City of Phoenix
PARKS AND RECREATION DEPARTMENT
Building healthy communities through parks, programs, and partnerships

Special Use Facilities Reservation Request

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 $722 +$200 refundable damage deposit
Additional hours available at $92 each

Clubhouse + Boathouse
4 hour block $772+ $250 refundable damage deposit
Additional hours available at $104.50each

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 $922 +$200 refundable damage deposit
Additional hours available at $142 each

Clubhouse + Boathouse
4 hour block $1022 + $250 refundable damage deposit
Additional hours available at $167 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 $1,322 +$200 refundable damage deposit
Additional hours available at $242 each

Clubhouse + Boathouse
4 hour block $1,522 + $250 refundable damage deposit
Additional hours available at $292 each

Damage Deposit is due when date is officially held.
Balance must be paid in full by the 1st day of the full month prior to your reservation date.
For Example: If your reservation date is in November then your entire balance must be paid in full by October 1st.

Non Phoenix Residents: 50% surcharge will be added to the hourly room rate

Encanto Park Clubhouse & Boathouse

2605 N 15th Ave, Phoenix, AZ 85007
602-261-8991, Fax 602-262-4064

Special Use Facility Reservation Request Information Form

Please see attached fee schedule and guidelines.

Organization/Individual Name:	Type of Event: ☐ Public Event (specify):_____ ☐ Private Event (specify) : _____ ☐ Commercial Event (specify):_____		Submittal Date:
Event Date(s):	Event Start Time (including your set-up time):	Event End Time (including your clean-up time):	Number of People in Attendance:
Description of event:			
Main Contact Name:	Email Address:		Main contact phone # :
Mailing Address:	Birthdate of Main contact:		Secondary contact name: Alternate phone #:

Available hours: 6am - 12 midnight - 7 days a week
Reservations are not available on Easter weekend (Fri, Sat, Sun, Mon)
Facility is CLOSED for maintenance the entire 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 (37 available)
_____# of rectangular tables requested (37 available – various sizes)
_____# of folding chairs requested (200 available – 113 metal, 71 padded, 16 plastic)

Permits:
- ❑ Amplified Sound Permit $10
- ❑ Alcohol Permit $28 (must also provide certified security guard or off duty officer)

*** You can have access to all of the tables and chairs in our inventory for your reservation, due to unforeseen damage, actual available inventory may be less than stated. Your reservationist will confirm tables and chairs within 1 week of your reservation.**

Additional information or special requests: _____

I understand that this form is only a request and that my reservation is not yet approved nor guaranteed.

Print Name_____ Date: _____

Signature_____

FOR OFFICIAL USE ONLY

Event Status: □ Public Fee □ Private Fee □Commercial Fee

Approval Signature(s):

Staff: _____ Date: _____

Staff: _____ Date: _____

Park Manager: _____ Date: _____

Deputy Director: _____ Date: _____
(If required)

Reservation Contract # _____ Reservation Start Time_____ Reservation End Time_____

Alcohol Permit? Yes or No Alcohol Permit Start Time_____ Alcohol Permit End Time_____

Communication Log:

Date	Comments/Actions
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Deposit Amt: $_____Date Paid: _____ Paid by:□ Check #_____
□ Cash
□ Credit Card

Rental & Staffing Fees: $_____Date Paid: _____ Paid by:□ Check #_____
□ Cash
□ Credit Card

Condition of Rental Area at Completion:

□ Good Condition: Recommend full refund of deposit
□ Excessive cleaning needed (Take Photos): Evaluate for extra cleaning fees from deposit & additional charges
□ Damage (Take Photos): Evaluate for damage reimbursement from deposit & additional charges to cover repairs

Comments:_____
_____
_____
_____

Damages Fee: $_____ Date Paid_____ Paid by:
□ Cash
□ Credit Card

Additional Fees $_____ Date Paid_____ Paid by:
□ Cash
□ Credit Card

Deposit Refund $_____ Processed on _____

**Attach copy of completed and signed contract for file.

Encanto Park Facility Use Agreement
Clubhouse & Boathouse Facilities

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 and Boathouse begun in November of 1936 and was completed in April 1937. The architectural style of the Clubhouse and Boathouse are 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, citizen opposition to the granting of a liquor licenses killed the idea and 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 rental subject to the requirements outlined below. Since these buildings have great historical value, there are a number of restrictions placed on their use. To help you make your decision regarding the use of the Clubhouse & Boathouse we ask that you consider these requirements carefully.

