



CLARK COUNTY PARKS & RECREATION FACILITIES

PERMIT PACKET

**CLARK COUNTY PARKS & RECREATION
2601 E. Sunset Road, Las Vegas, NV 89120**

WELCOME



Las Vegas hasn't become known as the Entertainment Capital of the World for their lack of events. With more than 49.5 million visitors annually and over a 2.6 million plus local population, Las Vegas continues to lead the way as the world's most desirable location for leisure and entertainment. Clark County is no different and is proud to serve as host for a variety of major events annually. The following pages include all the necessary documents (with accompanying instructions) to help applicants navigate their way through the Clark County Parks & Recreation Facility Rental process developed to consolidate the requirements of local municipalities and agencies into one convenient packet.

After completing the Permit Application, please return all the applicable pages along with any necessary payments to Parks & Recreation for processing. Parks & Recreation will then distribute copies of the application to all the departments and public agencies impacted by the event. Applicants will be contacted individually by these departments only if there are specific questions or concerns relating to this event. While many public agencies have joined together to make this application process simple and complete, be aware that in some cases applicants may have to contact federal or state agencies in addition to working with Clark County. Please note that all events are subject to approval by all pertinent entities. Dates, facilities, staff, etc. are not guaranteed until approved and contracted through Special Events.

On behalf of Clark County Parks & Recreation, we thank you for considering any of our community locations to host your event!

INSTRUCTIONS FOR COMPLETING THE SPECIAL EVENT PERMIT APPLICATION

It is Parks and Recreation's goal to assist event organizers in planning safe and successful events that will have a minimal impact on the communities surrounding the event locations. We hope these instructions are helpful in completing a facilities use application..

Permit applications must be received by Clark County Parks and Recreation no later than (60) days prior to the actual date of any event. In general, any organized activity involving the use of, or having impact upon, public property, public facilities, parks, sidewalks, street right-of-way, or the temporary use of private property in a manner that varies from its current land use, requires a permit.

Careful completion of the form will help avoid delays in processing. It is important that applicants follow the instructions and provide clear and accurate information, including submittal of all supporting documentation with the application. Please consult your Parks & Recreation event coordinator representative for more detailed information.

When filling out the application:

- Do not use white-out on the application or attachments
- Type or use a pen with BLACK or BLUE INK and print clearly
- Do not write in the shaded areas

The following sections MUST be completed by the applicant for ALL events:

- General Event Information
- Security/Safety Plan
- Site Plan
- Business License Form (as needed)
- Facility Form with Fees & Charges
- Indemnification Form
- Terms and Conditions Form
- Nevada Health Response Acknowledgement Form

Additional links for outside agency permits:

- Public Works Street Closure / Usage Permit - <http://bit.ly/2cDWP10>
- Fire Department/ Plan Review Permit Application - <https://bit.ly/3jSi6lV>
- Event Coordinator Application - <http://bit.ly/2bRlspF>
- Temporary Food Establishment Application - <http://bit.ly/2chmEIT>
- Business License Requirements - <http://bit.ly/2bRkn1m>
- *Bureau of Land Management Permit Application - <https://on.doi.gov/2Eqd53D>
- **Bureau of Reclamation - <https://www.usbr.gov/>

**Desert Breeze Park Requests only*

***Laughlin Requests only*

In addition to the sections listed above that must be completed for ALL events; applicants must also complete any additional sections that apply to their event needs.

The permit application process begins when Clark County receives a completed Special Event Permit Application. Keep in mind that acceptance of an application should in no way be construed as final approval or confirmation of your request. Upon receipt of an application, Clark County assigns staff to assist applicants through the permit process. Copies of the application are forwarded to and reviewed by all applicable County departments. Throughout the review process, applicants will be allotted sufficient time to provide all pending documents (e.g. certificate of insurance, secondary permits, etc.). Clark County must receive these documents before issuing a Special Event Permit. Failure to provide these items in a timely manner often suspends the County review process and can delay the subsequent application approval.

