



LAKE LAS VEGAS®

Event Application

NAME OF EVENT

DATE(S) OF EVENT



Frequently Asked Questions

OVERVIEW OF THE LAKE LAS VEGAS EVENT APPLICATION

To determine whether your proposed event can be programmed at one of the Lake Las Vegas venues, please complete the Lake Las Vegas Event Application. Applications should be submitted six (6) months prior to actual event date. If applicable, all event applications must include, but not limited to, a detailed map, traffic plan, water/land rescue plan, security plan, and timeline of the proposed event. All permits and insurance for the event are due at the time of the Right of Entry agreement. All applications will be reviewed by the Lake Las Vegas Events Review Committee. The Committee meets on the first Thursday of each month. Submission of an application does not guarantee the approval of the proposed event. A \$500 non-refundable application fee is required at the time of application submission. All expedited reviews will require a non-refundable application fee of \$1000 or more.

WHY IS THE EVENT APPLICATION REQUIRED?

The Event Application is required to provide all Lake Las Vegas entities with a comprehensive understanding of the objectives and production requirements of the event. Detailed answers to the Event Application will assist the Events Review Committee in evaluating the sustainability of the event for the proposed venues. Incomplete applications will not be accepted.

HOW LONG WILL IT TAKE FOR MY APPLICATION TO BE EVALUATED?

Once an application is received, a member of the LLVERC will contact the listed applicant to conduct a pre-screen interview. This pre-screen interview will be used to gather more information on the proposed event and will then be relayed to the LLVERC for use in their final decision.

Once all questions have been answered and all supplementary materials submitted, you will be notified via email by a member of the LLVERC on whether or not your application has been approved.

WHAT IS THE COST TO HAVE AN EVENT AT LAKE LAS VEGAS?

Once the event is approved, a \$500 refundable deposit is required. The deposit will be returned once the post-event site has been cleared by Lake Las Vegas for damage assessment. Additional fees may apply depending on the size of the event and the use of Lake Las Vegas resources. A site fee will be determined by the LLVERC and additionally, a \$5 per participant fee is required for athletic events and will be billed post-event.

WHERE DO I SUBMIT MY APPLICATION, DEPOSIT AND PAYMENT?

All applications must be submitted to:

Attn: Beady Printy
Lake Las Vegas Master Association
Lake Las Vegas Marina
P.O. Box 91990
Henderson, Nevada 89009

Please make payment to:
Lake Las Vegas Marina LLC

(702) 568-8965 702-568-9769 fax
beadyprinty@gmail.com



Applicant Contact Information

All questions regarding this application will be addressed to the person outlined below. In order for the application to be approved all of the following information must be completed:

CONTACT INFORMATION

DATE OF APPLICATION					
NAME OF EVENT					
NAME OF APPLICANT					
NAME OF ORGANIZATION PRODUCING EVENT					
EMAIL ADDRESS					
PHONE #					
ADDRESS	STREET ADDRESS			APT #	
	CITY		STATE		ZIP

EVENT OVERVIEW STATEMENT

Use the below provided space to provide a brief overview of your event.

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EVENT LOCATION SELECTION

Select the area(s) that your event is proposing to utilize – SEE exhibit “A” for further clarification. Place an “X” in each of the fields that you are requesting use in.

LAKE (ACTUAL USE OF THE LAKE)		LAND – LAKE LAS VEGAS PARCELS 6 & 7	
FLOATING STAGE AT THE VILLAGE			
LAND – LAKE LAS VEGAS PHASE III			
FLOATING STAGE AT OTHER LOCATION			
OTHER LOCATION (PLEASE OUTLINE IN THE ADJACENT CELL)			



Event Summary Information

In order for the application to be approved all of the following information must be completed:

