

# Park Special Events Unit

Park Special Events Policies Handbook

Department of Parks and Recreation  
EFFECTIVE: NOVEMBER 2014 FINAL





**City of Las Vegas  
Parks and Recreation  
Park Special Events Unit**

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**1 INTRODUCTION**

*This handbook contains requirements that must be observed and complied with by all permit holders once use has been granted at a City of Las Vegas park facility or complex, and applies to anyone associated with the permit holder’s activity while on the City of Las Vegas property indicated on the use permit. It is not intended to be comprehensive, all-inclusive, or to address all of the possible applications of, or exceptions to the general policies and procedures described. The City of Las Vegas Department of Parks and Recreation reserves the right to unilaterally revise, supplement or discontinue any of the policies, procedures or requirements described in this handbook. Nothing in this handbook is intended, either expressly or implied to provide any right or benefit of any kind whatsoever to any person or entity, or to acknowledge, establish or impose any legal duty to a third party.*

The City of Las Vegas Department of Parks and Recreation Park Special Events Unit issues permits for the use of park areas and facilities to the general public for recreational activities and programs. The purpose of this handbook is to outline the procedures and regulations for the permitted use of parks areas and facilities. It is imperative that all permit holders and their representatives abide by the policies and guidelines set forth in this handbook.

The Director of Parks and Recreation will make interpretation of language in the Park Events Policies Handbook. Any disputes regarding permitting matters, exceptions to policy and/or policy revisions will only be made at the discretion of management with prior approval by the Parks and Recreation Director or his/her designee.

**2 PARK SPECIAL EVENT USE PERMITS**

A Park Special Event Use Permit is needed when one or more of the following criteria applies to your event or activity:

- 200 or more people expected at a park pavilion/picnic shelter
- 75 or more people expected at an area other than a park pavilion/park shelter
- amplified music (DJ, PA System, or live musical entertainment)
- fee collection on City property (donations, admissions, concession, or merchandise sales)
- use of temporary structures or facilities, such as tents, shade structures, stages, and/or booths
- use of amusement devices (such as bounce house, dunking booth) at an area other than a park pavilion/park shelter
- the closing of interior park roads and/or other city streets
- the general public is invited or notified by the media
- animals on display, for show, or for rides
- hot air balloons or any apparatus for aviation ascent or descent into a park
- any private wedding or reception held on city property
- use of a park pavilion/picnic shelter in a manner other than their specified recreational use

*Note: To reserve a park pavilion/picnic shelter, contact Pavilion/Picnic Reservations at (702) 229-6718. To reserve an athletic sports field, contact Sports Field Reservations at (702) 229-1527.*

It is recommended that Park Special Event Use applications be submitted at least 30 days prior to your event. Applicants desiring to hold major events, especially those that are publically advertised, should submit their applications at least 90 days in advance, as pre-event meetings with City staff may be required.



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### 3 PROCESS FOR OBTAINING PARK USE PERMITS

*The City of Las Vegas Department of Parks and Recreation Park Special Events Unit make no representations whatsoever that any of its park facilities are appropriate and/or compatible with any contemplated activity. Applicants and permit holders are solely responsible for determining if any park facilities are safe and appropriate for any intended use. Permit holders are expected to inspect any park facility prior and subsequent to each use to identify any unsafe condition and shall promptly advise the Park Special Events Unit in writing of any perceived unsafe or dangerous conditions.*

#### 3.1 PARK USE PERMITS

**Park use permits** are issued after a park event request has been submitted, approval has been granted, all required documents are received, insurance requirements are met, and fees are paid. Each applicant is required to sign and submit a Park Events Policies Signature Page (*see page 11*) once all policies and guidelines within the handbook have been reviewed prior to park use permits being issued. **A request submission does not constitute approval.** Every effort will be made to accommodate the applicant's request for use of park facilities. Event schedules are required submissions to ensure that parks are being used as designated.

The City of Las Vegas Department of Parks and Recreation have exclusive discretion when scheduling and programming City of Las Vegas park facilities.

#### 3.2 PERMIT PROCEDURES

Park event requests to permit City of Las Vegas park facilities are made through the Park Special Events Unit located in City Hall, Dept. of Parks and Recreation, 495 South Main Street, 5<sup>th</sup> Floor, Las Vegas, NV 89101, (702) 229-1087. Business hours are Monday through Thursday, 7:00a.m. to 5:00p.m, closed on Fridays. Applicant's wishing to utilize a park facility for a park special event or gathering must complete the appropriate application forms and submit the necessary documentation. Each applicant must assign a Representative(s) who will be the main contact with the Park Special Events Unit during the requested use of the park facility.

