

City of Las Vegas Special Event Fee Payment Process

Per Chapter 12 of the Las Vegas Municipal Code, administrative processing and other fees may be charged for Special Event Permits. All fees must be paid prior to issuance of an event permit.

If your e-mail address is on file, you will receive an automated e-mail with a balance of fees owed each time a fee transaction occurs on the application. This includes any new fees, adjustments or payments.

The application **'Key Number'** is required In order to properly process a payment online. The key number uniquely identifies your application/permit. This key number will be included in the e-mail along with the link to our secure payment processing website.

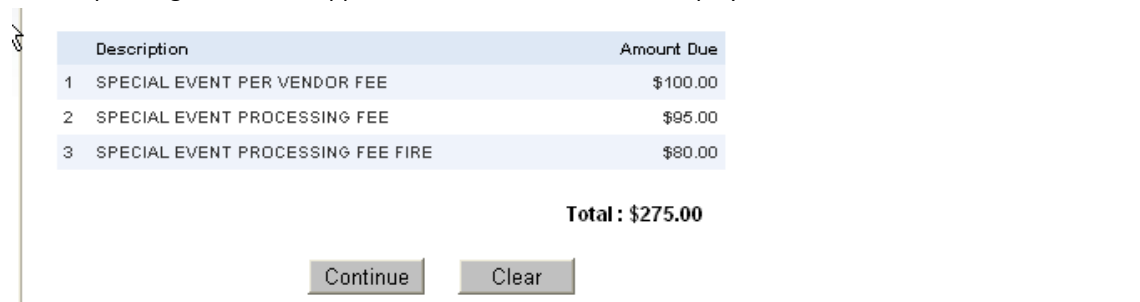
If you do not have the 'key number' for you application, you can contact our Events Office at 702.229.6276 or e-mail Film-SpecialEvents@lasvegasnevada.gov and request the Key Number.

To pay fees on-line:

- Go to the secure gateway website: <https://secure2.lasvegasnevada.gov/DSCPAY/>
- Enter the 'Key number' for you permit and click 'Continue'

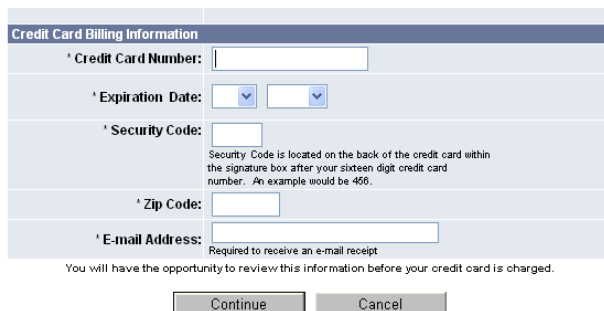


If there pending fees on the application, the next screen will display the details. Click 'Continue' button.



Description	Amount Due
1 SPECIAL EVENT PER VENDOR FEE	\$100.00
2 SPECIAL EVENT PROCESSING FEE	\$95.00
3 SPECIAL EVENT PROCESSING FEE FIRE	\$80.00
Total : \$275.00	

Enter your payment information and click Continue.



To pay fees in person:

- We can accept check, cash or credit card at 333 N Rancho, 6th Floor, Business Services Division.
- If paying in person, bring a copy of the e-mail or any information you have on the application in order to correctly process and apply the payment.