



City of Phoenix

PARKS AND RECREATION DEPARTMENT

Building healthy communities through parks, programs, and partnerships

Special Use Facilities Reservation Request

Encanto Park Clubhouse Fee Sheet Quick Reference

Public Event

Free & open to the general public: no ticket, purchase or invitation needed

Includes community events like health fairs, free public performances, commemorative celebrations, faith services/outreach, etc...

Clubhouse only

Minimum 4 hour (continuous) block \$915.00 +\$200 refundable damage deposit

Additional hours available at \$106.20 each

Clubhouse + Boathouse

4-hour block \$965.00+ \$250 refundable damage deposit

Additional hours available at \$118.70 each

Private Event

Private social or business meeting or event by personal invitation only

Includes weddings, receptions, baby showers, birthdays, reunions, retirements, board meetings, holiday socials, etc...

Clubhouse only

Minimum 4 hour (continuous) block \$1,115.00 +\$200 refundable damage deposit

Additional hours available at \$156.20 each

Clubhouse + Boathouse

4-hour block \$1,215.00+ \$250 refundable damage deposit

Additional hours available at \$181.20 each

Commercial Event

For the purpose of soliciting business or making a profit: can be open to general public or restricted to ticket holders/purchasers or by invitation only

Includes real estate seminars, artist sales, ticketed concerts/performances, sales events, business recruitment events, etc...

Clubhouse only

Minimum 4 hour (continuous) block \$1,515.00 +\$200 refundable damage deposit

Additional hours available at \$256.20 each

Clubhouse + Boathouse

4-hour block \$1715.00 + \$250 refundable damage deposit

Additional hours available at \$306.20each

Non Phoenix Residents: 50% surcharge will be added to the facility fee

Encanto Park Clubhouse & Boathouse
 2605 N 15th Ave, Phoenix, AZ 85007
 602-261-8991, encantoparkclubhouse@phoenix.gov

Special Use Facility Reservation Request Form

City of Phoenix departments, please provide cost center and general ledger numbers

Organization/Individual Name:	Type of Event: <input type="checkbox"/> Public Event (specify): _____ <input type="checkbox"/> Private Event (specify): _____ <input type="checkbox"/> Commercial Event (specify): _____	Submittal Date:		
Event Date(s):	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-right: 1px solid black; vertical-align: top;">Event Start Time (including your set-up time):</td> <td style="width: 50%; vertical-align: top;">Event End Time (including your clean-up time):</td> </tr> </table>	Event Start Time (including your set-up time):	Event End Time (including your clean-up time):	Number of People in Attendance:
Event Start Time (including your set-up time):	Event End Time (including your clean-up time):			
Description of Event:				
Main Contact Name:	Email Address:	Main Contact Phone #:		
Mailing Address:	Birthdate of Main Contact:	Secondary Contact Name & #:		

Available hours: 11am - 12 midnight - 7 days a week
 Reservations are not available on City of Phoenix recognized holidays
 Facility is CLOSED for maintenance during the months of July & August

Facility requested: Clubhouse (150-person maximum capacity)
 Clubhouse & Boathouse (200-person maximum capacity)

Tables/Chairs: _____ # of 4 ft round tables requested (34 available)
 _____ # of rectangular tables requested (41 available – various sizes)
 _____ # of folding chairs requested (200 available – White folding)
 _____ Ceremony Trellis

Permits: Amplified Sound Permit \$10
 Alcohol Permit \$28 (must also provide off duty police officer)

Additional information or special requests: _____

I understand that this form is only a request and that my reservation is not yet approved or guaranteed.

Print Name _____ Date: _____

Signature _____

Encanto Park Clubhouse & Boathouse Facility Use Agreement

Encanto (Spanish for Enchanted) Park was the brainchild of William G Hartranft, a millionaire philanthropist and president of the first Parks and Recreation Board, who envisioned a park on the scale of Balboa Park in San Diego and Golden Gate Park in San Francisco.

The construction of the Encanto Park Clubhouse & Boathouse begun in November of 1936 and was completed in April 1937. The architectural style of the Clubhouse & Boathouse is Spanish Mission Period Revival. The buildings were part of the Public Works Administration depression era projects and are both listed on the National Registry of Historic Buildings. Originally a fine dining room was planned for the Clubhouse however, a coffeehouse was created instead. The remaining space was used as a private banquet room available by reservation. The Boathouse was built as a concession for paddle boats and canoes. Encanto Park lagoon was the first recreational water feature developed in a local public park in Phoenix.

The City of Phoenix Parks and Recreation Department is pleased to make the Encanto Park Clubhouse & Boathouse facilities available for reservation subject to the policies outlined below. Since these facilities have great historical value, adherence to the following policies is required.

