



CRAIG RANCH

REGIONAL PARK

SPECIAL EVENT PERMIT INFORMATION & APPLICATION

With more than 37 million visitors annually and over a 2 million plus local population, the valley continues to lead the way as the world's most desirable location for leisure and entertainment. The City of North Las Vegas 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 align applicants to easily obtain a Special Event Permit. This process was developed to consolidate the requirements of local municipalities and agencies into one convenient packet.

After completing the Permit Application, please return all 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, please be aware that in some cases applicants may have to contact federal or state agencies in addition to working with the City of North Las Vegas.

On behalf of the City of North Las Vegas Department of Neighborhood and Leisure Services, we thank you for considering any of our community locations to host your event.

INSTRUCTIONS FOR COMPLETING THE SPECIAL EVENT PERMIT APPLICATION

It is the City of North Las Vegas's goal to assist event organizers in planning safe and successful events that will have a minimum impact on regular park attendees and the communities surrounding the event locations.

Permit applications must be received by the City of North Las Vegas no later than 30 days prior to the actual date of any event. In general, any organized activity involving more than 500 attendees and/or any event involving the sale of beer, wine and/or alcohol in any City park requires a special event 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 note that an application does not guarantee a specific date and/or location.

This packet must be completed in full and submitted for review prior to the issuance of the special event permit. Please fill out all pages completely, and initial/date the bottom of each page. Although an initial basic site layout is required as part of the initial submittal, changes to the site plan and event amenities may be accepted provided that the changes are submitted via email at least 15 days prior to the event.

All events must have comprehensive liability insurance with the City named as an additional insured in the minimum amount of \$2M aggregate/ \$1M per occurrence. The insured party's name must match the special event permit holder.

Additionally, depending on the scope of the event, the following may also be required:

- Temporary Permit Application, for events featuring fireworks, open flame, pyrotechnics, and enclosed tent space greater than 400 sq. ft, or any open tent space greater than 700ft.
- Southern Nevada Health District Event Coordinator Application for events featuring 2 or more vendors selling food and/or beverages:- <https://www.southernnevadahealthdistrict.org/permits-and-regulations/temporary-permits/special-events/>
- Special Event Liquor Permit Application for events featuring the sale of alcoholic beverages
- Contract with North Las Vegas Police Department, dependent on the scope of the event. The NLV Municipal Code states that a minimum of 2 officers per 1,000 attendees for events without alcohol/ 4 officers per 1,000 for events with the sale of alcohol are required. This number may be adjusted at the discretion of North Las Vegas Police Department personnel.
- Medical services as determined by Nevada Revised Statutes 450.b
- Contract with Security company or provider (must be licensed and bonded with the State of Nevada)
- Contract with portable toilet provider, light tower provider, cleaning company, parking attendants, box office attendants, and traffic control device providers, all dependent on the scope of the event.
- Outside agencies may stipulate other requirements based on the scope of the event (i.e., FAA, etc.)

The permit application process begins when the City of North Las Vegas 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, the City of North Las Vegas assigns staff to assist applicants through the permit process. Copies of the application are forwarded to and reviewed by all applicable City departments. Throughout the review process, applicants will be allotted sufficient time to provide all pending documents (e.g. certificate of insurance, secondary permits, etc.). The City of North Las Vegas must receive these documents before issuing a Special Event Permit. Failure to provide these items in a timely manner often suspends the City review process and can delay the subsequent application approval.

THEREFORE, YOU ARE ENCOURAGED NOT TO MAKE ANY ARRANGEMENTS OR ADVERTISING FOR YOUR EVENT UNTIL APPROVAL FROM THE CITY OF NORTH LAS VEGAS HAS BEEN RECEIVED.

SPECIAL EVENT DOCUMENTS: SCHEDULE OF SUBMISSION

The following documents are required, based on the size and scope of the scheduled event. This list is not meant to be all-inclusive, but does set the due dates for the associated documents. If the event organizer fails to provide the necessary documents by the due dates outline below, the City reserves the right to cancel the event and the agreement and bill/ collect any expenses from the organization incurred by the City. All payments made up to this point will be forfeited.

