



## SPECIAL EVENT PERMIT INFORMATION SHEET

### A SPECIAL EVENT PERMIT IS NEEDED WHEN:

1. An event is planned that will disrupt the normal expected peace of any area in the City of Mesquite or is outside of the established and normal use allowed by zoning. (Some examples: Parade, Block Party, Public Rally, Circus/Carnival)
2. An event is planned that will take away from required parking. (Including handicapped parking) (Some examples: Tent Sale, Parking Lot Sale, Car Show)

### The following information is provided for the benefit of the special event applicant:

**DURATION:** No more than 5 continuous days. Event may occur no more than 2 times within a 12 month period.

**FEE:** \$35.00 per event. \$15.00 late fee will be assessed for applications submitted less than **45** days before planned Special Event.

**BUSINESS LICENSE:** License required for any "For Profit" activity. Local non-profit agencies or religious organizations may not be required to have a business license, depending on the activity.

**PROMOTER:** Events involving vendors will be required to have a sponsor or promoter. If a vendor is acting as promoter, that vendor will be required to pay license fees for all vendors. If a hotel holding a privileged license acts as the promoter, they will be required to pay the sales tax.

**CONVENTIONS:** When held entirely inside an existing hotel or resort, a special event permit is not required.

**INSURANCE:** As required by the city manager or designated appointee, the applicant shall provide the city with proof of general liability insurance.

**SITE PLAN:** A detailed Site Plan of the layout/set-up of the event **MUST** be included with all Special Event applications. \*\* If property is owned by someone other than the applicant, a signed letter giving applicant permission to use the property is required from the property owner.

**CITY FACILITIES:** When City of Mesquite facilities are to be used, the application and agreement for use of City of Mesquite property must have prior approval before being submitted as part of, or must be favorably processed in conjunction with, the Special Event Permit.

**SUBMITTAL:** Special Event applications must be submitted to the City Clerk's Office **45** days prior to the scheduled event. Applications turned in under **45** days will be subject to a late fee. Application will be scheduled for the next regularly held staff meeting. Staff will review the application and determine if approval will be granted at that time. Staff meetings are held every Monday at 1:30 pm in the training rooms upstairs in City Hall. **YOU OR YOUR REPRESENTATIVE MUST ATTEND THE STAFF MEETING.**

Approval denotes that City services may be provided for the event and that proper departments have inspected event plans, but does not imply city sponsorship of, or involvement in, the event.

An approved permit from the Nevada Department of Transportation must be obtained if event is using or will impact Riverside Road or I-15.

Tents/Canopies must be inspected by the Fire Department. (Fee required, see Fire Department for more information.)



# SPECIAL EVENT APPLICATION

Name of Event \_\_\_\_\_

Event Location \_\_\_\_\_

(See Site Plan included with this application)

Type of Event \_\_\_\_\_

Date(s) of Event \_\_\_\_\_

Event Start Time \_\_\_\_\_ Set-Up Start Time/Date \_\_\_\_\_

Event End Time \_\_\_\_\_ Clean-Up Completion Time/Date \_\_\_\_\_

Applicant / Sponsor \_\_\_\_\_

Is this a non-profit organization? No  Yes  If Yes, please provide documentation.

Coordinator for sponsor \_\_\_\_\_ Phone \_\_\_\_\_

Cell # \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Person in Charge (day of event) \_\_\_\_\_ Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Fax \_\_\_\_\_

Previous events provided by this organization \_\_\_\_\_

Admission fees to be charged, if any \_\_\_\_\_

Anticipated number of people in attendance \_\_\_\_\_

Is alcohol going to be served or sold? No  Yes

If yes, name of licensee \_\_\_\_\_ - Letter of acknowledgment is required from the licensee

Is event being held on private property? No  Yes

If yes, name of owner \_\_\_\_\_ - Letter of permission required from property owner

Will you need the use of any City personnel or equipment? No  Yes

Anticipated City personnel or equipment needed (see attached pricing guides)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

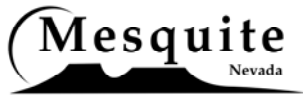
Special Requirements \_\_\_\_\_

\_\_\_\_\_

Applicant declares all information submitted on this application is true and accurate. Applicant will immediately notify the City of any additions or changes that arise after application is submitted. Changes could result in denial or revocation of permit. Applicant agrees to abide by all policies, procedures and conditions set forth or provided by the City of Mesquite; and will also comply with all relevant local, state and federal regulations.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Official Use Only	
Date Received _____	Fee Amount _____
Staff Meeting Date _____	Permit # _____



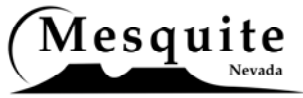
## SPECIAL EVENT APPLICATION SITE PLAN

Please draw a detailed plan of how the site will be set up on the day of the event.  
(Must be submitted with application)

North  
↑

A large, empty rectangular box with a thin black border, intended for the applicant to draw a detailed site plan for the event.

