



Park Reservation Request Form

Event Name: \_\_\_\_\_

Day and Date of Event: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

**(CALL SECURITY @ 702-614-1006 WHEN FINISHED OR YOUR DEPOSIT WILL NOT BE RETURNED)**

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number (Day): \_\_\_\_\_ (Evening): \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

*(IF OVER 300, MUST HAVE A TEMPORARY FIRE PERMIT WITH CLARK COUNTY FIRE DEPARTMENT. FOR MORE INFO: 702-455-7100)*

**Facility Requested: (Please check one)**

- Goett Family**       **Jaynes Family Splash**       **Somerset Hills**
- Stonewater**       **Inzalaco**       **Rose Garden**       **Pettyjohn**

*\*Please see below for Park Amenities, Rules, and Utility Fees \**

**Cost Required:**

**\$150 Refundable Deposit**

Please make check payable to: **Southern Highlands Community Association**

*Deposit will be returned unless there are damages to the park and/ or you do not contact security when your event is over.*

**Non-Residents:** Along with a check for \$150, non-residents must fill out a credit card authorization form prior to reservation date for use in instances where damages exceed \$150.

**Utility Fee:** A daily fee of \$50 per utility will be charged to those wishing to use electricity or water at the applicable parks.



Park Reservation Request Form

This agreement is made on the \_\_\_\_\_ day of \_\_\_\_\_, 2018, between Southern Highlands Community Association and *(Name and Address)* \_\_\_\_\_

The public's assistance is necessary in order to protect and preserve our park and recreational facilities. Please sign your name at the space provided below, indicating your commitment to ensuring that our park and recreational facilities will be clean after your reserved event; and that you agree to follow all rules and regulations as stated herein. The Homeowner whose signature appears below will be responsible for repair and/or clean-up costs incurred by Southern Highlands Community Association if the facility is damaged or vandalized as a result of this reserved use and user agrees to reimburse Southern Highlands Community Association for any such expenses. Additionally, user agrees to comply with all rules and regulations governing the use of park areas. Southern Highlands Community Association reserves the right to cancel this reservation for any reason.

We, the undersigned, further agree to expressly and forever waive and release Southern Highlands Community Association, their employees and assigns from any and all liability for personal injuries and damages incurred arising from or connected with the reservation.

Any and all changes to your reservation must be made in writing to this office no later than three weeks for large events with over 50 attendees, or 24 hours for events with fewer than 50 attendees prior to the reservation date for approval.

Homeowner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Southern Highlands Community Association

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Staff Member

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Activity	Yes	No	N/A	Comments/Instructions
Use of Electricity				<ul style="list-style-type: none"> <li>If YES, a service fee for residents and non-residents will be charged.</li> </ul>
Use of Water				<ul style="list-style-type: none"> <li>If YES, a service fee for residents and non-residents will be charged.</li> </ul>
Amplified Music				
Amusement Services				<ul style="list-style-type: none"> <li>If YES, what Types? Examples: Bounce houses, Slides, DJ, concessions, etc. * Please answer below.</li> <li>Must send proper Insurance for review.</li> <li>Please provide general layout of event.</li> </ul>
Food Service				<ul style="list-style-type: none"> <li>For large parties open to the public, must provide proper insurance; if selling food, must provide health district permit.</li> <li>Visit <a href="http://www.southernnevadahealthdistrict.org/">http://www.southernnevadahealthdistrict.org/</a> for more information on temporary permits.</li> </ul>
Food or Concession Sales				<ul style="list-style-type: none"> <li>Must provide proper insurance. Health district permit necessary for more than 1 food vendor.</li> <li>Visit <a href="http://www.southernnevadahealthdistrict.org/">http://www.southernnevadahealthdistrict.org/</a> for more information on temporary permits.</li> </ul>
Tents/Canopies: _____ 10x10 _____ 10x20 _____ 20x20 _____ Other				<ul style="list-style-type: none"> <li>Clark County Fire Dept. Temporary Structure Permit Required for Tent (&gt;200 sq. ft) Canopy (&gt;400 sq. ft).</li> <li>CCFD Phone #: 455-7100</li> <li>Must provide proper insurance.</li> <li>Must contact us for a list of preferred vendors.</li> <li>Must provide event layout.</li> </ul>
Alcohol Sales				<ul style="list-style-type: none"> <li>If YES, you must use a Licensed Liquor Caterer. You can go to the Business License section of <a href="http://www.clarkcountynv.gov">www.clarkcountynv.gov</a>, and enter LIQ-118 in the database search. All caterers are qualified.</li> <li>Please provide Caterer's Company name and Phone number.</li> <li>Proper insurance covering alcohol sales must be provided.</li> <li>Additional security may be required.</li> </ul>

