

Application for Special Events Permit

Please read the following:

- All applications must be thoroughly completed.
 - All applications must be received by the Event Coordinator's Office not less than **(30) thirty** nor more than **(180) one hundred eighty days** before the date on which the person proposes to conduct such special event.
 - Applications that require insurance or barricade plans must be submitted with official copies of said insurance/barricade plans, at the time of application.
 - Special Event Permit Applications require a \$125 **non-refundable** fee to be paid at the time application is received.
- A Special Event Permit Application will be deemed "received" on the date the Event Coordinator's Office receives:
 - A completed application.
 - Appropriate insurance and barricade plans.
 - Processing fee \$125.
- Applicants are responsible to obtain changes in barricade plans required by The City of Henderson and to have an updated barricade plan sent to the Event Coordinator's Office.
 - Any Special Event that will be held at any City of Henderson Parks & Recreation Facility must have approval through the City of Henderson Parks & Recreation. To make a park reservation, call 267-5707 Monday-Saturday 8 am-4 pm, or email at: COHParksReservations@cityofhenderson.com

You may submit your application in person, by mail, fax, or email to:

HPD.permitrequests@cityofhenderson.com

Mail: Henderson Police Department
ATTN: Event Coordinator, MSC #211
PO Box 95050
Henderson, NV 89009-5050

The Event Coordinator's Office is available Monday through Thursday, 7:00am until 5:00pm.
Phone: (702) 267-5015 Fax: (702) 267-5002



Chief of Police Hollie Chadwick
Henderson Police Department
223 Lead St, Henderson, NV 89015
T 702-267-5000 W cityofhenderson.com



APPLICATION INFORMATION

PLEASE SUBMIT A **COMPLETE** APPLICATION A MINIMUM OF **30 DAYS** PRIOR TO THE EVENT.

1. Name of applicant _____

Address of applicant _____

Phone number of applicant (____) _____ City _____ State _____ Zip _____
Fax (____) _____

Cell phone (____) _____ Email: _____

On whose behalf is this event being conducted? (Organization, Firm, Corporation)

Purpose of the event _____

2. Chairperson and/or responsible party for the event, if other than above:
(Include information how this person may be contacted at any time during the event).

Name _____ Work Phone (____) _____

Address _____

Cell Phone (____) _____ Fax (____) _____ City _____ State _____ Zip _____

Email: _____

3. To whom is the permit to be issued?

Name (person in organization) _____ Phone (____) _____

Address _____

Cell Phone (____) _____ Fax (____) _____ City _____ State _____ Zip _____
Email: _____

4. Date(s) of event _____ from _____ to _____
Time Time

5. Location of the event _____
(If applicable, a map or diagram showing the route to be used)

Starting point _____

Termination point _____

Staging (assembly area and time) _____

Disassembly area _____

Other areas to be used _____

6. The estimated number of participants in the event _____

7. The estimated number of vehicle _____ and description of vehicles which will participate in the event.

8. Estimated number and type of animals involved in the event and description of animal cages (if applicable).

9. If a parade or public assembly, will it occupy any or all of the roadway involved or to be traversed? If yes, please explain.

10. If a parade or public assembly and vehicle are to be used, what are the spacing intervals that will be maintained between the units?

11. If the parade or public assembly is designed to be held by, or on behalf of, any person other than the applicant shall file a letter from that person with the Chief of the Henderson Police Department authorizing the applicant to apply for the permit on his/her behalf.

Letter submitted? YES _____ NO _____ Not applicable _____

12. Will the sale of food, beverages, or merchandise occur at the event? _____ If yes, describe commodities to be sold. _____

13. Will charity, gratuities, charges, or offerings be solicited or accepted? YES _____ NO _____

14. The approximate number of spectators anticipated _____

15. State the dates, times, and locations which any facilities or equipment for the event will be assembled or disassembled. _____

16. A description of activities planned during the event. _____

17. Describe any recording equipment, sound amplification equipment, banners, signs, or other attention getting devices to be used in connection with the event.