Forty-five (45) days prior to the first date of the use of the facility – submitted to Craig Ranch staff

- City of North Las Vegas Special Event Liquor Permit

Thirty (30) days prior to the first date of use of the facility – submitted to Craig Ranch staff

- Submission of request for facility use
- Deposit of 20% or \$500, whichever is greater
- First payment of 50% of total fee (including staffing and setup costs)

Fifteen days prior to the first date of use of the facility – submitted to Craig Ranch staff

- Traffic plan submitted by organization to CNLV Public Works
- Final event site plan submitted to Craig Ranch staff
- Final payment of rental fees (including staff and setup costs)

Ten (10) days prior to the first date of use of the facility – submitted to Craig Ranch staff

- Certificate of Liability Insurance with the City of North Las Vegas named as an additional insured
- Temporary Fire permit submitted to Craig Ranch staff (if applicable)
- Signed security agreement submitted to Craig Ranch staff (if applicable)
- NLVPD Contract signed and submitted to NLVPD personnel (if applicable)
- Copy of contract for medical services submitted to Craig Ranch staff (if applicable)
- Copy of contract for light towers submitted to Craig Ranch staff (if applicable)
- Copy of contract for cleaning service submitted to Craig Ranch staff (if applicable)
- Copy of contract for parking services submitted to Craig Ranch staff (if applicable)
- Copy of contract for portable toilet and wash stations submitted to Craig Ranch staff (if applicable)
- Other-agency approval submitted to Craig Ranch staff (if applicable – i.e., FAA, etc.)

Seven (7) days prior to the first date of use of the facility

- Southern Nevada Health District Event Coordinator's Permit submitted to Craig Ranch staff (if applicable)

**CITY OF NORTH LAS VEGAS: DEPARTMENT OF NEIGHBORHOOD & LEISURE SERVICES
CRAIG RANCH REGIONAL PARK**

851 West Lone Mountain, North Las Vegas, Nevada 89031
Phone (702) 633-2418 - Fax (702) 399-8486 - Email CRRP@cityofnorthlasvegas.com

SPECIAL EVENT PERMIT APPLICATION

GENERAL EVENT INFORMATION

Application Date: _____ First Time Event? Yes ___ No ___
Name of Event: _____
Date(s) of Event: _____ Hours of Event: _____
Park Requested: _____ Estimated Attendance: _____
Area(s) Requested: _____
Phone Number/Website for Publication or Information: _____

SPONSORING ORGANIZATION DETAILS

Sponsoring Organization: _____
Contact Person: _____
Address: _____
Email Address: _____
Federal Employee ID Number (or Social Security Number): _____
Is the Organization a Non-Profit? No Yes If yes, 501 (c)3 Number: _____

ADDITIONAL CONTACT INFORMATION

Name of Producing Agent/ Federal ID Number: _____
Producing Agent Address: _____
Name of Organizer/ Coordinator: _____
Organizer/Coordinator Address: _____
Phone: _____ Cell: _____ Email: _____
Additional Contact/ Phone: _____

THIS FORM MUST BE COMPLETED IN FULL & SUBMITTED AT LEAST 30 DAYS PRIOR TO EVENT

Are you selling food at your event?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	If yes, you must submit the Event Coordinator permit seven (7) working days prior to your event. You must obtain this permit from the Southern Nevada Health District.
Are you selling beer, wine or liquor at your event?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	If yes, you must submit the Special Event Liquor Permit Application forty-five (45) working days prior to your event.
Are you erecting a single tent over 400 sq. ft that has at least one sidewall; or a single tent that is over 700 sq. feet without sidewalls; or multiple tents with aggregate area of over 700 sq. ft without a fire break clearance of 12 feet?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	If yes, you must submit a Temporary Permit Application and obtain approval from the North Las Vegas Fire Prevention.
Has the event already been publicized?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	If yes, include a copy of flyer/ mailing or description of efforts.

Please check all that apply:

<input type="checkbox"/> Live Entertainment	<input type="checkbox"/> DJ/ Amplified Sound	<input type="checkbox"/> Food vendors/ trucks
<input type="checkbox"/> Carnival/ Circus	<input type="checkbox"/> Jump houses/ slides	<input type="checkbox"/> Portable fencing
<input type="checkbox"/> Portable toilets	<input type="checkbox"/> Car displays	
<input type="checkbox"/> Tents/ tables/ chairs	<input type="checkbox"/> Merchandise Vendors	

EVENT DESCRIPTION

Name of Event: _____ Date of Event: _____

Description of the event. Please include the type of event (i.e. charity walk, food festival, etc.), anticipated attendance, music genre (if applicable), and offered amenities (i.e., merchandise vendors, food trucks, beer garden, etc.): _____

Name, Date and Location of the Event in previous year: _____

Previous year's Agency contact (i.e., CLV, Clark County, etc.): _____

PRIVATE SECURITY INFORMATION (if applicable)

Name of Private Security Company: _____

Address: _____

Security Main Contact: _____ Phone Number: _____

Number of Private Security hired per shift: _____

ALCOHOL PROCEDURES (if applicable)

