



# City of Henderson Parks & Recreation

Outdoor Recreation Office  
280 S. Water Street  
Henderson, NV 89015  
(702) 267-5707 Phone  
(702) 267-4041 Fax

[COHParksReservations@cityofhenderson.com](mailto:COHParksReservations@cityofhenderson.com)

## 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](http://cityofhenderson.com) for a list of fees and parks)

1<sup>st</sup> Choice: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

Indicate day of week: \_\_\_\_\_ Time from: \_\_\_\_\_ to \_\_\_\_\_

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 license required)?

Commercial uses of unmanned aerial vehicles (drones) and user groups of 10 or more require a permit. Do you need one?

(Alcohol and unmanned aerial vehicle permits are not guaranteed, the City of Henderson will consider factors listed in HMC 2.27.030, attached)

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

Inflatable Generator Caterer Tents Sound system (limited to park availability)

Food Truck Propane/ Electric Grill Vendors

Other: \_\_\_\_\_

- The City of Henderson does not provide power.
- No stakes or water inflatables are permitted. Inflatables are prohibited on the grass May 1 through Oct. 1. Inflatables may be set up in the corner of available parking lots, volleyball courts or basketball courts, as approved. Sandbags may be used to secure the inflatable.
- Water features (splash pads) are operational Monday-Sunday from 9:00 a.m. to 8:00 p.m., May 1 through Labor Day; from Labor Day through Sept. 30 are only open during weekends and cannot be reserved. For a list of water features please visit: <http://cityofhenderson.com/henderson-happenings/parks-and-trails/splash-pads>
- There is a two-week minimum advance notice requirement to obtain a picnic facility permit. Telephone reservations are not accepted.
- Reservations must be paid within two business days; reservations are not confirmed until payment is received.
- The City of Henderson makes no representation or warranty as to the fitness of the facility reserved for any particular use.
- Reservation of City of Henderson 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 any damage to the City of Henderson's property.
- All use of City of Henderson facilities is subject to HMC 2.27 (attached) as well as any rules and regulations governing the facility reserved. The City of Henderson may expel any person from its property for failure to comply with the foregoing.
- Use of all Henderson parks and trails is subject to HMC 2.27: [Henderson Municipal Code Chapter 2.27 - Parks and Recreation](#), [Henderson Municipal Code Chapter 8.84 - Noise Control](#)

### INDEMNITY AGREEMENT

1. Lessee (above-named organization and/or individual) agrees to indemnify, defend and hold harmless lessor (City of Henderson) from any and all injuries claims, damages or costs caused by lessee or any participant in lessee's group.
2. 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.
3. I further agree to make payment to the City of Henderson the total fees listed on the Park Reservation Rate form included in this packet. These fees must be paid in full at the time of reservation.
4. 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.
5. 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 and Picnic Area Reservation Procedures attached hereto outlining the rules and regulations pertaining to picnic area rentals.

**Lessee Signature** \_\_\_\_\_



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### Picnic Facility 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 through our reservation system.  
<https://recreation.cityofhenderson.com> Individuals and groups may pay to reserve a specific picnic area. Signs will be posted at the picnic area to let others know it is reserved. All reservations must be made at least two weeks in advance of the event. Users may reserve picnic facilities up to 11 months in advance.
2. Petting zoos, glass containers, fireworks/explosives and weapons are not permitted.
3. If your reservation falls under any of the following conditions, please contact the Outdoor Recreation Section for approval. A meeting will need to be set up with Parks personnel prior to reservations including these items to discuss placement in the park.
  - a. If you are Commercial or Nonprofit organization
  - b. If you are bringing in inflatables, tents, portable stages and/or DJ/sound systems
  - c. If you are reserving a picnic area in the next two weeks
  - 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 are having group of 10 or more Unmanned Aerial Vehicle (UAV)
4. All vendors bringing in recreational items (see above) must provide the City of Henderson with a liability insurance policy, naming the City of Henderson (240 Water Street, Henderson, NV 89015) as an additional insured.
5. Reservations must be completed online, in person, by email or by fax. For your safety when using a credit card please do not provide your credit card number, include your phone number on the form and Outdoor Recreation Staff will contact you for your payment information.
6. 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.
7. Reservations do not include electricity, water, or additional lighting if your event takes place after dark.
8. Within 24 hours of reservation, the park area will be inspected for loss, damage and cleanliness. If the area is not cleaned or park property is damaged during use, the City of Henderson Parks and Recreation Department will mail an invoice for any damages. 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.
9. 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 nonrefundable.
10. Open grass areas, open spaces and fields can not be reserved separately for private events, all events must have a picnic shelter reserved.
11. Use of all Henderson parks and trails is subject to HMC 2.27: [Henderson Municipal Code Chapter 2.27 - Parks and Recreation](#), [Henderson Municipal Code Chapter 8.84 - Noise Control](#)



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### 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:
  1. \$1,000,000 liability insurance policy adding the City of Henderson (240 Water Street, Henderson, NV 89015) as an additional insured
  2. Park map showing layout of items/equipment
  3. Details on parking and traffic control
  4. 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
  5. Extra toilet paper and trash liners
  6. Generator
  7. Private security
4. Any specialty items that will be placed in the grass area, open space, or field(s) 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. Permit applications can be found at:  
<http://www.cityofhenderson.com/police/special-events-permit-applications>
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 Parks personnel to discuss overall details and setup of the event.