#### 3.3 PARK USE FEE SCHEDULE

By submission of a park event request, the applicant acknowledges and represents to the City that they have read and understood the Park Events Fee Schedule and agrees to abide to the fees set forth. The Fee Schedule can be sent via email or correspondence upon request.

#### 3.4 PARK USE RULES AND REGULATIONS

Rules and regulations within City park facilities, including any parking area that serves the park, facility or plaza include but are not limited to:

- No alcohol beverages allowed without a park pavilion or park special event use permit
- No glass beverage containers are allowed
- No amplified music without a permit
- No adults allowed in the children's play area unless supervising a child 12 years or younger
- Permit is required to use group picnic areas and sports fields
- No golfing in the park
- No digging, metal detectors – surface find only
- No staking of tents
- No remote control airplanes
- Remote control boats in designated areas only (Floyd Lamb Park prohibited)
- No fires, except in barbecue facilities provided within the park – no personal barbecues
- No lodging in vehicles
- No camping or lodging in the park
- Posted park closure hours strictly enforced
- All dogs must be on a leash unless in designated dog park area
- No dogs in activity or sports areas



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- Owners must pick up dog feces
- Animals other than dogs prohibited without special permit
- No fireworks, firearms, archery equipment or weapons of any kind in the park
- Smoking is prohibited within 50' of any children's play area or sports field
- Illegal vending and unauthorized sales prohibited
- No event, picnic or gathering of 75 people or more without a permit
- No alcohol or other beverages, glass bottles or metal cans allowed into area of athletic events
- No vehicles on grass
- No unauthorized use of park amenities
- Misuse and abuse of park property is prohibited
- When an athletic event is in progress, it is prohibited to enter the area of the event
- Interfering or disrupting athletic events is prohibited
- Throwing any item or article at any official, participant or area of athletic events is prohibited
- Any physical altercation with any participant, official or attendees of athletic events is prohibited
- Violation of park rules as established by City of Las Vegas ordinance 13.36.020 through 13.36.050 constitutes a misdemeanor offense which may result in criminal prosecution
- Deputy City Marshals reserve the right to take necessary actions to protect public health and safety

To report uncontrolled dogs, call: Animal Control at (702) 229-6444

To report suspicious circumstances or a crime, call Deputy Marshal Unit at (702) 229-6444

## 4 LICENSING AND PERMITS POLICY – EFF 01/01/2015

### 4.1 CITY BUSINESS LICENSING REQUIREMENTS

Applicants desiring to obtain a park event use permit may be required to obtain proper licensing from the City of Las Vegas. When applicable, the applicant/entity must hold a valid City of Las Vegas Business License(s) and/or permit(s) or have verified written exemption and provide proof of the license/permit/verified exemption to the City prior to park use permits being issued. The City of Las Vegas Business Licensing Division will not issue any site specific or special use licenses or permits without proper application and documentation for park facility use.

For questions on City of Las Vegas licensing, exemptions, or permits, please contact the City Business Licensing Division of the Planning Department at:

Phone (702) 229-6281

Email [businesslicense@lasvegasnevada.gov](mailto:businesslicense@lasvegasnevada.gov)

Website <http://lasvegasnevada.gov/information/23707.htm>

Park Special Events Unit staff is required to verify that an applicant/entity either holds the required valid City of Las Vegas Business License(s) and/or permit(s), or is otherwise verified as exempt by the City Business Licensing Division. If the applicant/entity's business license(s), permit(s), or exemption cannot be verified by staff, the City will notify the entity of any verification issues. No approval or park use permit will be issued without verified City of Las Vegas Business License(s), and/or permit(s), or a verified exemption.

Application of a city business license, exemption, or permit does not guarantee the business license, exemption, or permit will be issued.

**Alcohol use or sales is not permitted for any type of Park Event use permit without prior approval by the City of Las Vegas Department of Parks and Recreation Park Special Events Unit and, only after all requirements are met and proper permits have been issued.**

### 4.2 ENTITY VERIFICATION

Park facility use reservations must be made under the same applicant/entity name as verified on the City of Las Vegas Business License(s), permit(s), letter of exemption, insurance policy(s), as applicable.