Availability of the Clubhouse & Boathouse for Public Use

The Encanto Park Clubhouse & Boathouse are available for reservation by individuals, organizations and businesses when there are no conflicting City of Phoenix events scheduled. Since City of Phoenix events are priority, commitment to reservations cannot be made more than one year in advance. The City of Phoenix reserves the right to cancel a reservation at any time if an urgent issue arises. In general, no sales or collection of fees may be taken on site without approval from the Parks and Recreation Downtown Division Deputy Director and or the Parks and Recreation Board. (Allow a minimum of 90 days for seeking approvals).

Reservation Process

- Reservation Request Process

All reservation requests for City of Phoenix facilities must be submitted in writing.

1. Complete a 'Special Use Facility Reservation Request Form' and submit to City management or staff.
2. Park management or staff will provide notification of approval or denial. Reservations are finalized in person.
3. If a reservation request form is submitted by a party planner, meeting planner, site agent, or other intermediary, a representative from said intermediary must be on site for the duration of the reservation. **Please initial acknowledgement_____.**

- Payment

1. The damage deposit is due in full at the time that the reservation is finalized.
2. Total fees for the reservation are paid in full by the 1st day of the full month prior to the reservation date. For example – If the reservation date is any day in November, then the entire account balance is paid in full by October 1st.
 - The City accepts cash, credit/debit cards, and checks or money orders made out to City of Phoenix.
 - No third-party checks will be accepted.
 - No personal checks will be accepted if payment is less than 30 days before the reservation.

- Liability and Insurance

Proof of liability insurance may be required for some activities. All special equipment must be approved in advance by City management. Any activity not brought to the attention to City management for prior authorization will not be allowed to proceed on the day of the event. **Please initial acknowledgement_____.**

- Cancellation/Refund
 - Cancellations up to 14 calendar days prior to the reservation date will incur a \$50 cancellation fee with all other fees refunded.
 - Cancellations within 13 calendar days or less from the reservation date (including “no shows”) will result in forfeiture of all fees except the damage deposit.

Policies and General Information

- Hours

The Clubhouse and Boathouse are generally available for reservation between the hours of 11:00am and 12:00am. A minimum of one hour is required for take down of the reservation. If the reservation ends later than the permit time, charges for the additional time will be applied in full hour increments (facility rate + staffing rate). City staff are scheduled based on the hours specified on the permit. All time changes requested after a permit has been finalized are to be approved by the City management or staff and all associated additional fees paid at the time the amendment is made. All time changes must be finalized three weeks before the reservation date. **Please initial acknowledgement_____.**
- Set up/Clean up

The customer is responsible for setting up the tables and chairs and returning them to the racks at the end of the reservation. All loose trash is to be placed in trash bags and taken to the dumpster in the parking lot. City staff will provide trash bags as needed. The refrigerator and freezer are to be empty of all items; all kitchen equipment is to be wiped clean, dried and free of any food debris. All equipment and personal items brought in are to be removed by the end of the reservation time. A designated person will need to complete a final walk-through with City staff before the reservation time expires. Arrangements for food, beverages, linens, and all other equipment are the responsibility of the customer. Costs for these items are not included in the facility reservation. **Please initial acknowledgement_____.**
- Parking

There are four lighted, paved parking lots within the park. Parking spaces are on a first come first serve basis and can not be reserved. Any vehicles illegally parked are subject to ticketing and towing. Food trucks are not permitted on park property for Clubhouse reservation purposes.
- Occupancy

Due to fire code regulations, occupancy of the Clubhouse is limited to 150 people. The Boathouse is limited to 50 people. If City staff and/or other officials believe that the occupancy is exceeding the limit, the number of people using the facilities will have to be reduced or the reservation will be cancelled due to fire code and safety regulations
- Deliveries/Pick-up/Storage

All deliveries of supplies or equipment must be made and removed during your finalized reservation time. City staff do not handle or store any equipment or property at the event, and are not be liable for any loss or damage to such property.
- Food & Beverages

Tubs, containers, or coolers containing ice for kegs or loose drinks are permitted outside, in the lobby or kitchen. At no time may any food or beverage containers be placed directly on the wood floor in the ballroom. Food and beverages are not permitted on the second floor of the Clubhouse. The Clubhouse includes warming areas inside of the kitchen; it is a non-cooking facility. **All food must be prepared and cooked onsite.**
- Alcoholic Beverages

An Alcohol Use Permit (\$28.00) is required for the consumption of alcoholic beverages of any kind. The customer listed on the permit is named as the responsible party and must be present the entire time

alcohol is present. Any person under 21 years of age is not permitted to consume alcohol. All alcohol must be consumed in the Clubhouse, Clubhouse Patio, or the Boathouse. Alcohol is not permitted in the park or in the parking lots. Glass bottles are permitted behind the bar only. No individual glass bottles are allowed. Individual drinks must be served in plastic ware. **Alcohol Use Permits are non-refundable.**

Off duty police from the City of Phoenix Police Department is required to be present to supervise reservations with alcohol. Officer(s) are scheduled directly by the customer to be onsite from the time alcohol will begin to be served, until the end of the reservation. City staff will provide contact information for off duty detail.

Please initial acknowledgment_____.

