



SPECIAL EVENTS

— PERMIT PACKET —

CLARK COUNTY PARKS & RECREATION



Las Vegas hasn't become known as the Entertainment Capital of the World for their lack of events. With more than 37 million visitors annually and over a 2-million plus local population, Las Vegas continues to lead the way as the world's most desirable location for leisure and entertainment. Clark County is no different and is proud to serve as host for a variety of major events annually.

The following pages include all the necessary documents (with accompanying instructions) to help applicants navigate their way through the Special Event Permit process developed to consolidate the requirements of local municipalities and agencies into one convenient packet.

After completing the Permit Application, please return all the applicable pages along with any necessary payments to Parks & Recreation for processing. Parks & Recreation will then distribute copies of the application to all the departments and public agencies impacted by the event. Applicants will be contacted individually by these departments only if there are specific questions or concerns relating to this event. While many public agencies have joined together to make this application process simple and complete, please be aware that in some cases applicants may have to contact federal or state agencies in addition to working with Clark County.

On behalf of Clark County Parks & Recreation, we thank you for considering any of our community locations to host your event.

INSTRUCTIONS FOR COMPLETING THE SPECIAL EVENT PERMIT APPLICATION

It is Clark County's goal to assist event organizers in planning safe and successful events that will have a minimal impact on the communities surrounding the event locations. We hope these instructions are helpful in completing a Special Event Permit Application.

Permit applications must be received by Clark County no later than (60) days prior to the actual date of any event. In general, any organized activity involving the use of, or having impact upon, public property, public facilities, parks, sidewalks, street right-of-way, or the temporary use of private property in a manner that varies from its current land use, requires a permit.

Careful completion of the form will help avoid delays in processing. It is important that applicants follow the instructions and provide clear and accurate information, including submittal of all supporting documentation with the application. Please consult your Parks & Recreation event coordinator representative for more detailed information.

When filling out the application:

- Do not use white-out on the application or attachments
- Type or use a pen with BLACK or BLUE INK and print clearly
- Do not write in the shaded areas

The following sections MUST be completed by the applicant for ALL events:

- Reservation Request Form
- General Event Information
- Special Event Permit Application
- Security/Safety Plan
- Site Plan
- Terms and Conditions Form

Additional links for outside agency permits:

- Public Works Street Closure / Usage Permit - <http://bit.ly/2cDWP10>
- Fire Department/ Plan Review Permit Application - <http://bit.ly/2cDWyev>
- Event Coordinator Application - <http://bit.ly/2bRlspF>
- Temporary Food Establishment Application - <http://bit.ly/2chmEIT>
- Business License Requirements - <http://bit.ly/2bRkn1m>
- *Bureau of Land Management Permit Application - <http://on.doi.gov/2bRkMAB>
**Desert Breeze Park Requests only*

In addition to the sections listed above that must be completed for ALL events; applicants must also complete any additional sections that apply to their event needs.

The permit application process begins when Clark County receives a completed Special Event Permit Application. Keep in mind that acceptance of an application should in no way be construed as final approval or confirmation of your request. Upon receipt of an application, Clark County assigns staff to assist applicants through the permit process. Copies of the application are forwarded to and reviewed by all applicable County departments. Throughout the review process, applicants will be allotted sufficient time to provide all pending documents (e.g. certificate of insurance, secondary permits, etc.). Clark County must receive these documents before issuing a Special Event Permit. Failure to provide these items in a timely manner often suspends the County review process and can delay the subsequent application approval.

THEREFORE, YOU ARE ENCOURAGED NOT TO MAKE ANY OTHER ARRANGEMENTS FOR YOUR EVENT UNTIL APPROVAL FROM THE COUNTY HAS BEEN RECEIVED

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GENERAL EVENT INFORMATION

Application date: _____

Name of Event: _____

First time event? Yes ___ No ___

Exact Street Address of Event: _____

Date(s) of Event: _____

Hours of Event: _____

Phone number/website for publication: _____

Estimated attendance: _____

Last years actual attendance: _____

Describe the events community and/or cultural benefit: _____

Name of Sponsoring Organization: _____

Contact person from Sponsoring Organization: _____

Sponsoring Organization Address: _____

Federal Employee ID Number or Social Security Number if not a corporation: _____

Name of Producing Agent (if applicable) Federal ID Number: _____

Producing Agent (if applicable) Address: _____

Name of Organizer/Coordinator: _____ Email: _____

Organizer/Coordinator Address: _____

Contact Phone: _____ Cell: _____ Fax: _____

Emergency Contact: _____ Email: _____

Address: _____

Contact Phone: _____ Cell: _____ Fax: _____

THIS FORM MUST BE COMPLETED IN FULL & SUBMITTED 30 CALENDAR DAYS PRIOR TO THE EVENT

Are you serving food at your Event? NO YES If yes, you must submit the Event Coordinator Permit twenty (20) working days prior to your event. You must obtain a temporary Food Vendor License from the Southern Nevada Health District.