## 5 INSURANCE REQUIREMENTS – EFF 01/01/2015



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**5.1 REQUIRED COVERAGE**

Insurance is required when reserving City park facilities or space for a community or special park event when any of the following statements apply:

- When the event is open to the public
- When there is an admission charge
- When alcohol will be sold during the event
- When there is a commercial activity or component to the event
- When hazardous activities will occur in conjunction with the event (City management will make this determination)
- When the attendance is anticipated to be more than 250 people at any one time during the event

Such insurance must be commercial general liability coverage which provides protection for (1) event spectators, (2) event participants, (3) staff members and (4) volunteers against claims of bodily injury and property damage and names the City of Las Vegas as an additional insured by an endorsement to the policy.

The permit holder shall provide and maintain for the duration of the Park Facility Event Use Permit, insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the use of the City of Las Vegas’s park facilities. The permit holder shall furnish the City, no later than thirty (30) calendar days prior to the permitted park facility use, an ACORD™ 25 *Certificate of Insurance* (COI), or equivalent form, stating that the following policy of insurance is in effect for the park facility use permitted date(s) and times with the minimum limits shown below:

**GENERAL LIABILITY INSURANCE (MINIMUM REQUIREMENTS);**

Each Occurrence	\$ 1,000,000
Damage to Rented Premises	\$ none or any amount
Medical Expense (any one person)	\$ none or any amount
Personal/Adv Injury	\$ none or any amount
General Aggregate	\$ 2,000,000
Host Liquor Liability**	\$ included (see note below)

\*\* Host Liquor Liability is required when alcohol is sold at the park special event by the insured permit holder. This coverage cannot be excluded from the policy.

Special Event Vendors: Any vendor selling alcohol at the event must have \$1M Liquor Liability insurance coverage. The permit holder must provide proof of the Vendor’s insurance.

**5.2 CERTIFICATE OF INSURANCE**

No later than thirty (30) calendar days prior to the requested park facility use time, a completed Certificate of Insurance demonstrating the procurement of the insurance requirements should be sent to the attention of the Park Special Events Unit, at the address below or to the email address: [ParkEventsUnit@lasvegasnevada.gov](mailto:ParkEventsUnit@lasvegasnevada.gov)

**ATTN:  
City of Las Vegas  
Parks and Recreation – Park Special Events Unit  
495 South Main Street, 5<sup>th</sup> Floor  
Las Vegas, Nevada 89101**

The Certificate of Insurance must demonstrate coverage for the date(s) of park facility use for which the certificate is being issued. Coverage must be written on an “occurrence” form and maintained throughout the time of permitted park facility use; otherwise park facility use permits may be suspended or revoked.

The City of Las Vegas must be listed as the Certificate Holder on the required insurance policy, which should read as follows:

City of Las Vegas, its elected officials, officers, employees, agents and volunteers  
C/O Park Special Events Unit  
495 South Main Street  
Las Vegas, Nevada 89101

The Description of Operations/Locations/Vehicle/Special Events section must indicate the name of the Sporting Event covered under the



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policy of insurance required herein.

### 5.3 ENDORSEMENTS

In addition to being named as the Certificate Holder, by endorsement on form ISO CG 20 26 07 04, the policy must name the City of Las Vegas, 495 S. Main Street, Las Vegas, NV 89101 and It's elected officials, officers, employees, agents and volunteers as additional insured parties thereunder.

### 5.4 COVERAGE MODIFICATION OR CANCELLATION

The insurance policy requirement shall be endorsed to state that coverage shall not be suspended, voided, cancelled by either party, reduced in coverage or limits unless thirty (30) days prior written notice by certified mail, returned receipt requested, has been given to the City. The permit holder shall furnish the City with endorsements evidencing the coverage required by this policy. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf.

### 5.5 INDEMNITY

In addition to the insurance requirements listed above, and not in lieu thereof, the permit holder shall protect, defend, indemnify and save the City, its officers, employees, agents and volunteers (the "Indemnified Parties") harmless from and against any and all claims, liability, damages, demands, losses, expenses, suits, liens, judgment, attorney's fees, or court costs or any other form of liability (collectively the "Claims"), including, without limitation, Claims for injuries to or death of any person or persons or damage or loss to the City premises or any part thereof, which the Indemnified Parties, or any of them, may suffer as a result of, by reason of, or in consequence of, the action or omissions of the permit holder, its employees, agents or anyone employed in performing or failing to perform the provisions of this Agreement.

