

## WATER STREET EVENT PLAZA 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: \_\_\_\_\_

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

Purpose/type of event: \_\_\_\_\_

Water Street area requested:

☐ Amphitheater ☐ Bowl ☐ Event Plaza ☐ Exhibition Area ☐ Grass Area ☐ Water St. closure (from Atlantic Ave. to Basic Rd.)

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

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

(Alcohol 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)

☐ Caterer ☐ DJ/Sound System (packages available) ☐ Food Truck ☐ Generator ☐ Grill (propane/electric)

☐ Inflatable ☐ LED screen ☐ Tents ☐ Vendors

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

- City of Henderson (CITY) provides power for an additional fee. Fee based on event type.
- No stakes or water inflatables are permitted. Inflatables are prohibited on the grass May 1 through Oct. 1. Inflatables may be set up. Sandbags may be used to secure the inflatable on the concrete in plaza area.
- 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.
- There is a two-week minimum advance notice requirement to obtain a 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 condition 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 – Parks and Recreation and HMC 8.84 - Noise Control, 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.

### 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 Water Street Event Plaza 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, Water Street Event Plaza Reservation Procedures and COVID-19 waiver attached hereto outlining the rules and regulations pertaining to Water Street Event Plaza rentals.

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

## Reservation Procedures

1. Petting zoos, glass containers, fireworks/explosives and weapons are not permitted.
2. 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 staff prior to reservations including these items to discuss placement.
  - 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 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)
3. All vendors bringing in specialty items (see 2B) must provide the City of Henderson with a \$1,000,000 liability insurance policy, naming the City of Henderson as Certificate Holder (240 Water Street, Henderson, NV 89015) and Additional Insured.
4. 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.
5. 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 of Henderson Parks and Recreation Department will email 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.
6. 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.

## 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 Additional Insured Park
  - 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.

## Rates

Water Street Events Plaza		HOURLY*		HALF DAY (4 HOURS)		FULL DAY (12 HOURS)	
Facility Type	Detail	Non-profit	Commercial	Non-profit	Commercial	Non-profit	Commercial
Amphitheater	4 hour min.	\$200.00	\$350.00	\$720.00	\$1,260.00	\$1,800.00	\$3,150.00
Events Plaza (does not include exhibition area or "bowl")	2 hour min.	\$250.00	\$437.50	\$900.00	\$1,575.00	\$2,250.00	\$3,937.50
Grass area	2 hour min.	\$100.00	\$175.00	\$360.00	\$630.00	\$900.00	\$1,575.00
Exhibition area near Annex	2 hour min.	\$100.00	\$175.00	\$360.00	\$630.00	\$900.00	\$1,575.00
"Bowl" area near screen	2 hour min.	\$150.00	\$262.50	\$540.00	\$945.00	\$1,350.00	\$2,362.50
Cleaning deposit	Flat	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
Basic sound package (small-medium event)	4 hour min.	\$50.00	\$87.50	\$180.00	\$315.00	\$450.00	\$787.50
Upgraded audio package	4 hour min.	\$75.00	\$131.25	\$270.00	\$472.50	\$675.00	\$1,181.25
Basic lighting package	4 hour min.	\$50.00	\$87.50	\$180.00	\$315.00	\$450.00	\$787.50
Upgraded lighting package	4 hour min.	\$75.00	\$131.25	\$270.00	\$472.50	\$675.00	\$1,181.25
Some events will require special event permit, inquire with staff for more information							

## **COVID-19 Waiver**

Coronavirus, COVID-19 is an extremely contagious virus that spreads, among other ways, through person-to-person contact. Federal and state authorities recommend social distancing, face coverings, and frequent hand washing, as means to prevent the spread of the virus. COVID-19 can lead to severe illness, personal injury, permanent disability, and death. Participating in City of Henderson programs or accessing City of Henderson facilities could increase the risk of a participant, or the participant's family members contracting COVID-19. Participation in City of Henderson or use of facilities inherently contains a risk of contracting COVID-19, despite the safety precautions that have been implemented and City of Henderson in no way warrants that such risk is reduced or eliminated through the implementation of such precautions.

BY SIGING BELOW 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 PARTIICIPATION IN THE RECREATION ACTIVITY, INCLUDING BUT NOT LIMITED TO CLAIMS ARISING OUT OF THE CITY'S NEGLIGENCE.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_