

CITY OF CARLSBAD HALAGUENO ARTS PARK USAGE REQUEST FORM

Purpose of Use: _____

Event Date/Time: _____

Organization: _____

Contact Person: _____

Address: _____

Email Address: _____

Phone Numbers: _____

*Events expected to reach occupancy capacity of 300 simultaneous participants must provide one (1) Security Personnel for every 100 guests. For capacity occupancy, one (1) porta potty must be supplied for every 100 guests, with a minimum of one (1) ADA porta potty provided per event.

Release of Liability

The City shall not be responsible for any personal injury, death, or property loss or damage to the persons or entities using the facilities, their agents, employees, officers, representatives, assigns, customers, patrons, guest, or invitees arising from any cause or causes whatsoever.

In consideration for the use of the City facilities named above, I do, for myself, the organization I represent, my heirs, executors and administrator, hereby release and discharge the City of Carlsbad, its officers, directors, employees, and agents from all manner of claims, liabilities, obligations, caused of action, damages, suits, losses, and expenses of every kind, which I and/or the organization I represent have now or hereinafter and which are associated, in any manner, with this Permit, the use of the facilities, or the event listed above.

Additionally, I and the organization I represent shall save, indemnify, and hold harmless the City, its officers, directors, employees, and agents from agents from and against any and all claims, liabilities, obligations, causes of action, damages, suits, losses, and expenses of every kind, together with any attorneys' fees and litigation costs, made by or on behalf of any person or entity arising out of or in any manner associated with this Permit, the use of the facilities, or the event listed above.

Signature

FOR OFFICE USE ONLY

Clean-up Deposit \$100 (Deposit will be returned if park is left clean of all trash.) Paid: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card (receipt attached) Staff Initial: Date:	Approved By: Coordinator: _____ Date: _____ Director: _____ City Administrator: _____
Date Reserved: _____	
Special Instructions:	

The HALAGUENO ARTS PARK has been provided through public funding and private donations for special community arts and cultural events and as an area of respite. Approval for use of the PARK for events will be contingent on observance of the following guidelines:

1. Events expected to reach occupancy capacity of 300 simultaneous participants must provide one (1) Security Personnel for every 100 guests. For capacity occupancy, one (1) porta potty must be supplied for every 100 guests, with a minimum of one (1) ADA porta potty provided per event.
2. No activities may disturb the surrounding residents. Activities must conclude by 10:00 p.m. No loud activities.
3. Sales or solicitations in connection with presentations are not permitted.
4. It is illegal to possess or consume alcoholic beverages in City Parks.
5. Use of the PARK for an event should not interfere with use of the rest of the park area by others.
6. Persons or groups using the PARK must provide responsible supervision. No climbing on sculptures. No unleashed pets. Pet waste must be removed. No tobacco. No vehicles in the park.
7. Persons or groups using the PARK shall be responsible for damage to or loss of City facilities and equipment.
8. The PARK is to be used for special events and not for regularly scheduled meetings or programs.
9. The persons reserving the PARK will be responsible for cleaning the PARK and surrounding area. Responsible group or person must properly dispose of all trash.
10. Requests for reservations of the PARK should be made far enough in advance to allow proper scheduling of the facility. The PARK cannot be reserved more than one (1) year in advance.

City of Carlsbad
Attn: Events Coordinator
P.O. Box 1569
Carlsbad, NM 88221-1569

THIS IS YOUR FACILITY, PLEASE TAKE CARE OF IT!