

CHAPTER 6.145 – SPECIAL EVENTS

Vincent V. Queano
Director of Business License
May 16, 2023



Timeline

- In June 2022, Clark County Business License (CCBL) was directed to work with other applicable departments on a Special Events Ordinance in order to maintain consistency across the departments and protect public health and safety.
- CCBL worked the next several months with the Fire Department, the Las Vegas Metropolitan Police Department, the Southern Nevada Health District, Parks and Recreation, Comprehensive Planning, Code Enforcement, and Public Works.



Timeline

- CCBL also worked with several groups including the Nevada Resorts Association, the Chamber of Commerce, and the Retail Association.
- On March 15, 2023, CCBL sent out the Business Impact Statement (BIS).
- The BIS concluded on April 12, 2023 and 5 comments were received and reviewed as part of the creation of the Special Event Ordinance.
- The BIS and ordinance were introduced on May 2, 2023.
- Should the ordinance be adopted today, it will go into effect on July 1, 2023.



Ordinance Summary

1. The intent of the ordinance is to allow the applicable departments to prepare for events, including helping with compliance and ensuring adequate staff available, plus to streamline the process for constituents to provide a more clear and user-friendly process.
2. 6.145.010.010 – Special event. A definition was created for Special Event: any event in unincorporated Clark County that requires any of the following permits or licenses for the activity, whether the activity is an incidental, ancillary, or primary portion of the event (event types highlighted in yellow are new, all other event types were already existing in the Clark County Code):
 - Rodeo permit
 - Film permit
 - Admission fee license
 - **Professional promoter license**
 - General promoter license
 - Multiple vendor arena sale operator license
 - Auction sales permit
 - Circus, tent show, traveling show, or carnival license and permit
 - Concert promoter license and permit
 - Outdoor festival license
 - Special events bingo
 - Liquor caterer permit
 - Off-premises liquor permit
 - Off-premises permit-charitable/nonprofit
 - **Holiday events permit**



Ordinance Summary

3. 6.145.020 – License/permit required. A license required section was created to outline that in order to have a special event, all applicable business licenses and permits must be approved prior to the event.
4. 6.145.030 – Information required – venues that accommodate more than 5,000 attendees. An online registration was created for events that are estimated to have more than 5,000 attendees per day. This was updated from the original 5,000 attendees cumulative. The required info includes:
 - Event Name
 - Type of Event
 - Planned Event Date
 - Contact Person Name
 - Contact Person Phone Number
 - Contact Person Email Address
 - Expected Number of Attendees

This registration is required to be submitted to CCBL at least 10 calendar days prior to the event, however the Director has the authority to reduce this to 72 hours for unforeseen special events such as a sports championship celebration.

For any substantial changes to the event or a cancellation of the event, a new registration is required to be submitted.

Any part of an application or documentation including the above-mentioned details required for submission will be held confidential per Clark County Code 6.04.015 - Confidential information.



Registration Page

The screenshot shows the top navigation bar with the Clark County Nevada logo, a search icon, and a 'Select Location' dropdown. The main header features a large image of a rock formation with the title 'Large Gathering Event Notification Portal'. Below the header is a blue sidebar with a 'RELATED PAGES' list and a 'CONTACT US' section. The main content area contains a breadcrumb trail, a detailed title, a paragraph of instructions, a confidentiality disclaimer, and a form titled 'Large Gathering Event Notification Form'. The form includes fields for Event Name, Planned Event Date, and Number of Expected Attendees, followed by a list of event types with checkboxes and a text area for 'Other'.

RELATED PAGES

- Business License Main Page
- Park & Recreation Special Events
- Public Works Special Events
- Comprehensive Planning (Zoning)
- LVMPD Events Planning
- Clark County Fire Department
- Southern Nevada Health District (SNHD)
- Clark County Animal Protective Services
- Film Permits
- Special Event Forms
- Frequently Asked Questions (FAQ)
- Contact Us

CONTACT US

Phone: 702-455-4252
Fax: 702-386-2168
Email: BLSpecialEvents@ClarkCountyNV.gov
500 S. Grand Central Pkwy, 3rd Floor, Las Vegas, NV 89155

HOURS OF OPERATION

Mon: 7:30 a.m. - 5:30 p.m.
Tue: 7:30 a.m. - 5:30 p.m.
Wed: 7:30 a.m. - 5:30 p.m.
Thur: 7:30 a.m. - 5:30 p.m.
Fri: Closed
Sat: Closed
Sun: Closed

Home > Business > Doing Business In Clark County > Divisions > Special Events > Special Event Forms > Large Gathering Event

Large Gathering Event Notification Portal

For all events, recurring or otherwise, that have an expected attendance of 5,000 or more persons per day, please fill out the below form to notify the Special Events team. The below form should be submitted at least ten (10) calendar days prior to the event start date. Please note, if substantial changes to the event occur prior to the reported event date, including but not limited to rescheduling or cancellation, a new Large Event Gathering Notification form must be submitted to the department as soon as possible.

