325 Sheckler Road Fallon, NV 89406 (775) 423-7733 (775) 423-7734 Fax

Churchill County Parks & Recreation Department
Facility Rental Request Form

Event Name_____ Event Contact Person_____

Mailing Address_____

City_____ State_____Zip Code_____

Email address:_____ @_____

Event Contact Phone_____ Home Phone_____ Work Phone_____

Cell. Phone Number_____Fax Number_____

Type of Event_____ Private or Public Event?: _____

***Anticipated date for event:_____ Hours:_____am/pm_____am/pm**

Set up date_____ Time_____am/pm Clean up date_____ and time_____am/pm

***Will food be sold? Yes or No** (If yes, please be advised, you will need a current health permit.)

***Will admission be charged? Yes or No**

***Will alcohol be *served* at this event Yes or No**

***Will alcohol be *sold* at this event Yes or No**
(If yes, you will need a current county liquor license, call the Sheriff's Department (775) 423-3116 for more information.)

*If you have answered **YES** to any of the above questions, you may be required to hire a security agency that will be present during the event. Please specify the security agency that will be present during the event, along with their phone number:*

Name of Security Agency _____

Address of Security Agency _____

Security Agency Telephone Number_____

Facilities/Equipment Requesting: (Please mark all that apply)

Main Arena ☐	Tractor ☐	Picnic Shelter ☐	Multi-purpose Building (all) ☐
Green Arena ☐	Water Truck ☐	Fishing Pond Fields ☐	(MPB) Nevada ☐
Cutting Arena ☐	Dump Truck ☐	Fishing Pond ☐	(MPB) Gold Room ☐
Dry Gulch Saloon ☐	Garbage Removal ☐	Main Ticket Gate ☐	(MPB) Sage Room ☐
Silver State Office Trailer ☐	Clean-up by park staff ☐	Bleachers ☐	(MPB) Kitchen ☐
Concession Stand ☐	East Field/RV Hookups ☐	Ballfield (North Maine) ☐	(MPB) Foyer ☐
PA System ☐	Parking Lot ☐	Ballfields (Regional Park) ☐	Multi-purpose Bldg Field ☐
Stock Pens ☐	Announcer Booth ☐	Soccer Field ☐	Shelter w/ MPB Restrooms ☐
Barn Stalls ☐	Timer Stand ☐	Horse Shoe Pit ☐	Shelter w/ Fairgrounds Restrooms ☐
Covered Stalls ☐	Ticket Booth ☐	Mud Volleyball Pit ☐	Cottonwood Building ☐
		Marquee ☐	

***Please note*:** Dates are subject to departmental confirmation, and are not final until payment has been received and a Use Agreement is signed by both parties.

The information below will help us in tracking the benefits of our facilities to the community.

Total number of expected participants: Local_____ Out of town_____
Expected number of spectators: Local_____ Out of town_____
Number renting motel rooms_____

Marquee Request:

Please write down the information you would like on the marquee, exactly the way it is to be posted. Customer is allowed up to two lines on the marquee.

_____

Keys:

Please list the individuals who are authorized to pick up keys for your event:

_____

_____

Event Representative:

I certify that I am an adult, (18 years of age or older), and by signing this Facility Request Form that all the information provided on this form is true and correct to the best of my personal knowledge. I also certify that if any information is found not to be true, my rental fees and deposit may be forfeited and my event may be canceled at the discretion of the Director of the Churchill County Parks and Recreation Department.
Furthermore, I understand that if a law enforcement agency is called out to maintain order at my event, I will forfeit my Customer Deposit.

_____ **I agree to pay a returned check fee of $25.00 for each returned check/payment,**
Initials **which is returned unpaid, for any reason, by my bank or financial institution.**

_____ _____
Event Representative Signature Date CCPR Representative Signature Date

_____
Director's Signature Date

***Please note**:* Dates are subject to departmental confirmation, and are not final until payment has been received and a Use Agreement is signed by both parties. The Parks & Recreation Department charges a $25.00 returned check fee, for checks that are returned unpaid, for any reason.

Office Use Only

Reservation Fee Paid: Amount $_____ Date _____ Receipt # _____ TR#_____
Deposit Paid: Amount $_____ Date _____ Receipt # _____ TR#_____