THEREFORE, YOU ARE ENCOURAGED NOT TO MAKE ANY OTHER ARRANGEMENTS FOR YOUR EVENT UNTIL APPROVAL FROM THE COUNTY HAS BEEN RECEIVED

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- **HERITAGE PARK & TRAILS**
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- **SUNSET PARK**

TERMS AND CONDITIONS

GENERAL EVENT INFORMATION

Application date: _____

Name of Event: _____

First time event? Yes ___ No ___

Exact Street Address of Event: _____

Date(s) of Event: _____

Hours of Event: _____

Phone number/website for publication: _____

Estimated attendance: _____ Last years actual attendance: _____

Describe the events community and/or cultural benefit: _____

Name of Sponsoring Organization: _____

Contact person from Sponsoring Organization: _____

Sponsoring Organization Address: _____

Federal Employee ID Number or Social Security Number if not a corporation: _____

Name of Producing Agent (if applicable) Federal ID Number: _____

Producing Agent (if applicable) Address: _____

Name of Organizer/Coordinator: _____ Email: _____

Organizer/Coordinator Address: _____

Contact Phone: _____ Cell: _____ Fax: _____

Emergency Contact: _____ Email: _____

Address: _____

Contact Phone: _____ Email: _____ Fax: _____

THIS FORM MUST BE COMPLETED IN FULL & SUBMITTED 60 CALENDAR DAYS PRIOR TO THE EVENT

Are you serving food at your Event? NO YES If yes, you must submit the Event Coordinator Permit twenty (20) working days prior to your event. You must obtain a temporary Food Vendor License from the Southern Nevada Health District.

Are you serving beer and wine at your Event? NO YES If yes, you must submit the Special Event Liquor License Application twenty (20) working days prior to your event. You must obtain a liquor license for each booth that will be serving liquor.

Are you selling retail merchandise at your Event?: NO YES. If yes, you must submit a completed list of all merchants to Parks & Recreation at least twenty (20) working days prior to your event to fall under the temporary multi vendor license or you can obtain your own Multi Vendor Merchant License from Business License Department.

Are you erecting a tent over 400 sq. ft.? NO YES If yes, you must submit a Temporary Membrane/Building Structure/Tent – Outdoor - Fire Department Permit Application.

Are you closing the street for your festival? NO YES (Type III barricades and detour signs are required for all Event Street Closure)

Will the street closure be on a RTC bus route? NO YES If yes, include a map/plan for the routing of buses.

Have you determined how area residents and businesses will be notified of street closures, parking restrictions? NO YES If yes, include a description of community outreach plan.

Has the event already been publicized? NO YES If yes, include a copy of flyer/ mailing or description of efforts.

SECURITY/SAFETY PLAN

Name of Event: _____ Date of Event: _____

Name and Date of your event in previous year: _____

Name of Private Security Company (If applicable): _____

Address: _____ City: _____ Zip: _____

Phone Number: _____ Number of Private Security Personnel hired per shift: _____

Describe procedure for carding minors (if applicable): _____

Describe procedure for preventing over-consumption of alcohol (if applicable): _____

Please describe a Disaster Plan that addresses emergencies specific to your event (must include a plan for weather related emergencies and cancellations): _____

EMT/Ambulance Provider: _____

Contact Name: _____ Contact Number: _____

Comments or Special Instructions: _____

SITE PLAN

Please use this Site Plan to illustrate the layout of your event. If you need additional space, please attach a separate sheet.

If applicable the following must be included:

- Location of food vendors (FV)
- Location of beverage vendors both non-alcoholic (NAB) and alcoholic beverages (AB) along with number of serving stations at each location
- Location of toilets (T)
- Location of hand washing sinks (HWS)
- Location of retail merchants (RM)
- Location of First Aid (+)
- Location of garbage receptacles (G) and recycling receptacles (R)
- Show walk, run and bike routes if athletic event
- Location and number of Type III Barricades (III)
- Location of fire lane (FL)
- Location of fire extinguishers (FE)
- Public entrances and exits
- Location of sound stages and amplified sound
- Location of residential streets surrounding event
- Location of "FREE ADMISSION - DONATIONS ACCEPTED" sign

BUSINESS LICENSE REQUIREMENTS

Anyone conducting business in Clark County is required to obtain the appropriate business license(s) and permits.

For specifics on licensing type please visit our website at:

https://www.clarkcountynv.gov/business/doing_business_with_clark_county/apply_for_a_business_license.php

The Clark County Code can be accessed through the County website:

https://library.municode.com/nv/clark_county/codes/code_of_ordinances

Do you have a City of Las Vegas or Clark County Business License? If yes, what us the business name and license number?

