



MILLS PARK & PICNIC PAVILIONS

This beautiful, tree-lined, 51-acre Park; with expansive grassy fields and a walking trail with arched footbridges which cross a meandering creekbed, is the favored site of many community events; Carnivals, Car Shows, Soccer Tournaments, etc., and with three covered Picnic Pavilions (electrical provided if rented) is the perfect spot for family picnics, bbq's and special events. Located adjacent to the Community Center and Aquatic Center, Mills Park features playgrounds, sand volleyball courts, tennis courts, horseshoe pits, skateboard park, miniature railroad which runs on a 1-1/4 mile track during the summer, and the 9/11, Vietnam Veterans and Firefighter Memorials. At the east end of Mills Park, the Marv Teixeira Pavilion (formerly the Pony Express Pavilion) plays host to roller hockey teams, special events, and a monthly flea market.

Three open-air, covered Picnic Pavilions are available for rent at Mills Park. Pavilion A (the smaller of the three) is located on the West side of Mills Park, adjacent to the Aquatic Center. Pavilions B & C, located on the East side of Mills Park (accessible from the Seely Loop entrance off of Saliman Road), are double the size of Pavilion A. The Park grounds may also be reserved (non-exclusive use) for Sports activities, Walk/Run Events, etc.

TYPE:	Covered Picnic Pavilions (A,B,C)	KITCHEN FACILITIES:	BBQ's only	DOG PARK / AREAS	*Dogs NOT ALLOWED in Park	NO	BBQ	1 ea (PAV) 2 (Park)	Basketball	NO
DIMENSIONS:	PAV-A: 18'x39' B&C: 40'x40'	CHAIRS / TABLES:	Picnic Tables only	SKATEBOARD PARK	*Boards, skates, bikes allowed	Yes	Picnic Tables	7-12 (PAV) 59 (PARK)	Horseshoes	Yes
CAPACITY:	PAV-A: 50-75 B&C: 100-150	UTILITIES:	Water / Electrical *provided only if reserved	NATURAL HABITAT	*Creekbed; Intermittent Stream	Yes	Playground	Yes	Tennis Courts	Yes
HOURS:	8am-8pm (dawn-to-dusk)	RESTROOMS	Men's & Women's	MINI-RAILROAD (summer); *9/11, Viet Vets, Firemen Memorials	Yes Yes	Turf Areas	Yes	Volleyball	Yes	Yes

FACILITY RENTAL CHARGE:	RESIDENTS:	\$ 75.00/day	For Individuals/Families living in Carson City, or Non-Profit Organizations based in Carson City.
	NON-RESIDENTS:	\$ 93.75/day	For Individuals/Families <i>not</i> living in Carson City, or Non-Profit Organizations <i>not</i> based in Carson City.
	COMMERCIAL:	\$112.50/day	For Commercial Entities, which have a Business License on file with the CC-Business License Division.

NOTE: The Park & Picnic Pavilions are rented separately.

NOTE: A Booking Deposit Fee, equivalent to one-day's Facility Rental Charge, is required at the time of booking to make a reservation (to generate a Permit). The Booking Deposit will ultimately be applied to actual Rental Fees, and is 50% refundable if Notice of Cancellation is received 90-Days Prior to the start of the Event; with zero refund given if Event is cancelled less than 90-Days Prior to the start of the Event.

INSURANCE: A Certificate of Insurance for \$1 Million General Liability is required from all Renters. The Certificate must name the City of Carson City at 201 N. Carson St., Carson City, NV 89701 as an "Additional Insured" on the Policy, for the Dates/Event/Venue on the Permit. The coverage may be piggy-backed onto an existing Homeowner's or Business Policy, or if needed we can help Individual/Family Renters (only) obtain a Policy online from Wells Fargo Insurance/Reno for a \$150 Fee. *NOTE: The Permit and Insurance *must* be in the same name.

DEPOSITS: (Refundable) A \$150 fully-refundable Cleaning/Damage Deposit is required of all Fuji Park/Pav Renters. This Deposit will be held on account to cover any damages incurred during the course of the Event, and/or charges resulting from a failure to leave the Facility in a satisfactory condition (dispose of trash, etc.). If no damages or additional charges are incurred, 100% of the Deposit will be refunded to Renter after the Event.

OTHER (Potential) Requirements Additional City Permits may be required for Events which are open to the General Public; where Tickets, Food, Alcohol, or Merchandise are sold. Contact Cherie Santillo (283-7576) at the CC-Health Dept. to obtain a Food Permit, and Lena Reseck (283-7059) at the CC-Business License Division to obtain a Temp Alcohol, Vendor, or Special Event Permit if you are selling Tickets, Food, Alcohol, and/or Merchandise.