Availability of the Clubhouse & Boathouse for Public Use

The Encanto Park Clubhouse & Boathouse are available for use by individuals, organizations and businesses when there are no conflicting City activities scheduled. Facilities include the Encanto Park Clubhouse and the Boathouse.

1 Year Restriction

The Encanto Park Clubhouse & Boathouse are made available only when they are not being used for Encanto Park and City of Phoenix related activities. Since City programming is the priority, we cannot commit to a booking more than 1 year out.

- The Park reserves the right to cancel a booking at any time if an urgent issue arises. In such a case the park management will make every effort to find an alternate site for the planned event but cannot guarantee such an alternate site can be found within the city.

Activities Not Allowed

In general no sales or collection of fees may be taken on site without approval from the Deputy Director. Approval of fees or sales activities may require Parks and Recreation Board approval or City Council approval (Allow a minimum of 90 days for seeking approvals).

Additional Reservation Procedures

All requests to rent City facilities must be submitted in writing.

- Rental Request Procedure
    1. Obtain a ‘Rental Request Form’, fill it out and submit it to the Encanto Park Manager or Reservation Staff.
    2. If your date is available and your event is suitable for the facility you will be contacted to come in and finalize your reservation request.
    3. Should your request be denied, you will be contacted by the Park Manager or Reservation Staff.
    4. If rental 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 event.

- Payment/Contract
  1. The damage deposit will be due in full at the time the reservation date is agreed upon.
  2. The remainder of your reservation fees must be paid in full by the 1st day of the full month prior to your reservation date. For example – If your reservation date is any day in November then your entire account balance must be paid in full by October 1st.
     - City of Phoenix Parks and Recreation accepts cash, credit card, debit cards, checks or money orders made out to the 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 event.
  3. Once full payment has been received, your tentative rental contract will be converted to a Firm rental contract that will require your signature.

- Liability and Insurance
  Proof of liability insurance may be required for some activities.

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

General Information and Stipulations

- Weather/Unusual Events
  The City shall assume no liability or expense for inclement weather that affects the user's event, or for any occurrence which is outside the City's control that may impact the event.

- Hours
  Encanto Park facilities are generally available between the hours of 6:00am and 12:00am. A minimum of 45 minutes is required for clean up. If your function ends later than the time indicated on your contract you will be charged for the additional time (room rate + staffing rate) in full hour increments.
  *Staff are only scheduled based on the hours you specified in your contract.
  Any changes to a signed contract must be approved by the Park Manager and all associated additional fees paid at the time the amendment is made.

- Set up/Clean up
  The user is responsible for setting up all the tables and chairs and returning them to the racks at the end of the event. The facility must be left in a reasonably clean condition. All tables and chairs returned to racks, all loose trash must be picked up and placed in trash cans. Refrigerator and freezer must be empty of all items; all kitchen equipment must be wiped clean, dried and be free of any food debris. All equipment that was brought in must be removed by end of the stated reservation time.

- We cannot "hold" or store any items for your event outside of your paid reservation time.

- Parking
  There are four lighted, paved parking lots within the park. Parking spots are on a first come first serve basis and can not be reserved. Any vehicles illegally parked are subject to ticketing and towing.

- Occupancy
  Due to fire code regulations, occupancy of the Clubhouse is limited to 150 people. The Boathouse is limited to 50 people. If the Recreation 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 event will be cancelled due to fire code and safety regulations

- Deliveries/Pick-up/Storage
  Encanto Park will not allow for storage of early deliveries or late pick-ups. All deliveries of supplies or equipment must be made and removed during your confirmed rental time period. City Staff shall not handle, hold, store, care for, or act as custodian of any equipment or property at the event, and shall not be liable for any loss or damage to such property.

- Alcoholic Beverages
  If you plan to serve alcoholic beverages of any kind at your private event, you must obtain an Alcohol Use Permit and hire off duty Police Officer/Certified Security Guard to supervise your function. The Alcohol Permit must be included in the contract. The user 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. Individual drinks must be served in plastic ware. No individual glass bottles allowed.

- Special Event Liquor License
  If you plan on selling or serving alcohol at an event that is open to the public. “Ticketed” events where anyone can buy a ticket counts as “open to the public”. You must apply for a Special Event Liquor License through the State of Arizona. The renter is responsible for obtaining the license and paying all associated fees.