Business Name: _____

License Number: _____

License Number: _____

License Number: _____

Event Information

Event Location: _____

Event Dates: _____ **Load In Date:** _____ **Load Out Date:** _____

Address & Phone Number: _____

Is this a Parks & Recreation Location? Yes ___ No ___

Please indicate if you are providing or conducting any of the following activities:

Clothing Sales, Gifts or Novelty Sales Yes ___ No ___

Promotion of Rock Concert Yes ___ No ___

Advertising or Public Relations services Yes ___ No ___

Admission fees or selling tickets Yes ___ No ___

Will animals be involved or part of your event Yes ___ No ___

Alcoholic beverage service Yes ___ No ___

Food service Yes ___ No ___

Is your company a charity or non profit business Yes ___ No ___

Is this a fundraising or school event Yes ___ No ___

***Department use only ***

Date: _____

___ General & Industrial

___ Liquor & Gaming

___ Regulated

Comments:

Approved by:

Name & telephone number of the representative authorized to make decisions on behalf of the company:

Name: _____ Date: _____

Phone: _____ Fax: _____ Email: _____

Name & Phone of person submitting this application (if different from above):

PERMITS / STATE LICENSE REQUIREMENTS & BUSINESS LICENSE FACTS

- **License Issuance**

Per Clark County Code 6.04.090, most licenses must be approved or denied within 45 working days from acceptance of a complete application by this department. Please be aware that all inspections must be completed with sufficient time for license approval. DUE TO INSPECTION REQUIREMENTS, WE ARE NOT ABLE TO ACCEPT GENERAL BUSINESS LICENSE APPLICATIONS UNTIL 45 WORKING DAYS PRIOR TO THE BUSINESS OPENING DATE.

Permits/ State Licenses

- **Nevada Department of Taxation**

Nevada sales and use taxes are payable on sales of tangible personal property. If your business involves retail sales, proof of compliance from the Nevada Department of Taxation is required. You may visit their office at 555 E. Washington Avenue, Suite 1300, Las Vegas, NV. (702) 486-2300. You may also apply online at www.nevadatax.nv.gov/web.

- **Nevada Secretary of State**

If you are a corporation, limited liability company, limited partnership, or limited-liability partnership, you must file (register) with the Nevada Secretary of State. You must provide our office with one of the following: a file stamped copy of your Articles of Incorporation, a Certificate of Good Standing, or a print out from their website at:

<https://esos.state.nv.us/SOSServices/AnonymousAccess/CorpSearch/CorpSearch.aspx>. Secretary of State, Commercial Filings Division, 555 E. Washington Avenue, Suite 4000, Las Vegas, NV. (702) 486-2880.

- **Nevada State License**

Proof of compliance with the Nevada State License Department is required. You may visit their office at 555 E. Washington Avenue, Suite 5200, Las Vegas, NV. (702) 486-2880. You may also apply online at www.nvsos.gov.

- **Workers Compensation**

Affirmation of Compliance with Mandatory Industrial Insurance Requirements (form D-25) can be obtained from: <http://dirweb.state.nv.us/forms/d-25.pdf>. The link to the Division of Industrial Relations, Workers Compensation Section is: <http://dirweb.state.nv.us> or you may contact us at (702) 486-9080. All applicants should check with their worker's compensation insurance carriers.

FEES & CHARGES FOR PARKS & RECREATION FACILITIES

AMPHITHEATER @ CLARK COUNTY GOVERNMENT CENTER

Address: 500 S Grand Central Parkway, Las Vegas NV 89155

LINK: https://www.clarkcountynv.gov/business_detail_T39_R49.php**FEES AND CHARGES (check all fees that apply)**