As part of this obligation hereunder, the permit holder shall, at their own expense, defend the Indemnified Parties against the Claims which may be brought against them, or any of them. If the permit holder fails to do so, the City shall have the right, but not the obligation, to defend the same and charge all direct and incidental costs of such defense (including attorney fees and court costs) against the permit holder.

## 6 VENDOR POLICY — EFF 01/01/2015

### 6.1 INSURANCE REQUIREMENTS

Applicant's reserving a park facility that will include vending or concession sales must maintain insurance as identified in Section 5 - Insurance Requirements.

### 6.2 LICENSING AND PERMITS

Organizations requesting permission to serve/sample/sell food, beverages, products, and/or merchandise during permitted athletic field use must be verified as a non-profit organization and must obtain prior approval from the City of Las Vegas Department of Parks and Recreation.

The Organization agrees to obtain the proper licensing from the City of Las Vegas, Department of Business Licensing Division.

Verification of a valid license with the City of Las Vegas Business Licensing Division must be on file, if applicable, with the Municipal Sports Unit prior to field use permits being issued.

For questions on City of Las Vegas licensing, exemptions, or permits, please contact the City Business Licensing Division of the Planning Department at:

Phone: (702) 229-6281

Website: <http://lasvegasnevada.gov/information/23707.htm>



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Email: [businesslicense@lasvegasnevada.gov](mailto:businesslicense@lasvegasnevada.gov)

## 6.3 FEES SCHEDULE

See the most current Park Special Events Unit Fee Schedule for any associated fees for vendors or concession sales at a park event.

## 6.4 GENERAL REQUIREMENTS

- It is the responsibility of the Applicant to maintain a vendor area that is neat, clean, orderly and safe.
- A plastic tarp must be placed to protect any cement areas that have a cooking apparatus located on them.
- It is the responsibility of park event applicant and proposed vendor(s) to provide truthful and accurate information. Providing of false or intentionally inaccurate information may constitute disciplinary actions and/or denial of event application.
- The vendor(s), as listed on the submitted list of vendors, shall not subcontract its work under this agreement in whole or in part.
- The park event applicant and authorized vendor(s) shall be responsible for removing litter and maintaining the concession outlet/vending booth and surrounding park area in a clean and healthy manner. This shall include but is not limited to picking up and properly disposing of any trash or debris blown, carried by patrons, or otherwise distributed from such concession/vending stand including but not limited to all trash, paper, bottles, cans, wrappers, cup and other materials. Such waste materials shall be thoroughly collected and properly disposed of in the dumpster located at the park, daily at the end of each event. Liners shall be used in trash barrels at all times and shall be replaced with clean liners as needed, or daily at the end of each event.
- The City shall be under no obligation to furnish shelter, utilities, equipment, furniture, or fixtures.
- Concessionaire/Vendor(s) shall not vend or offer glass containers at any time.
- Concessionaire/Vendor(s) shall not sell or distribute alcoholic beverages or tobacco products without the express approval and permission of the Department of Parks and Recreation and with special permitting by the Department of Business Licensing.
- Concessionaire/Vendor(s) agree that operations conducted during the permitted park event will not commence until after all applicable requirements have been met and the park facility use permit is issued.

## 7 BANNER AND SIGN POLICY – EFF 01/01/2015

The purpose of this policy is to specify guidelines for the permitted use of signs and banners (signage) on City of Las Vegas facilities on land owned by the City and City of Las Vegas facilities on land leased from the Bureau of Land Management (BLM) under the Department of the Interior regulations for the Recreation and Public Purposes Act found in Title 43 of the Code of Federal Regulations (43 CFR), [Parts 2740 \(Sales\)](#) and [2912 \(Leases\)](#). For purposes of this policy, signage is considered temporary if said signage will be displayed for the duration of a park special event.

### 7.1 SIGNAGE ON BLM LAND

Park facilities developed and or constructed on BLM land under the Recreation and Public Purpose Act strictly prohibit any commercial signage and will not be allowed under any circumstances. Commercial signage is any signage other than event signage. Commercial signage includes, but is not limited to, sponsorship signage and signage displaying any company name, logos, or other such items other than the actual event. The City of Las Vegas is also prohibited from displaying commercial signage on BLM land.

