



SPECIAL EVENT APPLICATION FOR USE OF RECREATION FACILITIES

Boulder City Parks and Recreation Department
900 Arizona Street, Boulder City, NV 89005
Mailing Address: 401 California St., Boulder City, NV 89005
Phone: 702-293-9256

Email: parksandrecreation@bcnv.org

Registration: <https://bcrec.recdesk.com/community/home>

Reservation is not secured until approved by the Special Event Committee and all payments received

COORDINATOR INFORMATION

Coordinator Name: _____

Address: _____

Primary Phone: _____ Email: _____

Secondary Coordinator Name: _____

Primary Phone: _____ Email: _____

Organization Name: _____

Are you a Boulder City Non-Profit Business License: Yes No If Yes License # _____

EVENT INFORMATION

Name of Event: _____

Facility Requested: _____

Is Event open to the public: Yes No Event Website: _____

Event Date(s): _____ Open to the Public Time: _____

Set Up Date & Time: _____ Breakdown Date & Time: _____

Estimated attendance daily: _____ Total Event Attendance: _____

Event Description: _____

TYPE OF EVENT (check all that apply)

Car Show Musical Performance Dancing Festival Fair Parade Political Race
Sports Extreme Sports Dog Show Wedding Rodeo Other _____

CHECK THE ITEMS YOUR EVENT WILL INCLUDE

Caterers	Cooking Devices	Dance Floor	Amusement Rides	Parade
Food Trucks	Additional Electricity	DJ/Sound System	Bounce House	Animals
Alcohol	Overnight Camping	Stage	Oversized Vehicles	Raffles
Vendors	Recreation Fire	Fireworks	Pyrotechnics	Generator
Tents	Open Flame	Event involve water	Street Closure	Drone
Canopies	Other _____			

Supporting documentation required:

- Site Map detailing the layout of your event identifying what is being placed in what areas. Include porta potty locations, street closures, proper spacing, rally points etc. For races include the starting point, route, termination point, assembly time, starting race time, and ending race time.
- Traffic Control Plan for street closures.

Facility reservation required:

- The facility/facilities must be reserved through our online registration systems where payments can also be processed. If you need to create your account please include the organization name as your last name, and your full name as the first name. <https://bcrec.recdesk.com/Community/Home>

By signing this document, I am acknowledging that I have reviewed the Boulder City Parks and Recreation and the fire Department Special Event Policy, am ensuring the event will comply with all applicable requirements, and have submitted all necessary documents for review/approval. This includes, but is not limited to the submittal of a site map and associated event details

The City of Boulder City ("City") reserves the right to cancel any application, even after approval for any particular event or occasion, with or without cause, by giving seven (7) days notice to the group or individual that submitted the application. The undersigned hereby agrees to be personally responsible, in addition to the above- named organization, for any damage sustained by the facility(ties) or appurtenances thereto occurring through the occupancy of said facility(ties) by said organization and further agrees to conform to all the Rules and Regulations promulgated by the City. If approval is given for the use of the facility(ties), it is understood that the facility(ties) will be left in a clean and orderly condition. If the facility (ties) is/are not cleaned, you or your organization may be charged an additional fee beyond our retaining the cleanup deposit to clean the building. If applicable, all the lights will be properly extinguished; the door will be locked and the keys will be returned to the Boulder City Parks and Recreation Department the following workday. By signing this form, I agree to participate in the above referenced activity or event, and to release, waive, discharge and covenant not to sue, and agree to hold the City of Boulder City, Nevada, it's elected and appointed officials, officers, department heads, servants, agents, volunteers, and employees from and against any and all liabilities, demands, claims or injuries, including death, that I, as the participant, may sustain during or in conjunction with the activity or event.

Event Coordinator or Responsible Party Signature

Date

Approval: _____
Director Parks & Recreation Department

Date