- Alterations/Decorations

No temporary or permanent alterations may be made to the Encanto Park Clubhouse & Boathouse. Decorations are to be approved by City management or staff in advance, and shall be limited to table decorations, freestanding decorative elements, and decorations affixed to existing nails. No decorations may be affixed to chandeliers, ceiling fans, window blinds or painted surfaces. Tape and or tacks are not permitted. If helium balloons are used, all balloons are to be removed by the end of the reservation. Glass items are not permitted outside of the buildings. No items may be placed in trees surrounding the buildings. The use of candles or other flames are to be approved in advance by City management or staff. Rice, bird seed or confetti are not allowed to be thrown. Electrical connections and special lighting are to be approved in advance by the City management or staff. Sparklers are allowed outside of the facilities. Glitter, or décor of a tiny scale size is not permitted.

- Safety

The City of Phoenix Parks and Recreation Department staff has the right to cancel any activity deemed to be disruptive, hazardous, damaging to the facility or threatening the safety of participants/spectators. The user group is responsible for reimbursing the City of Phoenix for any damage caused to property resulting from improper use or failure to follow City of Phoenix policies.

An adult is to be present at all events that involve minors. Minors are to be supervised throughout the entire reservation and are not to be left unattended at any point. Due to the Clubhouse second floor patio space being structurally unsafe for high volume traffic, it is inaccessible. Walking on the 2nd floor patio is permitted only for access to the elevator for disability accommodation, or for access of the fire escape stairwell. The basement floor of the Clubhouse is not to be accessed or used for any purpose. The City reserves the right to require extra staff or off duty police officers as needed based on event size, alcohol service, etc. City staff have the authority to eject any disorderly person from the facility.

- Damage/Theft

Any theft or damage to the Clubhouse, Boathouse or grounds during the reservation will be the responsibility of the customer. City management will assess any reported theft or damage and make all repairs or losses to be paid for by the customer. There will be a mandatory walk-through prior to and after the event to determine the condition of the facility. The City is not responsible for theft or damage of personal property.

- Amplified Sound

All amplified sound requires a permit (\$10.00). Amplified sound is permitted in the Clubhouse and the exterior back patio of the Clubhouse. Customers are required to keep and hold the sound at a reasonable level to be determined by the City staff. Any complaints from the neighboring residential areas of excessive noise can result in revocation of the sound permit. **Sound permits are non-refundable.**

- Weather/Unusual Events
The City shall assume no liability or expense for inclement weather that affects the reservation, or for any occurrence which is outside of the City's control that may impact the reservation. The City is not liable in the event there is a power outage at the Encanto Clubhouse or Boathouse facilities during reservations due to weather, accidents that impact power lines, or transformers blowing that supply electricity to these facilities. The City does not provide a generator system as a backup for electricity if there is a power outage.
- Failure to adhere to park/facility policies listed in the agreement upon the day of the reservation may result in a partial or complete loss of the facility rental deposit. **Please initial acknowledgment**_____.

I have read and understand the above stated policies and agree to abide by all policies during my reservation.

City Staff

Customer Signature

Date

Clubhouse and Boathouse Facility Specifications

Access is given for all tables and chairs in the inventory for the reservation. Due to unforeseen damage, actual available inventory may be less than listed. Tables and chairs are permitted only inside of the facilities and on the patio; no equipment is to be taken into the park. City staff will confirm tables and chairs for your reservation within 1 week of the event.

1 ceremony trellis, 200 white folding chairs, 34 round tables-4 ft diameter

41 rectangular tables of various sizes-18 in X 6 ft (6), 20 in X 6 ft (9), 2^{1/2} ft X 5 ft (8), 2^{1/2} ft X 6 ft (18)

All tables are 2 ½ ft in height

CLUBHOUSE

1st Floor

- Lobby
 - 836 sq ft floor
 - Drinking fountain
 - 1 console table
- Front porch
 - 2 benches
 - Trash can
- Restrooms
 - Men's room 2 urinals, 1 toilet stall, 2 sinks – ADA compliant
 - Ladies room 3 toilet stalls, 2 sinks – ADA compliant
- Kitchen
 - 445 sq ft
 - Full size insulated heating cabinet (trays not included)
 - Commercial refrigerator and freezer
 - 2 microwaves
 - 1 hand washing sink
- Ballroom
 - 1,424 sq ft wood floor
 - 10 glass doors
 - Ceiling fans and lights with dimmers
- Back Patio
 - From ballroom exterior doors to sitting wall at lake
 - Cement walkway and area to building next door
 - Three large trees in raised planters
 - Rose trees between each clubhouse door
- Gated outdoor side patio
 - Elevator access

2nd Floor

- Fireside room
- Restroom (Not ADA compliant) – unisex, single toilet and sink
- Roof Deck- accessible only for elevator access to fireside room, or fire escape stairwell

Basement – NO ACCESS –

BOATHOUSE

- 596 sq ft tile floor
- Window AC/Heat units, residential refrigerator & sink
- No restrooms
- Available only as an “add on” to a clubhouse reservation