



Clark County Department of Parks & Recreation

Sunset Park Reservation Request Form

PLEASE HELP KEEP OUR PARKS BEAUTIFUL BY NOT DRIVING ON THE GRASS!

FACILITY REQUESTED: (Please check one)

- | | |
|---|--|
| <input type="checkbox"/> SUNSET PARK AREA A - B - C - D - F | <input type="checkbox"/> SUNSET LAKE |
| <input type="checkbox"/> SUNSET PARK DISC GOLF COURSE | <input type="checkbox"/> SUNSET PARK JOGGING TRAIL |

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

Event Name: _____

Day and Date of Event: _____ **Attendance** _____ **E-MAIL** _____

Group Name: _____ **Contact Person:** _____

Event Start Time: _____ **End Time:** _____ **Permit#** _____ **Receipt#** _____

Address: _____ **Phone#:** _____

TYPE	YES	NO	NA	COMMENTS/INSTRUCTIONS
Electricity				If YES, a service fee will be charged. Limited power is available.
Amplified Music (Regional Parks Only) What type?				Clark County Ordinance 12.40.020, states that portable sound devices must not be so loud as to be heard from more than 75ft.
Amusement Services? What type? NO Dunk Tanks or Pony Rides Allowed				Agency: _____ Copy of a one million (\$1,000,000) liability insurance policy with a two million (\$2,000,000) aggregate that lists Clark County and Las Vegas Metropolitan Police Department named as co-insured or additional insured. Proof of insurance must be submitted 30 days prior to the date of your event.
Trash Removal - Large Groups				Groups of 700 or more will be required to pay a \$250 trash removal fee.
Portable Toilets (Contact Park Maintenance Office for Placement 455-8205)				Required for groups 500 and over. Event may be declined if invoices are not provided to the Reservation Office 15 days prior to event.
Tents/Canopies: ____10x10 ____10x20 ____20x20 Other ____				Clark County Fire Dept. Tent Permit REQUIRED for Tent(>200sqft) Canopy(>400sqft). 455-7316 *NO STAKES!
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.
Security CCPR/ Other Guards ____ Time ____ - ____ Total Hours ____				Required for groups 200 & over. Groups providing "their own security" must contact Park Police 455-7532, 30 days prior to event.
Concessions / Sale of Alcohol Admission Fees / Advertisement				A written request to the Director of CCPR required for approval, 30 days prior to event. Permission will only be granted to non-profit organizations, additional security may be required. TAM Card Required! Event CANNOT be open to the public. Special Contract & Business License Required.

Any and all changes to your reservation must be made to this office no less than 15 days prior to the reservation date. Full refund will be issued if cancelled in person or in writing at least 2 weeks prior to reservation date. \$15.00 Administrative Fee will be retained if cancellation occurs less than 2 weeks but at least 72 hours prior to reservation date. No refunds on cancellations less than 72 hours notice.

Your assistance is necessary to protect and preserve our parks and recreational facilities. Please sign your name at the space provided below, indicating your commitment to ensuring that our facilities will be clean after your reserved event; and that you, acting on behalf of yourself/organization, agree to comply with all rules and regulations governing the use of parks and special facilities within Clark County. You will be responsible for repair and/or clean-up costs incurred by Clark County if the facility is damaged or vandalized as a result of this reserved use and agree to reimburse Clark County for any such expenses. Clark County Parks & Recreation has the right to cancel this reservation for any reason at any time.

Facility User _____ Date _____

Clark County Representative _____ Date _____

Office Use Only:	After Event Evaluation
# of Users: _____	Permit #: _____
Comments: _____	Customer Name: _____
_____	_____
_____	_____