18. Designation of any public facilities or equipment to be utilized.

19. Additional information, maps, or diagrams that the Henderson Police Department could reasonably find necessary to determine if the permit should be issued. Attached YES _____ NO _____

20. (If permit is for a run walk, bicycle race, etc...) I have walked/driven the course and have found no discernable defects in the roadway and/or sidewalk portions of the course.

Signature of Applicant _____ Date _____

21. I have read and I understand the requirements of the Henderson Municipal Code (HMC) Chapter 8 (see attached document). I accept the responsibility to ensure that all points of HMC Chapter 8 are fulfilled.

Signature of Applicant _____ Date _____

The applicant states that the foregoing information is true and accurate to the best of his/her knowledge, and hereby acknowledges that they have read and understand the indemnity provisions of HMC 08.10.020 and that they are applicable to this permit. (A copy of HMC 08.10.020 is attached.)

Signature of Applicant _____ **Date** _____

Applicant's Title _____

HMC Chapter 8.10 SPECIAL EVENTS

Sections:

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8.10.025 Commercial filming.

8.10.030 Exceptions.

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8.10.060 Consideration of application and decision.

8.10.065 Alcoholic beverages disallowed unless specific permission granted.

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8.10.010 Definitions.

A. Person Defined. As used in this chapter the word "person" means and includes any individual, firm, partnership, corporation, city, county, municipality, district or political subdivision.

B. Special Event Defined. As used in this chapter the word "special event" shall mean:

1. Any competitive activity consisting of running or biking races or similar athletic activities; live musical events or dances, community celebrations and observances, not organized for the dominant purpose of expressing the permittee's views, commercial filming; or neighborhood activities such as block parties or picnics; or

2. Any other public event other than a parade or public assembly using any public street or right-of-way. (Ord. 2371 § 1, 2005; Ord. 2020 § 2 (part), 2000)

8.10.020 Permit required—In addition to any other permit.

A. A person shall not conduct, manage or participate in any way in any "special event" using any public street or right-of-way within the corporate limits of the city of Henderson unless a permit has first been procured therefore from the city of Henderson police department, and shall not conduct, manage or participate in any special event in violation of, or in any manner contrary to, the provisions of such permit. B. The special events permit is in addition to any other permits required by the Uniform Fire Code adopted in Chapter 15.32, or any other required permits. (Ord. 2371 § 2, 2005; Ord. 2020 § 2 (part), 2000)

8.10.025 Commercial filming.

A special events permit is required for all commercial filming on or utilizing in any manner public property, roadways, or right-of-way and may also be required for commercial filming on private property if the filming will include pyrotechnics, loud noises, gunshot sounds or any other event or activity which may affect the public health, safety or welfare. (Ord. 2371 § 3, 2005)

8.10.030 Exceptions.

This chapter shall not apply to the following: A. Funeral processions; B. Students going to and from school classes or participating in educational activities, provided that such conduct is under the immediate direction and supervision of the proper school authorities; and C. The city of Henderson's participation in a special event, except that the risk manager shall retain the right to impose those requirements in this chapter, or any other reasonable requirements, that he/she deems appropriate for public safety. (Ord. 2020 § 2 (part), 2000)

8.10.040 Permit application.

A. Any person desiring to conduct or manage a special event shall, not less than thirty nor more than one hundred eighty days before the date on which the person proposes to conduct such special event, file with the Henderson police department an application on a form furnished by that department setting forth the following information:

