

PICNIC AREA RESERVATION PACKET

Date requested for event: _____ Number of people in your group: _____
Your name: _____ Name of organization: _____
Address: _____ City: _____ State: _____ Zip: _____
Primary phone: _____ Alternate phone: _____
Email: _____ Birth Date: _____

Park name and picnic area requested (please visit cityofhenderson.com - Parks & Recreation Rental Information - for a list of fees and parks)

1st Choice: _____

2nd Choice: _____

Indicate day(s) of week: Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Time from: _____ to: _____ (including set up/tear down)

Purpose/type of event: _____

Will you be serving beer/wine at your event? (\$50 permit required)

Will you be serving hard alcohol at your event? (\$100 permit required)

Unmanned aerial vehicles (drones)? (\$50 permit required)

Alcohol and unmanned aerial vehicle permits are not guaranteed. The City of Henderson will consider factors listed in HMC 2.27.030.

Will you be using any of the following? Activities listed in HMC 2.27.030(B) will require prior approval.

Caterer DJ/Sound System Food Truck Generator Inflatable LED screen Tents Larger Than 10x10 Vendors

Other: _____

- City of Henderson (CITY) does not provide power.
- Food vendors must be a CITY approved business. **REQUIRED** Submit insurance business license, health permit, and Henderson Fire Department inspection two weeks prior to reservation.
- No stakes or water inflatables are permitted. Inflatables are prohibited on the grass May1 through Oct.1. Inflatables may only be set up in assigned designated areas. Sandbags must be used to secure the inflatable. **REQUIRED** Submit insurance for inflatable two weeks prior to reservation.
- Splash pads are operational Monday-Sunday from 9am-8pm, April 1-October 31; from Labor Day through October 31 are only open during weekends and cannot be reserved. For a list of splash pads, please visit: cityofhenderson.com.
- Fires for cooking only are restricted to permanent charcoal grills previously approved and provided by the Parks and Recreation Department. The burning of wood, paper, and/or any other combustible materials in permanent charcoal grills is prohibited.
- There is a two-week minimum advance notice requirement to obtain a facility permit. Expedited reservation fee assessed for reservations less than 14 days in advance. Telephone reservations are not accepted.
- Reservations must be paid within two business days; reservations are not confirmed until payment is received.
- The CITY makes no representation or warranty as to the fitness of the facility reserved for any particular use.
- Reservation of CITY facilities requires restoration of such facilities to the condition in which they existed prior to the event, and you may be responsible for paying the cost of excessive trash and any damage to the CITY's property including grass, irrigation and picnic shelter.
- All use of CITY facilities and parks and trails is subject to HMC 2.27 - Parks and Recreation and HMC 8.84 - Noise Control, as well as any rules and regulations governing the facility reserved. The CITY may expel any person from its property for failure to comply with the foregoing.

INDEMNITY AGREEMENT

1. Lessee (above-named organization and/or individual) agrees to indemnify, defend and hold harmless lessor (CITY) from any and all injuries claims, damages or costs caused by lessee or any participant in lessee's group.
2. Insurance is required when reserving CITY park facilities, space for a community or special event. CITY is required to be named as an additional insured with a waiver of subrogation endorsement.
3. I certify that I am duly appointed and authorized to make the above request in the name of the organization and that I shall abide by the terms under which use of the requested picnic area is made.
4. I further agree to make payment to the City of Henderson the total fees quoted. These fees must be paid in full at the time of reservation. Fee schedule at cityofhenderson.com (Park and Trail Reservations).
5. Any actual damage costs (less any applicable deposits) will be billed separately, and lessor may consider past damage as a reason to deny a future reservation application or alcohol permit.
6. Lessee represents and warrants that it shall comply with any and all federal, state and local regulations. The CITY does not endorse or authorize activities in violation of said regulations and lessee agrees to indemnify, defend and hold the CITY harmless from any violations of this covenant.

Lessee has read and understands both the above Indemnity Agreement, Picnic Area Reservation Procedures outlining the rules and regulations pertaining to Picnic Area Reservations.