Event signage is signage that contains no more than the event name and event dates/times. No symbols, logos, or anything other than the event name and event dates/times may appear on event signage. All event signage must be approved by the City of Las Vegas Parks and Recreation Director before such signage is displayed. Any approved event signage must be temporary and is authorized to be displayed only for the duration of the event. Installation of event signage must be reviewed and approved of by the Parks Special Event Unit staff prior to installation. Additionally the dates and times the installation of the signage will be installed and removed must be approved of by the Park Special Events Unit staff before any signage may be placed or removed.

Vendors selling concessions may only display signage with their entity name, products sold and pricing. The signage can only be displayed





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at the concession area. Vendor signage must be temporary and may only be displayed while selling concessions at an event. The vendor signage must be removed immediately following the event.

**7.2 ACCESS TO BLM LAND**

Events held on BLM land cannot restrict access to the facility for anyone wanting to use that facility to perform non-event activities including, but not limited to, walking, exercising, or using the children’s play area. Charging fees for facility parking or otherwise restricting access for those wishing to perform non-event activities at the facility is strictly prohibited.

The following is a list of city park facilities on BLM land.

All American Park	1551 S. Buffalo Dr.
Aloha Shores Park	7550 Sauer Drive
Angel Park South	241 S. Durango Drive
Ansan Sister Park	7801 Ducharme Ave.
Bettye Wilson Soccer Park	7353 Eugene Ace
Bill Braire Family Park	650 N. Tenaya Way
Bradley Bridle Park	2801 West Oakey
Bruce Trent Park	8225 Bradley
Buckskin Basin Park	7350 Buckskin Park
Centennial Hills Park	7101 N. Buffalo Dr.
Cimarron Rose Park	5591 N. Cimarron Rd.
Doc Romeo Park	7400 Peak Dr.
Durango Hills Park	3521 N. Durango
Firefighters Memorial Park	6401 W. Redwood Blvd
Garehime Park	3901 N. Campbell Rd
Gilcrease Brothers Park	10011 Gilcrease Ave
Kellogg Zaher Sports Complex	7901 W. Washington
Majestic Park	9955 W. Alexander Rd.
Mountain Ridge Park	7151 Oso Blanca Rd
Patriot Community Park	4050 Thom Blvd
Pioneer Park	7449 Braswell
Police Memorial Park	3250 Metro Academy Way
Rainbow Family Park	7151 W. Oakey Blvd.
Sky Ridge Park	10500 Stange Ave
Teton Trails Park	7850 N. Bradley Rd
Thunderbird Park Complex/Raptor Play Park	6501 N. Durango
Wayne Bunker Family Park	7351 Alexander Rd.
Winding Trails Park	7250 Fort Apache Rd.
Woofter Family Park	1600 Rocksprings Dr.

**7.3 SIGNAGE ON CITY OF LAS VEGAS OWNED LAND**

**PERMANENT SIGNAGE:**

Permanent signage used to raise funds or advertise for commercial entities are prohibited without the express written consent of the City of Las Vegas Department of Parks and Recreation Director or his/her designated representative.

**TEMPORARY SIGNAGE:**



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No temporary signage will be displayed without the expressed written consent of the City of Las Vegas Department of Parks and Recreation Director or his/her designated representative. The placement of temporary signage shall be limited to only those that advertise a city-sponsored, co-sponsored, or approved event. No temporary signage used to raise funds or to advertise for a commercial entity other than for the promotion of that specific event will be allowed.

### ANY AND ALL SIGNAGE APPROVED BY THE CITY:

- May be placed only on a building wall, perimeter wall, and/or fence of the facility as approved by the City. The signage must not detract from the overall park or facilities experience for the general public.
- No permanent structure can be erected by the permit holder to support the signage.
- The signage must not be affixed to any pole, staff, line, framing, vehicle, or similar support.
- The signage must not be illuminated.
- Messages and graphics must be professional.
- No inappropriate language or messages may be displayed.
- The signage copy and/or logos shall be limited to one side of the sign or banner.
- Banners must be made of durable cloth, bunting, plastic, or similar material.
- Signs must be made of a durable material.
- Individual signs or banners must not exceed 40 square feet.
- The entire surface of the sign or banner must be securely fastened to the building, wall and/or fence.
- The permit holder must maintain all signage and make sure it is in good condition. The permit holder will replace any signage that is torn, dirty, faded, or defaced, including graffiti.
- Specific dates for the installation and removal of the signage must be reviewed and approved of by Municipal Sports Unit staff.
- All signage that is not removed by the permit holder by the approved removal date shall constitute a nuisance and may be removed by the City. The City may bill permit holder for the removal.
- Any damage to city property caused by the signage is the sole responsibility of the permit holder.