1. The name, address and telephone number of the applicant and of any other persons, organizations, firms, or corporations on whose behalf the application is made, and the purpose of the event;
2. The name, address and telephone number of the person who will be the special event chairperson and who will be responsible for the event;
3. The name, address and telephone number of the person or organization to whom the permit is to be issued;
4. The date when such special event is to be conducted and the time when the special event is to commence and finish;
5. The location of the special event and, if applicable, a map or diagram showing the route to be used, the starting point, termination point, and assembly and disassembly area, or other area to be used;
6. The estimated number of persons who will participate in the event;
7. The estimated number of vehicles and a description of such vehicles which will participate;
8. The estimated number and type of animals and description of animal cages, if any; whether or not charity, gratuity, charges or offerings will be solicited or accepted, or sale of food, beverages or other merchandise will occur;
9. The time at which any facilities or equipment for the event will be assembled and any location of such assembly;
10. The type of the special event, including a description of activities planned during the event;
11. A description of any recording equipment, sound amplification equipment, banners, signs, or other attention-getting devices to be used in connection with the special event;
12. The approximate number of spectators anticipated;
13. A designation of any public facilities or equipment to be utilized; and 14. Any additional information or maps or diagrams that the chief of the Henderson police department finds reasonably necessary to a fair determination as to whether a permit should issue. B. In the case of a block party or other similar neighborhood event, the permittee must submit a petition in favor of the event signed by four-fifths of the residents of the block affected by the permit. (Ord. 2020 § 2 (part), 2000)

8.10.050 Fees.

Except with respect to block parties, a non-refundable fee of one hundred twenty-five dollars (\$125.00) to cover administrative costs of processing the permit shall be paid to the city of Henderson by the applicant when the application is filed. (Ord. 2020 § 2 (part), 2000)

8.10.060 Consideration of application and decision.

After receipt of the application, the Henderson police department must review the application and forward it to the director of public works, the fire chief and the risk manager within two business days. (Ord. 2398 § 1 (part), 2005; Ord. 2020 § 2 (part), 2000)

8.10.065 Alcoholic beverages disallowed unless specific permission granted.

A. A person who desires to dispense alcoholic beverages during a special event must request and be granted specific written permission to do so by the chief of the Henderson police department or his designee, as well as comply with Sections 8.40.010, 8.10.080, 4.36.270, and any other applicable ordinance or law.

B. The chief of the Henderson police department or his designee may grant specific permission to dispense alcoholic beverages if all of the following conditions are met:

1. The person(s) signing the permit application provide(s) all requested information.
2. The person signing the permit application agrees to be present at all times during the special event.
3. The permittee or his designee agrees to be responsible for verifying the ages of all persons to whom alcoholic beverages are dispensed. A permittee's designee must be a co-applicant for the specific permission to dispense alcoholic beverages, and provide all information requested by the application form.
4. The permittee pays in advance for any additional police officers the chief of the Henderson police department or his designee feels may be appropriate considering that alcoholic beverages will be dispensed.
5. The permittee provides a disclaimer in any and all advertising for the special event stating that the city of Henderson is not sponsoring the event.
6. The permittee submits with his application a map or diagram depicting the area(s) within which alcoholic beverages will be dispensed.
7. The permittee promises to make a good faith and diligent effort to ensure that attendees of the special event do not drink nor possess any open containers of any alcoholic beverages outside of the area for the special event.

C. Unless specific permission is granted pursuant to this section, a special events permit does not allow alcoholic beverages to be dispensed or consumed, or open containers of alcoholic beverages to be possessed. (Ord. 2398 § 2, 2005)

8.10.070 Restriction on streets and times for event.

A. No permit shall be granted to use Water Street, US Highway 93 (Boulder Highway), State Route 146 (Lake Mead Drive), except on Saturdays and Sundays and legal holidays between one hour after sunrise and one hour before sunset.

B. Any application for an event to use any street or highway under control of the State of Nevada Department of Transportation must also have the approval of both the Nevada Highway Patrol and the Department of Transportation. C. Special event permits, other than permits for block parties, will only be issued for the times between one hour after sunrise and one hour before sunset. (Ord. 2020 § 2 (part), 2000)

8.10.080 Insurance requirements.

A. This section shall be deemed to be incorporated in its entirety in any application for any special event permit, other than one for a block party. By filing an application for a special events permit the applicant thereby represents, stipulates and contracts as follows:

1. If the application is made on behalf of any other person, organization, firm, or corporation, that the applicant is fully authorized to act and contract for such other person, organization, firm or corporation; and
2. That the applicant and any other persons, organizations, firms and corporations on whose behalf the application is made contracts and agrees that they will jointly and severally indemnify and hold the city of Henderson and its agents or employees, harmless against liability for any and all claims for damages to property or injury to or death of persons arising out of or resulting from the issuance of the permit or the conduct of the special event or its participants.

