



Picnic Area Reservation Packet

Date requested for event: [____ / ____ / ____] Number of people in your group: _____

Your name: _____ Name of organization: _____

Address: _____ City: _____ State: _____ ZIP: _____

Home phone: () _____ Cell phone : () _____

Email: _____

Park name and picnic area requested

1st Choice: _____

2nd Choice: _____

Indicate day of week: _____ Time from: _____ a.m./p.m. to _____ a.m./p.m.

Purpose/type of event: _____

Alcoholic beverages require a permit. Do you need one? Yes ____ No ____

Will you be using any of the following?

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

Other: _____

- The City of Henderson does not provide power.
- No stakes or water inflatables are permitted. Inflatables are prohibited on the grass May1 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 at Acacia, Esselmont, Hayley Hendricks, Hidden Falls, Mission Hills, Paseo Vista, Reunion Trails and Saguaro parks are operational 9:00 a.m. to 8:00 p.m., May 1 through Sept. 30, and cannot be reserved
- There is a two-week minimum advance requirement to obtain a picnic area permit. Telephone reservations are not accepted.

INDEMNITY AGREEMENT

1. Lessee (organization and/or individual) agrees to indemnify 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. Park Deposit: Applicable deposits will be charged at the time of reservation for requests requiring an alcohol permit and for groups of 201 or more attendees (151 or more for Mission Hills Park) in the event of damage or violation of park policy, rules or ordinances. Per established guidelines deposits will not be refunded.
5. Any actual damage costs (less any applicable deposits) will be billed separately and future use of the reservation system may be affected.
6. It is the responsibility of the lessee to 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 hold the City harmless from any violations.

I have read and understand both the above Indemnity Agreement and Picnic Area Reservation Procedures outlining the rules and regulations pertaining to picnic area rentals.

Please sign here for potential deposit charges: _____

To be completed by office staff

Picnic area rental	\$ _____	Permit # _____
Park/picnic area damage/cleanup deposit	\$ _____	Receipt # _____
TOTAL DUE	\$ _____	

To be completed by customer

Signature/authorization: _____ Date: _____

Method of payment: Cash ____ Check ____ Visa / MasterCard / Discover/American Express

Card number: _____ Exp Date: _____ CRV: _____

Name as it appears on card: _____

Billing address: _____

Picnic Area Reservation Procedures

1. All requests must be submitted to the City of Henderson Parks and Recreation Department's Sports office (298 Arroyo Grande Blvd). Office hours are 8:00 a.m.-8:00 p.m., Monday-Friday. Reservations cannot be made by phone, but may be completed by fax when using a credit card.
2. Park reservations only include the designated covered/uncovered picnic area. Other park amenities such as water features or athletic fields are not included in the reservation and are available on a first-come, first-served basis.
3. Reservations do not include electricity, water or additional lighting if your event takes place after dark.
4. All recreation items, including but not limited to, inflatables, tents, portable stages and DJ/sound systems, require approval from the Sports office. A meeting will need to be set up with Parks personnel prior to reservations including these items to discuss placement in the park.
5. 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.
6. 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. If a deposit has been made it will be deducted from any final amount due. If no damages were incurred, any deposits paid will be refunded within 14 business days via check for cash and checks and a refund to the credit card for credit card charges.
7. Refunds may be granted only under the following conditions:
 - a. When adverse weather conditions prevail
 - b. Cancellation notice is given to the Sports office two calendar weeks before the event.

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 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 8.10 – Special Events. Permit applications can be found at:
http://library.municode.com/HTML/16399/level2/TIT8PUPESA_CH8.10SPEV.html
5. Additional City of Henderson Parks and Recreation Department personnel may be required for special events at the rate of \$60 per hour, per staff member. The number of staff necessary is determined by attendance and event details.
6. Upon approval of special events, a meeting is required with Parks personnel to discuss overall details and setup of the event.

Area Reservation Rates

Number of people	One 5-hour segment	Two 5-hour segments (10 hours)	Refundable cleaning/repair deposit*
1-100	\$50	\$75	\$50
101-150	\$75	\$100	\$100
151-200	\$100	\$150	\$150
201-399	\$125	\$200	\$200
400-599	\$300	\$450	\$450
600+	Rental rate = \$100 per additional 100 people Refundable deposit= \$50 per additional 100 people		

