

Facility Reservation Information (021722)

Date(s) requested			
Start Time - Your start time must include set up time.			
End Time - You must clean and vacate the building by your end time. Your deposit will be forfeited if your event goes longer than the end time. The building monitor will give you a 1-hour reminder prior to your end time.			
Location / Room(s)			
Health mitigation rules (Covid) will be based on the time of the rental, not the time of the reservation.			
Name			Date of Birth <small>(database requirement)</small>
Name of Designee <small>(responsible onsite person)</small>			
Company Name			
Address			
Phone		Email	
What is the name of your event? <small>(birthday party, baby shower, wedding, meeting)</small>			
How many people will be attending? <small>Please be as accurate as possible</small>			
Amplified sound permit?	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<small>(a separate \$50 fee will be charged)</small>
Is this event	<input type="checkbox"/> Private <small>(family and friends)</small>	or	<input type="checkbox"/> Open to the public - If this is an open to the public event, a special event permit is needed. Your reservation will not be finalized until we receive your permit from the special event office
Is this event a fundraiser?	<input type="checkbox"/> NO	or	<input type="checkbox"/> YES - If yes, a special event permit is needed. Your reservation will not be finalized until we receive a copy of your permit from special event office
Will you be charging admission or a registration fee?	<input type="checkbox"/> NO	or	<input type="checkbox"/> YES <small>(If yes, a special event permit is needed.)</small>
Will you be serving alcohol?	<input type="checkbox"/> NO	or	<input type="checkbox"/> YES - If yes, you will also need an alcohol permit, which is \$60 (\$1000 deposit required for building rentals). Only beer, wine and champagne may be served in our facilities. No hard alcohol allowed.
Food/Caterer?	Portable BBQ's are not allowed at any of our facilities. Caterer must be licensed with a City of Reno Business license. You are responsible for all clean up.		
Bounce Houses	are NOT allowed in any park or building (Special Events can work with fire dept for a permit)		
Water/Electricity	- Potable (drinkable) Water and Electricity are NOT available in any Park / Shelter		
WiFi Availability in building rentals	- Guest WiFi may /may not be available, bandwidth is not guaranteed (bring hotspot if needed).		
Park Shelter Rental Hours:	Summer: Memorial Day to Labor Day - 10am-8pm Winter: After Labor Day weekend to October 31 - 10am to 6pm and March 1 to before Memorial Day - 10a 6p (no park rentals November to February)		
Building Rental Hours:	8am to 11pm		
You as the renter are responsible for following all rules and guidelines. You will be required to review and sign your contract with a staff member.			
We can hold reservation for up to 3 business days. Partial payments will not be accepted. Payment must be made in full in order to complete your reservation.			

For internal use only			
Staff Person			Date
Payment received		Contract received	