B. No permit shall be issued, except for a block party, unless the applicant therefor shall obtain a comprehensive general liability insurance policy, issued by an insurance company authorized to do business in Nevada with Best's rating of A or better, with coverage for any claim, demand or action arising from said special event. Such policy shall name the city of Henderson as an additional insured. The policy limits of such insurance shall not be less than the following: Combined single limit for bodily injury or death and property damages in an amount of two hundred fifty thousand (\$250,000.00) dollars per occurrence. If specific permission is granted to dispense alcoholic beverages pursuant to HMC 8.10.065, the policy limits of such insurance shall increase to one million (\$1,000,000.00) dollars per occurrence. If the permittee is a self-insured governmental entity organized under the laws of Nevada, the risk manager may waive the insurance requirements in this section provided that the governmental entity, through its chief executive officer or his designee, provides a satisfactory declaration that it is self-insured. (Ord. 2398 § 1 (part), 2005; Ord. 2020 § 2 (part), 2000)

8.10.090 Safety protection—Barricades—Cost of police protection.

A. Every permittee shall, at his own expense, provide barricades and warning devices where such protection is found necessary for the public safety by the public works department. The public works department shall determine the type and location of all barricades and warning devices. In the case of block parties, the permittee may request to borrow barricades from the city, which request may be granted provided that the permittee agrees to be responsible for such barricades.

B. Permittee shall be responsible for any and all additional police cost incurred as a consequence of a special event. The number and type of officers shall be determined and specified by the chief of the Henderson police department or his designee to provide for the public safety and protection of public property in and around the area of the special event. The chief of police or his designee shall base this decision on the size, location, duration, time and date of the event, the expected sale or service of alcoholic beverages, the number of streets and intersections blocked, and the need to detour or preempt citizen travel and use of the streets and sidewalks. If off-duty personnel is determined to be necessary to police the event, the applicant shall have the duty to pay for such police protection as designated in Section 8.01.020. One sergeant shall be required for three or more police officers. The finance director shall review these rates annually, and make adjustments to them as necessary to accurately reflect the costs of the officers' services. The finance director's rates shall take into consideration the officers' base rate, shift differential, and the cost of employee benefits. The finance director's rates shall be maintained in the office of the city clerk. (Ord. 2125 § 2, 2002; Ord. 2020 § 2 (part), 2000)

8.10.100 Litter collection.

Every permittee shall provide for the collection and removal of all trash, garbage and litter caused by or arising out of such special event. Permittee shall be responsible for any and all additional costs incurred by the city of Henderson as a consequence of such special event. (Ord. 2020 § 2 (part), 2000)

8.10.110 Claims for damages.

Every permittee shall agree to assume the defense of and indemnify and hold harmless the city of Henderson, its council, boards, officers, employees and agents, from all suits, actions, damages or claims to which they may be subject of any kind or nature whatsoever resulting from or caused by or arising out of or as a consequence of such special event and the activities in connection therewith. (Ord. 2020 § 2 (part), 2000)

8.10.120 Compliance with law prior to issuance of permit.

Prior to issuance of a permit under this chapter, all applicable ordinances, rules and regulations shall be complied with and all required permits and licenses shall be secured in connection with such special event, or the proposed activities associated therewith including, but not limited to, the sale of food, beverages or other merchandise, or the use of candles, torches, fires, pyrotechnics or other combustibles. (Ord. 2398 § 1 (part), 2005; Ord. 2020 § 2 (part), 2000)

8.10.130 Conditions for issuance of permit.

Any permit granted under this chapter may contain conditions reasonably calculated to reduce or minimize the dangers and hazards to vehicular or pedestrian traffic and the public health, safety tranquility, morals or welfare, including, but not limited to, changes in time, duration, number of participants, or level of sound. (Ord. 2020 § 2 (part), 2000)