| I. | FEES AND CHARGES (<i>check all fees that apply</i>) | Fee Per Day | |
|-----------|--|---|---------------|
| | | <u>Non Profit</u> | <u>Profit</u> |
| A. | Facilities | | |
| | <input type="checkbox"/> Base Rental Fee/Event Day: | \$1,600.00 | \$3,200.00 |
| | <input type="checkbox"/> Load in/Load Out Rental Fee: | \$800.00 | \$1,600.00 |
| | <input type="checkbox"/> Pyramid Room w/ restrooms (per hour rate) | \$150.00hr | \$200.00hr |
| B. | Production Equipment | | |
| | <input type="checkbox"/> Lighting | \$750.00 | |
| | <input type="checkbox"/> Movie Projector w/ screen & sound: | \$1000.00 | |
| | <input type="checkbox"/> Sound/PA System | \$900.00 (<i>does not include labor</i>) | |
| | <input type="checkbox"/> Truss Roof Cover | \$300.00 | |
| C. | Vendors | | |
| | <input type="checkbox"/> Vendor Fees: | \$100.00 per for-profit booth \$50.00 per non-profit booth | |
| D. | Damages | | |
| | <ul style="list-style-type: none">Assessed Fees: | \$1000.00 Deposit (Fees to be billed upon completion of event, with payment due within 10 business days following the event) | |
| E. | Pyramid policies can be viewed online here: https://cms8.revize.com/revize/clarknv/Parks%20&%20Recreation/Special%20Use%20Facilities/Amphitheater/clark-county-government-center-rental-policy.pdf | | |
| 1. | The Clark County Department of Administrative Services has different policies and procedures pertaining to Pyramid Rentals. It is in your best interest to contact Bertha Gariana 702-455-3500 or at bag@ClarkCountyNV.gov as soon as possible in order to meet those requirements. | | |

FEES & CHARGES FOR PARKS & RECREATION FACILITIES

DESERT BREEZE PARK

Address: 8275 W Spring Mountain Road, Las Vegas, NV 89118

LINK: https://www.clarkcountynv.gov/government/departments/parks_recreation/parks_trails/park_locator_tool.php

FEES AND CHARGES (check all fees that apply)

| | | |
|----|--|---|
| A. | Large Group Area Site Capacity | Fee Per Day |
| | | <u>Non Profit</u> <u>Profit</u> |
| | <input type="checkbox"/> 01 - 100 | \$50 \$100.00 |
| | <input type="checkbox"/> 101 - 150 | \$75 \$150.00 |
| | <input type="checkbox"/> 151 - 200 | \$100 \$200.00 |
| | <input type="checkbox"/> 201 - 250 | \$125 \$250.00 |
| | <input type="checkbox"/> 251 - 500 | \$250 \$500.00 |
| | <input type="checkbox"/> 501 - 1,000 | \$500 \$1,000.00 |
| | <input type="checkbox"/> 1001 - 3,000 | \$800 \$1,600.00 |
| | <input type="checkbox"/> 3001 - 6,000 | \$1,600 \$3,200.00 |
| | <input type="checkbox"/> 6001 - 9,000 | \$3,200 \$6,400.00 |
| | <input type="checkbox"/> 9001+ | \$4,800 \$9,600.00 |
| B. | Staging Area Capacity(s) | Fee Per Day |
| | | <u>Non Profit</u> <u>Profit</u> |
| | <input type="checkbox"/> 01 - 100 | \$50 \$100.00 |
| | <input type="checkbox"/> 101 - 150 | \$75 \$150.00 |
| | <input type="checkbox"/> 151 - 200 | \$100 \$200.00 |
| | <input type="checkbox"/> 201 - 250 | \$125 \$250.00 |
| | <input type="checkbox"/> 251 - 500 | \$250 \$500.00 |
| | <input type="checkbox"/> 501 - 1,000 | \$500 \$1,000.00 |
| | <input type="checkbox"/> 1001 - 3,000 | \$800 \$1,600.00 |
| | <input type="checkbox"/> 3001 - 6,000 | \$1,600 \$3,200.00 |
| | <input type="checkbox"/> 6001 - 9,000 | \$3,200 \$6,400.00 |
| | <input type="checkbox"/> 9001+ | \$4,800.00 \$9,600.00 |
| C. | Production Equipment | |
| | <input type="checkbox"/> Mobile Stage: | \$2,000.00 per day (<i>requires separate contract</i>) |
| | <input type="checkbox"/> Stage Extensions/Risers | \$350.00 (one-time fee if requested) |
| | <input type="checkbox"/> Stage Barricade | \$500.00 (one-time fee if requested) |
| | <input type="checkbox"/> Sound System Rental | \$900.00 per day (labor not included) |
| | <input type="checkbox"/> Movie Projector w/ screen & sound: | \$1000.00 per day |
| D. | Staff | |
| | <input type="checkbox"/> Part-Time Staff | Based on event needs. Staff costs will be invoiced upon completion of event, with payment due within 10 business days following event |
| E. | Vendors | |
| | <input type="checkbox"/> Vendor Fees: | \$80.00 per for-profit booth \$40.00 per non-profit booth |
| F. | Damages | |
| | • Assessed Fees: | \$1000.00 Deposit (Fees to be billed upon completion of event, with payment due within 10 business days following the event) |