Special Event Permit # \_\_\_\_\_



## GROUP/ORGANIZATION WAIVER AND RELEASE OF LIABILITY

**ORGANIZATION/GROUP NAME:** \_\_\_\_\_

**EVENT NAME:** \_\_\_\_\_

**EVENT DATE(S):** \_\_\_\_\_

**ON BEHALF OF THE ABOVE ORGANIZATION/GROUP**, I expressly **WAIVE, RELEASE** and **DISCHARGE** the CITY OF MESQUITE, its officers, agents, and employees or any other person from any and all **LIABILITY** for any death, disability, personal injury, property damage, property theft or actions, including any alleged or actual negligent act or omissions, regardless of whether such act or omission is active or passive which may accrue to myself or members of my organization/group or our heirs in connection with our participation in the above-described event. I fully understand and acknowledge that the CITY OF MESQUITE is relying on my representation that I have authorization to sign this document and that I will provide all members of my group a completed copy of this Waiver prior to our participation.

I expressly **INDEMNIFY AND HOLD HARMLESS** the CITY OF MESQUITE, its elected and appointed officers, agents and employees from any and all liabilities or claims made by me or my organization/group, my/our heirs and any other individuals or entities as a result of any of my/our actions in connection with my/our participation in this event except for those claims arising from the sole negligence or sole willful conduct of the City, its officers, employees, volunteers or other representatives. Such indemnification includes liability settlements, damage awards, costs and attorney fees associated with any such claims.

I hereby certify that I have read this document, understand its content, and am authorized to sign this document on behalf of all members of the group I represent.

**DATE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_  
(Please Print)

**TITLE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_



## Facilities/Park Pavilion Reservation Form

Application Information (applicant must be at least 18 years of age)

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

### Event Information

Event Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ am/pm End Time: \_\_\_\_\_ am/pm

Park Name: \_\_\_\_\_ Area to be reserved: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Estimated attendance: \_\_\_\_\_

### RULES & REGULATIONS GOVERNING USE OF PARKS/PAVILION FACILITIES

- 1) The permit group shall leave the facility in a clean and orderly fashion.
- 2) No equipment shall be removed from the premises.
- 3) The permit group shall agree to have at least one adult for every ten (10) minors.
- 4) The permit group shall accept full responsibility for the conduct of those in the group using the facility.
- 5) The sale of alcoholic beverages or drugs and gambling of any kind is prohibited in any and all parks, trails, and other recreational facilities.
- 6) No weapons of any kind are permitted in any and all parks, trails and other recreational facility.
- 7) Pets must be leashed and pet waste removed by owner.
- 8) No decorations shall be displayed or installed which shall damage or deface the building or grounds.
- 9) Destruction, damage, removal of any vegetation or defacement of public property is prohibited.
- 10) Motorized vehicles shall not be driven upon any parkland except on designated roads.
- 11) A copy of this permit must be in possession of the applicant at all times during park use.
- 12) No artificially enhanced or amplified sound systems are permitted without prior approval.
- 13) No vending or sales of any kind are permitted without prior approval.
- 14) No glassware of any kind is permitted.
- 15) All park rules, regulations and ordinances of the City of Mesquite shall apply.
- 16) Any camping or sleeping overnight in City parks is prohibited.
- 17) All large items (bounce house, dunk tank, slip & slides, climbing wall etc. is prohibited without written permission from the Recreation & Parks Department.

### IMPORTANT: READ BEFORE SIGNING

The applicant/organization understand and agree to assume all risk for loss, damage, liability, injury or expense that may arise during use of City of Mesquite facilities. I certify that I have read and will abide by the rules and regulations which appear above and shall be personally responsible for any damage to park buildings, grounds or equipment of said premises by my organization. It is further agreed that I shall indemnify and hold the City of Mesquite harmless from any damage or liability which may arise in connection with usage of the facility, including any damage to the facility by a participant invited by the organization. Reimbursement for any deposits will be determined by Recreation & Parks Dept. staff. A reimbursement check (less any damage or cleaning expenses) will be sent to the applicant's name and address specified on this application approximately 3 weeks after event is held.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Fee: \_\_\_\_\_ Deposit Due: \_\_\_\_\_ Paid: \_\_\_\_\_ Method: \_\_\_\_\_ Check #: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Instruction to staff: \_\_\_\_\_

(All facility/park pavilion reservations subject to Recreation and Parks Director Approval)