Are you serving beer and wine at your Event? NO YES If yes, you must submit the Special Event Liquor License Application twenty (20) working days prior to your event. You must obtain a liquor license for each booth that will be serving liquor.

Are you selling retail merchandise at your Event?: NO YES. If yes, you must submit a completed list of all merchants to Parks & Recreation at least twenty (20) working days prior to your event to fall under the temporary multi vendor license or you can obtain your own Multi Vendor Merchant License from Business License Department.

Are you erecting a tent over 400 sq. ft.? NO YES If yes, you must submit a Temporary Membrane/Building Structure/Tent - Outdoor - Fire Department Permit Application.

Are you closing the street for your festival? NO YES (Type III barricades and detour signs are required for all Event Street Closure)

Will the street closure be on a CAT bus route? NO YES If yes, include a map/plan for the routing of buses.

Have you determined how area residents and businesses will be notified of street closures, parking restrictions? NO YES If yes, include a description of community outreach plan.

Has the event already been publicized? NO YES If yes, include a copy of flyer/mailing or description of efforts.

SECURITY/SAFETY PLAN

Name of Event: _____ Date of Event: _____

Name and Date of your event in previous year: _____

Name of Private Security Company (If applicable): _____

Address: _____ City: _____ Zip: _____

Phone Number: _____ Number of Private Security Personnel hired per shift: _____

Describe procedure for carding minors (if applicable): _____

Describe procedure for preventing over-consumption of alcohol (if applicable): _____

Please describe a Disaster Plan that addresses emergencies specific to your event (must include a plan for weather related emergencies and cancellations): _____

EMT/Ambulance Provider: _____

Contact Name: _____ Contact Number: _____

Comments or Special Instructions: _____

SITE PLAN

Please use this Site Plan to illustrate the layout of your event. If you need additional space, please attach a separate sheet.

If applicable the following must be included:

- Location of food vendors (FV)
- Location of beverage vendors both non-alcoholic (NAB) and alcoholic beverages (AB) along with number of serving stations at each location
- Location of toilets (T)
- Location of hand washing sinks (HWS)
- Location of retail merchants (RM)
- Location of First Aid (+)
- Location of garbage receptacles (G) and recycling receptacles (R)
- Show walk, run and bike routes if athletic event
- Location and number of Type III Barricades (III)
- Location of fire lane (FL)
- Location of fire extinguishers (FE)
- Public entrances and exits
- Location of sound stages and amplified sound
- Location of residential streets surrounding event
- Location of "FREE ADMISSION - DONATIONS ACCEPTED" sign

BUSINESS LICENSE REQUIREMENTS

Anyone conducting business in Clark County is required to obtain the appropriate business license(s) and permits.

For specifics on licensing type please visit our website at:

<http://sandgate.co.clark.nv.us/businessLicense/businesslicense/checkListCategory2.asp>

The Clark County Code can be accessed through the County website:

<http://ordlink.com/codes/clarknv/index.htm>

Do you have a City of Las Vegas or Clark County Business License? If yes, what us the business name and license number?

Business Name: _____

License Number: _____

License Number: _____

License Number: _____

Event Information

Event Location: _____

Event Dates: _____ Load In Date: _____ Load Out Date: _____

Address & Phone Number: _____

Is this a Parks & Recreation Location? Yes ___ No ___

Please indicate if you are providing or conducting any of the following activities:

Clothing Sales, Gifts or Novelty Sales Yes ___ No ___

Promotion of Rock Concert Yes ___ No ___

Advertising or Public Relations services Yes ___ No ___

Admission fees or selling tickets Yes ___ No ___

Will animals be involved or part of your event Yes ___ No ___

Alcoholic beverage service Yes ___ No ___

Food service Yes ___ No ___

Is your company a charity or non profit business Yes ___ No ___

Is this a fundraising or school event Yes ___ No ___

***Department use only ***
Date: _____
___ General & Industrial
___ Liquor & Gaming
___ Regulated
Comments:
Approved by:

Name & telephone number of the representative authorized to make decisions on behalf of the company:

Name: _____ Date: _____

Phone: _____ Fax: _____ Email: _____

Name & Phone of person submitting this application (if different from above):

PERMITS / STATE LICENSE REQUIREMENTS & BUSINESS LICENSE FACTS

- **License Issuance**

Per Clark County Code 6.04.090, most licenses must be approved or denied within 45 working days from acceptance of a complete application by this department. Please be aware that all inspections must be completed with sufficient time for license approval. DUE TO INSPECTION REQUIREMENTS, WE ARE NOT ABLE TO ACCEPT GENERAL BUSINESS LICENSE APPLICATIONS UNTIL 45 WORKING DAYS PRIOR TO THE BUSINESS OPENING DATE.

Permits/ State Licenses

- **Nevada Department of Taxation**

Nevada sales and use taxes are payable on sales of tangible personal property. If your business involves retail sales, proof of compliance from the Nevada Department of Taxation is required. You may visit their office at 555 E. Washington Avenue, Suite 1300, Las Vegas, NV. (702) 486-2300. You may also apply online at www.nevadatax.nv.gov/web.

- **Nevada Secretary of State**

If you are a corporation, limited liability company, limited partnership, or limited-liability partnership, you must file (register) with the Nevada Secretary of State. You must provide our office with one of the following: a file stamped copy of your Articles of Incorporation, a Certificate of Good Standing, or a print out from their website at:

<https://esos.state.nv.us/SOSServices/AnonymousAccess/CorpSearch/CorpSearch.aspx>. Secretary of State, Commercial Filings Division, 555 E. Washington Avenue, Suite 4000, Las Vegas, NV. (702) 486-2880.

- **Nevada State License**

Proof of compliance with the Nevada State License Department is required. You may visit their office at 555 E. Washington Avenue, Suite 5200, Las Vegas, NV. (702) 486-2880. You may also apply online at www.nvsos.gov.

- **Workers Compensation**

Affirmation of Compliance with Mandatory Industrial Insurance Requirements (form D-25) can be obtained from: <http://dirweb.state.nv.us/forms/d-25.pdf>. The link to the Division of Industrial Relations, Workers Compensation Section is: <http://dirweb.state.nv.us> or you may contact us at (702) 486-9080. All applicants should check with their worker's compensation insurance carriers.

FEES & CHARGES FOR PARKS & RECREATION FACILITIES

PARK RENTAL

FEES AND CHARGES (check all fees that apply)

A.	Site Capacity	Fee Per Day	
		<u>Non Profit</u>	<u>Profit</u>
	<input type="checkbox"/> 01 - 100	\$50	\$100.00
	<input type="checkbox"/> 101 - 150	\$75	\$150.00
	<input type="checkbox"/> 151 - 200	\$100	\$200.00
	<input type="checkbox"/> 201 - 250	\$125	\$250.00
	<input type="checkbox"/> 251 - 500	\$250	\$500.00
	<input type="checkbox"/> 501 - 1,000	\$500	\$1,000.00
	<input type="checkbox"/> 1001 - 3,000	\$800	\$1,600.00
	<input type="checkbox"/> 3001 - 6,000	\$1600	\$3,200.00
	<input type="checkbox"/> 6001 - 9,000	\$3200	\$6,400.00
	<input type="checkbox"/> 9001+	TBD	
B.	Staging Area Capacity(s)	Fee Per Day	
		<u>Non Profit</u>	<u>Profit</u>
	<input type="checkbox"/> 01 - 100	\$50	\$100.00
	<input type="checkbox"/> 101 - 150	\$75	\$150.00
	<input type="checkbox"/> 151 - 200	\$100	\$200.00
	<input type="checkbox"/> 201 - 250	\$125	\$250.00
	<input type="checkbox"/> 251 - 500	\$250	\$500.00
	<input type="checkbox"/> 501 - 1,000	\$500	\$1,000.00
	<input type="checkbox"/> 1001 - 3,000	\$800	\$1,600.00
	<input type="checkbox"/> 3001 - 6,000	\$1600	\$3,200.00
	<input type="checkbox"/> 6001 - 9,000	\$3200	\$6,400.00
	<input type="checkbox"/> 9001+	TBD	
C.	Production Equipment		
	<input type="checkbox"/> Mobile Stage:	\$1750.00 per day (<i>requires separate contract</i>)	
	<input type="checkbox"/> Stage Extensions/Risers	\$350.00 (one-time fee if requested)	
	<input type="checkbox"/> Movie Projector		
	w/ screen & sound:	\$1000.00 per day	
	<input type="checkbox"/> Mobile Bleachers:	\$500.00 per unit first day (seats up to 260 persons)	
		(50% multi-day discount applies for each additional day)	
		(Includes set-up and tear down)	
	<input type="checkbox"/> Sound	\$900.00 per day	
D.	Staff		
	<input type="checkbox"/> Part-Time Staff	Based on event needs Staff costs will be invoiced upon completion of event, with payment due within 10 business days following event	
E.	Transport		
	<input type="checkbox"/> Mobile Stage:	\$5 each additional mile over 40 miles	
	<input type="checkbox"/> Bleachers:	\$5 each additional mile over 40 miles	
F.	Vendors		
	<input type="checkbox"/> Vendor Fees:	\$80.00 per for-profit booth \$40.00 per non-profit booth	
G.	Damages		
	• Assessed Fees:	\$1000.00 (Will be invoiced upon completion of event, with payment due within 10 business days following the event)	