GENERAL EVENT SUMMARY

EVENT DATE		EVENT TIME	
TYPE OF EVENT			
IS THIS A PUBLIC OR PRIVATE EVENT			
ARE YOU REQUESTING THE USE OF FIREWORKS			
TOTAL # ATTENDEES (ANTICIPATED)		# PARTICIPANTS	# SPECTATORS
WHAT IS THE ADMISSION FEE PER PERSON		WHAT ARE THE ESTIMATED GROSS RECEIPTS:	
WHAT IS THE PARTICIPANT FEE PER PERSON		WHAT IS THE PROJECTED REVENUE	
WHAT ARE THE VENDOR FEES		WHAT ARE THE ESTIMATED EXPENSES FOR THE EVENT	
IF THIS IS A SPONSORED EVENT, PROVIDE NAMES OF SPONSOR(S)		WHAT ARE THE SPONSORSHIP FEES:	
IS THIS A CHARITABLE EVENT, WHAT PERCENTAGE/AMOUNT GOES TO CHARITY		NAME OF CHARITY(S):	
HOW MANY VOLUNTEERS / PERSONNEL DO YOU HAVE TO SUPPORT YOUR EVENT			
WILL FOOD & BEVERAGE BE SERVED			
WILL ALCOHOL BE SERVED			

EVENT ATTENDEE DEMOGRAPHICS

Please fill in the below information for what you believe the average event attendee would be categorized as. In order for the application to be approved all of the following information must be completed.

# LOCAL ATTENDEES		# OUT OF TOWN ATTENDEES		# OUT OF COUNTRY ATTENDEES:	
WHAT IS THE AVERAGE AGE OF THE EVENT ATTENDEES?					



Event Producer Overview

Please fill in the below information as it relates to you as the event producer. In order for the application to be approved all of the following information must be completed.

EVENT PRODUCER

WHAT IS YOUR EXPERIENCE PRODUCING EVENTS?	
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Please provide at least two references that can be contacted regarding you as an event producer.

REFERENCE #1

NAME	
TITLE	
COMPANY	
EMAIL	
PHONE NUMBER	
STREET ADDRESS	
CITY	
STATE & ZIP	
RELATIONSHIP TO EVENT/PRODUCER:	

REFERENCE #2

NAME	
TITLE	
COMPANY	
EMAIL	
PHONE NUMBER	
STREET ADDRESS	
CITY	
STATE & ZIP	
RELATIONSHIP TO EVENT/PRODUCER:	

LAKE LAS VEGAS EXPECTATIONS

Please fill in the below information as it relates to you as the event producer expect from Lake Las Vegas. In order for the application to be approved all of the following information must be completed.

IN PRODUCING THIS EVENT, WHAT ARE YOUR EXPECTATIONS OF LAKE LAS VEGAS BOTH AS A LOCATION AND A HOST TO YOUR EVENT?



LAKE LAS VEGAS

Marketing of Event

Please fill in the below information for what you as the promoter will be doing to market your event. In order for the application to be approved all of the following information must be completed. Please ensure you have approval of your event before you begin to promote, market or advertise the event.

EVENT MARKETING

WILL YOU AS THE EVENT PRODUCER BE MARKETING THIS EVENT? IF "YES", PLEASE DESCRIBE THE TYPE OF MARKETING THAT WILL BE DONE BELOW.		
LOCAL MARKETING	NATIONAL MARKETING	
WILL THIS EVENT BE PROFESSIONALLY PHOTOGRAPHED?		
WILL THIS EVENT BE PROFESSIONALLY VIDEO TAPED?		
WILL THIS EVENT HAVE COVERAGE IN A LOCAL OR NATIONAL PUBLICATION (MAGAZINE OR NEWSPAPER)		
WILL THIS EVENT BE BROADCAST ON TELEVISION?		

Please include the Lake Las Vegas logo on all approved Marketing material. Please provide one 24" x 36" poster on a foam core board and rack cards.

Please provide a link to www.lakelasvegas.com on your website.

TIMELINE (REQUIRED)

To supplement your site plan or route map please provide a detailed narrative and/or timeline of your event including descriptions of activities within the event.

	ATTACH TIMELINE AND/OR PLAN TO APPLICATION PACKET.
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Marketing of Event Cont.

SECURITY PLAN (REQUIRED)

As an event organizer, you are required to provide a safe and secure environment for your event. This is accomplished through sound preplanning by anticipating potential problems and concerns related to event activities and surrounding environment. The size, type, time of day and location of your event, as well as, the overall activities are all areas that need to be analyzed in depth and addressed through your Security Plan. The services of a licensed, professional security company will help you develop an appropriate Security Plan.

