



PICKLEBACK  
SHINE

# HOW TO OBTAIN A PARK SPECIAL EVENT PERMIT

## 1. FILL OUT YOUR PARK SPECIAL EVENT RESERVATION APPLICATION

To reserve a specific park for your special event, start by filling out the Park Special Event application: [https://cityoflasvegas.formstack.com/forms/park\\_special\\_event](https://cityoflasvegas.formstack.com/forms/park_special_event)

## 2. PREPARE A SITE MAP

Obtain a site map of the park you wish to reserve from the Parks Special Events team. Indicate what area of the park you would like to occupy. Include pavilions and grassy areas or where vendors and food trucks will be set up.

## 3. SUBMIT ADDITIONAL DOCUMENTS

Our Special Events team will let you know if you need to provide insurance, security, or additional permits such as film or tent permits.

## 4. MAKING PAYMENTS

Details regarding payment will be sent after your completed application has been received, processed and approved.

## 5. REVIEW THE PERMIT

Ensure that all the information is accurate on your permit. Sign and email back to our Park Special Events Staff at [parkspecialevents@lasvegasnevada.gov](mailto:parkspecialevents@lasvegasnevada.gov)

## 6. MONITOR THE WEATHER

No refunds will be issued due to inclement weather. Park facility use reservations cancelled more than 14 calendar days prior to the start date of the park event will receive a full refund. Updating a park facility reservation with less than 14 calendar days prior to the event start date will result in a \$125 administrative cancellation fee.

*The city of Las Vegas Park Special Events Team aims to inspire community groups, organizers and individuals who want to activate the power of parks through programs, events, resources and professional services.*

We are happy to guide you through the process for obtaining park use permits. Please call **702.229.1087** or email: [parkspecialevents@lasvegasnevada.gov](mailto:parkspecialevents@lasvegasnevada.gov) to get started!