- Off Duty Police or Certified Security Guard Required with Alcohol Permit
  Users must schedule and pay directly an off duty Police Officer or Certified Security Guard for functions where alcohol is served. City staff will not act as security guards. The police officer/guard must be present from the time you start serving alcohol until the end of your reservation. Alcohol can only be served during the time period that the off duty officer/guard is present. The Phoenix PD off duty # is 602-262-1530.

- Event set up
  Arrangements for food, beverages, linens, and all other equipment are the responsibility of the renter. Costs for these items are not included in the facility rental.

- Alterations/Decorations
  No temporary or permanent alterations may be made to the Encanto Park Clubhouse & Boathouse. Decorations must be approved 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 must be removed by the end of the reservation.

  Use of candles or other flames must be approved in advance by the park management.
  *Candles must be enclosed in glass or ceramic holders.
  *Rice, bird seed or confetti are not allowed to be thrown at the facility.
  *Electrical connections and special lighting must be approved in advance by the park management.

- Safety
  It will be the responsibility of the renter to follow all applicable local, state, and federal safety rules and regulations and to maintain safe conditions for workers, patrons and the public. City staff retains the right to halt any dangerous use of equipment or activity, which they deem unsafe.
  An adult must be present at all functions that involve minors. Minors must be supervised throughout the entire rental and can not be left unattended at any point.

- Security
  The City reserves the right to require extra staff or off duty officers/guards as needed based on event size, alcohol service, etc... City staff have the authority to eject any disorderly person from the facility.

- Smoking
  Smoking is not permitted in either the Encanto Park Clubhouse or the Boathouse Facility. All smoking materials and smoke must be kept at least 20 feet from any entrance and or open window. Renter is responsible supplying ashtrays and for proper disposal of all smoking materials. Planter boxes, shoreline and lake are not to be used as ashtrays.

- Damage
  Any damage to the clubhouse, boathouse or grounds during the reservation will be the responsibility of the renter. The City will assess the damage and make all repairs to be paid for by the renter. There will be a mandatory walk-through prior to and after the event to determine the condition of the facility.

- Amplified Music
  All amplified music requires a permit. Users are required to keep and hold the sound at a reasonable level to be determined by the park staff. Any complaints from the neighboring residential areas of excessive noise can result in revocation of the sound permit.

- Food & Drink
  Tubs, containers or coolers containing ice for kegs or loose drinks are only permitted outside or in the kitchen. At no time may any food or beverage containers be placed directly on the wood floor in the ballroom.

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

_____	_____	_____
Encanto Park Staff	User (please print name)	(Date)
	_____	
	User (signature)	

This publication can be provided in an alternative format upon request. Call 602-262-6862 (voice) or 602-262-6713 (TTY) or 602-534-3787 (FAX). E-mail Receptionist.PKS@phoenix.gov

CLUBHOUSE Facility Specifics

*** You can have access to all of the tables and chairs in our inventory for your reservation, due to unforeseen damage, actual available inventory may be less than stated. Your reservationist will confirm tables and chairs within 2 weeks of your reservation.**

37 round tables - 4 ft diameter, 200 various folding chairs (115 metal, 71 padded, 16 plastic),
37 rectangular tables of various sizes: 18in X 6ft (7), 20in X 6ft (10), $2^{1/2}$ft X 5ft (8), $2^{1/2}$ft X 6ft (19)

Basement – NO ACCESS –

1st Floor

- Lobby
  - 836 sq ft tile floor
  - drinking fountain
  - 2 couches
  - 3 chairs
  - 1 coffee table
  - 1 bookshelf
  - 1 side 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 tile floor
  - Double warming oven
  - Commercial refrigerator and freezer
  - Small Microwave
  - 4 burner stove top
  - 2 sinks
- Ballroom
  - 1424 sq ft wood floor
  - 10 glass doors
  - Ceiling fans and lights
- Back Patio
  - From ballroom exterior doors to sitting wall at lake
  - Cement walkway and seating areas
  - Three large trees in raised planters
  - Rose trees between each clubhouse door
- Gated outdoor side patio
  - Elevator access

2nd Floor

- Fireside room
  - 790 sq ft Carpeted
- Restroom (Not ADA compliant) – unisex, single toilet and sink
- Fireplace with built in pit seating (No fires allowed)
- Roof Deck – Standing only - no tables or chairs allowed *includes elevator access to fireside room

BOATHOUSE

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

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