Amusement Services/Notes: \_\_\_\_\_

**\* All vendors must list Southern Highlands Community Association as additional insured with the following verbiage: \***

Southern Highlands Community Association, Olympia Management Services, LLC, their Parent, Subsidiaries, Affiliated Companies and their respective Owners, Directors, Officers, Members and Employees are named as additional insureds (ATIMA) and they shall be shown as additional insureds on all Certificates of Insurance except Workers Compensation and Professional Liability. All insurance is Primary and Non-Contributory. Waivers of Subrogation and CG 2010 endorsements apply.

**Southern Highlands Community Association, 11411 Southern Highlands Parkway, Suite 100, Las Vegas, NV 89141**



## Park Reservation Request Form

### ALCOHOL

The sale and/or consumption of alcoholic beverages will not be allowed except on a case by case basis. Event must not be open to the public. For alcohol sales you must submit a request with the contact information of your licensed liquor caterer. Additional security may be required.

### ANIMALS

Animals allowed in the park are dogs and cats under the control of a handler and on a leash no longer than 6 ft. Considerations will be made for petting zoos and/ or pony rides with a written request and proof of proper insurance coverage. Owners are responsible for cleaning up and properly disposing of all pet waste. Any individual(s) engaging in or conducting animal shows, events or obedience schools must receive permission from the Southern Highlands Community Association.

### VEHICLES

No motor vehicles are allowed or permitted off roadways or parking lots in the parks except with permission from the Southern Highlands Community Association. Bicycle and moped operators must adhere to all regulations governing motor vehicles. Any vehicle left overnight in the any Southern Highlands Park is subject to citation(s) and may be towed.

### FIRES/FIREARMS/FIREWORKS

The carrying, possessing or discharging of any firearms, firecrackers, rockets, torpedoes or other fireworks, air guns, slingshots, boomerangs, or martial arts paraphernalia within any Southern Highlands Park facility is strictly prohibited.

### OVERNIGHT CAMPING

Camping overnight within any Southern Highlands Park is prohibited unless express permission is given by Southern Highlands Community Association.

### PARK HOURS

Park hours are from 6:00 a.m. to 6:00 p.m. between October and March, and 6:00 am to 9:00 pm between April and September. All persons shall leave the park facility no later than the time of close, except with the written approval of Southern Highlands Community Association.

### RESERVED AREAS

All reservations guarantee a specific reserved area of the park, and parties must contain attendees to the reserved area. Absolutely no equipment may be moved from or into the area without permission from the Southern Highlands Community Association.

Reserved areas must be left clean and all trash must be put in appropriate trash receptacles, or taken off site for disposal. If area is not left in an acceptable condition, a cleaning/repair service charge will be assessed and billed to the responsible homeowner. GSC Security (614-1006) must be called following the reserved event to properly inspect the areas to ensure the refund of the deposit paid.

### SKATEBOARDING/BICYCLES/ROLLER BLADES

To insure the safety of the homeowners and guests utilizing the park facilities, all skateboarding, rollerblading and bicycle riding is **prohibited** within the parks.

### TEMPORARY STRUCTURES

All temporary structures including, but not limited to, jump houses, carnival rides, and sports field equipment will not be permitted without proper insurance and approval from the Southern Highlands Community Association Board.

