



Paradise Activity Center RESERVATION FORM

Scouting America, Las Vegas Area Council
7220 S. Paradise Rd, Las Vegas, NV 89119

Organization Name: _____

Dates Requesting: _____ Times Requesting: _____

Day of Event Contact: _____

Contact Responsible for Rental Contract & Billing: _____

Address: _____ City: _____ ST: _____ Zip: _____

Phone: ☐ Cell ☐ Business _____ ☐ Cell ☐ Business _____

Email: _____

Conference Room Business Hours: Monday through Friday (8:30 AM – 5:00 PM)

Full Conference Room Rates (6,075 sq ft)

Full Day (8 hrs) \$1150.00
Half Day (4 hrs) \$600.00
Additional Hourly Rate \$225.00

Half Room Rates (appr 3,200 sq ft)

Goolsby Room for Full Day (8 hrs) \$800.00
Goolsby Room for Half Day (4 hrs) \$500.00
Additional Hourly Rate \$200.00

Medium Conference Room Rates (appr 1,824 sq ft)

Rooms A & B or B & C for Full Day (8 hrs) \$600.00
Rooms A & B or B & C for Half Day (4 hrs) \$425.00
Additional Hourly Rate \$170.00

Small Conference Room Rates (appr 988 sq ft)

Room A, B, or C for Full Day (8 hrs) \$350.00
Room A, B, or C for Half Day (4 hrs) \$275.00
Additional Hourly Rate \$150.00

Basic Set-Up Labor

Includes available tables, chairs, podium, stage AV Screen and wall placement if needed.

Price will be determined when setup requirements and table placement are given. \$50.00+

Before and/or after Business Hours

Additional Hourly Rate \$50.00

Estimated # of Attendees: _____

Technology Needed: *Additional fees will apply

of Tables (\$9.75ea): _____

☐ House Sound ☐ Podium ☐ Screen/TV (\$50) ☐ Microphone (wired)

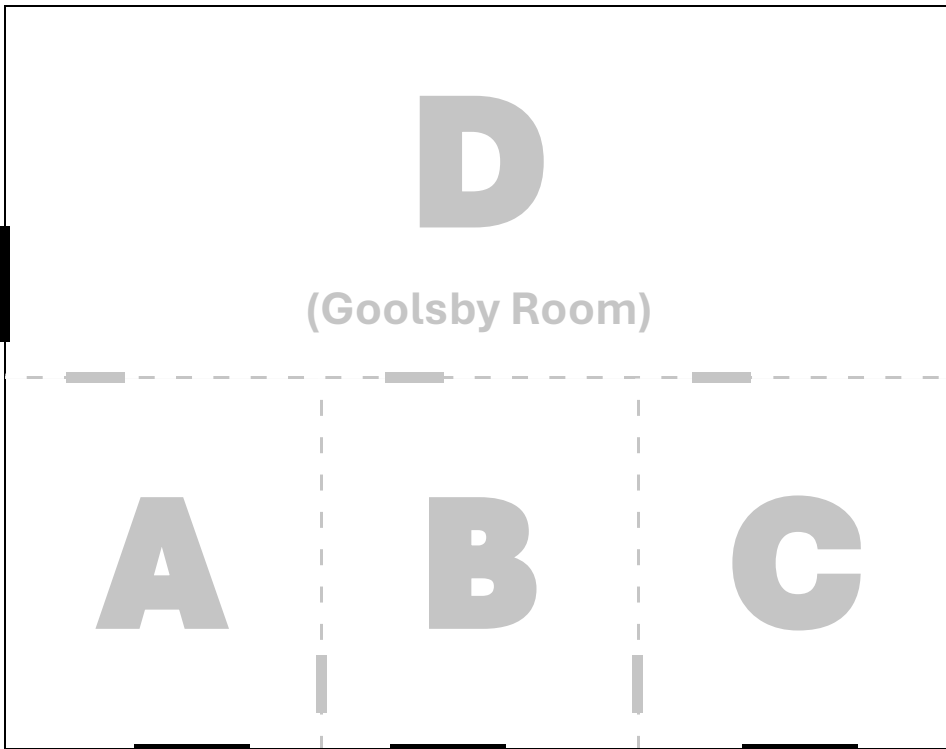
of Chairs: _____

☐ Projector* (\$50) ☐ Stage* ☐ Wi-Fi* (\$50) ☐ Internet* (\$50)

All equipment must be qualified before the event - with an appointment.