Special events permit: Refer to picnic area reservation procedures

Mission Hills Park picnic area

Rates for half of large canopy (C-1 or C-2) rental

Groups larger than 150 people must rent both sides of the canopy area

Number of people	First 5-hour segment		Two 5-hour segments (10 hours)		Refundable cleaning/repair deposit*	
	Half canopy (C-1 or C-2)	Full canopy	Half canopy (C-1 or C-2)	Full canopy	Half canopy (C-1 or C-2)	Full canopy
1-100	\$75	\$125	\$125	\$225	\$100	\$200
101-150	\$125	\$225	\$225	\$450	\$200	\$400
151-250	N/A	\$325	N/A	\$600	N/A	\$600
251-399	N/A	\$425	N/A	\$800	N/A	\$800
400-599	N/A	\$750	N/A	\$1,500	N/A	\$1,000
600+	Rental rate = \$100 per additional 100 people Refundable deposit= \$50 per additional 100 people					

Special events permit: Refer to picnic area reservation procedures

Madeira Canyon Park

Rates for rental of one picnic area (Picnic 1, 2, 3)

Number of people	First 5-hour segment	Two 5-hour segments (10 hours)	Refundable cleaning/repair deposit*
1-100	\$75	\$125	\$100
101-150	\$125	\$225	\$200
151-200	\$175	\$275	\$300
201-399	\$250	\$300	\$400
400-599	\$425	\$550	\$500
600+	City staff rate = \$60 per hour Rental rate = \$100 per additional 100 people Refundable deposit= \$50 per additional 100 people May require a presentation to the Parks and Recreation Board for approval		

Special events permit: Refer to picnic area reservation procedures

*Deposit required only for picnics of 201 or more attendees (151 or more at Mission Hills Park) or for an alcohol permit.

Parks and Recreation Henderson Municipal Code

8.99.010 - Purpose.

To regulate the use of city-owned and/or operated parks and park facilities in order that all persons may enjoy and make use of the parks and park facilities and to protect the assets and resources of these community properties.

(Ord. 1977 § 1 (part), 2000)

8.99.020 - Definitions.

"Amplified sound" means speech, music, or other sound projected or transmitted by electronic equipment (including amplifiers, loud speakers, bull horns or similar devices) which is intended to increase the volume or range of the sound.

"Park" means a parcel of land owned, operated or maintained by the city of Henderson and specifically set apart for the recreational use of the public.

"Park facility" means those structures, amenities, or apparatus located in a park which aid or make easier the recreational use of the park.

"Participate" means, for purposes of HMC 8.99.030(N), to take a direct role or part in communicating the permittee's message, as opposed to merely being present at the permittee's use. By way of illustration, every person marching in a parade is an expressive unit, the sum of which constitutes the expressive message attributed to the parade's organizer, whereas a spectator who is merely present along the parade's route and who expresses his own contrary message is not a "participant" because his message could not reasonably be perceived as part of the message he protests.

(Ord. 2466 § 1, 2006; Ord. 1977 § 1 (part), 2000)

(Ord. No. 2831, § 1, 10-20-09)

8.99.030 - Rules and regulations regarding use of parks and park facilities.

A.

Hours. The following rules and regulations shall apply to all parks and park facilities within the city of Henderson. All parks shall be open from six a.m. to twelve midnight daily, unless otherwise posted. Trails shall be open from five a.m. to eleven p.m. daily, unless otherwise posted. No person shall be in, or park a vehicle or trailer in, a park or park facility between midnight and six a.m. without the prior express written authorization of the director of parks and recreation or his or her designated representative.

B.

Permission for Certain Activities. The prior express written authorization of the director of parks and recreation or his or her designated representative is required for the following activities or placement of equipment or facilities associated therewith in a park or park facility: Dunk tanks, hot air balloons, carnivals, inflatable bounce houses, catering services, festivals, or activities which require the use of tents, trailers, awnings or portable shelters. The permittee shall be required to comply with all policies contained in the recreation facility reservation guidelines available from the parks and recreation department.

C.

Reservations. The express written authorization of the director of parks and recreation or his or her designated representative, as required herein or otherwise, may be requested as follows:

1.

A written request for such use must be submitted to the parks and recreation director or his or her designee;

2.

The park, or portion thereof, must be properly reserved according to city policy;

3.

The reservation fee, if any, must be paid;

4.

A license and/or permit (if applicable) must be properly applied for and issued; and

5.

Issuance of written authorization shall be at the sole discretion of the director of parks and recreation or his or her designated representative. In exercising this discretion, the factors listed in HMC 8.99.030(G)(1)(a)—(c) shall be considered along with other factors reasonably deemed appropriate to assure preservation of the park and park facilities and the public's peace and enjoyment thereof.

D.

