

Event: \_\_\_\_\_ Event Date: \_\_\_\_\_ Due Date: \_\_\_\_\_

## PUBLIC EVENTS PERMIT PROCEDURE

1. City Ordinance 99-39, section 12-5-12 requires that all events of Public Interest be permitted. Merely picking up a permit and placing it on the event calendar is NOT a guarantee the event will be scheduled and approved. Call-ins will not be scheduled. You must pick up an applicant person. Applicants must allow at least two weeks for processing of the permit.
2. The City of Las Vegas has a contract with the Chamber of Commerce for event marketing coordination, if the applicant needs help in these areas, the applicant is encouraged to contact Chamber of Commerce or if specifically noted by City staff, the applicant must contact the Chamber of Commerce.
3. Applicant is to be briefly interviewed by the City Staff before the permit application leave department. The event request will then be placed on the event calendar schedule as "PENDING". After the application is submitted and approved, IT CAN'T BE ALTERED. Community Development must approve any changes to the permit application after it is submitted.
4. If the permit application is not completed and returned by due date, the application may not be approved.
5. A due date for the application to be returned will be placed on the permit, the department's calendar, and initialed by both city staff and applicant. APPLICATIONS THAT ARE SUBMITTED MORE THAN FIVE CALENDAR DAYS BEFORE THE EVENT, ARE SUBJECT TO REJECTION.
6. Certificate of insurance must be attached on all instances, and must name the City of Las Vegas as additional insured. Limit of liability insurance is \$1,000,000 and \$2,000,000 aggregate. Clearance from the City's insurance carrier must be obtained before getting signatures of approval.
7. The applicant(s) is responsible for obtaining all the approval signatures. Applicant is responsible for assuring all conditions set by the Departments are met and complied with.
8. Applicant(s) will be informed of the \$200.00 deposit and any other fees associated with the permit. Deposits and fees must be paid when the application is turned in. In the instance that the applicant requests the use of a City park or public property, the applicant or his representatives may not bring any vehicles onto City parks. If this should happen, the deposit will be forfeited. If City or public property is damaged, such as, lights, sprinklers, etc., the deposit will be forfeited. If damage exceeds the deposit, the applicant will be billed, and damages will be collected as permitted by law. Temporary signage posted/displayed by applicant must be removed within 24 hours after the event. After 24 hours, city employees will remove the signs and the deposit will be forfeited.

I have read and understand the procedure and requirements.

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Print

\_\_\_\_\_  
Date

Name
Comment
Date
For Official Use Only

Due Date
\$200.00 Deposit
CK #

**City of Las Vegas  
Application For A Public Events Permit**

EVENT: \_\_\_\_\_

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TYPE OF USE: \_\_\_\_\_

LOCATION: \_\_\_\_\_

\_\_\_\_\_ PUBLIC PROPERTY (\$200.00 DEPOSIT) \_\_\_\_\_ PRIVATE PROPEI

INSURANCE COVERAGE: \_\_\_\_\_

PUBLIC EVENT SHALL BE CONFINED TO LOCATION, DATES AND TIMES SPECIFIED BELOW

LOCATION(S): \_\_\_\_\_

DATE(S): \_\_\_\_\_

TIME(S): \_\_\_\_\_

*\* If event is more than one day, please specify time and date of each day of event*

Please provide a detailed description of all the events that will take place (attach a separate sheet if necessary). List events separately. Attach copies of flyers, announcements, media, etc. **\*NOTE: Failure to provide adequate information may delay the processing of this application.**

---



---



---



---

*Number of people expected to attend:* \_\_\_\_\_

**REVIEWED AND SCHEDULED**

( ) COMMUNITY DEVELOPMENT STAFF

DATE \_\_\_\_\_

1700 North Grand Avenue 454-1401

COMMENTS: \_\_\_\_\_

---



---

How do you intend to provide the following (please be specific) **NOTE: The City of Las Vegas will not make available portapotties for public events.**

**SECURITY**(identify security providers, name & contact number): \_\_\_\_\_

\_\_\_\_\_

**PARKING:** \_\_\_\_\_

\_\_\_\_\_

**SANITATION:** \_\_\_\_\_

\_\_\_\_\_

**UTILITIES:** \_\_\_\_\_

\_\_\_\_\_

**STREET CLOSURE:** \_\_\_\_\_

\_\_\_\_\_

**OTHER** \_\_\_\_\_

\_\_\_\_\_

**PUBLIC EVENTS ON PRIVATE PROPERTY SHALL REQUIRE OFF- STREET PARKING.  
PLEASE ATTACH A PARKING PLAN.**

I hereby agree to comply with all the ordinances of the City of Las Vegas, New Mexico, San Miguel County relating to the temporary uses Section 12-5-12 and all other applicable ordinances of the city.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