## 8 CLEAN PARK POLICY — EFF 01/01/2015

Disposal of garbage and recycling materials is the responsibility of the permit holder. Dumpsters and additional trash bins are required for events attracting or involving over 500 attendees. The permit holder will be responsible for all arrangements for additional dumpsters and to ensure that the dumpsters are placed on hard surfaces.

Permit holders will be held responsible for the clean-up of the park and facility and surrounding area during and after the scheduled park event including bagging and removing all trash associated with the event and depositing in the complex trash and recycling dumpsters.

## 9 PERMIT CANCELLATION & REFUND POLICY — EFF 01/01/2015

### 9.1 CANCELLATION BY THE CITY OF LAS VEGAS

Park facility use permits may be cancelled and/or rescheduled by the City of Las Vegas Department of Parks and Recreation Park Special Events Unit due to reasons including, but not limited to the circumstances listed below. Park facility use permits may be rescheduled as availability allows or may be refunded for the affected park use fees paid. The City will try to give as much notice as possible in case of a cancellation and/or schedule change initiated by the City.

- Inclement weather or conditions where use of park facilities may become unsafe
- The City begins work on any of the facilities.
- The health and safety of participants are threatened due to impending conditions, including but not limited to heavy rains, heat waves, unhealthy air alerts, and pesticide application.
- A permit holder and/or its representative and/or member(s) are found to be in non-compliance with any section of the City's Park Special Events Policies Handbook, municipal regulations, or other signed city agreement.
- A permit holder and/or its representative and/or member(s) are found to be using a city complex/facility for purposes other than its intended use.
- The City hosts a special event or sporting event not previously scheduled.
- For any other reason the City deems cancellation and/or rescheduling is necessary.

### 9.2 CANCELLATION BY APPLICANT



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Park facility use reservations cancelled with more than seven (7) calendar days prior to the start date of the park event will receive full refunds of fees paid to the Park Special Events Unit. Approved refunds will take approximately 2-4 weeks to be processed.

A \$125 administrative cancellation fee will be assessed to park facility use reservations if cancellation notice is received with less than seven (7) calendar days prior to the start date of the event date. Updating a park facility reservation to include less than the reserved use hours will be considered a cancellation.

If you should have any problems and/or maintenance issues occur outside of business hours, please contact City Marshals at (702) 229-6444 option 1 or dial 911 in the event of an emergency.

## 10 SECURITY POLICY – EFF 01/01/2015

### 10.1 SECURITY STAFFING GUIDELINES

Permit holders desiring to use City of Las Vegas park facilities for the purpose of park special events or gatherings with attendance that is anticipated to exceed 250 people at any time during the park facility permitted use time, for events that will include potentially hazardous features or at the discretion of the Parks and Recreation Department will be required to develop and submit a Security Logistics Plan. The Security Logistics Plan addresses concerns such as emergency access to the event, first aid stations, and overall public safety. The Security Logistics Plan must be submitted to the Park Event Unit no less than thirty (30) days prior to start date of the scheduled event. The City of Las Vegas Deputy City Marshals will determine if the Security Logistics Plan is acceptable and make necessary recommendations for required contracted unarmed security patrols or Deputy City Marshal personnel during the course of the permitted park event.

Once the Security Logistics Plan is approved and/or finalized by the Deputy City Marshals, if security personnel are deemed necessary, the permit holder will be required to show proof that unarmed security which is licensed, insured and identifiable by wearing uniforms has been secured for the applicable date(s) and time(s) city property will be in use by the permit holder. If the presence of Deputy City Marshals is deemed necessary, the permit holder will be required to coordinate security through the Deputy City Marshal's office. The contact email for their office is [sergeants@lasvegasnevada.gov](mailto:sergeants@lasvegasnevada.gov).

If a permit holder is not required to provide contracted security but volunteers to provide security at their own discretion, they must follow the City of Las Vegas guidelines of unarmed security that is licensed and insured and patrols are identified by wearing uniforms. Proof of contracted services and/or payment for service with the date(s) and time(s) security will be present during event will be required.