Vehicles, Motorized Skateboards. Motor vehicles shall be parked or operated only in designated areas. No vehicle maintenance is allowed in the park or parking lot. Motorized skateboards are prohibited. Only authorized motorized vehicles are allowed at any time on park trails, pathways, or nondesignated areas. No motor vehicles shall exceed a speed of fifteen mph in any park, unless otherwise posted.

E.

Golfing. No golfing shall be allowed in a park or park facility, unless otherwise posted.

F.

Containers. No glass or breakable containers of any kind shall be permitted in a park or park facility at any time.

G.

Food, Beverages, Alcohol.

1.

A person shall not sell, offer to sell, or solicit donations for any food, beverage, or alcoholic beverage nor shall any person consume, serve, or otherwise dispense any alcoholic beverage in any park or park facility, including the parking lot, without obtaining a temporary permit from the director of parks and recreation or his or her designee. In making the determination whether to grant said permit, the director of parks and recreation or his or her designee shall consider the following factors:

a.

The impact on the surrounding neighborhood, other uses of the park and park facilities, and traffic, given the applicant's plans, size of the anticipated group, and the predictable conditions at the location at the time the applicant desires;

b.

The capacity of the park and park facilities; and

- c.**
The applicant's past history, if any, in complying with all park rules and regulations.
- 2.**
No temporary permit may exceed a forty-eight-hour period, and no more than one temporary permit may be granted to the same person for the same park within a period of ninety consecutive days.
- 3.**
The applicant must provide all information deemed necessary by the director of parks and recreation or his or her designee to evaluate the factors in subsections 1(a)—(c).
- 4.**
A person who is granted a temporary permit to sell, consume, serve, or otherwise dispense alcohol under this subsection shall not also be required to obtain a special events permit under HMC 4.36.270.
- 5.**
No temporary permit shall be granted unless all of the following conditions are met:
 - a.**
The applicant agrees to be present at all times when any food, beverage, or alcoholic beverage is vended or given away;
 - b.**
The applicant agrees to be responsible for verifying the ages of all persons to whom alcoholic beverages are dispensed;
 - c.**
The applicant pays in advance for any additional police officers the chief of the Henderson police department or his or her designee reasonably deems appropriate considering that alcoholic beverages will be dispensed;
 - d.**
If a permit is obtained or is required by Chapter 8.10 or 8.11 of the HMC, all requirements set forth therein are met; and
 - e.**
If alcoholic beverages will be dispensed or consumed, the applicant is at least twenty-one years of age.
- 6.**
Permission shall not be granted to consume, possess or dispense any alcoholic beverage within the safety surfacing of a children's play area, within the enclosed area of a swimming pool, the playing area of an athletic field, court, or parking lot.
- 7.**
In granting a temporary permit, the director of parks and recreation or his or her designee may impose reasonable time, place, and manner restrictions in order to minimize the impact on the surrounding neighborhood, other uses of the park and park facilities, and traffic.

8.

A mobile food vendor who obtains a temporary permit may only sell food or beverages (but not alcoholic beverages) in a park parking lot subject to the time and distance restrictions applicable to schools set forth in HMC 4.72.090(E), and may only use sound amplification equipment to draw attention to himself if specifically permitted by the director of parks and recreation department or his or her designee, who shall, in considering whether to grant such permission, consider the factors specified in HMC 8.99.030(G)(1).

H.

Bathing, Laundering. Bathing and the laundering of personal items such as clothing is prohibited in any portion of a park or park facility, including the parking lot and restroom facilities.

I.

General Safety. No person shall commit any act in a park or park facility that would endanger the health, safety or welfare of any person.

J.

Climbing, swinging. Climbing on or swinging from branches of trees or landscaping is prohibited.

K.

Pets. Where allowed, all pets in a park or park facility shall be restrained and controlled by a leash no longer than six feet, unless in a designated dog park. Pet waste must be cleaned up by the pet owner or person in control of the pet and disposed of properly (HMC 7.04.130).

L.

Vandalism. No person other than a duly authorized city employee in the performance of [his/her] his or her duty shall cut, deface, injure or burn any structure or feature (including landscape feature) of a park or park facility or remove any equipment from a park or park facility.

M.

Weapons. No firearms, archery, paint ball weapons, air guns, BB guns, or like devices shall be allowed in a park or park facility, unless part of a city-sponsored program or allowed through a park reservation pursuant to HMC 8.99.030(C).

N.