PLEASE DESCRIBE YOUR SECURITY PLAN INCLUDING CROWD CONTROL, INTERNAL SECURITY OR VENUE SAFETY. PLEASE ATTACH THE PLAN AND INCLUDE SECURITY ORGANIZATION CONTACT INFORMATION.

COMMUNICATION PLAN (REQUIRED)

Please describe your Communication Plan including carrier, type of equipment, including number of radios, cell phones, etc.

PLEASE ATTACH THE COMMUNICATION PLAN TO THE APPLICATION, INCLUDING CONTACT INFORMATION.

TRAFFIC/PARKING PLAN (REQUIRED)

It is important that you plan for a safe arrival and departure of event attendees, participants, and vendors. As an event organizer you should develop a traffic and/or parking plan that is suitable for the environment in which your event will take place and remember that parking and traffic congestion are all factors of concern with events. You must always include accessible parking and/or access in your event plans.

PLEASE PROVIDE THE CONTACT INFORMATION OF THE CONTRACTED PARKING / SHUTTLE COMPANY. ALSO, PROVIDE AN OUTLINE OF WHERE PARTICIPANTS AND SPECTATORS WILL PARK AND # OF VEHICLES EXPECTED. PLEASE ATTACH DOCUMENT TO APPLICATION.

SANITATION AND RECYCLING (REQUIRED)

As an event organizer, you must properly dispose of waste and garbage throughout the term of your event and immediately upon conclusion of the event the area must be returned to a clean condition. If you as an event organizer, set a standard of leaving the venue better than you found it, you can have a highly beneficial impact on the community. Should you fail to perform adequate cleanup or damage occurs to the property and facilities due to your event, you will be billed at the full cost recovery rates plus overhead for cleanup and repair. In addition, such failure may result in denial for approval of future events.

PLEASE ATTACH A PLAN FOR CLEANUP AND REMOVAL OF RECYCLABLE GOODS, WASTE AND GARBAGE DURING AND AFTER YOUR EVENT.



Marketing of Event Cont.

ROUTE PLAN/SITE MAP (REQUIRED)

To ensure appropriate review of your event, it is preferred that you submit computer assisted drawings (CAD) of your event site plan. This is applicable for moving routes and fixed venues. If CAD plans are not submitted, your site plan should be produced in a clear and legible manner. Site plans should be submitted in a 8" x 11" or 8 1/2" x 14" standard format. Should the scope of the work proposed for the event include portable structures, prefabricated structures or site built structures such as bleachers, elevated platforms, tents and membrane structures as well as other similar structures, it is the responsibility of the Event Producer to have and complete required permits and inspections.

	AN OUTLINE OF THE ENTIRE EVENT VENUE INCLUDING THE NAMES OF THE STREETS OR AREAS THAT ARE PART OF THE VENUE AND THE SURROUNDING AREA. IF THE EVENT INVOLVES A MOVING ROUTE OF ANY KIND, INDICATE THE DIRECTION OF TRAVEL AND ALL LANE OR STREET CLOSURES. REFERENCE TO TRAFFIC PLAN MAY BE APPROPRIATE.
	THE LOCATION OF FENCING, BARRIERS, BARRICADES, CONING. INDICATE ANY REMOVABLE FENCING FOR EMERGENCY ACCESS.
	THE PROVISION OF TWENTY FOOT (20") EMERGENCY ACCESS LANES THROUGHOUT THE EVENT VENUE
	THE LOCATION OF FIRST AID FACILITIES AND AMBULANCES.
	THE LOCATION OF ALL STAGES, PLATFORMS, SCAFFOLDING, BLEACHERS, CANOPIES, TENTS, PORTABLE TOILETS, BOOTHS, BEER GARDENS, TRASH CONTAINERS, DUMPSTERS AND COOKING AREAS, INCLUDE BOOTH IDENTIFICATION OF ALL VENDORS COOKING WITH FLAMMABLE GASSES OR BARBEQUE GRILLS.
	GENERATOR LOCATIONS AND/OR SOURCE OF ELECTRICITY.
	PLACEMENT OF VEHICLES AND/OR TRAILERS.
	EXIT LOCATIONS FOR OUTDOOR EVENTS THAT ARE FENCED AND/OR LOCATIONS WITHIN TENTS AND TENT STRUCTURES.
	IDENTIFICATION OF ALL EVENT COMPONENTS THAT MEET ACCESSIBILITY STANDARDS.
	OTHER RELATED EVENT COMPONENTS NOT LISTED ABOVE.

