
Historic Floyd Lamb Park at Tule Springs

Hay Barn and Courtyard Gazebo

RENTAL AND USE AGREEMENT

Thank you for choosing the Historic Floyd Lamb Park at Tule Springs Hay Barn for your upcoming event. The Historic Floyd Lamb Park at Tule Springs Hay Barn, hereafter referred to as “Hay Barn,” serves as a multi-use facility, providing space for private gatherings. The facility is managed by the city of Las Vegas Department of Parks, Recreation & Cultural Affairs Special Events Unit.

THE HAY BARN CAN BE RENTED FOR:

- **Meetings, workshops, seminars:** Specializing in groups of up to 250 (seated) in the main hall.
- **Lectures, presentations, films:** 250 (seated) in our main hall.
- **Special occasions:** Non-seated cocktail parties, receptions and celebrations for up to 250 in our main hall.
- **Banquets, wedding receptions and other seated events:** Up to 250 seated at tables in main hall
- **Outdoor space:** Is available at the adjacent courtyard and gazebo at an additional cost for events up to 250 guests.

Visits to the venue can be arranged by contacting the Special Events staff via email at: ParkSpecialEvents@lasvegasnevada.gov.

BOOKING AND CONFIRMATION:

Visit the <https://www.lasvegasnevada.gov/Residents/Parks-Facilities/Floyd-Lamb-Park> website, for information on renting the Hay Barn, including current rental rates. To request a reservation, please submit a Park Special Events Application, after which the Special Events Unit staff will contact you to confirm availability and schedule your event.

Rentals are confirmed on a first-come, first-served basis, once the Park Special Events staff have received, reviewed and processed your Park Special Event Application, the refundable \$500 holding deposit, a signed copy of our Park Special Event Policies Handbook, and a signed copy of this Historic Floyd Lamb Park at Tule Springs Hay Barn Rental and Use Agreement.



CONDITIONS OF USE:

- All applicants and Event Holders must be 21 years of age or older.
- Full rental fees are due 60 days prior to the event date.
- The Hay Barn is considered a self-serve, "leave-no-trace" space: the Event Holder bears responsibility for general cleanup of the space, which includes all trash and recyclable materials placed in the appropriate containers, wiping tables and chairs, and cleaning up any spillages from the floor before leaving. See End of Event Clean-up Checklist for details.
- A wedding "point-of-contact" person who is not part of the wedding party is required and will be the main contact for all wedding logistics, and must be present the day of the event.
- Rental deliveries and pickups must be scheduled and coordinated with the Special Events Unit staff in advance.
- The person or entity contracting for the event (hereafter 'Event Holder') must stay within the pre-arranged event time (scheduled to include setup and clean-up time) or will incur overtime charges.
- Fees to repair cracks, or damage to the door(s), the tracks or the doorstops will be charged to the client based on the park costs for assessment, labor and materials.

I have read and understand all items listed above. _____ (initial)

LIABILITY:

- The Hay Barn and Courtyard Gazebo is a tobacco-free environment. Effective January 1, 2014, smoking and all other tobacco use is not permitted on any city of Las Vegas controlled property. All smoking, use of smokeless tobacco products and the use of unregulated nicotine products is prohibited. The use of marijuana is prohibited under federal regulations. Any evidence of these activities can result in loss of security deposit and cancellation of the event.
- Damage to the Hay Barn, landscape surrounding the Hay Barn, equipment, or furniture will result in charges equal to the replacement costs and could result in loss of security deposit.
- All Event Holders assume responsibility for their party's compliance with the rules and regulations of city of Las Vegas. The city of Las Vegas Department of Parks, Recreation & Cultural Affairs staff/Deputy Marshals reserves the right to ask any guest who acts in an unruly manner or refuses to follow park policies to leave the premises.
- The Event Holder shall not assign or sublease any portion of the Hay Barn.

I have read and understand all items listed above. _____ (initial)

INSURANCE, PERMITS, AND CERTIFICATION:

As part of the process for rental of the space, the Event Holder must submit a CITY OF LAS VEGAS PARK SPECIAL EVENT RESERVATION APPLICATION and Certificate of Insurance with Endorsement prior to the event. The Special Events Unit staff will provide information regarding the necessary requirements pertaining to General Event Liability Insurance as Minimum Insurance Requirements apply. This information is explained in depth in the Park Special Events Handbook.

Events will not be scheduled if all documentation has not been obtained and provided to the SPECIAL EVENTS STAFF by the predetermined date. _____ (initial)

LIQUOR LIABILITY:

All Event Holders, if serving/selling alcohol, must note if alcohol is to be freely distributed or sold on the CITY OF LAS VEGAS RESERVATION APPLICATION. Failure to accurately indicate that alcohol will be served will result in forfeiture of the security deposit and inability to rent the Hay Barn or other city of Las Vegas facilities in the future, in addition to any actions taken by the Deputy Marshals. An additional Alcohol and Security Addendum may be required as explained in depth in the Park Special Events Handbook.