Rights of Permittees and Attendees. Where a park, park facility, or an area within a park or park facility has been properly reserved for a particular use, and the permittee has not opened the use to members of the general public, no uninvited person shall remain at the reserved area after being directed by the permittee or his or her agent to leave. Regardless of whether the permittee has opened the use to the general public, no person shall substantially prevent any other person from viewing, hearing, or otherwise participating in the message the permittee wishes to convey, nor shall any person himself participate in the use and convey a message opposed to that of the permittee without the permittee's permission.

O.

Garbage. No person shall release, discharge, drop or spread upon or in any park or park facility any litter, trash, rubbish, waste, garbage, refuse, chemicals, or ashes, other than by placing the same in trash containers or receptacles provided by the parks and recreation department.

P.

Horses. Horses shall not be permitted in parks or on park pathways or trails unless otherwise permitted by posted signs.

Q.

Fires, Cooking. Fires for cooking only are restricted to permanent grills provided by the parks and [a] recreation department. No private or personal cooking apparatus may be used without prior written approval from the director of parks and recreation or his or her designee. Noncooking fires are prohibited.

R.

Fireworks. Fireworks and other explosives are prohibited except as a part of an approved and permitted fireworks display.

S.

Dumpsters. Use of city dumpsters for disposing of residential or commercial refuse is prohibited.

T.

Skateboarding. Skateboarding or in-line skating is permitted on sidewalks, designated skate parks, and trails only. Skateboarding or in-line skating is prohibited on handrails, sports courts, benches, tables, bleachers, or other park equipment. Speeds must be reasonable and prudent under the circumstances so as to avoid creating an unreasonable risk of harm both to the person skating and others.

U.

Smoking. Smoking is prohibited in any recreation facility or within two hundred feet of any organized outdoor recreation program, including sporting events.

V.

Sale of merchandise.

1.

Except as provided in subsections (V)(2) and (V)(3) below, no person shall sell, offer to sell, or solicit donations for, any service or merchandise in a park or park facility.

2.

The prohibition in subsection (V)(1) above does not apply when the predominant purpose of the sale is to engage in expressive speech protected by the First Amendment, as opposed to a merely commercial transaction. Factors to be considered in determining the predominant purpose of the sale include the merchandise's medium, the activities in which the vendor is simultaneously engaged, the vendor's motive, and the extent of expressive elements contained in the merchandise. By way of illustration, the prohibition does not apply to the following:

a.

A person vending merchandise that is inherently communicative; that is, the merchandise itself, given the nature of the medium, serves a predominantly expressive purpose. Examples of inherently communicative items include, but are not limited to, newspapers, books, leaflets, pamphlets, cassette tapes, compact discs, digital video discs; and visual arts such as paintings, drawings, photographs, sculptures, or other visual art created by the vendor.

b.

A person, in conjunction with activities intended to disseminate his message, vending merchandise that, though not inherently communicative, nonetheless is inextricably intertwined with the vendor's political, religious, philosophical, or ideological message. Merchandise becomes inextricably intertwined when:

(i)

The merchandise constitutes or explicitly bears such a message and that message is related to the one the vendor wishes to convey. Examples of such merchandise include, but are not limited to, message bearing (whether written or symbolic) t-shirts, bumper stickers, buttons, or stuffed animals sold in conjunction with activities such as, but not limited to, distributing literature and soliciting signatures on petitions. An item does not become inextricably intertwined simply because it is vended simultaneously with the vendor's verbal or written message if the predominant purpose of the sale is commercial as opposed to the communication of a message. As an example, a vendor of automobile parts is not entitled to sell, offer to sell, or solicit donations for a tire in a park or park facility simply because a message is attached (e.g., "great tires are important to our society").

(ii)

The merchandise, though not inherently communicative nor bearing an explicit message, nonetheless is transformed from its non-expressive, utilitarian purpose (a hat, for example, serves the utilitarian purpose of shielding a person's head and face from the sun, not the primary purpose of expressing a particular message) into merchandise the sale of which is predominantly expressive. As an example, a person paints a hat with images or text with extensive expressive elements reflecting and intended to convey the artist's self expression and charges a substantial premium for the decorated hat over what the hat would otherwise cost without the extensive expressive elements.

3.

The prohibition in subsection (V)(1) above also does not apply to:

a.

A person having all applicable city, county, state or federal licenses and the right to vend pursuant to a contract entered into between the city and the vendor, subject to the terms of said contract.

b.

A person having all applicable city, county, state or federal licenses and the right to vend pursuant to the terms of a permit issued pursuant to Chapter 8.10 or 8.11 of the HMC, subject to the terms of said permit.

4.

Any person exempted pursuant to subsection (V)(2) shall conform to the following time, place, and manner restrictions:

a.

