



FACILITY USE PERMIT

Lake Havasu City Aquatic/Recreation Division
100 Park Avenue • Lake Havasu City, AZ 86403
Phone: (928) 453 - 8686 FAX : (928) 453 - 1133

DATE RECEIVED:

Applicant: _____
(Group Name) _____ Contact Name: _____

Address: _____ City, State, Zip: _____

Phone: _____ Cell: _____ Email: _____

City Use Govt Agency Private Commercial Non-Profit

Date(s) of Use: _____ Start/End Time: _____

Description of Use: _____

Estimated Number of Attendees Youth _____ Adults _____

Will you implement a charge for the event? Yes No

Will food be served? Yes No

Will you require use of sound equipment? Yes No

Does event require bar set up? Yes No

Relics & Rods Hall Rental Charges Worksheet is needed for events offering alcohol

Will you have merchandise for sale? Yes No

If yes, do you have a Lake Havasu City business license? Yes No

Will your event have vendors? Yes No Number of anticipated vendors _____

Will vendors provide food/beverages? Yes No Sold Free Catered Served

Do vendors have all permits/licenses with Mohave County Environmental Health Dept? Yes No

Do vendors have a Lake Havasu City Temporary Business License? Yes No

A completed vendor list must be submitted to the Aquatic/Recreation Office at least 72 hours before the use of a facility, which must include the following information for each vendor: Company Name, Doing Business As (DBA), Operator/Contact Name, Address, Phone Number, Owner's Name, Type of Business, Lake Havasu City Business License Number (Annual or Temporary), and Arizona State Transaction Privileged Number (TPT). Failure to provide a vendor list may result in the denial of a Facility Use Permit.

Please give a brief description to any "Yes" answers above:

All applicants, vendors, and customers must abide by all local, state, and federal laws. Services may be null and void if any infractions occur.

Please check all applicable areas of use for your event:

Relics & Rods Hall Room 152 Room 153/154
1/2 hall (front/stage) Room 155/156 Jane Camlin
1/2 hall (back/kitchen) Parking Lot Area Other _____
Kitchen Area

Applicant agrees to indemnify, defend, save, and hold harmless Lake Havasu City, including its departments, agencies, boards, commissions, officers, officials, agents, volunteers, and employees, from and against all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorney's fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Applicant or any of its owners, officers, directors, agents, volunteers, employees, invitees, or contractors, arising out of or related to Applicant's occupancy or use of City facilities, property, or equipment, except for Claims arising solely from the negligent or willful acts or omissions of the City. It is agreed the Applicant will be responsible for primary loss investigation, defense, and judgment costs where this indemnification is applicable.

Applicant's Signature: _____ Date: _____

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Total Due: _____ Cash/Check/Charge: _____ Receipt #: _____

Approved by: _____ Date: _____

Room Set-up: Please indicate how you would like to have the room set-up.

Horseshoe (U) Set-up with tables: How many people _____

Classroom Style with tables and chairs: How many people _____

Theatre Style (just chairs) : How many people _____

Head Table ? Yes No

TV/VCR/DVD is available in all meeting rooms.

Please supply any additional information, requests, or instructions:

INSURANCE REQUIREMENTS

Applicant shall purchase and maintain General Liability Insurance in the minimum amount of \$1,000,000 for each occurrence/\$2,000,000 aggregate. The policy must provide coverage for bodily/personal injury, property damage, and board form contractual liability. The policy must be endorsed to include Lake Havasu City, Arizona, its departments, agencies, boards, commissions, officers, officials, agents, volunteers, employees, or contractors as named additional insureds with respect to liability arising out of the use of the park(s) and contain a waiver of subrogation against the City. The City must be notified within ten business days of policy suspension, cancellation, and reduction in coverage or limits. Insurance coverage must be provided by an insurance company admitted to do business in Arizona and rated A-VII or better. Attach a copy of the General Liability Insurance Certificate to this application.

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	City Use	Govt Agency	Private Use	Comm-ercial	Non-Profit	
	4hr / 8hr	4hr / 8hr	4hr / 8hr	4hr / 8hr	4hr / 8hr	
Room 152	\$12 / \$24	\$23 / \$45	\$30 / \$60	\$36 / \$72	\$15 / \$30	TOTAL
Room 153/154	\$22 / \$44	\$42 / \$84	\$55 / \$110	\$66 / \$132	\$28 / \$55	TOTAL
Room 155/156	\$24 / \$48	\$45 / \$90	\$60 / \$120	\$72 / \$144	\$30 / \$60	TOTAL
Jane Camlin	\$24 / \$48	\$45 / \$90	\$60 / \$120	\$72 / \$144	\$30 / \$60	TOTAL
R&R Hall & Rooms	\$180 / \$360	\$340 / \$675	\$450 / \$900	\$540 / \$1080	\$225 / \$450	TOTAL
R&R Full Hall	\$120 / \$240	\$225 / \$450	\$300 / \$600	\$360 / \$720	\$150 / \$300	TOTAL
R&R Half Hall	\$72 / \$144	\$135 / \$270	\$180 / \$360	\$216 / \$432	\$90 / \$180	TOTAL
Kitchen	\$16	\$30	\$40	\$48	\$20	TOTAL
Parking Lot	\$60 / \$120	\$113 / \$225	\$150 / \$300	\$180 / \$360	\$75 / \$150	TOTAL

Account # for City Use Only _____

TOTAL DUE: _____

\$300 REFUNDABLE CLEANING DEPOSIT REQUIRED FOR ALL LARGE EVENTS IN RELICS & RODS HALL

An additional worksheet is available for events that are offering alcohol.