Please provide a diagram of table locations and other setup requirements:

NOTES:



**Please
Initial**

_____ I understand there is no smoking in the building. Smoking is allowed only in authorized smoking area.

_____ I understand there is no glitter or confetti allowed.

_____ I understand any use of the building in addition to the hours indicated on this reservation form may be billed separately to include extra security.

Will you be providing alcohol at our event: ☐ yes ☐ no

_____ If yes, documentation will be required to show you have proper licensing to serve alcohol.

For final pricing and payment options, please contact the Las Vegas Area Council Office.

Balance Due: _____

Payment Options: ☐ Credit Card ☐ Cash ☐ Check Make Check Payable To: *Las Vegas Area Council, SA*

Responsible Party Signature: _____ **Date:** _____

COUNCIL USE ONLY

_____ Council Calendar

_____ Director of Support Service

_____ Date Received



HOLD HARMLESS AGREEMENT

I, _____ shall indemnify, hold free and harmless, assume liability for, and defend Scouting America, its chartered affiliates, agents, servants, employees, officers, and directors from any and all costs and expenses, including but not limited to, attorneys fees, reasonable investigate and discovery costs, court costs, and all other sums which Scouting America, its chartered affiliates, agents, servants, employees, officers, and directors may pay or become obligated to pay on account of any, all and every demand for claim or assertions of liability, or any claim or action founded thereon, arising or alleged to have arisen out of _____ use of real or personal property belonging to Scouting America, its chartered affiliates, agents, servants, employees, officers, and directors, or by any action or omission by _____, its members, agents, servants, employees, officers, or directors.

Organization Name: _____

Representative Name: _____ **Date:** _____

Property to be used: _____

Dates of Use: _____

Paradise Activity Center

Information, Procedure, & Insurance

INSURANCE:

Any group using the Scouting America, Las Vegas Area Council property for non-Scout activities must supply a certificate of liability insurance naming the Scouting America, Las Vegas Area Council as additionally insured (minimum of two million dollars) for the period the facilities are being used. School groups can get this from the School District Office. A Hold Harmless Agreement must also be signed and accompany the insurance certificate. This agreement is available through the program office.

- Reservations are made through the program office at the Paradise Activity Center, (702) 736-4366. Reservations can be “penciled” in over the phone, but can only be held for ten business days. Times are to include all setup and take down times. The reservation form and a deposit consisting of 10% of the room rental charges plus refundable cleaning fee must be received within those ten days of the “penciled in reservation” or the reservation will be forfeited. The final costs will be calculated once a room layout and total occupancy is indicated. Setup fees are determined based on requirements of your organization starting at a minimum of \$50.
- All fees are required to be paid before the day of the event.
- No reservations, except for council or district activities, can be made more than six months in advance. Any exceptions need to be cleared through the Director of Customer Service.
- If a reservation is cancelled, the program office must be notified in writing, an email will be acceptable. The deposit will then be refunded to the person who made the reservation. Deposits will not be refunded if reservation is cancelled less than five working days of the event.
- All activities involving refreshments require a refundable \$100 cleaning deposit.
- Kitchen facilities – the kitchen at the Paradise Activity Center does not have a commercial kitchen. It may be used to warm food only, not full preparation. The refrigerator and freezer are for staff and not available to store any materials, please plan accordingly.
- All Audio Visual Equipment to include laptops, etc. are provided by the renter.