The person contracting for the event must be the same as the person named on the alcohol permit and is liable for the event. He or she must be present at the event throughout the entire use period. _____ (initial)

GENERAL VENDOR INFORMATION:

All vendors of the Event Holder (e.g. caterers, bartenders, musicians, etc.) that will be coming onto park property and providing a good or service to the Event Holder must also meet the city of Las Vegas insurance and business licensing requirements. Special Events Unit staff will supply additional information once the reservation is confirmed.

The Event Holder is responsible for ensuring that all Vendor Permit applications and vendor Certificates of Insurance are submitted to the Special Events Unit staff at least 60 days before the event to give appropriate time for the event permit to be processed. ___ (initial)

FOOD AND BEVERAGE CATERING:

Event Holders may choose to work with a caterer from the city of Las Vegas approved caterer list, or with one of their own choosing.

- There are no kitchen facilities on site, but an outdoor area can be made available for caterers.
- Time for catering set-up and break down must be included in your rental time.
- Caterers and/or the Event Holders are responsible for the removal of all trash from the property. Location of on-site dumpsters to be provided by the Park Special Events Unit.
- The Park Special Events Unit does not provide any tables, chairs, linens, audio equipment, lights or seat coverings etc.
- The Event Holder or the Event Holder's caterer is responsible for all food preparation, supplies, and any other materials used for the event.
- The Event Holder assumes all responsibility for setup, catering coordination, and final clean up (as specified in the End of Event Checklist provided) and any liability associated with provision of food and alcohol. The food and bar area(s) are to be covered by Event Holder or caterer prior to the event.
- If using disposable plates, cups and flatware, we request that you choose compostable ware.
- No food items or dirty dishes can be left overnight.
- Use the utmost care and caution around the premises. This includes no dumping of food scraps, etc. anywhere except the garbage receptacles. Liquids must be put into the garbage, NOT outside. ***The disposal of oil of any kind is strictly prohibited.***
- Special Events Staff is not responsible for loss of or damage to supplies, equipment, or other property, which is under the care and control of the event holder or caterer.
- Food and beverages that stain, such as red wine or berry juice, may require an additional cleaning fee if spilled anywhere in the facility.

I have read and understand all items listed above. _____ (initial)

GRILL PERMITS:

Grilling is allowable only by permission of the city of Las Vegas Fire Marshal. Event Holders must notify the Special Events Unit staff if they plan on using a grill of any kind and agree on a predetermined location for the grill. The Special Events Unit staff will assist in acquiring the required permit from the city of Las Vegas Fire Marshal.

MUSIC:

All music must be turned off by 7 P.M. during summer hours and/or 4 P.M. during winter hours in accordance with the city of Las Vegas noise ordinance. Outside speakers must be positioned towards the Hay Barn and away from the neighboring areas. Permit holder must keep all music, especially outdoors, to a 110-decibel level or lower.

DECORATIONS AND INFRASTRUCTURE:

Decorations must be approved in advance of your event. The Event Holder is responsible for preparation and removal of such items, including lighting, within rental period. Decorations must be flame retardant. All decor and signage must either be freestanding, or be adhered to the walls using removable sticky putty adhesive.

- Staging, platforms, tables, risers, etc., shall not damage plants, property, turf, shrubbery, or irrigation.
- Items cannot inhibit public walkways. Dance floors are not allowed on grass/turf areas.
- No Styrofoam (Polystyrene) products.
- Nails, staples, tacks, or tape may not be used on walls, floors, windows, or ceilings.
- Do not tie anything (ropes, banners, signs, etc.) to trees, plants or shrubbery. To injure, destroy, cut or remove any tree, shrub, plant, wood, turf, grass, soil, or rock in or growing in any area is prohibited.
- Event Holder may not stake, or dig anything into ground.
- Candles and balloons may not be used. However, non-flammable cooking fuel cans are permitted.
- No items can be attached to or leaned up against the exterior of the building.
- There are multiple electrical outlets inside the Hay Barn, as well as two outlets on the western, exterior wall. Discuss the use of electricity with the Special Events staff prior to your event.
- Please do not prop the entry doors or gates open. Fees to repair damage to the door(s) or gate(s) will be charged to the client based on the campus costs for assessment, labor, and materials.
- You will be charged any increased costs to the Hay Barn, due to either the failure to comply with any of the terms of your permit or the violation of any laws.

I have read and understand all items listed above. _____ (initial)

EQUIPMENT:

- Rental deliveries and pickups must be scheduled during the rental period and coordinated with the Special Events Unit staff in advance. In the case where overnight storage is necessary, a \$200 fee will be charged. Prior approval and coordination with Special Events Unit staff is required for any items stored overnight.
- Tables, table linens, and table settings (e.g., cups, glasses, silverware) are not available as part of the rental of the Hay Barn.
- Podiums, screens, sound systems, projectors, and other AV equipment are also the responsibility of the Event Holder.
- Event Holders are responsible for being on site to coordinate drop-offs and pick-ups of equipment and meet vendors, and must include these times in their rental period.

