



**LAKE HAVASU CITY**  
 Community Recreation Center Facility Use Permit  
 100 Park Avenue  
 Lake Havasu City, AZ 86403  
 Phone: (928) 453-8686  
 Fax: (928) 453-1133

Date Received
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*Please complete and return to the Parks & Recreation office*

Name of Individual or Group: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

City Use     Govt Agency     Private     Commercial     Non-Profit     Non-Profit Fundraiser

Account # for City Use Only \_\_\_\_\_

Date(s) of Use: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Date & Time Requested for Set-up: \_\_\_\_\_

Description of Activity: \_\_\_\_\_

Estimated Number of Attendees      Youth \_\_\_\_\_      Adults \_\_\_\_\_

Will you implement a charge for the event?      YES       NO

Will food be served?      YES       NO

Does event require bar set up?      YES       NO

*An additional worksheet is needed for events that are offering alcohol.*

Will you have merchandise for sale?      YES       NO

If yes, do you have a LHC business license?      YES       NO

Will you require use of sound equipment?      YES       NO

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

*All customers are responsible for abiding by local, state and federal laws. Services will be null and void if any infractions occur.*

*Room(s) Requested: Please check with main calendar to determine what rooms(s) will best meet your needs.*

**Please check all applicable areas for your event**

Relics & Rods Hall	<input type="checkbox"/>	Room 152	<input type="checkbox"/>	Room 153/154	<input type="checkbox"/>
1/2 hall (front/stage)	<input type="checkbox"/>	Room 155/156	<input type="checkbox"/>	Jane Camlin	<input type="checkbox"/>
1/2 hall (back/kitchen)	<input type="checkbox"/>	Parking Lot Area	<input type="checkbox"/>		
Kitchen Area	<input type="checkbox"/>				

*If your event also requires use of the Aquatic Center, please fill out additional permit.*

**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 us with any additional information, requests or instructions that will be needed for your event: \_\_\_\_\_

**PLEASE READ CAREFULLY PRIOR TO SIGNING**

Permittee agrees to hold Lake Havasu City harmless and will indemnify Lake Havasu City for damages sustained as a result of any injury or property damage for which Lake Havasu City may be held responsible for as part of this request for use of City property.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**INSURANCE REQUIREMENTS**

Lake Havasu City requires the organization or group utilizing the Recreation/Aquatic Center to be covered by insurance. A certification of insurance must be filed with the Parks and Recreation office prior to use of the facility. The certification of insurance must indemnify the City and the Parks and Recreation Department for limits of \$25,000 property damage and \$200,000/\$300,000 bodily injury coverage for groups where only members are in attendance, and \$1,000,000 coverage for events open to the general public. The certificate of insurance must provide that Lake Havasu City will be given at least ten (10) days advance written notice in the event of cancellation or material change in coverage. In the event of unusual circumstances, the insurance requirement may be waived by the administrator in charge. Any requestor must name Lake Havasu City as additional insured

**FOR OFFICE USE ONLY**

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

Room Set-up Fee: \_\_\_\_\_ **TOTAL DUE:** \_\_\_\_\_

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