Before final payment for the park facility use reservation is made, proof of contracted services or a copy of the receipt from the security service provider showing payment in full, the type of event, the security coverage date(s), the begin and end times for each date of the security coverage, and the number of security guards for each coverage period must be provided to Parks and Recreation Park Event Unit staff. If the security service provider receipt does not include a statement from the security service company that the patrols are unarmed and that the service provider is licensed and insured, a document from the security service provider stating these conditions must be provided to Parks and Recreation Park Special Events Unit staff in addition to the receipt copy. **No permits will be issued until this requirement is met and finalized and all related required documentation and fees have been received.**

### 10.2 DISTRIBUTION OF ALCOHOLIC BEVERAGES

Contracted security will be required if alcoholic beverages will be sold during the park event or distributed at park events where attendance is anticipated to exceed 250 people. The applicant will need to complete all required applications, and submit all required documents for approval from the Deputy Director of Parks and Recreation.

If alcoholic beverages will be sold, the permit holder will need to provide contracted security AND either obtain the proper license(s) from the City of Las Vegas Business Licensing Unit OR hire a caterer that is a City of Las Vegas licensed liquor caterer. A Security Logistics Plan must be submitted and approved by the City a minimum of thirty (30) days prior to scheduled activity.

If hiring a caterer that is a City of Las Vegas licensed liquor caterer, their licensing will be verified by the Park Event Unit staff.



**City of Las Vegas  
Parks and Recreation  
Park Special Events Unit**

## **11 ZERO TOLERANCE STANDARDS FOR VIOLENCE POLICY – EFF 01/01/2015**

The City of Las Vegas has a long standing commitment to reducing the number of situations that may lead to threats or acts of violence and intimidation in the park facilities during permitted use.

In cases where acts of aggression or violence occur, such acts will initiate disciplinary actions by the Park Special Events Unit including revocation of park facility use permits or permit reservations, reimbursement to the City for the cost of repairs to the facilities, refusal of future applications and/or in financial penalties if acts are deemed excessive, extreme and/or in willful violation of City policies.

## **12 APPEALS PROCESS – EFF 01/01/2015**

The Director of Parks and Recreation or his/her designee will make interpretation of language in the Park Special Events Policies Handbook. Park facility users or potential park facility users who are aggrieved by the failure to issue a permit or conditions which are placed on the issuance of a permit may appeal the decision by written request to the address below. An appeal request may be submitted to the Director of the City of Las Vegas Department of Parks and Recreation outlining the basis of the complaint. The Director shall provide written notice of the decision to sustain or deny the appeal within ten days after receipt of the written appeal.

City of Las Vegas  
Parks and Recreation – Park Special Events Unit  
495 S. Main Street, City Hall, 5<sup>th</sup> Floor  
Las Vegas, NV 89101

The City's Department of Parks and Recreation Director's decision or his/her designee will be final.



**City of Las Vegas  
Parks and Recreation  
Park Special Events Unit**

**13 PARK SPECIAL EVENTS POLICIES SIGNATURE PAGE**

I, \_\_\_\_\_ (print name) the authorized representative  
for

\_\_\_\_\_ (Entity, if applicable), conducting the

\_\_\_\_\_ (Park Special Event Name) have received,  
reviewed and understand the contents of the policies and fee schedules listed below. I understand that failure to  
abide by any of these policies or the current fee schedule may result in corrective or disciplinary action, or in some  
cases, permit refusal or revocation. My initials indicate I have read the policies and current fee schedule and had  
my questions answered. I understand my representatives and participants must comply with the requirements of the  
policies and the current fee schedule.

<i>Initials</i>	Applicable Park Special Event Facility Use Fee Schedule
<i>Initials</i>	Licensing and Permits Policy— Eff 01/01/2015
<i>Initials</i>	Insurance Requirements— Eff 01/01/2015
<i>Initials</i>	Vendor Policy — Eff 01/01/2015
<i>Initials</i>	Clean Park Policy— Eff 01/01/2015
<i>Initials</i>	Permit Cancellation and Refund Policy— Eff 01/01/2015
<i>Initials</i>	Security Policy— Eff 01/01/2015
<i>Initials</i>	Zero Tolerance Standards for Violence Policy— Eff 01/01/2015
<i>Initials</i>	Appeals Process— Eff 01/01/2015

\_\_\_\_\_  
Organization Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
City of Las Vegas Representative

\_\_\_\_\_  
Date

*A copy of the Park Special Event Policies signature page is retained for the permit holder's/event file.  
A copy will be given to the Authorized Representative.*