I have read and understand all items listed above. _____ (initial)

PARKING:

The Hay Barn has a total of 25 regular parking spaces and 1 ADA space. We recommend using the Hay Barn's parking spaces for VIP and/or parking for people with mobility issues, and directing guests to use parking located at the area 2 lot. The Special Events Unit staff can provide more information on parking as needed.

All Event Holders should note:

- Parking is limited. Carpooling is highly recommended.
- The loading area at the curb is to be left clear. DO NOT drive vehicles past the curb.
- Once the event holder or vendors have unloaded, please move all vehicles to a designated parking space. (Fire Code)
- Special Events Staff cannot reimburse users for parking tickets issued by city of Las Vegas Parking Enforcement.

I have read and understand all items listed above. _____ (initial)

SIGNAGE:

Signs, banners, or arrows giving directions to your event are permitted on park property or roadways. However, Event Holder will not post any signs, posters, or banners inside or outside the facility without prior approval from the Special Events Unit staff.

If needed, the Special Events Unit has A-Frames that can be utilized by the Event Holder to indicate "Event Parking." The Event Holder has the opportunity to provide custom posters to be displayed on the A-Frame.

PEOPLE WITH DISABILITIES:

We welcome people with disabilities to the Hay Barn. The Hay Barn has been designed to fully comply with accessibility requirements as of the renovation design phase in 2021. If the event holder or any guests have any additional specific access needs, please communicate those needs to the Special Events Unit representative as soon as you know of them, so that we can make accommodations, where possible.

BICYCLES, SKATES, HOVERBOARDS:

Bicycles, unicycles, skates, skateboards, and hover boards are not allowed in the Hay Barn for any reason.

RESTROOMS AND PORTABLES:

The Hay Barn is not equipped with restrooms. Event holder may be required to provide portable restrooms through an approved vendor and position them in a pre-determined location.

STAFFING:

The Hay Barn will have at least one Special Events Unit representative available in person for the first 30 minutes of the setup time for your event. This person will then be available by telephone for other questions that come up during the rental period (including set up, duration, and clean-up of event). In the case of an issue with the building or facility and the staff member cannot be reached, please call the gatehouse at 702.229.8100.

Upon arrival and departure, the Event Holder or Point-of-Contact person must check in with the Special Events Unit representative.

I have read and understand all items listed above. _____ (initial)

FEES, SECURITY DEPOSITS, AND PAYMENTS:

Our rental options are as follows:

- 5 hour minimum rental (Friday, Saturday or Sunday) for the Hay Barn. Event Holder will get an additional 1 hour for set- up and 1 hour for tear down at this flat rate. Any additional hours will be billed at the hourly rate.
- 2-hour weekday rental are available Monday- Thursday with an additional 1 hour for set- up and 1 hour for breakdown for just the Courtyard Gazebo and fenced in grass area.
- \$200 Cleaning Fee as determined by the Park Monitor or Onsite Park Special Events Staff.
- Additional hours are billed at the Hourly Rate.
- Overtime hours: Any occupancy over the contracted start and end time will be billed at 1.5 times the hourly rate. The fee will be deducted from the \$500 security deposit.
- Any time needed for setup and cleanup must be included in your rental period. Rental fees do not include insurance, food or beverage service, facility setup, equipment rental (including AV equipment), decorations, transportation, security, or entertainment.
- Payments can be made by cash, check or credit card. Checks are made payable to city of Las Vegas.
- Full site rental fees must be received no later than 60 days prior to the event. Failure to remit payment may result in loss of reservation and forfeiture of fees paid to date.
- If full payment is not received by the deadline stated on the invoice, Special Events Staff may consider the event cancelled and rent the space to another individual/ entity.

I have read and understand all items listed above. _____ (initial)

CANCELLATIONS:

- Park facility use reservations cancelled more than 30 days in advance of the event will be reimbursed the rental fees received to date, including the \$500 deposit.
- Cancellations occurring less than 30 days in advance of the event will be reimbursed the rental fees received to date, excluding the \$500 deposit.
- Both rental fees and the deposit are nonrefundable if cancelled within (7) calendar days prior to the event start date.
- Approved refunds will take approximately 2-4 weeks to be processed.

I have read, understand, and will comply with the conditions listed above, as will all on-site volunteers, vendors and guests. _____ (initial)

EVENT HOLDER/CLIENT SIGNATURE TODAY'S DATE

NAME AND CONTACT INFORMATION FOR CUSTOMER(S):

Name: _____

Email _____

Cell Phone: () _____

Date and Time of Event: _____

EVENT COORDINATOR /DAY OF EVENT CONTACT PERSON:

Name: _____

Email: _____

Cell Phone: () _____

EVENT DEPOSIT: \$500.00 (RESERVES THE DATE) RECEIVED:

Payment Date: _____

Client Signature: _____

Print Name: _____

Special Events Unit Staff Signature: _____

Print Name: _____



**DEPARTMENT OF
PARKS, RECREATION AND CULTURAL AFFAIRS**

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