Lessee Signature _____

Picnic Area Reservation Procedures

1. Picnic Facilities (with a few exceptions) are available to all citizens on a first-come, first-served basis unless the area has been reserved.
2. Petting zoos, glass containers, fireworks/explosives and weapons are not permitted.
3. Motor vehicles are not permitted on grass, sidewalks or trails. Items must be hand carted in.
4. If your reservation falls under any of the following conditions, please contact the City of Henderson (CITY) Outdoor Recreation Section for approval. A meeting will need to be set up with staff prior to reservations including these items to discuss placement.
 - a. If you are Commercial or Nonprofit organization
 - b. If you reserve a picnic area within the next two weeks.
 - c. If you are bringing in inflatables, tents, portable stages and/or DJ/sound systems
 - d. If you are hosting a special event (such as running or biking races or similar athletic activities, live musical events or dances, community celebrations and observances, commercial filming; or neighborhood activities such as block parties)
 - e. If you have a group of 10 or more.
 - f. If you will use an unmanned aerial vehicle (drone)
5. All vendors bringing in specialty items must provide the CITY with a \$1,000,000 liability insurance policy, naming the City of Henderson (240 Water Street, Henderson, NV 89015) as an additional insured with a waiver of subrogation endorsement.
6. Reservations must be completed in person or by email. For your safety when using a credit card, please do not provide your credit card number. Include your phone number and email on the form and staff will contact you for payment instructions.
7. Athletic fields can be reserved for sporting events through the Sports section and for other private events through the Outdoor Recreation Section. Fees will vary based on the event.
8. Reservations do not include electricity, water, or additional lighting if your event takes place after dark.
9. Within 24 hours of reservation, the reservation area will be inspected for loss, damage and cleanliness. If the area is not cleaned or city property is damaged during use, the CITY Parks and Recreation Department will email an invoice for any damage. If invoices are not paid within 30 days, a balance will be applied to the household account and may be referred to a collection agency if not paid.
10. Refunds may be granted only under the following conditions:
 - a. When adverse weather conditions prevail.
 - b. Cancellation notice is given to the Outdoor Recreation Section office two calendar weeks before the event.
 - c. Alcohol permits and liquor licenses are non-refundable.
11. Open grass areas, open spaces and fields cannot be reserved separately for private events. All events must have a picnic shelter reservation.

I AGREE AND ACKNOWLEDGE THE RISKS SET FORTH ABOVE AND FURTHER RELEASE AND WAIVE ALL CLAIMS ON MY BEHALF AGAINST THE CITY OF HENDERSON ARISING OUT OF MY PARTICIPATION IN THE RECREATION ACTIVITY, INCLUDING BUT NOT LIMITED TO CLAIMS ARISING OUT OF THE CITY'S NEGLIGENCE.

Initial

Special Event Requests

1. Special events are determined by several factors including but not limited to the nature of the event, requested picnic area and number of attendees (including parking).
2. All special event requests require a written proposal highlighting the nature of the event. Please be very specific in your proposal and be sure to include all applicable items in #2 of this section. Once your proposal is received, it will be reviewed by the necessary City of Henderson departments. Approval or denial could take up to 30 days.
3. Requests may require the following:
 - a. \$1,000,000 liability insurance policy adding the City of Henderson as Certificate Holder (240 Water Street, Henderson, NV 89015) and as an additional insured with a waiver of subrogation endorsement
 - b. Map showing layout of items/equipment
 - c. Details on parking and traffic control
 - d. Port-a-potties and roll-away dumpsters. This will be determined upon review of your written proposal. Should these items be required, it will be your responsibility to purchase and arrange delivery/pickup
 - e. Extra toilet paper and trash liners
 - f. Generator
 - g. Private security
4. Any items placed in a non-reserved area are subject to additional fees.
5. Any competitive activity such as running or biking races or similar athletic activities; live musical events or dances, community celebrations and observances, commercial filming; or neighborhood activities such as block parties or picnics or any other event other than a parade or public assembly using any public street or right-of-way require additional permits pursuant to HMC 2.27 – Special Events. Staff will email permit application.
6. Additional City of Henderson Parks and Recreation Department personnel may be required for special events at the rate of \$25 per hour, per staff member. The number of staff necessary is determined by attendance and event details.
7. Upon approval of a special event, a meeting is required with staff to discuss overall details and setup of the event.

Initial