### CANCELLATIONS/REFUNDS

A reservation may be cancelled prior to the event.. Cancellations must be made in writing no later than 3 weeks for events over 50 people or 24 hours for events under 50 people. If the event is on a non-business day, and a last-minute cancellation is necessary, the homeowner MUST contact security at 614-1006 prior to the start time indicated on the reservation in order to protect the refund of their facility fee and deposit. **ALL DEPOSIT CHECKS THAT ARE RETURNED WILL BE VOIDED AND MAILED TO THE ADDRESS ON THE RESERVATION FORM.**

**NOTE:** The Southern Highlands Community Association reserves the right to take necessary actions to protect public health and safety as related to usage of any Southern Highlands Park facilities and programs. In addition to possible misdemeanor penalties **any violation of a facility rule may result in cancellation of future permits and forfeiture of all deposits paid.**

I, \_\_\_\_\_, have read and understand all of the above stated rules for use of all parks within Southern Highlands. I also understand that my account with the Homeowner's Association may be charged for any damages or repairs caused by me or any of my guests at this event. Tenants reserving a park, must have the homeowner's signature of approval, as homeowner's accounts will be billed in the case of excess damages or repairs above the required deposit.

**Resident Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Homeowner Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*(Required if resident is not the owner of the property)*



Park Reservation Request Form

**INNER OFFICE USE**

Reservation Received by: \_\_\_\_\_

Date Received: \_\_\_\_\_

Check Number: \_\_\_\_\_ Name on Check: \_\_\_\_\_

Date Given to Security: \_\_\_\_\_

**NO DAMAGE**

I \_\_\_\_\_ (GSC Officer) did inspect the reserved area(s) on \_\_\_\_\_, following the event and there are no damages, the deposit amount may be refunded to the homeowner.

\_\_\_\_\_  
Signature (GSC Patrol Officer)

Voided deposit check: Picked up on: \_\_\_\_\_ Owners Signature: \_\_\_\_\_

Mailed on: \_\_\_\_\_ Staff Member Initials: \_\_\_\_\_

Shredded on: \_\_\_\_\_ Staff Member Initials: \_\_\_\_\_

**DAMAGE**

I \_\_\_\_\_ (GSC Officer) did inspect the reserved area(s) on \_\_\_\_\_, following the event and there ARE damages, the deposit amount may NOT be refunded to the homeowner until repairs are made.

\_\_\_\_\_  
Signature (GSC Patrol Officer)

Please List Damages: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Total Cost of Damages: \_\_\_\_\_ Amount Refunded: \_\_\_\_\_

Charge Sheet Done on: \_\_\_\_\_ Amount Owed: \_\_\_\_\_



Park Reservation Request Form

**Park Amenities**

**Goett Family Park**

*10950 Southern Highlands Parkway, Las Vegas, NV 89141*

- Park Size: 3.78 acres
- Facilities: restrooms, electricity, gazebo with sitting area, basketball court, play structure, large grassy area, and parking lot with 38 spaces

**Jaynes Family Splash Park**

- Next to Goett Park is available for reservations during Spring and Summer months only (Closed October 1 through April 31)

**Somerset Hills Park**

*10717 Valencia Hills Street, Las Vegas, NV 89141*

- Park Size: 6.33 acres
- Facilities: water splash pad, restrooms, tennis courts, gazebos with barbeques, play structure with swings, on-street parking

**Stonewater Park**

*11501 Goett Golf Drive, Las Vegas, NV 89141*

- Park Size: 7 acres
- Facilities: fully enclosed, electricity, parking available upon request (Additional documentation required)

**Inzalaco Park**

*5801 Shinecock Hills Avenue, Las Vegas, NV 89141*

- Park Size: 4.38 acres
- Facilities: sitting area, play structure with swings, large grassy area, restrooms, parking lot with 30 Spaces

**Doctor Harry B. Johnson Rose Garden Park**

*5330 Somerset Hills Avenue, Las Vegas, NV 89141*

- Park Size: 1.97 Acres
- Facilities: restrooms, play structure, water splash pad, gazebos, electricity, parking lot with 6 spaces

**Jimmy Pettyjohn Jr. Park**

*11322 Southern Highlands Parkway, Las Vegas, NV 89141*

- Park Size: 1.09 Acres
- Facilities: 1 gazebo with sitting area, large grassy area, play structure with swings, and restrooms.