8.10.140 Standards for issuance.

A. A permit shall be issued by the Henderson police department when, from a consideration of application and from such other information as may otherwise be obtained, it finds that all of the following circumstances exist unless waived by the chief of police or his designee:

1. The permit application has been approved by the following departments or agencies:
 - a. City of Henderson police department;
 - b. City of Henderson public works department;
 - c. City of Henderson fire department; d. City of Henderson risk manager;

2. The permittee has obtained the insurance or bond as required by Section 8.10.080;
3. If any state roadway is part of the area to be used for a special event, the permittee has obtained any and all necessary permits and approval from the Nevada Department of Transportation and the Nevada Highway Patrol;
4. The permittee has contracted with the city of Henderson to provide the necessary additional police service unless the permit is for a block party;
5. Unless the permit is for a block party, the permittee has contracted for the proper barricades and warning devices as required in a plan approved by the public works department;
6. The permittee has not knowingly and with the intent to deceive, made any false, misleading or fraudulent statement of material fact in the application for a permit or in any other document required pursuant to this chapter;
7. The permittee has met the standards in this chapter, and paid in advance any and all fees required, and agree to such conditions as are imposed in the permit;
8. The time, duration and size of the special event will not require the diversion of so great a number of police officers as to prevent the normal police protection;
9. The concentration of persons and or equipment will not unduly interfere with proper fire and police protection, or ambulance service to area and areas contiguous to such special event;
10. The special event will not unduly interfere with the orderly operation of public roadways, sidewalks, hospitals, parks, schools, or other public and quasi-public institutions in the city;
11. The permittee has provided reasonable means for informing all interested persons or persons whose commercial interests may be adversely impacted and all persons participating in such special event of the terms and conditions of such permit and applicable laws thereto;
12. The special event will not conflict with or interfere with another special event for which a permit has previously been granted;
13. In the case of a block party or other similar neighborhood event, the permittee has submitted a petition in favor of the event signed by four-fifths of the residents of the block affected by the permit;
14. Unless the permit is for a block party, the permittee has provided evidence of plans to comply with the requirements for sanitation facilities; and
15. The permittee has provided evidence of any garbage removal agreement that may be required by Section 8.10.150(C). (Ord. 2398 § 1 (part), 2005; Ord. 2020 § 2 (part), 2000)

8.10.150 Sanitation facilities required.

A. Except with respect to a block party, every permittee shall provide at least one enclosed flush-type water closet facility marked "Men" and one such facility marked "Women" on the premises of an assembly on the basis of one flush-type water closet for each one hundred fifty males and one for each one hundred fifty females expected to be in attendance as spectators of the special event. Urinals may be substituted for the required flush-type water closets for men on the ratio of one urinal and one flush-type water closet per two hundred males.

B. Where flush-type water closets cannot be made available for the persons in attendance, portable chemical toilets may be used. Such portable chemical toilets must meet the approval of the Clark County health district before any permit may be issued. Chemical toilets shall be emptied and recharged at the permittee's expense as necessary pursuant to procedures established by the Clark County health district.

C. Every permittee shall be required to furnish at least one trash can with a thirty-six gallon capacity with a tight-fitting lid for each five thousand square feet of assembly area, and an adequate supply of plastic bag liners to fit the trash receptacles shall be provided by the permittee, and each container shall at all times have a plastic bag liner inserted. The pickup and removal of refuse, trash, garbage and rubbish shall be at least once a day and more often if required. Evidence of agreement with a licensed refuse collector shall be filed with the city of Henderson. Removal of all trash and refuse shall be at the permittee's expense. (Ord. 2020 § 2 (part), 2000)

8.10.160 Notice of denial or acceptance.

Written notice of the issuance or denial of a permit shall be provided to the applicant within twenty-five days of acceptance of the application or as soon as practicable if application is received in less than the normal required time. (Ord. 2020 § 2 (part), 2000)

8.10.170 Waiver of time limitations.

The chief of the Henderson police department or his designee may waive the time limitation for filing an application if it is found that unusual circumstances or good cause exists and no unreasonable burden will be created thereby. (Ord. 2398 § 1 (part), 2005; Ord. 2020 § 2 (part), 2000)