LAKE/WATER RESCUE PLAN (REQUIRED)

Please describe your water rescue plan including the number of rescue personnel, types of rescue craft and a detailed map of the event on the lake. Your plan should include hours of setup and dismantle of the areas.

	PLEASE ATTACH DETAILED WATER RESCUE PLAN AND INCLUDE CONTACT INFORMATION.
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Marketing of Event Cont.

EMERGENCY MEDICAL SERVICES RESOURCE MATRIX

- Required resource. Multiple resources should be considered depending on boundaries of event or size of crowd.
- + Recommended resource intended to ensure safety of participants.

EVENT TYPE	ANTICIPATED CROWD SIZE	KNOWLEDGE OF 911 ACCESS AND CPR	BASIC FIRST AID STATION(S)	FIRST AID STATION(S) INCLUDING NURSE	FIRST AID STATION(S) INCLUDING PHYSICIAN	BLS AMBULANCE(S)	ALS AMBULANCE(S)	MOBILE TEAM(S)
CONCERT/MUSIC FESTIVAL/BLOCK PARTY/STREET FAIR OUTSIDE VENUE	LESS THAN 500	•	•	+		•		
	500 TO 1,000	•		•		•	+	
	1,000 TO 2,500	•		•	+	•	•	•
	OVER 2,500	•			•	•	•	•
ATHLETIC/SPORTING EVENT	LESS THAN 500	•	•	+		•		
	500 TO 1,000	•		•	+	•	+	
	1,000 TO 2,500	•			•	•	•	•
	OVER 2,500	•			•	•	•	•
PARADE	LESS THAN 500	•	•			•		
	500 TO 1,000	•	•	+		•	+	
	1,000 TO 2,500	•		•	+	•	•	•
	OVER 2,500	•		•	+	•	•	•
CONFERENCE/CONVENTION	LESS THAN 500	•	•					
	500 TO 1,000	•	•	+		+	+	
	1,000 TO 2,500	•		•		•	•	•
	OVER 2,500	•		•	+	•	•	•

*The above Emergency Medical Services Resource Matrix is provided only as an example. The Event Producer is required to provide an emergency medical plan.

MEDICAL PLAN (REQUIRED)

Please describe your Medical Plan including your communications plan, the number, certification levels (MD, RN, Paramedic, EMT) and types of resources that will be at your event and manner in which they will be managed and deployed. Your plan should include hours of setup and dismantle of medical aid areas.

PLEASE ATTACH DETAILED MEDICAL PLAN AND INCLUDE CONTACT INFORMATION.



Marketing of Event Cont.

MITIGATION OF IMPACT (REQUIRED)

As an event organizer, you are required to develop mitigating measures to accommodate the negative impact your event may have on entities that may be affected by your activities. Most neighborhoods and businesses are represented by a Master Association, Homeowner Associations, Board Members, etc. You may be required to present your event concept to these organizations, businesses, and residents for their support related to your event.