FEES & CHARGES FOR PARKS & RECREATION FACILITIES

LAUGHLIN EVENTS PARK

Address: 510 Bruce Woodbury Drive, Laughlin, NV 89029

FEES AND CHARGES (check all fees that apply)

- | | | | | |
|----|--|---|---------------|-----------------|
| A. | Large Group Area Site Capacity | Fee Per Day | | |
| | | <u>Non Profit</u> | <u>Profit</u> | <u>Qty</u> |
| | <input type="checkbox"/> Up to 1,000* | \$500.00 | \$1000.00 | # of days _____ |
| | <input type="checkbox"/> 1,001 – 3,000* | \$800.00 | \$1600.00 | # of days _____ |
| | <i>*Includes total number of: participants, staff, spectators, pit crews, media, coordinators, volunteers etc.</i> | | | |
| B. | Staging Area Capacity(s) | Fee Per Day | | <u>Qty</u> |
| | <input type="checkbox"/> Set-Up/Tear Down (no heavy equipment) | \$250 | | # of days _____ |
| | <input type="checkbox"/> Set-Up/Tear Down (with heavy equipment) | \$500 | | # of days _____ |
| C. | Production Equipment | | | |
| | <input type="checkbox"/> Mobile Stage: | \$2,000.00 per day (requires separate contract) | | |
| | <input type="checkbox"/> Stage Extensions/Risers | \$350.00 (one-time fee if requested) | | |
| | <input type="checkbox"/> Stage Barricade | \$500.00 (one-time fee if requested) | | |
| | <input type="checkbox"/> Sound System Rental | \$900.00 per day (labor not included) | | |
| D. | Transport | | | |
| | <input type="checkbox"/> Mobile Stage: | \$5 each additional mile over 40 miles – each way from Sunset Park | | |
| E. | Staff | | | |
| | <input type="checkbox"/> Part-Time Staff | Based on event needs. Staff costs will be invoiced upon completion of event, with payment due within 10 business days following event | | |
| F. | Vendors | | | |
| | <input type="checkbox"/> Vendor Fees: | \$100.00 per for-profit booth \$50.00 per non-profit booth | | |
| G. | Damages | | | |
| | • Assessed Fees: | \$1000.00 Deposit (Fees to be billed upon completion of event, with payment due within 10 business days following the event) | | |

FEES & CHARGES FOR PARKS & RECREATION FACILITIES

HERITAGE PARK & TRAILS

Address: Laughlin Civic Dr, Laughlin, NV 89029

FEES AND CHARGES (check all fees that apply)