Confidentiality Disclaimer: Per Clark County Code 6.04.015, "any part of an application or documentation required under Titles 5, 6, 7, or 8 of this Code that an applicant or licensee provides to the department, or which the department obtains relating to that application or license, which contains financial records or identification numbers, security information including but not limited to site and operational plans, proprietary or trade information, or personal history information is confidential and must be redacted before complying with any public records request regarding that record."

Large Gathering Event Notification Form

Event Information

Event Name*

Planned Event Date*

Number of Expected Attendees*

Type of Event *

- Admission Fees
- Auction
- Carnival, Circus, or Tent Show
- Concerts Promoter
- Film Permit
- General Promoter
- Holiday Event
- Liquor Caterer
- Multiple Vendor/Arena Shops
- Off-premises Liquor Permit
- Off-premises Liquor Permit (Charitable/ Nonprofit)
- Outdoor Festival
- Professional Promoter
- Rodeo
- Special Event Bingo Permit
- Other (Explain Below)

If "other", please explain:

Event Contact Information



Ordinance Summary

5. 6.145.040 – Right to inspection. A section was created to outline that Business License and other applicable departments have the right to enter the event to check for compliance. Agents will provide government issued credentials to enter private or secure areas.
6. 6.12.822 – Professional promoter. The definition of a professional promoter was created to be applicable to promoters of events that sell or serve liquor and/or have adult entertainment. This type of promoter is required to undergo a background suitability from the Las Vegas Metropolitan Police Department. If the licensee has professional or concert promoter license then they do not need general promoter license to do general activity events.
7. 6.12.582– Holiday events permit. A Holiday Event Permit was created in order to operate any temporary business based on a holiday or seasonal activity, including but not limited to pumpkin patches, Christmas tree sales lots, haunted houses, and winter wonderlands for a period of not more than 30 days.
8. 6.20.030 – Permit - Required. For film permits, the use of drones was added plus the requirement to submit the application at least 10 days in advance of filming. Also added must comply with Clark County Code 30.48.140 per a request from the Department of Aviation.



Ordinance Summary

9. 6.65.020 Definitions. “Rock music concert” was changed to “music concert” throughout the ordinance.
10. 6.67.010 - Definition of outdoor festival. The definition of outdoor festival was updated to: any music festival, dance festival, or similar musical activity, at which music is provided by paid or unpaid performers or by pre-recorded means, and to which members of the public are invited or admitted for a charge or free of cost.

Example: If a venue has a portion of an event inside and a portion of an event outside but both portions are of the same event then this is to be registered as one event.



Ordinance Summary

11. 8.20.020.355 – Off-premise liquor permit. Previously when a liquor licensee wanted to have an event outside their licensed premise, they were required to obtain a “special event permit.” As this is misleading, the name of this permit was changed to an “off-premise liquor permit.”
 - 8.20.020.360 –Off-premise permit-charitable/nonprofit. There is also an “Off-premise permit-charitable/nonprofit” in which the name was changed from a “special event permit-charitable/nonprofit.”
12. 8.20.240 Liquor caterer permits. For liquor caterer permits, it was added that applications must be submitted at least 10 days in advance or the liquor caterer will be required to pay a penalty of double fees.
 - It was also added that a business must be current with business license renewal fees in order to obtain a liquor caterer permit.
13. 6.65.140 Exceptions. In the section for Exemptions, the term “hotel” was changed to “hotel and/or resort” to show that the resort hotels are exempt from obtaining a concert permit for every concert.



Enforcement

- For violations of this ordinance, CCBL will issue an enforcement action per Clark County Code 6.04.140 - Penalty for violation, which already exists in the Code.
 - Typically a violation of this nature will be issued the lowest form of action, which is a notice of violation. However, if more public safety issues arise from the event, such as minors consuming alcohol, the level of discipline will increase accordingly for the other violations as separate enforcement actions.
- Additionally, CCBL will host two workshops in June to answer questions and provide education on the process. Then CCBL will host one workshop per month for the following six months.



Contact Information for Special Events:

BLSpecialEvents@ClarkCountyNV.gov

702-455-4111

