

A photograph of a large, red-roofed picnic shelter (pavilion) in a park setting. The shelter has a sign on top that reads "CITY OF LAS VEGAS". In the background, there are mountains and a clear blue sky. The title "Park Reservation Guide" is overlaid in large white letters on the image.

CITY OF LAS VEGAS Park Reservation Guide

INTRODUCTION

This guide explains how to reserve city of Las Vegas parks for events, highlighting differences between:

- **Park Special Event Applications, and**
- **Picnic Shelter (Pavilion) Reservations**

It also provides steps to apply and tips for planning your event.

PICNIC SHELTER (PAVILION) RESERVATIONS

WHAT ARE PICNIC SHELTER RESERVATIONS?

Picnic shelters (called pavilions) are shaded outdoor areas in parks that can be reserved for gatherings such as family picnics, birthday parties, or small group events. These areas typically include tables and barbecue grills.

KEY FEATURES

- Smaller group use - designed for recreational gatherings up to 75 people.
- Reservation required only if you want to guarantee exclusive use of the space.
- Cost generally between \$15-\$75 per hour (varies by park and group size).
- Some picnic shelters are first-come, first-served if not reserved.

WHEN YOU NEED A RESERVATION

- You want exclusive use of the pavilion.
- You expect a larger group that could compete with other park users.

Reservations are made through the Dept. of Parks, Recreation and Cultural Affairs - usually by the online catalog by visiting lasvegasnevada.gov/rentals.

PARK SPECIAL EVENT APPLICATION

WHAT IS A PARK SPECIAL EVENT?

A Park Special Event is a broader type of permit required when activities go beyond standard picnic gatherings - especially if the event is expected to impact the park environment, involve many people or include features beyond normal use.

CRITERIA THAT TRIGGER A SPECIAL EVENT PERMIT

A Park Special Event permit is required if one or more of the following apply:

- **Expected attendance** exceeds 75 people
- **Amplified music** (e.g., DJ, PA system or live entertainment)
- **Fee collection** on park property (donations, admissions, concessions)
- Use of **tents, stages, booths, amusement devices**, etc.
- **Road closures** or **public notification** planned
- **Animals on display** or exotic exhibits
- **Private weddings** or **receptions** on city property
- **Use of a picnic shelter** in a manner not intended for regular recreational use

KEY FEATURES

Submission Deadline: Applications should be submitted at **least 30 days** before your event; for major public events, **submit 90 days in advance**.

Permit Required: The event organizer must complete and submit the city's formal Park Special Event Application.

Permit Review: Submission does not guarantee approval - the city reviews all aspects, including logistics, safety, and compliance.

Additional Requirements: Depending on the event features, you may need certificates of insurance, business licenses, safety plans, vendor lists and site maps.

Park Reservation Guide

PICNIC SHELTER VS. SPECIAL EVENT — KEY DIFFERENCES

Feature	Picnic Shelter Reservation	Park Special Event Permit
Purpose	Small recreational gatherings	Large or complex events
Attendance	Typically up to 75 people.....	75+ people outside pavilions or large groups
Sound/Entertainment	Allowed within normal use	Requires permit for amplified music
Fees/Sales	No city admission allowed.....	Fees/sales trigger permit requirement
Structures	No temporary structures beyond picnic use	Tents, stages, booths often involved
Approval	Quick reservation; done online	Review and approval process with requirements

HOW TO APPLY - STEP BY STEP

VISIT LASVEGASNEVADA.GOV/RENTALS

PICNIC SHELTER RESERVATION

1. Decide which park and shelter you want.
2. Check availability by clicking on Reservable Park Pavilions..
3. Pay applicable fees and receive your reservation confirmation.
4. Keep your permit with you on the day of your event.

PARK SPECIAL EVENT APPLICATION

1. Go to the Park Special Event Application form available at lasvegasnevada.gov/rentals.
2. Complete the form - include accurate event details, expected attendance, and site plan.
3. Attach all supporting documentation (insurance, vendor lists, licenses).
4. Submit the application at least 30 days before the event (90 days for large events).
5. Await review and approval. Respond promptly to any city requests for additional information.

TIPS FOR PLANNING YOUR EVENT

- ✓ Plan early-timelines are required.
- ✓ If your event includes unusual elements contact the Parks Special Events unit to confirm permit needs.
- ✓ Always verify current fees and policies as they can change.



CONTACT NUMBERS

Picnic Shelter Reservations: 702.229.6307

Park Special Event Permits: 702.229.1087

Rental info: lasvegasnevada.gov/rentals

DEPT. PARKS, RECREATION AND CULTURAL AFFAIRS
525 S. MAIN ST., LAS VEGAS, NV 89101