| | | | | |
|----|--|-------------------|---|-----------------|
| A. | Large Group Area Site Capacity | Fee Per Day | | |
| | | <u>Non Profit</u> | <u>Profit</u> | <u>Qty</u> |
| | <input type="checkbox"/> Up to 1,000* | \$500.00 | \$1000.00 | # of days _____ |
| | <input type="checkbox"/> 1,001 – 3,000* | \$800.00 | \$1600.00 | # of days _____ |
| | <i>*Includes total number of; participants, staff, spectators, pit crews, media, coordinators, volunteers etc.</i> | | | |
| B. | Staging Area Capacity(s) | | Fee Per Day | <u>Qty</u> |
| | <input type="checkbox"/> Set-Up/Tear Down (no heavy equipment) | | \$250 | # of days _____ |
| | <input type="checkbox"/> Set-Up/Tear Down (with heavy equipment) | | \$500 | # of days _____ |
| C. | Pyramid Canyon | | <u>Non Profit</u> | <u>Profit</u> |
| | <input type="checkbox"/> Ramada A 75 limit | | \$50 | \$100 |
| | <input type="checkbox"/> Ramada B 75 limit | | \$50 | \$100 |
| | <input type="checkbox"/> Open Use Area 400 limit | | \$250 | \$500 |
| | <input type="checkbox"/> Trails 500 limit | | \$250 | \$500 |
| D. | Production Equipment | | | |
| | <input type="checkbox"/> Mobile Stage: | | \$2,000.00 per day (requires separate contract) | |
| | <input type="checkbox"/> Stage Extensions/Risers | | \$350.00 (one-time fee if requested) | |
| | <input type="checkbox"/> Stage Barricade | | \$500.00 (one-time fee if requested) | |
| | <input type="checkbox"/> Sound System Rental | | \$900.00 per day (labor not included) | |
| E. | Transport | | | |
| | <input type="checkbox"/> Mobile Stage: | | \$5 each additional mile over 40 miles – each way from Sunset Park | |
| F. | Staff | | | |
| | <input type="checkbox"/> Part-Time Staff | | Based on event needs. Staff costs will be invoiced upon completion of event, with payment due within 10 business days following event | |
| G. | Vendors | | | |
| | <input type="checkbox"/> Vendor Fees: | | \$100.00 per for-profit booth | |
| | | | \$50.00 per non-profit booth | |
| F. | Damages | | | |
| | • Assessed Fees: | | \$1000.00 Deposit (Fees to be billed upon completion of event, with payment due within 10 business days following the event) | |

FEES & CHARGES FOR PARKS & RECREATION FACILITIES

SUNSET PARK

Address: 2601 E Sunset Road, Las Vegas NV 89120

LINK: https://www.clarkcountynv.gov/government/departments/parks_recreation/parks_trails/park_locator_tool.php

FEES AND CHARGES (check all fees that apply) Fee Per Day

| | | | |
|-----|--------------------------------|---|----------------|
| A. | Large Group Area Site Capacity | <u>Non Profit</u> | <u>Profit</u> |
| [] | 01 - 100 | \$50 | \$100.00 |
| [] | 101 - 150 | \$75 | \$150.00 |
| [] | 151 - 200 | \$100 | \$200.00 |
| [] | 201 - 250 | \$125 | \$250.00 |
| [] | 251 - 500 | \$250 | \$500.00 |
| [] | 501 - 1,000 | \$500 | \$1,000.00 |
| [] | 1001 - 3,000 | \$800 | \$1,600.00 |
| [] | 3001 - 6,000 | \$1,600 | \$3,200.00 |
| [] | 6001 - 9,000 | \$3,200 | \$6,400.00 |
| [] | 9001+ | \$4,800 | \$9,600.00 |
| B. | Staging Area Capacity(s) | <u>Non Profit</u> | <u>Profit</u> |
| [] | 01 - 100 | \$50 | \$100.00 |
| [] | 101 - 150 | \$75 | \$150.00 |
| [] | 151 - 200 | \$100 | \$200.00 |
| [] | 201 - 250 | \$125 | \$250.00 |
| [] | 251 - 500 | \$250 | \$500.00 |
| [] | 501 - 1,000 | \$500 | \$1,000.00 |
| [] | 1001 - 3,000 | \$800 | \$1,600.00 |
| [] | 3001 - 6,000 | \$1,600 | \$3,200.00 |
| [] | 6001 - 9,000 | \$3,200 | \$6,400.00 |
| [] | 9001+ | \$4,800.00 | \$9,600.00 |
| C. | | <u>Non Profit</u> | <u>Profit</u> |
| [] | Sunset Park | | |
| [] | Aspen 500 limit | \$250.00 | \$500.00 |
| [] | Bristlecone 250 limit | \$125.00 | \$250.00 |
| [] | Cottonwood 50 limit | \$50.00 | \$100.00 |
| [] | Desert Willow 100 limit | \$50.00 | \$100.00 |
| [] | Elm (R/C Boat Launch) 50 limit | \$50/\$70.00 | \$100/\$140.00 |
| [] | Foxtail 1,000 limit | \$500.00 | \$1,000.00 |
| [] | Ginkgo 250 limit | \$125.00 | \$250.00 |
| [] | Hickory 50 limit | \$50.00 | \$100.00 |
| [] | Indigo 50 limit | \$50.00 | \$100.00 |
| D. | Production Equipment | | |
| [] | Mobile Stage: | \$2,000.00 per day (require s separate contract) | |
| [] | Stage Extensions/Risers | \$350.00 (one-time fee if requested) | |
| [] | Stage Barricade | \$500.00 (one-time fee if requested) | |
| [] | Sound System Rental | \$900.00 per day (labor not included) | |
| E. | Staff | | |
| [] | Part-Time Staff | Based on event needs. Staff costs will be invoiced upon completion of event, with payment due within 10 business days following event | |
| F. | Vendors | | |
| [] | Vendor Fees: | \$100.00 per for-profit booth \$50.00 per non-profit booth | |
| G. | Damages | | |
| | • Assessed Fees: | \$1000.00 Deposit (Fees to be billed upon completion of event, with payment due within 10 business days following the event) | |

