



Town of Pahrump 2100 E. Walt Williams Drive, Suite 100 Pahrump, NV 89048 Phone: 775.727.5107

Bob Ruud Community Center Rental Request

ORGANIZATION NAME: _____

ADDRESS: _____

PHONE: _____ FAX: _____

CONTACT NAME: _____

CONTACT ADDRESS: _____

CONTACT PHONE: _____ EMAIL: _____

EVENT NAME: _____ Projected Attendees: _____

EVENT DESCRIPTION: _____

PLEASE INDICATE WHICH ROOM(S) YOU WOULD LIKE TO USE:

Main Hall
 'A' Room
 'B' Room

DATE(S) OF EVENT: _____

TIME: SETUP: _____ START: _____ END: _____ TEARDOWN: _____

Will there be alcohol served at this event? YES OR NO

Events serving alcohol will be charged an additional \$10 per hour on top of any rate as specified in Resolution 2015-01. General Liability Insurance is also required to be submitted to the Town before the event is confirmed, if there WILL BE alcohol at the event it must be stated on the insurance as well.

Would you like your event placed on the Marquee (Not Available for Private Events): YES or NO

(Please remember there is limited space on the marquee) No personal message will be allowed.

Wording: _____

THE FOLLOWING FEES APPLY TO ALL SPACE RENTALS WITHIN THE BOB RUUD COMMUNITY CENTER, WITH THE EXCEPTION OF NEVADA CORPORATIONS ORGANIZED AND RECOGNIZED BY THE INTERNAL REVENUE SERVICE OF EXEMPT STATUS OF THE IRS CODE WHICH ARE EXEMPT FROM PAYING A RENTAL FEE, PURSUANT TO RESOLUTION 2015-01 APPROVED BY THE BOARD OF COUNTY COMMISSIONERS ON APRIL 7, 2015:

Event Time	Room "A" or "B" Rental Fee	Main Hall Rental Fee	Entire Complex Rental Fee
During normal business hours (8:00a.m. to 4:00p.m.) Monday-Friday excluding holidays.	\$10/hour More than 4-hours - \$50.00 day fee	\$20/hour More than 4-hours - \$100.00 day fee	\$40/hour More than 4-hours- \$150.00 day fee
Outside of normal business hours	\$20/hour More than 4-hours - \$100.00 day fee	\$40/hour More than 4-hours - \$200.00 day fee	\$80/hour More than 4-hours - \$300.00 day fee



Town of Pahrump 2100 E. Walt Williams Drive, Suite 100 Pahrump, NV 89048 Phone: 775.727.5107

Deposit: REFUNDABLE DEPOSIT IS REQUIRED IN THE AMOUNT OF \$250 FOR THE MAIN HALL & ENTIRE FACILITY OR \$125 FOR ROOM "A" OR "B." THE DEPOSIT MUST BE IN CHECK AND REPLACED EVERY 6 MONTHS SHOULD USE BE OF THE ROOM(S) BE CONTINUED. DEPOSIT WILL NOT BE REFUNDED SHOULD ANY OF THE FOLLOWING OCCURS.

1. The building is not cleaned
2. The building and/or contents are damaged
3. You enter the facility prior to your agreed upon time.

Event Liability Insurance (\$1 million-dollar policy) is required for any event held in the Community Center, naming Town of Pahrump (2100 E Walt Williams Dr, Ste #100 Pahrump, NV 89048) as the certificate holder. If your event is going to have alcohol it must be stated on your liability insurance as well.

Things to consider on any special outdoor/indoor Event:

1. How will security in the park and/or the Bob Ruud Community Center be addressed?
2. How will traffic and parking be addressed?
3. How will trash collecting and trash removal be handled?
4. Portable toilets are required if an event is two or more days with an average attendance of 500. There may also be charges for pumping Town septic tanks after the event.
5. Seller permits will be required for any event with vendors. Any food vendors, the Nevada Division of Public and Behavioral health regulatory and Planning Services must be notified.

There are tables (30-8ft) and chairs (125) available for use in the Community Center. These are for community use at all Town of Pahrump properties. There are no linens and no sound system, we suggest using a karaoke if needed. There is a kitchen (available when you reserve the main hall or entire facility) however, we ask that it be used for warming, not start to finish cooking. This helps keep the area cleaner and will *hopefully* give the appliances a longer life span. YOU are responsible for the set up and tear down of your event.

You can view the availability of the Community Center at www.pahrumpnv.org (select calendar).

For access to the Community Center please stop by the Town Office located at 2100 E. Walt Williams Drive, Suite #100 Pahrump, NV 89048 and check out a key. The Bob Ruud Community Center is not staffed.

Cancellations: Any cancellation is charged a \$15.00 administration fee. Cancellation 2-business days or less prior to the event, all user fees will be forfeited.

Please be aware that there may be more than one event taking place in the facility. The TOWN OF PAHRUMP is NOT RESPONSIBLE for lost or stolen items.

BY SIGNING THIS FORM, I SUBMIT THIS REQUEST AND ACKNOWLEDGE THIS **IS NOT CONFIRMATION** OF MY EVENT. SHOULD MY EVENT BE CONFIRMED I UNDERSTAND THAT I WILL RECEIVE A LETTER STATING SO I ALSO ACKNOWLEDGE SPACE IS LIMITED AND NOT GUARANTEED FOR MY REQUESTED DATES.

Signature: _____

Date: _____