

City of Henderson Trail Special Event Request Procedures and Guidelines

1. All Trail Special Event Requests require a written proposal and description including the nature of the event and all items listed below. After review by Parks and Recreation Staff, additional City of Henderson Department approvals may be required. If approved, the Trail Special Event will be permitted to occur on the specified trail area. However, this does not provide exclusive use of the specified trail area.

2. All Trail Special Event Requests require the following:
 - \$1,000,000 liability insurance policy adding the City of Henderson (240 Water Street) as an additional insured
 - Details of event and all areas of the trail that will be used.
 - Map showing route and layout of items/equipment including but not limited to starting area, ending area, aid stations, spectator areas, and any additional staging areas.
 - Details on parking and traffic control.
 - Additional port-a-potties (1 per 400 attendees)
 - Extra toilet paper and trash can liners
 - Roll-away dumpster (1 per 400 attendees)
 - Generator, location approved by City of Henderson
 - Private security will be required for any group over 400 attendees and groups serving alcohol.
 - Event signage must comply with City of Henderson Ordinance

3. A Trail Special Event Request Form must be submitted. If a park area is also required, a separate request must be submitted.

4. All Trail Special Events permit requests require a minimum \$125 non-refundable fee at the time of the request. Additional fees will be required for events with attendance larger than 400 and/or for events longer than five hours. Attendance is defined as event participants, spectators, volunteers, and staff.

5. All Trail Special Event permit requests require a minimum Refundable Cleaning/Repair deposit of \$250 at the time of the request. Additional fees will be required for events with attendance larger than 400 and/or for events longer than five hours.

6. Requests for Trail Special Events must be submitted 12 weeks in advance for the River Mountains Loop Trail and 8 weeks in advance for all other trails. All requests for events on the River Mountains Loop Trail require the additional approval of the Bureau of Reclamation.

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7. Contracts will be required for all events with attendance larger than 400, competitive biking events, and other events with extensive set up, safety concerns, or other reasons deemed necessary by Parks and Recreation Department Staff.

9. Trail prep will be completed by park staff Monday through Thursday during regular scheduled park staff hours. If additional prep is needed outside of these times may require additional fees for overtime.

10. A plan must be submitted and approved that details all vehicular access needed to and/or on trail. All on trail vehicular access will require an escort. Additional fees for staff overtime may be charged.

11. No permanent markings may be placed on or near the trail. Any markings must be of a temporary nature.

12. Any fees for additional parks and recreation personnel requirements outside of normal working hours will be based on current overtime rates.

13. If a Special Events Permit is required from the Henderson Police Department, the following departments may have additional requirements: Public Works, Fire, City Manager, and Human Resources. Information on these additional requirements will be provided through the Special Events Permit process.

Trail Special Event Reservation and Fee Schedule Information

Number of People	First Five Hour Segment	Two 5-hour Segments (10 Hrs)	Refundable Cleaning/Repair Deposit
Trail Special Event Permit			
1-399	\$125.00	\$200.00	\$250.00
400 – 599	\$250.00	\$410.00	\$450.00
greater than 599	Rental fee = \$100.00 per additional 200 people Refundable deposit = \$50.00 per additional 200 people May require presentation to Parks and Recreation Board for approval		

Other Charges: Trail Special Events*

Port-a-Potties	\$75 each/ per 400 people
COH Park Staff	\$60 per hour/ per 400 people, 4 hour minimum
Dumpster	\$200 per day/ per 400 people
Security	\$20 per hour/ per 400 people
Additional Staff	Current Overtime Rate

* For events on the River Mountains Loop Trail, additional requirements and/or charges must be met per Bureau of Reclamation Permit.

1. A City of Henderson representative will meet you at the specified trail area on the date and time of your reservation, to ensure the availability of the area. The representative is not used for security at the event.
2. The event area is to be cleaned immediately following the event. Park staff will evaluate the area on first business day after the event and inspected for loss, damage and cleanliness. If the area is not cleaned or park property is damaged during use, the parks and Recreation Department will deduct actual costs from your deposit. If costs exceed the deposit, a bill will be mailed for the balance due.
3. Recreation items, such as inflatables, tents, portable stages, DJ/Sound Systems, require approval from the Outdoor Recreation Coordinator and Parks Coordinator. All vendors must provide the City of Henderson with a liability insurance policy, naming the City of Henderson (240 Water Street) as an additional insured.
4. Refunds for fees are granted only under the following conditions:
 - a. When adverse weather conditions prevail prior to the start of the event.
 - b. Cancellation notice is given to the Outdoor Recreation Office two-calendar weeks before the event.

