



Parks ♦ Rec ♦ Arts

City of Las Vegas Event Sponsorship and Facility Use Program Guidelines

All interested participating groups will adhere to the below guidelines.

Event Sponsorship/Facility Use Guidelines:

- All proposed events must fill out an [application](#) and be selected by our Special Events team. Per policy, the city cannot grant facility use without cost, only nonprofit organizations may apply for a fee waiver – up to 50% of the rental costs.
- Events may consider applying for multi-day uses of the facility but must be strategic and explicit to how they wish to do so. Organizations must provide a detailed schedule of events and facility use on how often they wish to host events at a city facility.
- Events requiring technical audio/visual support must submit a run of show/performance schedule and tech riders with stage plots that will closely resemble the event’s schedule with the initial application. If the proposed event is approved, final edits and updates are due (30) days prior to the event; Last minute additions are not permitted and may be subject to cancellation. If applicants do not submit run of show/ schedules or tech riders, the event will not be approved.
- The partner organization must be self-sustained in the planning, operation, and follow up of the entirety of the event. This includes budgets for hard-costs and entertainment. The City of Las Vegas is not an event organizer-for-hire, all prospect events must have a thorough contingency plan for approval. Full details are expected at the time of application.
- A marketing plan is necessary at the time of submittal. There are no mandated avenues of marketing, organizations are permitted to choose how and where they advertise and promote their event, however their proposed media outlets must be part of the application. All marketing materials are due (60) days prior to the event day if the organization wishes for the city to co-promote. Anything less than (60) days will result in the foregoing of the City’s avenues of promotion. The City reserves the right to refuse any media sponsors and must review all materials and approve.
- All co-sponsored events must have the City of Las Vegas seal on all materials, including all marketing and pre-event publications. Publications will also be pre-approved by the City of Las Vegas. Please allow enough time for review/approval.
- Event organizers are responsible for obtaining the appropriate permits, which include but are not limited to: Special Events permit, SNHD Event Coordinator permit, SNHD Temporary Food Establishment permit, Alcohol Beverage Catering permit, etc. Event promoters are also responsible for

ensuring that vendors complete the state's Department of Taxation requirements. Full list of necessary permits will be supplied when the event moves into approval status.

- The City of Las Vegas does not co-sponsor/present fundraisers, political, or religious events. These types of events should be submitted through a rental inquiry.
- A staff member of the City of Las Vegas must be on-site with the event at all times to assist with facility or city policy-related issues. This will typically be the Facility and Event Coordinator.
- All events are required to load in/ load out on the same day. Any changes/exceptions must be cleared with the City of Las Vegas at the time of application.
- If the event has been approved, the City will craft a Facility Use Agreement which will solidify the partnership and detail each entities responsibilities.
- The City is not responsible for any partner property left on the premises. Items left on the property are kept for ten (10) calendar days in Lost & Found and then discarded if unaccounted for.
- In the act of a Force Majeure, by weather, fire, flood, other calamity, or by order of police, or other governmental authority, the event may be canceled and postponed if necessary. Outdoor events are not permissible during the extreme heat months – June-August. If the partner organization is planning an event for a timeframe in which the weather has the potential to surpass 95 degrees Fahrenheit or heat index over 115, an alternate date/time or contingency plan must be submitted with the application. For events in which weather conditions may be a concern, the partner organization will agree to postpone the event if necessary or cover the rental equipment needed to cool the City's AV equipment.