OTHER: If you are unable to reserve, please note that all Park Facilities are available on a First-Come/First-Serve (FC/FS) basis **UNLESS** they're already reserved or in use. Unfortunately no services can be provided (electricity, etc.) without a reservation, and you won't know for sure if the facility is available until you show up the morning of, and check to see if there is a Name in the Reservation Box and/or already in use.

NOTE-1: *Music to be kept at moderate levels; turned off by 8pm. All Guests departed by 9pm. Amplified Music by permission only at Outdoor Venues.

NOTE-2: Dogs are **NOT ALLOWED** at Mills Park (Service Dogs only). Glass Containers & **Bounce Houses NOT ALLOWED** at any City Park.

NOTE-3: Reservations may be made up to 24-months in advance. *Reservation Requests must be received at least 30-Working Days Prior to Event.

NOTE-4: Parks & Picnic Pavilions cannot be reserved during the Winter Season (NOV-1 to APR-15), but are available on a FC/FS basis year-round.

NOTE-5: Overnight Camping is allowed *only* for Event Organizers, Participants & Vendors who have assets to protect (equipment, merchandise, etc.).

TO RESERVE: Go to www.carson.org/ccpr; click on **Park & Facility Rentals**; scroll to bottom of page, click *again* on Reservation link (carson.org/ccpr).

*To Check Availability: Go to www.carson.org/ccpr/calendar; click **View Availability**; click **Month/Date** to view **Park Pavilion/Mills** Dates.

*To Create an Account (first time users only): Go to www.carson.org/ccpr/account; fill in all required fields; click on **Submit**.

*To Reserve: Go to www.carson.org/ccpr/request; click on Reservation Request; select **Park Pavilion/Mills** as **Event Type** and as **Facility**.

Before starting Reservation process, be prepared to provide all relevant info, including Dates/Times, Name/Type of Event, # of Guests, etc.

Once reservation is confirmed, be prepared to pay the Booking Deposit. We accept Credit/Debit Cards, Checks & Money Orders. **NO CASH.**

Useful Links: *see attached/below [Cost Calculator](#) [Diagrams/Pictures](#) [Park Map/Layout; City Map](#) [Availability Calendar](#) [Reservation Request](#)

1111 EAST WILLIAM ST. (HWY 50-EAST), CARSON CITY, NV 89701

RESERVATION FEES - COST CALCULATOR

MILLS PARK

VENUE/Facility:	MILLS PARK	Park Grounds	
VENUE/Facility:	MILLS PARK	Pavilion-A	*West Side
VENUE/Facility:	MILLS PARK	Pavilion-B or C	*East Side

FACILITY RENTAL FEES: (per Facility/Day)

Resident/Non-Profit (or Individual)	\$ 75.00 each/day	1 # days	\$ 75.00
Non-Resident/Non-Profit (or Individual)	\$ 93.75 each/day	# days	
Commercial	\$ 112.50 each/day	# days	

OPTIONAL EQUIP RENTAL FEES:

Not Applicable		each/day	# days	NA
Not Applicable		each/day	# days	NA

ADMIN FEES:

INSURANCE

*A Certificate of Insurance for \$1 Million General Liability is required from all Renters.

Note: If you can piggy-back coverage onto a Homeowner's or Business Policy, enter ZERO here. If not, an individual Policy can be obtained from Wells Fargo Insurance/Reno for \$134.

*due 60-Days
Prior to Event

\$ 134.00 *

SECURITY

*Mandatory for High-Capacity Events (late-ending; large guest counts; alcohol; music).

Note: High Capacity Events are NOT ALLOWED at Outdoor Venues (primarily due to noise restrictions), unless prior, written approval is obtained from the CC-Parks Dept.

*due 60-Days
Prior to Event

NA *

ANCILLARY PERMIT FEES

*Required if Event is open to General Public and Tickets/Food/Alcohol/Mdse are sold.

*due 60-Days
Prior to Event

\$ tbd *

CLEANING/DAMAGE DEPOSIT-REFUNDABLE

*due 30-Days
Prior to Event

\$ 150.00

PAYMENT TIMELINE:

DUE AT BOOKING:

A Booking Deposit Fee, equivalent to one-day's Facility Rental Charge, is required at the time of booking to make a reservation (to generate a Permit). The Booking Deposit will ultimately be applied to actual Rental Fees, and is 50% refundable if Notice of Cancellation is received 90-Days Prior to the start of the Event; with zero refund given if Event is cancelled less than 90-Days Prior to the start of the Event.

\$ 75.00

DUE 60-DAYS PRIOR: *Insurance, Security, Ancillary & any remaining Rental Fees

\$ tbd

DUE 30-DAYS PRIOR: *Refundable Cleaning/Damage Deposit

\$ 150.00

PAYMENT RECAP:

TOTAL-RENTAL COSTS (Daily Minimum; Non-Refundable)

\$ 75.00

TOTAL-ADMIN FEES

\$ tbd

TOTAL-DEPOSITS (Refundable)

\$ 150.00