**PARKS AND RECREATION DEPARTMENT
SPECIAL EVENTS REQUEST FORM**
Outdoor Recreation Office, Heritage Park Senior Facility,
300 S. Racetrack Rd., Henderson, NV 89015
(702) 267-4050 (702) 267-2951 Fax

Date Requested for Event:	Number In Your Group:
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Your Name:	Name of Organization:
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Trail Area Requested:

Circle day of week M T W T F S S	Time from am/pm to am/pm
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Purpose (type of event):

ITEMS /SERVICES BROUGHT TO THE TRAIL SPECIAL EVENT			
Item/Service	Qty.	Notes	Park Coordinator Approval/Date
Inflatable		See special notes below.	
Generator		Generators are not allowed on any grass area.	
Caterer			
Sound System/DJ/Band		Limited to Special Event Facilities	
Tents			
Port-a-potties		Required: 1 per 400 attendees	
Security		Required: 1 per 400 attendees	
COH Staff		Required: 1 per 400 attendees	
Dumpster		Required: 1 per 400 attendees	
Alcohol Permit			
Portable Stage			
Other			

- SPECIAL NOTES**
- The City of Henderson does not provide power/water for any reservation. Generators are not allowed on any grass area.
 - No stakes are to be used at any time. Inflatables are prohibited on the grass from May 1 thru October 1. Sandbags may be used to secure the inflatable.
 - The City of Henderson requires that any outside group/company bringing an item or service onto the property must provide the City of Henderson with a copy of their liability insurance listing the City of Henderson as additionally insured.

IN ORDER FOR YOUR RESERVATION TO BE PROCESSED YOU WILL NEED TO GET THE FOLLOWING PARK COORDINATOR TO SIGN OFF ON THIS DOCUMENT.

JOE NOVOSELEK 267-4227	KELLY BOWEN 267-8827
NANCE HOELKER 303-3580	JIM ROY 267-5709
STEVE HINES 267-4228	MASON LUEDTKE 303-3606
KIRK MIEMAND 303-3611	RON HOLM 267-4246

Coordinator/Supervisor Signature:	Comments:
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Customer Signature:	
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**PARKS AND RECREATION DEPARTMENT
VENDOR INFORMATION FORM**
Outdoor Recreation Office, Heritage Park Senior Facility,
300 S. Racetrack Rd., Henderson, NV 89015
(702) 267-4050 (702) 267-2951 Fax

ITEMS /SERVICES BROUGHT TO THE TRAIL SPECIAL EVENT			
Service	Company and Contact Information	Business License	Insurance
Inflatable		Office Use Only	
Generator			
Tents			
Caterer			
DJ			
Stage			
Port-a Potties			
Extra Security			
Dumpsters			
Alcohol Permit			
Portable Stage			
<u>SPECIAL NOTES REGARDING VENDORS & OUTSIDE SERVICES</u>			
<ul style="list-style-type: none"> ○ The City of Henderson does not provide power/water for any reservation. Generators are not allowed on any grass area. ○ No stakes are to be used at any time for tents or inflatables. Inflatables are prohibited on the grass from May 1 thru October 1. Sandbags or water barrels may be used to secure the inflatable. ○ The City of Henderson requires that any outside group/company bringing an item or service onto the property must provide the City of Henderson with a copy of their liability insurance listing the City of Henderson as additionally insured. ○ Any vendor that provides a service for a picnic reservation must provide the City of Henderson with a copy of their 1,000,000.00 liability insurance listing the City of Henderson as additionally insured as well as a copy of their Henderson Business License. It is the responsibility of the customer to ensure that the Park Reservation Office has a copy of their insurance and business license no later than 3 business days after making the picnic reservation. ○ Any customer or group that brings in an outside vendor to a trail event must also meet with the park coordinator to discuss delivery, set-up, and restrictions of items. 			
Any Groups with attendance of 400 or more <u>must</u> provide the highlighted items above.			
Customer Signature:		Date:	

This document is due back to the Outdoor Recreation by _____

Park Rules and Regulations

(Repealing and Replacing HMC Section 8.99)

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HENDERSON, NEVADA, AMENDING THE HENDERSON MUNICIPAL CODE BY REPEALING SECTION 8.99 IN ITS ENTIRETY AND REPLACING IT WITH A NEW CHAPTER RELATING TO PARKS AND PARK FACILITIES, THE USE THEREOF, PROMULGATION OF RULES AND REGULATIONS RESPECTING PARKS AND PARK FACILITIES, AND OTHER MATTERS RELATING THERETO.