Check facility after use and report. Comments/Deposit Deductions: \_\_\_\_\_

Inspected by: \_\_\_\_\_ Satisfactory \_\_\_\_\_

COPY TO: \_\_\_\_\_ OFFICE \_\_\_\_\_ APPLICATION \_\_\_\_\_ MAINTENANCE \_\_\_\_\_ POLICE

Conditions:

1. Applicant agrees to abide by all rules and regulations of the facility.
2. \$25.00 fee for returned checks.
3. Any activities or special arrangements not specifically authorized on this application are prohibited.
4. All fees must be paid **7** days in advance of event.
5. No glass containers allowed in any park or recreation facilities.
6. Tournament schedules must be submitted 72 hours in advance of start.
7. No vehicles are allowed in any park facility.

**OTHER REQUIREMENTS:**

**INSURANCE:** The City of Mesquite does not provide insurance coverage. Contact your local agent.

Policy must state the following:

- \_\_\_\_\_ This insurance policy will not be cancelled without thirty (30) days prior written notice to the City of Mesquite.
- \_\_\_\_\_ The City of Mesquite is not liable for the payment of any premium or assessment on this policy.
- \_\_\_\_\_ The City of Mesquite is named as additionally insured.
- \_\_\_\_\_ Name and date(s) of events being covered.
- \_\_\_\_\_ GENERAL LIABILITY: Policy showing limits of \$1,000,000 comprehensive general liability insurance, and \$50,000 damage to property.
- \_\_\_\_\_ GENERAL LIABILITY: Policy showing limits of \$500,000 comprehensive general liability insurance, and \$50,000 property damage coverage.
- \_\_\_\_\_ PRODUCTS LIABILITY INSURANCE ENDORSEMENT (Food or beverage sold or given away)
- \_\_\_\_\_ Host Liquor Liability Endorsement
- \_\_\_\_\_ Liquor Liability Insurance Endorsement (Alcoholic beverage sold or given away)

OTHER: \_\_\_\_\_

**PERMITS AND LICENSES:**

- \_\_\_\_\_ Health Permit – (Food, beverage or commodity sold to the public) [www.cchd.org](http://www.cchd.org)
- For information, please call the Southern Nevada Health District at: 702-759-1682
- \_\_\_\_\_ Sales Permit – (Any commodity sold to the public) [//tax.state.nv.us](http://tax.state.nv.us)
- For information, please call the Nevada Department of Taxation at 702-486-2300
- \_\_\_\_\_ Liquor Licenses – Must have a liquor license issued to a business in Mesquite and obtain a special event permit from the City of Mesquite.
- \_\_\_\_\_ City of Mesquite Business License

OTHER: \_\_\_\_\_

**Facility & Equipment Rental Fees**

**Recreation Center**

Gymnasium	\$45.00 per hour; per gym (2 available)
Indoor Pool	\$50.00 per hour (available after hours)
Outdoor Pool	\$80.00 per hour/no slide (available after hours) \$110.00 per hour/with slide

**The Deuce**

Suite 1*	\$30.00 per hour (tables and chairs included)*
Suite 2	\$30.00 per hour (tables and chairs included)
Suite 3	\$30.00 per hour (tables and chairs included)
Suite 4	\$30.00 per hour (tables and chairs included)
Gymnasium	\$45.00 per hour; per gym (2 available)
PA System	\$150.00 per event day (Delivered, set up & taken down by staff)
Mobile Stage	\$400.00 per event
After hours supervisor (After 9pm)	\$50.00 per hour

\*Suite 1 is primarily for use by government agencies and subject to a reduction / waiver of fees depending on availability.

**PARK / PAVILION DAILY RESERVATION FEES**

Park Areas (Pavilions) fees are as follows:

<b><u>1-50 PEOPLE:</u></b>	\$50.00 cleaning deposit—refundable <b>\$20.00 for 3 hours (all reservations are in 3 hour blocks)</b>
<b><u>50-100 PEOPLE:</u></b>	\$100.00 cleaning deposit—refundable <b>\$50.00 for 3 hours (all reservations are in 3 hour blocks)</b>
<b><u>100 + PEOPLE:</u></b>	\$250.00 cleaning deposit—refundable <b>\$20.00 per hour (4 hour minimum)</b>

**Refund Policy:**

The Cleaning deposit will be refunded upon inspection and confirmation by the Parks Department that facility was left in a clean and orderly fashion.

**NO REFUNDS:**

When canceled less than 24 hours from time of reservation.

If unable to use park due to inclement weather, you will be allowed to reschedule at no extra charge.

There will be a **\$15.00 processing fee** to change date, time, location of a permit, or refund request.