Describe procedure for carding minors: _____

Describe procedure for preventing over-consumption of alcohol: _____

EMERGENCY MEDICAL SERVICES

EMT/ Ambulance Provider: _____

Contact Name: _____ Contact Number: _____

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 (AB) along with the number of serving stations at each

Location of toilets (T)

Location of hand washing sinks (HWS)

Location of retail merchants (RM)

Location of First Aid (+)

Location of garbage receptacles (G)

Show walk, run and/or 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/or amplified sound

FEES AND CHARGES

- A. Event and Damage Deposits:** A Deposit of 20% of the total event cost (minimum of \$200) is required to hold the date(s)/ space(s) requested. This deposit will be refunded in full if the areas are returned in the condition received. Any damages will be invoiced within 10 business days following the completion of the event. Should the event organizer choose not to hold the event, for any reason, the deposit will be forfeited.
- B. Payment Terms:** 50% of the total event cost will be due thirty (30) calendar days prior to the first date that the organization begins use of any of the areas in the park. The remaining 50% will be due fifteen days prior to the first date that the organization begins use of any of the areas in the park. If a payment due date is not met, organization will receive a 72 hour written notice to “cure” such unmet financial obligations. If after 72 hours, the organization has not submitted payment, the City reserves the right to cancel the event and the agreement and bill/ collect any expenses from the organization incurred by the City. All payments made up to this point will be forfeited.
- C. Payments Accepted:** Cash, check, cashier’s check and credit cards are accepted for deposits and initial payments made at least 30 days prior to the event. No personal checks will be accepted for final payments and/or payments made within 15 days of the start of the event.
- D. Rescheduling of Event Dates:** Should the organization choose to reschedule the date of their event more than 30 days prior to the first date of the event, the deposit will be forfeited. All other payments received will be transferred to cover the costs for the new date. Any change in event dates within 30 days of the event will result in all payments being forfeited.
- E. Cancellation/Refund Policy:** As fees other than the deposit are not assessed until 30 days prior to the start of the event, there is no refund of any fees if the organizer chooses to cancel the event. Should the organization miss any material deadline for payments (see above) or the submission due dates of required permits, contracts or agreements, the City reserves the right to cancel the event and the agreement and bill/ collect any expenses from the organization incurred by the City. All payments made up to this point will be forfeited.

Amphitheater Base Daily Rental Fee:

The base fee includes only the venue and parking areas. CNLV owned equipment may be utilized for a fee with an additional \$1,000 deposit; labor fees will apply for the technicians for the duration of the event as determined by the City. The organization must provide the necessary documentation indicating the companies that will be providing the following: any additional audio equipment and staff/labor; all additional lighting equipment and staff/labor; security officers; box office staff; event managers; Cleaning staff, supplies and dumpsters; parking attendants; light towers; medical; police; and parking attendants.

Mondays – Thursdays	\$5,000 (commercial)	\$2,500 (non-profit)
Fridays	\$8,000 (commercial)	\$6,000 (non-profit)
Saturdays	\$10,000 (commercial)	\$7,500 (non-profit)
Sundays	\$7,000 (commercial)	\$5,250 (non-profit)

Amphitheater Multi-day Discounts*

Organizations that rent the amphitheater for 2 days during a calendar year (may be consecutive) are entitled to a 10% discount for both days. Organizations that rent the amphitheater for 3+ days during a calendar year (may be consecutive) are entitled to a 20% discount for all days. Should a date be cancelled, the discount will be removed from all dates.

***Please note: multi-day discount does not apply for events on holiday weekends.**

Event Camping Options

Permission may be granted to allow for overnight tent camping, dry RV camping and/or dry travel trailer/ 5th wheel camping held in conjunction with a permitted event. Camping permits will be considered on a case-by-case basis and additional security measures may be required. Please note that there is no grey water or sewer available onsite, and potable water is not available.

If approved, the fees schedule is noted below. This fee applies for each 24-hour period used, and for each park event space used (i.e., if East Range is used for 15 units, the fee is \$500 per 24-hour period; if East Range and Central Range are used for 15 units, the fee is \$1,000 per 24-hour period.

1-19 Units*: \$500 per 24-hour period
20 - 39 Units*: \$1,000 per 24-hour period
40+ Units*: \$1,500 per 24-hour period

*** Please note: Mobile homes count as one unit unless towing a trailer; tow vehicle and trailer and/or 5th wheel are defined as 1 unit. Footprints exceeding 20' x 60' will be counted as two units.**

Mobile Stage and Production Daily Rental Fees

Base Rental includes base lighting package; generator (fuel not included); and four (4) stage technicians for a total of 8 hours.