WHEREAS, The City Council, in the exercise of its lawful powers and for the purposes of public safety and welfare, desires to modify the existing rules and regulations relating to the use of Parks and Park Facilities of the City of Henderson.

THEREFORE, THE CITY COUNCIL OF THE CITY OF HENDERSON, NEVADA, DOES ORDAIN:

SECTION 1. Title 8 of the Henderson Municipal Code pertaining to Public Peace and Safety is hereby amended as provided in the Ordinance by repealing the existing Section 8.99 and replacing it in its entirety as follows:

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.

8.99.020 DEFINITIONS

“Park” shall mean 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” shall mean those structures, amenities, or apparatus’ located in a park which aid or make easier the recreational use of the park.

“Amplified Sound” shall mean 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.

8.99.030 RULES AND REGULATIONS REGARDING USE OF PARKS AND PARK FACILITIES

- A. The following rules and regulations shall apply to all Parks and Park Facilities within the city of Henderson. All Parks shall be open from 6:00 a.m. to 12:00 midnight daily, unless otherwise posted. No person shall be in a Park or Park Facility between midnight and 6 a.m. without the express written authorization of the Director of Parks and Recreation or his designated representative.
- B. The express written authorization of the Director of Parks and Recreation or his designated representative is required for the following activities in a Park or Park Facility:

- (1) activities such as dunk tanks, hot air balloons, carnivals, inflatable bounce houses, catering services, festivals, or activities which require the use of tents, awnings or portable shelters;
 - (2) parking a vehicle or trailer in a Park between 12:00 midnight and 6:00 a.m.;
 - (3) use of a Park or Park Facility for profit or personal gain;
 - (4) use of amplified sound;
 - (5) distribution of handbills, flyers or other types of printed information;
 - (6) selling or offering for sale any service, merchandise, food, beverage, article or thing; or
 - (7) fireworks display.
- C. The express written authorization of the Director of Parks and Recreation or his 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;
 - (2) the Park, or portion thereof, must be properly reserved according to City policy;
 - (3) the reservation fee, if any, must be paid; and
 - (4) a license (if applicable) must be properly applied for and issued;
 - (5) issuance of written authorization shall be at the sole discretion of the Director of Parks and Recreation or his designated representative.
- D. All persons using a Park or Park Facility shall abide by any posted rules or guidelines pertaining thereto.
- E. 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 non-designated areas. No motor vehicles shall exceed a speed of 15 mph in any Park, unless otherwise posted.
- F. No golfing shall be allowed in a Park, unless otherwise posted.
- G. No glass or breakable containers of any kind shall be permitted in a Park or Park Facility at any time.
- H. Alcohol is prohibited in a park and park facility, including the parking lot, unless authorized via written consent by the City Manager per Henderson Municipal Code 8.40.015 - 15.
- I. Bathing and the washing of personal items such as clothing, is prohibited in the park, parking lot, and restroom facilities.
- J. No person shall commit any act in a Park or Park Facility that would endanger the health, safety or welfare of any person. Climbing on trees or swinging from branches is prohibited.

- K. All pets in a Park or Park Facility shall be restrained and controlled by a leash no longer than six feet. Pet waste must be cleaned up and disposed of properly. HMC7.04.130
- L. No person other than a duly authorized city employee in the performance of his/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. No firearms, archery, paint ball weapons, air guns, BB guns, or like devices shall be allowed in a Park or Park Facility.
- N. No person shall use or attempt to interfere with the use of any Park or Park Facility, which at the time is reserved for the City of Henderson or is reserved through an authorized use permit.
- O. 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 shall not be permitted in Parks or on Park pathways or trails unless otherwise permitted by posted signs.
- Q. Fires for cooking only are restricted to permanent grills provided by the Parks and Recreation Department. No private or personal cooking apparatus may be used. Non-cooking fires are prohibited.
- R. Fireworks and other explosives are prohibited except as a part of an approved and permitted fireworks display.
- S. Use of City dumpsters for disposing of residential or commercial refuse is prohibited.
- T. Skate boarding or in-line skating on handrails, sports courts, benches, tables, or other park equipment is prohibited.

8.99.04 ESTABLISHMENT AND MODIFICATION OF RULES AND REGULATIONS

The Director of Parks and Recreation or his designated representative shall have the authority to establish and/or modify rules and regulations governing each Park or Park Facility.

8.99.05 POSTING OF RULES AND REGULATIONS

Signs containing these rules and regulations, and any modification thereof, shall be posted at the entrances to all Parks and Park Facilities.

8.99.06 PENALTY FOR VIOLATIONS

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

END OF ORDINANCE.