FEES & CHARGES FOR PARKS & RECREATION FACILITIES

SILVER BOWL PARK

Address: 6800 E Russell Rd, Henderson, NV 89011

LINK: https://www.clarkcountynv.gov/government/departments/parks_recreation/parks_trails/park_locator_tool.php

FEES AND CHARGES (check all fees that apply) Fee Per Day

| | | | |
|----|--|---|---------------|
| A. | Large Group Area Site Capacity | | |
| | | <u>Non Profit</u> | <u>Profit</u> |
| | <input type="checkbox"/> 01 - 100 | \$50 | \$100.00 |
| | <input type="checkbox"/> 101 - 150 | \$75 | \$150.00 |
| | <input type="checkbox"/> 151 - 200 | \$100 | \$200.00 |
| | <input type="checkbox"/> 201 - 250 | \$125 | \$250.00 |
| | <input type="checkbox"/> 251 - 500 | \$250 | \$500.00 |
| | <input type="checkbox"/> 501 - 1,000 | \$500 | \$1,000.00 |
| | <input type="checkbox"/> 1001 - 3,000 | \$800 | \$1,600.00 |
| | <input type="checkbox"/> 3001 - 6,000 | \$1,600 | \$3,200.00 |
| | <input type="checkbox"/> 6001 - 9,000 | \$3,200 | \$6,400.00 |
| | <input type="checkbox"/> 9001+ | \$4,800 | \$9,600.00 |
| B. | Staging Area Capacity(s) | <u>Non Profit</u> | <u>Profit</u> |
| | <input type="checkbox"/> 01 - 100 | \$50 | \$100.00 |
| | <input type="checkbox"/> 101 - 150 | \$75 | \$150.00 |
| | <input type="checkbox"/> 151 - 200 | \$100 | \$200.00 |
| | <input type="checkbox"/> 201 - 250 | \$125 | \$250.00 |
| | <input type="checkbox"/> 251 - 500 | \$250 | \$500.00 |
| | <input type="checkbox"/> 501 - 1,000 | \$500 | \$1,000.00 |
| | <input type="checkbox"/> 1001 - 3,000 | \$800 | \$1,600.00 |
| | <input type="checkbox"/> 3001 - 6,000 | \$1,600 | \$3,200.00 |
| | <input type="checkbox"/> 6001 - 9,000 | \$3,200 | \$6,400.00 |
| | <input type="checkbox"/> 9001+ | \$4,800.00 | \$9,600.00 |
| C. | Production Equipment | | |
| | <input type="checkbox"/> Mobile Stage: | \$2,000.00 per day (requires separate contract) | |
| | <input type="checkbox"/> Stage Extensions/Risers | \$350.00 (one-time fee if requested) | |
| | <input type="checkbox"/> Stage Barricade | \$500.00 (one-time fee if requested) | |
| | <input type="checkbox"/> Sound System Rental | \$900.00 per day (labor not included) | |
| D. | Staff | | |
| | <input type="checkbox"/> Part-Time Staff | Based on event needs. Staff costs will be invoiced upon completion of event, with payment due within 10 business days following event | |
| E. | Vendors | | |
| | <input type="checkbox"/> Vendor Fees: | \$100.00 per for-profit booth \$50.00 per non-profit booth | |
| F. | Damages | | |
| | • Assessed Fees: | \$1000.00 (Will be invoiced upon completion of event, with payment due within 10 business days following the event) | |

FEES & CHARGES FOR PARKS & RECREATION FACILITIES

II. STAFF CHARGES:

A. Set Up Staff

Base rental includes 1 County staff for 8 hours for site supervision; User is responsible for staff costs over 8 hours or for additional staff. Staff costs will be invoiced upon completion of event, with payment due within 10 business days following event

B. County Electrician

A County electrician may be required for set up and for a portion of the event hours determined by the electrical needs. USER may be billed for these hours in accordance with the hourly rate established by the County (currently \$50.00 per hour).