Mobile Stage:	\$1,800 (commercial)	\$1,350 (non-profit)
Additional days:	\$1,440 (commercial)	\$1,080 (non-profit)
Movie Projector w/screen and sound	\$1,000 (commercial)	\$750 (non-profit)
Sound:		\$900 per day
Stage technicians (event, setup and breakdown greater than 8 hours:		\$80/hour
Transportation:		\$5 each additional mile for combined travel greater than 40 miles

CRAIG RANCH REGIONAL PARK PRICING

Column1	Commercial Mon - Thu	Community Mon-Thu	Commercial Fri - Sun	Community Fri-Sun	Commercial Holiday	Community Holiday	Minimum Rental Hours	Comments
Shelters								
Wigwam Playground #4	\$17	\$13	\$50	\$38	\$70	\$53	3	No Amplified Music, No Jumpers
Wickiup Playground #5	\$17	\$13	\$50	\$38	\$70	\$53	3	No Amplified Music, No Jumpers
Teepee Playground #3	\$17	\$13	\$50	\$38	\$70	\$53	3	No Amplified Music, No Jumpers
Cottage Playground #7	\$25	\$19	\$75	\$56	\$95	\$71	5	
Cabin Playground #8	\$25	\$19	\$75	\$56	\$95	\$71	5	
Adventure Lodge #2	\$33	\$25	\$100	\$75	\$120	\$90	5	
Lagoon Lodge #9	\$33	\$25	\$100	\$75	\$120	\$90	5	
Garden Lodge #6	\$33	\$25	\$100	\$75	\$120	\$90	5	
Village Gazebo #1	\$33	\$25	\$100	\$75	\$120	\$90	5	No Jumpers
Add-on Grass Area (2,6,7-9)	\$17	\$13	\$50	\$38	\$70	\$53		
Open Space								
Meadow Lane	\$100	\$75	\$300	\$225	\$320	\$240	4	
East Range	\$33	\$25	\$100	\$75	\$120	\$90	4	
West Range	\$33	\$25	\$100	\$75	\$120	\$90	4	
Central Range	\$33	\$25	\$100	\$75	\$120	\$90	4	
The Terrace	\$67	\$50	\$200	\$150	\$220	\$165	4	
South Grass	\$100	\$75	\$300	\$225	\$320	\$240	4	
East Meadow	\$100	\$75	\$300	\$225	\$320	\$240	4	
Pond View	\$50	\$38	\$150	\$113	\$170	\$128	4	
Skate Park	\$100	\$75	\$300	\$225	\$320	\$240	4	
Walking Paths	\$50	\$38	\$150	\$113	\$170	\$128	2	
Coyoteland	\$33	\$25	\$100	\$75	\$120	\$90	4	
Weekly Rentals	\$22	\$16	\$65	\$49	\$85	\$64	4	*per day, starting rate, 52-wk rentals
Plazas								
Garden Plaza	\$25	\$19	\$75	\$56	\$95	\$71	4	*only as add-on to Garden Lodge
Central Plaza	\$33	\$25	\$100	\$75	\$120	\$90	4	*cannot add-on grass
Sports Plaza	\$33	\$25	\$100	\$75	\$120	\$90	4	
Parking								
South East Lot	\$100	\$75	\$300	\$225	\$320	\$240	4	2,200 spaces
Triangle Lot	\$33	\$25	\$100	\$75	\$120	\$90	4	375 spaces
Garden Lot	\$33	\$25	\$100	\$75	\$120	\$90	4	274 spaces
Commerce Lot	\$33	\$25	\$100	\$75	\$120	\$90	4	250 Spaces

Special Event Liquor Permit Application

Applicant (Entity Name, if applicable):			
Doing Business/Operating As:			
Business Phone:		Business Fax:	
Business Address:		Mailing Address:	
City, State, Zip:		City, State, Zip:	
Type Of Business: <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> General Partnership <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation			
Name of Owner(s), Partners, Corporate Officers, Responsible Parties, etc:			
Name:	Title:	D.O.B.	Home Phone Number
Home Address:	City:	State:	Zip:
Name:	Title:	D.O.B.	Home Phone Number
Home Address:	City:	State:	Zip:
Name:	Title:	D.O.B.	Home Phone Number
Home Address:	City:	State:	Zip:
Event Date(s):			
Event Address:		Is the location a city park or other city owned property? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Please provide a description of the nature of the event and type of alcoholic beverages you are requesting to sell/serve during the event. Please note that the permit, if issued, will be only for the type of alcoholic beverages authorized by the permit. Further, such permit is limited to one per applicant per calendar quarter and is valid only for the period specified in this application which in any case may not exceed nine consecutive calendar days.			
If granted the permit applied for, I/we will conduct all activities in accordance with the provisions of the laws of the United States pertaining to the sale of liquor, the State of Nevada, and the ordinances of the City of North Las Vegas, applicable to the conduct of such business, and acknowledge that such application is made upon the express condition that if such permit be granted it shall be subject to revocation in accordance with the provisions of the ordinance.			
Signature of Applicant:			Date:

CNLV SPECIAL EVENT TERMS AND CONDITIONS**Initials**

If USER fails to adequately staff event, in any manner, the City will call in resources as necessary and USER will be responsible for all associated costs plus a 15% penalty.	
USER shall pay for police services as determined by North Las Vegas Police Department and applicable laws/ codes.	
The City shall not be liable for any claim if the facility is damaged by fire or other casualty, or for any act, including strikes, utility failure or Force Majure which prevents the holding of the scheduled event.	
User and sub-users will follow all laws, ordinances and regulations of the City, State and/or Clark County.	
USER shall require all food vendors to have all applicable health permits and to conform to all regulations as stated by the Southern Nevada Health District. All alcohol vendors are required to obtain a North Las Vegas Caterer's License.	
The authorized group shall provide commercial general liability insurance naming The City of North Las Vegas, Its Elected Officials, Agents, Employees and Volunteers; c/o Risk Management and Purchasing; 2250 Las Vegas Blvd., North, Ste. 700; North Las Vegas, NV 89030 as additional insured in an amount not less than One Million Dollars (\$1,000,000) per occurrence, Two Million Dollars (\$2,000,000) aggregate. The required Certificate of Insurance is due no later than 10 days prior to the event.	
USER shall seek City approval in advance, for all advertising or promotion. The City shall have the right to review and approve all advertising aspects. City approval will not be unreasonably withheld.	
The USER, its employees, sub - USERS, guests, patrons, or invitees shall use the Amphitheater in a safe, careful, and lawful manner, and use reasonable, best efforts not to allow any act to be done during the scheduled event, which will alter, mar, or deface the Amphitheater, or other property provided by the City of North Las Vegas.	
All agreements regarding this Event are subject to USER obtaining all necessary permits and licenses required by state and local government, including but not limited to: City of North Las Vegas Business License, the North Las Vegas Police Department, North Las Vegas Fire Department, City of Las Vegas Public Works and the Southern Nevada Health District. These permits are due no later than 10 days prior to the event.	
USER shall not allow the sale or distribution of merchandise that offends reasonable community standards at the event (including but not limited to: drug paraphernalia, sexually offensive, explicit language). The City of North Las Vegas reserves the right to close down merchants who are selling or distributing offensive or illegal merchandise, or who do not hold appropriate licenses or permits.	
In the event any material deadlines referenced and incorporated herein, are not met under this Agreement, the City will provide USER with 72 hour written notice to "cure" such unmet material deadline requirement(s). If after 72 hours USER has not cured the material deadline requirements, the City reserves the right to cancel the Agreement. The City reserves the right to bill and collect any expenses from the User incurred by the City	
The designated USER remains solely responsible for fees, charges and liability; the USER shall indemnify and hold harmless the City, its directors, agents and employees from and against all claims, demands, obligations, causes of action and lawsuits, and all damages, liabilities, fines, judgements and costs (including attorney's fees) of any kind or nature whatsoever associated with, arising from or alleged to have arisen from the scheduled event which may be sustained by reason of any act or omission on the part of the USER, its employees, guests, patrons, or invitees, or anyone directly or indirectly employed by any of them, in connection with the Event, or its failure to comply with the laws, ordinances and codes applicable to its duties and responsibilities set forth.	

The applicant agrees, by signing this application, regardless of coverage under any insurance policy, to pay all costs necessary to indemnify, defend and hold the City of North Las Vegas and the North Las Vegas Police Department (as applicable) harmless from all claims, demands, losses, actions, attorney's fees, cost and expense 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.

_____Initials _____Date

**SUBMISSION OF THIS APPLICATION AND PAYMENT OF FEE DOES NOT GUARANTEE
EVENT WILL BE APPROVED. BY SIGNING THIS APPLICATION I AGREE TO ADHER TO ALL
TERMS AND CONDITIONS SET FORTH AND ALL THE INFORMATION IN THIS APPLICATION IS
TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.**

_____Initials _____Date

Business Name: _____

Date: _____

Authorized Agent (print): _____

Authorized Agent (sign): _____