

WATER STREET 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: _____
Time from: _____ to: _____ (including set up/tear down)
Purpose/type of event: _____
Water Street Plaza area requested:
[] Amphitheater [] Lower Bowl [] Events 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) (HPD Events -702-267-5015)
Will you be serving hard alcohol at your event? (\$100 permit required) (HPD Events -702-267-5015)
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 and Beverage Vendors [] Generator [] Grill (propane/electric) [] Inflatable [] Tents
[] Commercial Vendors
Additional items available to rent:
[] Amphitheater (Sound packages available) [] Amphitheater (Light packages available) [] LED screen [] Generator
*Up to 6 Trash Cans provided (Additional Trash Cans may be requested for an additional fee)
Other: _____

- City of Henderson (CITY) provides power for an additional fee. Fee based on event type and electrician fees
• 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.
• Splash pads are operational Monday-Sunday from 9:00 a.m. to 8:00 p.m., April 1-October 31; from Labor Day through October 31 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 makes no representation or warranty as to the condition 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 any damage to the CITY's property including grass and irrigation.
• All use of CITY 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 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 Water Street Plaza/Amphitheater area is made.
4. 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.
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, Water Street Event Plaza Reservation Procedures 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 Special Events Office 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 Special Events office two calendar weeks before the event.
 - c. Alcohol permits and liquor licenses are non-refundable. (702-267-5015)

Special Event Requests

1. Special Events are determined by several factors including but not limited to the nature of the event, requested 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 the description of your event. 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 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 arranged deliveries/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

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 fee	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

The City of Henderson Parks and Recreation Department will be charging a 2.8% non-refundable service fee for customers who choose to pay with credit or debit card.

To continue providing convenient options and alleviate any inconvenience with the card service fees, the following free options are available:

1. E-check online payment
2. Cash payment in person
3. Check or money order payment in person.



Initial