approval at least 30 days prior to event. Additional security may be required. Events with alcohol CANNOT be open to the general public (in reserved area only). Special Contract & Business Licensing may be required.
Generators				If generators are used, the user will ensure that all requirements of Air Quality and Environmental Management, including but not limited to Best Available Control Technology (BACT) Standards, have been met and any/all required permits have been obtained. The user will additionally ensure that installation of generators does not unreasonably disturb the community near the park with either noise or fumes. If you have specific questions call 455-5942.

Payment needs to be made when making reservation

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Any and all changes to your reservation must be made no less than 14 days prior to the reservation date. All refunds will be issued if canceled in person or in writing at least 30 days prior to reservation date. The General Refund criteria for a Reservation of picnic area, facility, camps, class or activity is canceled by individual or group: Less than 14 days prior = 50%; 14 days prior = 75%; 30 days or more = Full refund. Class, programs, or rentals canceled by P & R Department = Full refund.

Signature Block

The person signing this agreement has the authority on behalf of the group to represent and commit to the terms of the 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, its agents, employees or contractors, in connection with the event, or its failure to comply with the laws, ordinances, rules and regulations applicable to its duties and responsibilities set forth 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 reserves the right to revoke this reservation should any information herein be found to be inaccurate or untrue.

Responsible Party: Please Print Name _____

Responsible Party: Signature _____ Date: _____

Drivers License Number and State: _____

Facility User _____ Date _____

Clark County Representative _____ Date _____

**** THIS FORM IS NOT A PERMIT ****

OFFICE USE ONLY: Permit # _____ Receipt # _____	<i>After Event Evaluation:</i> _____