	PLEASE PROVIDE A SAMPLE NOTICE TO BE DELIVERED TWO WEEKS PRIOR TO YOUR EVENT. INFORMATION ON THIS NOTICE SHOULD INCLUDE, BUT NOT LIMITED TO, THE DATES(S), DAY(S), TIME(S), LOCATION(S), AND TYPE OF ACTIVITIES TAKING PLACE DURING YOUR EVENT. THE NOTICE MUST ALSO GIVE A DETOUR OR ALTERNATE ROUTE INFORMATION IF REGULAR ACCESS IS AFFECTED. THE NOTICE MUST ALSO INCLUDE A TELEPHONE NUMBER WHERE MEMBERS OF THE PUBLIC CAN CONTACT YOUR ORGANIZATION IF THEY HAVE CONCERNS OR ISSUES THAT NEED TO BE ADDRESSED.
	YOU ARE REQUIRED TO PROVIDE ADVISORY SIGNS PLACED A MINIMUM OF 10 DAYS PRIOR TO YOUR EVENT IF THE EVENT IMPACTS A MAJOR USE ROADWAY. ADVISORY SIGNS ARE INTENDED TO PROVIDE ADVANCED TO THE REGULAR USERS OF A ROADWAY OF THE SCHEDULED CLOSURE.

ACCESSIBILITY PLAN (REQUIRED)

As an event organizer, you are required to comply with all City, County, State, and Federal Disability Access Requirements applicable to your event. All temporary venues, related structures, and outdoor sites for special events shall be accessible to persons with disabilities. If a portion of the area cannot be made accessible, an alternate area shall be provided with the same activities that are in the inaccessible areas. Disability access may include parking, rest rooms, clear paths of travel, transportation, signage, accessible vendors and booths. If all areas are not accessible a map must be provided to attendees indicating the accessible rest rooms, parking, etc. Please attach document to application.

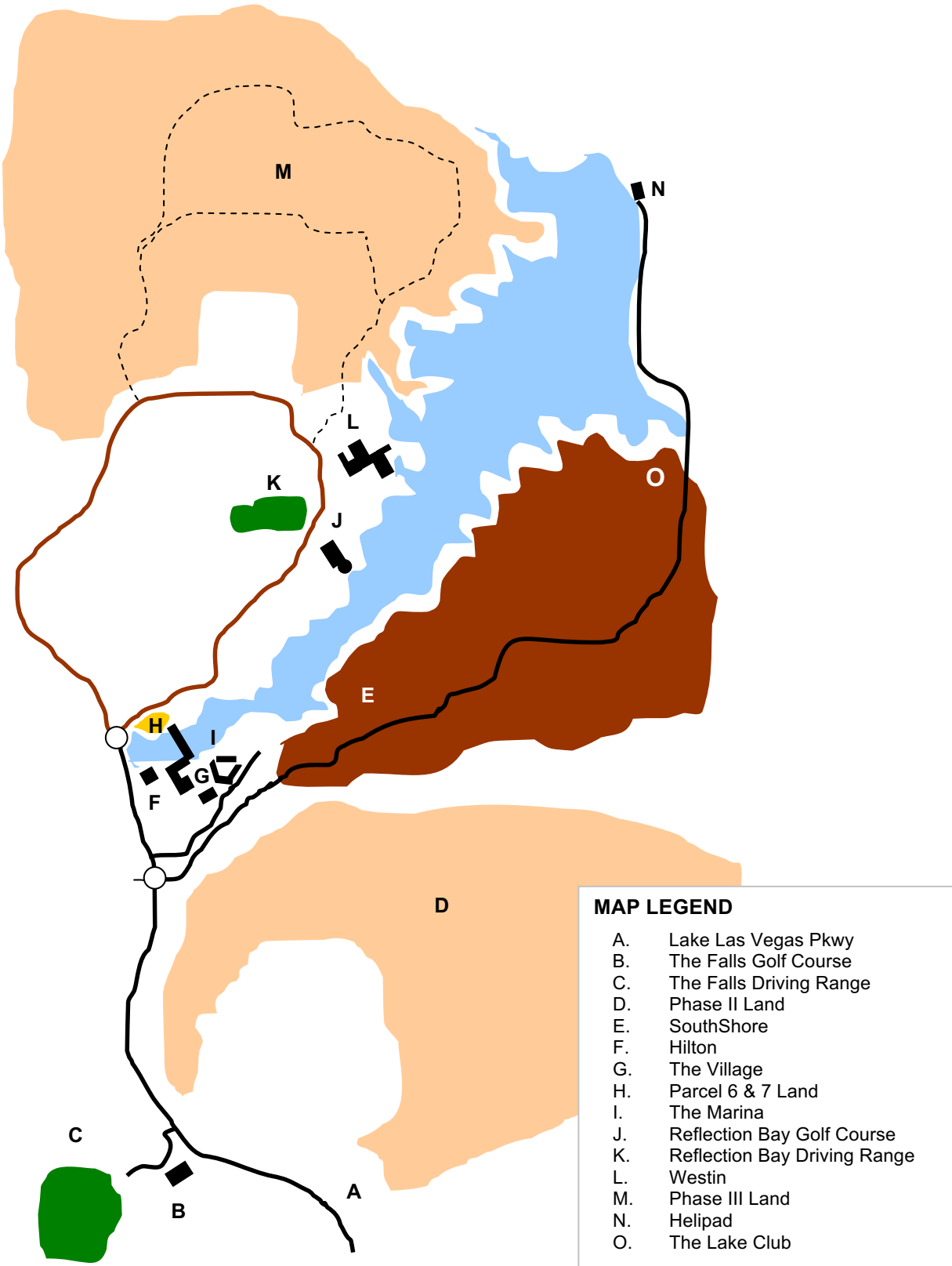
	WILL THERE BE A CLEAR PATH OF TRAVEL THROUGHOUT YOUR ENTIRE EVENT?
	HAVE YOU DEVELOPED A DISABLED PARKING AND/OR TRANSPORTATION PLAN?
	WILL A MINIMUM OF 10% OF PORTABLE REST ROOMS AT YOUR EVENT BE ACCESSIBLE?
	WILL ALL FOOD, BEVERAGE AND VENDING AREAS BE ACCESSIBLE?
	IF AN INFORMATION CENTER IS PROVIDED AT YOUR EVENT WILL CUSTOMER SERVICE REPRESENTATIVES BE ABLE TO ASSIST INDIVIDUALS?
	IF ALL AREAS OF YOUR EVENT VENUE CANNOT BE MADE ACCESSIBLE WILL MAPS OR PROGRAMS BE MADE AVAILABLE TO SHOW THE LOCATION OF ACCESSIBLE REST ROOMS, PARKING, AND FIRST AID STATIONS?
	PLACEMENT OF VEHICLES AND/OR TRAILERS.
	EXIT LOCATIONS FOR OUTDOOR EVENTS THAT ARE FENCED AND/OR LOCATIONS WITHIN TENTS AND TENT STRUCTURES.
	IDENTIFICATION OF ALL EVENT COMPONENTS THAT MEET ACCESSIBILITY STANDARDS.
	OTHER RELATED EVENT COMPONENTS NOT LISTED ABOVE.



