



Town of Pahrump 400 N. Hwy 160 Pahrump, NV 89060 Phone:775.727.5107 Fax: 775.727.0345

Bob Ruud Rental Request

NAME _____

ADDRESS: _____

PHONE: _____ FAX: _____

CONTACT NAME: _____

CONTACT PHONE: _____ EMAIL: _____

ORGANIZATION NAME: _____

EVENT NAME: _____

EVENT TYPE: _____

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___ 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.

Would you like your event placed on the marquee? YES___ NO___

Marquee wording: _____

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

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

**Events within normal business hours which regular occur more than 4-times a month may be charged \$10.00 per session pending approval by the Town Manager or designated staff member.*



Town of Pahrump 400 N. Hwy 160 Pahrump, NV 89060 Phone:775.727.5107 Fax: 775.727.0345

Deposit: REFUNDABLE DEPOSIT IS REQUIRED IN THE AMOUNT OF \$250 FOR THE MAIN HALL 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 OCCUR

1. The building is not cleaned
2. The building and/or contents are damaged

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.

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 GAURENTEED FOR MY REQUESTED DATES.

Signature: _____

Date: _____