C. Theater Technicians

Department theater technicians must be present during use of County power on stage. User must pay rate of \$25 per hour for first 8 hours and \$37.50 per hour overtime. Stagehands are \$20 per hour for 8 hours and \$30 per hour overtime.

III PAYMENT SCHEDULE:

- A. All fees for basic rental must be paid in full in the form of cashier's check or money order only, no checks will be accepted to secure facility rental permit.
- B. Additional charges will be due within 10 business days following the event.

IV. CANCELLATION/REFUND POLICY:

Cancelation given in writing thirty (30+) business days prior to the date of use will get 50% of the contracted fee will be refunded. If notice is under 30 business days prior to date of use 100% of contracted fee will be forfeited. The USER and the County shall be relieved of any further obligations under this rental form.

All payments are to be made to:
and remitted to:

Clark County Parks and Recreation
2601 E. Sunset Rd. Las Vegas, NV. 89120

Parks & Recreation Fees & Charges are subject to change by the Board of County Commissioners on an annual basis and are only valid per calendar year

INDEMNIFICATION

Indemnification Hold Harmless Agreement Clark County Parks & Receptions Facilities Event Permit. The minimum insurance requirements specified in Title 16, Chapter 16.06 of the Clark County Code do not relieve the permittee of responsibility or limit the amount of liability to the County and the permittee is encouraged to purchase such additional insurance as it deems necessary. Regardless of the coverage provided by any insurance, permittee shall indemnify, defend, and hold harmless, the County and the Las Vegas Metropolitan Police Department from any and all claims, demands, actions, attorney's fees, costs and expenses based upon or arising out of any negligence of the permittee or its associates, employees, subcontractors, participants, and other agents while performing activities within the scope of the permit. Permittee further agrees that to the extent any losses or damage to public property caused by any negligence of the permittee or associates, employees, subcontractors, participants, and other agents while performing activities within the scope of the permit which is not covered by insurance, such property will be repaired or replaced at the sole cost and expense of permittee. This shall be done to the satisfaction of Clark County within 10 working days after special event activities have ceased. Please indicate your acceptance of the foregoing by signing and printing your name in the space provided below.

Name of Event: _____

Date(s) of Event: _____ to _____

Permittee Signature: _____

Please print your name here: _____

Date: _____

TERMS AND CONDITIONS

The applicant agrees, by signing this application, regardless of coverage under any insurance policy, to pay all costs necessary to indemnify, defend and hold Clark County and/or the Las Vegas Metropolitan Police Department (as applicable) harmless from all claims, demands, losses, actions, attorney's fees, cost and expenses based on or arising out of any acts, errors, omissions, fault, or negligence of contractor or its principals, employees, subcontractors or other agents while performing services under this application.

SUBMISSION OF THIS APPLICATION AND PAYMENT OF FEE

DOES NOT GUARANTEE EVENT WILL BE APPROVED.

BY SIGNING THIS APPLICATION I AGREE TO ADHERE TO ALL THE TERMS AND CONDITIONS SET FORTH AND ALL THE INFORMATION IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

The purpose of this permit packet is to provide uniform fees and charges for use of Clark County Parks and Recreation facilities. This schedule establishes a framework to ensure that all users conduct activities in a manner that limits the impact to the facilities and assists the County in recovering the costs of providing such amenities. The Parks and Recreation Department, as a part of the annual budget process, proposes fees and charges each year. The Board of County Commissioners (BCC) review and, by resolution, authorize the Department to collect these fees and charges. These fees and charges, as approved by the Clark County Board of County Commissioners, are valid for each calendar year January 1 – December 31; otherwise all fees are subject to change.

Business Name: _____

Date: _____

Name: _____

Date: _____

Signature: _____