A person may designate and use any area of not more than ten feet by ten feet within a park, provided it is not within twenty-five feet of a reserved area, childrens' playground or play area, or the playing area of an athletic field or court, and does not unreasonably interfere with others' recreational activities or free passage. A group larger than ten people needing an area larger than ten feet by ten feet or more than one site must obtain approval from the director of parks and recreation or his or her designee, who shall designate such larger area or additional site(s) to the extent necessary given the size of the group but not to the extent that it would unreasonably interfere with other recreational uses of the park or park facility. Sites may be reserved in advance on a first come, first serve basis.

b.

No person or group may use an area designated pursuant to subsection 4(a) above:

(i)

For more than two consecutive days, if the site is on turf; and

(ii)

For more than four consecutive days, if the site is not on turf.

c.

Chairs, tables and the like are permitted, provided they are weighted (e.g. sandbags) or otherwise secured so that they cannot be blown away by the wind. However, no canopy, tent, or other structure may be erected, nor may any item be secured into the ground by stakes, rods, or other similar item, or attached to any fence, post, tree or other fixture or landscaping.

W.

Conducting Business. Except as otherwise provided in this chapter, it is unlawful for a person to use a park or park facility to provide private lessons or classes for commercial gain or to otherwise use a park or park facility as a place for conducting business unless that person has a contract with or concession from the city of Henderson or permit pursuant to Chapter 8.10 or 8.11 allowing such enterprise incidental to the permitted activity or activities.

X.

Exclusion.

1.

In addition to the laws and remedies provided for violation of the Henderson Municipal Code or any of the laws of the state of Nevada, the director of parks and recreation, his or her designee, or a police officer may exclude any person who, while present in a park or park facility, violates any ordinance, statute, posted department rules or regulations, or department policy after being put on notice of same, or poses an immediate threat of harm to or sexually harasses any other person peaceably and lawfully using a park or park facility for its intended purpose or any city employee acting in the course and scope of his duties in the parks and recreation department. The exclusion may, in the discretion of the director of parks and recreation or his or her designee, or the police officer if the director of parks and recreation or his or her designee is not available, apply to a specific park or park facility or to some or all parks and park facilities, depending on the nature and severity of the violation.

2.

An exclusion issued under this section shall be for thirty days. If the person to be excluded has been excluded from any park or park facility within three years before the present exclusion, the exclusion shall be for one hundred twenty days. If the person to be excluded has been excluded from any park or park facility twice within four years before the present exclusion, the exclusion shall be for one (1) year. A person who has been excluded three times or more within a period of five years before the present exclusion shall be excluded for a period of five years. Each exclusion thereafter shall be for an additional five years.

3.

Written notice shall be given to any person excluded from any park or park facility under this section. A person who refuses to accept written notice is deemed to have received it and is on notice of all of its terms. The notice shall specify the date, length and place or places of the exclusion, shall identify the basis for the exclusion, including, if applicable, citation to the applicable law, rule or regulation the person has violated, as well as citation of this section. It shall be signed by the issuing party. Warning of consequences for failure to comply shall be contained in the notice.

4.

A person receiving such notice may appeal in accordance with HMC 4.04.210 and HMC 4.06.160.

5.

No person shall enter or remain in any park or park facility at any time during which there is in effect a notice of exclusion issued under this section excluding that person from that park or park facility. A person convicted of violating this subsection may, in addition to the criminal penalty imposed, be excluded for whatever additional period of time the court deems appropriate.

(Ord. 2699 § 1, 2008; Ord. 2466 § 2, 2006; Ord. 2385 § 3, 2005; Ord. 2384 § 4, 2005; Ord. 2382 § 5, 2005; Ord. 1977 § 1 (part), 2000)

(Ord. No. 2831, § 2, 10-20-09)

8.99.040 - Establishment and modification of rules and regulations.

The director of parks and recreation or his or her designated representative shall have the authority to establish and/or modify rules and regulations governing each park or park facility. Signs containing these rules, regulations or modifications thereof, shall be posted at the entrances to all parks and park facilities to which they are applicable.

(Ord. 1977 § 1 (part), 2000)

(Ord. No. 2831, § 3, 10-20-09)

8.99.050 - Reserved.

Editor's note— Ord. No. 2831, § 4, October 20, 2009, repealed § 8.99.050, which pertained to posting of rules and regulations and derived from Ord. No. 1977 § 1, 2000.

8.99.060 - Penalty for violations.

Any person violating the posted rules and regulations or the provisions of this chapter shall be guilty of a misdemeanor.

(Ord. 1977 § 1 (part), 2000)