8.10.180 Weapons prohibited.

No weapons or personal items that can be used as weapons shall be allowed in or near any special event, except that members of the media having valid media credentials may possess tools of their trade necessary to their profession. (Ord. 2020 § 2 (part), 2000)

8.10.190 Prohibitions.

The following prohibitions shall apply to all special events:

- A. It is unlawful for any person to stage, present, or conduct any special event without first having obtained a permit as provided in this chapter;
- B. It is unlawful for any person to participate in a special event for which the person knows a permit has not been granted;
- C. It is unlawful for any person in charge of, or responsible for the conduct of, a duly licensed special event to knowingly fail to comply with any condition of the permit;
- D. It is unlawful for any person to engage in any special activity that would constitute a substantial hazard to the public safety or that would materially interfere with or endanger the public peace or rights of residents to the quiet and peaceful enjoyment of their property;
- E. It is unlawful for any person participating in any special event to carry or possess any length of metal, lumber, wood, or similar materials for purposes of displaying a sign, poster, plaque or notice, unless such object is one-quarter inch or less in thickness and two inches or less in width, or if not generally rectangular in shape, such object shall not exceed three-quarters of an inch in its thickest dimension;
- F. It is unlawful for any person to carry any sign, poster, plaque, or notice, whether or not mounted on a length of material as specified in subsection E of this section, unless such sign, poster, plaque or notice is constructed or made of a cloth, paper, or cardboard material; and
- G. It is unlawful for any person to ride, drive, or cause to be ridden or driven any animal or any animal-drawn vehicle upon any public street, unless specifically authorized by the permit. (Ord. 2384 § 2, 2005; Ord. 2020 § 2 (part), 2000)

8.10.200 Duties of permittee.

- A. A permittee hereunder shall comply with all permit directions and conditions and with all applicable laws and ordinances.
- B. The special events chairman or other person heading such activity shall carry the special events permit upon his person during the conduct of the special event. (Ord. 2020 § 2 (part), 2000)

8.10.210 Public conduct during special events.

- A. No person shall unreasonably hamper, obstruct or impede, or interfere with any special event or with any person, vehicle or animal participating or used in a special event.
- B. No driver of a vehicle shall drive between the vehicles or persons comprising a special event when such vehicles or persons are in motion and are conspicuously designated as a special event.
- C. The chief of police shall have the authority, when reasonably necessary, to prohibit or restrict the parking of vehicles along a street constituting a part of the route of a special event. The chief of police shall post signs to that effect, and it shall be unlawful for any person to park or leave unattended any vehicle in violation thereof. No person shall be liable for parking on a street unposted in violation of this chapter. (Ord. 2020 § 2 (part), 2000)¹²

8.10.220 Right of appeal.

Appeal rights of applicants are set forth in Section 4.04.210. The city council must base its decision whether to affirm denial of an application for a permit upon the criteria listed in Section 8.10.140, and may not continue the hearing on appeal without the applicant's consent. (Ord. 2020 § 2 (part), 2000)

8.10.230 Judicial review.

Procedures for judicial review of final decisions and orders of the council are set forth in Section 4.06.160. (Ord. 2020 § 2 (part), 2000)

8.10.240 Revocation of permit.

Any permit for a special event issued under this chapter may be revoked by the city council or chief of police at any time when by reason of disaster, public calamity, public safety, or other emergency, they determine that the safety of persons and property demands such revocation. The permittee's right of appeal and for judicial review are set forth in Sections 8.10.220 and 8.10.230. (Ord. 2020 § 2 (part), 2000)

8.10.250 Penalty.

Any person violating any of the provisions of this chapter shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished as the law allows for a misdemeanor crime. Whenever in this chapter any act is prohibited or made or declared to be unlawful or an offense of a misdemeanor, the doing of any such prohibited act or the failure to do any such required act shall constitute a violation of this chapter. Each day of any violation of this chapter shall constitute a separate offense. (Ord. 2020 § 2 (part), 2000)