\_\_\_\_\_ agrees to defend, protect,  
(Organization)  
indemnify and hold the City of Las Vegas harmless from any personal injury or property damage suffered  
resulting from the \_\_\_\_\_ and the participants, or by any third party  
(Event)  
from the \_\_\_\_\_ which will be held at \_\_\_\_\_ or  
(Event) (Place)  
\_\_\_\_\_ between \_\_\_\_\_ and \_\_\_\_\_  
(Date) (Time) (Time)

\_\_\_\_\_  
Signature

Subscribed and sworn to me before this \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_\_\_\_

\_\_\_\_\_  
Notary Public  
(Seal)

My commission Expires: \_\_\_\_\_

( ) HUMAN RESOURCES \_\_\_\_\_ DATE \_\_\_\_\_  
RISK MANAGEMENT CLERK, 1700 N GRAND AVENUE, 454-1401 EXT-294  
COMMENTS: \_\_\_\_\_

APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_

**MUST OBTAIN INSURANCE NAMING THE CITY OF  
LAS VEGAS AS "ADDITIONAL INSURED."**

\*Certificate of insurance must be attached in some instances, and must name the City of Las Vegas as additional insured. Limit of liability insurance is \$1,000,000 and \$2,000,000 aggregate. Clearance from the City's insurance carrier must be obtained before getting signatures of approval. Applications must allow a least two weeks for processing of the permit.

**APPROVALS**

( ) PUBLIC WORKS \_\_\_\_\_ DATE \_\_\_\_\_  
1700 NORTH GRAND AVENUE, 454-1401 EXT. 241  
COMMENTS: \_\_\_\_\_

ESTIMATED COST\$ \_\_\_\_\_

( ) POLICE DEPARTMENT \_\_\_\_\_ DATE \_\_\_\_\_  
318 MORENO STREET, 425-7504  
COMMENTS: \_\_\_\_\_

ESTIMATED COST\$ \_\_\_\_\_

( ) FIRE DEPARTMENT \_\_\_\_\_ DATE \_\_\_\_\_  
604 LEGION DRIVE, 425-6321  
COMMENTS: \_\_\_\_\_

ESTIMATED COST\$ \_\_\_\_\_

( ) UTILITIES DEPARTMENT \_\_\_\_\_ DATE \_\_\_\_\_  
 SOLID WASTE  WASTE WATER  WATER  GAS  
905 12<sup>TH</sup> STREET 454-1401 EXT.265  
COMMENTS: \_\_\_\_\_

ESTIMATED COST\$ \_\_\_\_\_

( ) RECREATION \_\_\_\_\_ DATE \_\_\_\_\_  
1751 N. GRAND AVENUE 426-1739 EXT.212  
COMMENTS: \_\_\_\_\_

ESTIMATED COST\$ \_\_\_\_\_

( ) ENVIRONMENT DEPARTMENT \_\_\_\_\_ DATE \_\_\_\_\_  
505 EAST NATIONAL (Medical Arts Building), 454-2801  
COMMENTS: \_\_\_\_\_

( ) SUPERIOR AMBULANCE SERVICE INC. \_\_\_\_\_ DATE \_\_\_\_\_  
708 DALBEY DRIVE 454-9884  
COMMENTS: \_\_\_\_\_

( ) STATE HIGHWAY DEPARTMENT \_\_\_\_\_ DATE \_\_\_\_\_  
DISTRICT OFFICE, US HIGHWAY 85 425-7527  
COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

( ) OTHER \_\_\_\_\_ DATE \_\_\_\_\_  
COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* ( ) COMMUNITY DEVELOPMENT \_\_\_\_\_ DATE \_\_\_\_\_  
1700 NORTH GRAND AVENUE 454-1401 EXT. 276  
COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

ESTIMATED COST\$ \_\_\_\_\_

\* This permit is a certification of compliance under 12-5-12 of the Ordinance. It is not valid until all the provisions and other applicable provisions of the Ordinance are met and approved by the Community Development Department.

\_\_\_\_\_  
TONY E. MARQUEZ JR., MAYOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CITY MANAGER

\_\_\_\_\_  
DATE