II PAYMENT SCHEDULE:

- A. All fees for basic rental must be paid in full in the form of cashiers check or money order only, no checks will be accepted to secure facility rental permit.
- B. Additional charges will be due within 10 business days following the event.

III. CANCELLATION/REFUND POLICY:

Cancellation given in writing thirty (30) business days prior to the date of use will get 100% of Parks fee refunded. If notice is under 30 business days prior to date of use 75% will be refunded, less than 14 days prior to the date of use – 50% will be refunded. The USER and the County shall be relieved of any further obligations under this rental form.

All payments are to be made to:
and remitted to:

Clark County Parks and Recreation
2601 E. Sunset Rd. Las Vegas, NV. 89120

Parks & Recreation Fees & Charges are subject to change by the Board of County Commissioners on an annual basis and are only valid per calendar year

FEES & CHARGES FOR PARKS & RECREATION FACILITIES

AMPHITHEATER

FEES AND CHARGES (check all fees that apply)

I. FEES AND CHARGES *(check all fees that apply)*

A. **Facilities**

- Amphitheater
Base Rental Fee: \$1600.00 per day (commercial)
\$800.00 per day (non profit or community)

B. **Production Equipment**

- Lighting \$750.00 per day
- Movie Projector
w/ screen & sound: \$1000.00 per day
- Sound/PA System \$900.00 per day
- Truss Roof Cover \$300.00 per day

C. **Vendors**

- Vendor Fees: \$80.00 per for-profit booth
\$40.00 per non-profit booth

D. **Damages**

- Assessed Fees: \$1000.00 (Will be invoiced upon completion of event, with payment due within **10 business days** following event)

II. **STAFF CHARGES:**

A. **Set Up Staff**

Base rental includes 1 County staff for 8 hours for site supervision; User is responsible for staff costs over 8 hours or for additional staff. Staff costs will be invoiced upon completion of event, with payment due within 10 business days following event

B. **County Electrician**

A County electrician may be required for set up and for a portion of the event hours determined by the electrical needs. USER may be billed for these hours in accordance with the hourly rate established by the County (currently \$50.00 per hour).

C. **Theater Technicians**

Department theater technicians must be present during use of County power on stage. User must pay rate of \$22 per hour for first 8 hours and \$33 per hour overtime. Stagehands are \$18 per hour for 8 hours and \$27 per hour overtime.

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CLARK COUNTY PARKS & RECREATION
SPECIAL EVENT PERMIT PACKET

TERMS AND CONDITIONS

The applicant agrees, by signing this application, regardless of coverage under any insurance policy, to pay all costs necessary to indemnify, defend and hold Clark County and/or the Las Vegas Metropolitan Police Department (as applicable) harmless from all claims, demands, losses, actions, attorney's fees, cost and expenses based on or arising out of any acts, errors, omissions, fault, or negligence of contractor or its principals, employees, subcontractors or other agents while performing services under this application.

SUBMISSION OF THIS APPLICATION AND PAYMENT OF FEE

DOES NOT GUARANTEE EVENT WILL BE APPROVED.

**BY SIGNING THIS APPLICATION I AGREE TO ADHERE TO ALL THE TERMS
AND CONDITIONS SET FORTH AND ALL THE INFORMATION IN THIS
APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.**

Business Name: _____

Date: _____

Name: _____

Date: _____

Signature: _____