LAKE LAS VEGAS.

Lake Las Vegas Event Locations Map

EXHIBIT A





BEFORE SUBMITTING YOUR SPECIAL EVENTS
PERMIT APPLICATION, HAVE YOU:

- ☐ SIGNED AND DATED YOUR APPLICATION?
- ☐ INCLUDED YOUR MARKETING PLAN?
- ☐ ATTACHED YOUR TIMELINE?
- ☐ ATTACHED YOUR SECURITY PLAN?
- ☐ ATTACHED YOUR COMMUNICATION PLAN?
- ☐ ATTACHED YOUR TRAFFIC AND PARKING PLAN?
- ☐ ATTACHED A SANITATION AND RECYCLING PLAN?
- ☐ ATTACHED YOUR ROUTE PLAN AND SITE MAP?
- ☐ ATTACHED YOUR LAKE AND WATER RESCUE PLAN?
- ☐ ATTACHED YOUR MEDICAL PLAN?
- ☐ ATTACHED YOUR ADVISORY SIGN PLAN AND SAMPLE LETTER
FOR MITIGATION IMPACT?
- ☐ ATTACHED A COPY OF YOUR ACCESSIBILITY PLAN?
- ☐ INCLUDED ANY CITY, COUNTY, STATE, OR FEDERAL PERMITS
THAT MAY BE REQUIRED TO HOLD YOUR EVENT IN THE
SELECTED VENUE?
- ☐ INCLUDED YOUR CERTIFICATE OF INSURANCE?