STUDENT UNION & EVENT SERVICES
FESTIVAL MANAGEMENT POLICY

**Definition:** A festival is defined as a large-scale event that requires coordination with multiple departments, service providers and/or vendors, entails large numbers of people and typically has off-campus advertising or promotion. It will often involve most of the following: music or a concert, booths and/or vendors, food and beverage sales, merchandise sales, equipment rentals, security and parking coordination. The size of the program is atypically large for UNLV and warrants additional staffing resources from across campus. A festival may or may not incorporate a "walk/run" as a part of the program. A festival often anticipates more than 1000 people in total attendance and may occupy more than one reservable area on campus. The size and scope of the event also warrants extensive coordination with other campus events and departments, including the State Fire Marshal and State of Nevada Health Department. The classification of an event as a festival is at the sole discretion of Student Union and Event Services. All festivals would be given "Full Service Contract" status through the Student Union and Event Services office. Full service contracts are subject to a 10% service charge added to the final invoice for all services provided in addition to the fees listed below.

Community walks are differentiated by size:
- Small walks with <1000 people expected are $2,500
- Large walks have 1,000-4,000 people expected and are $5,000
- Festivals have >1000 expected people and meet the criteria in the festival definition.

**Fee:** $5,000 management fee for coordination of large-scale events that meet the definition above. This would be in addition to any other required staffing, facility and equipment rental fees at various locations around campus.

Festival pricing includes Event Coordination services through the Student Union and Event Services office. The size and scope of the event involves coordination that may entail months of work and planning. The Festival rate also compensates UNLV for the inability to utilize a space for several days following the event due to repair of the grass, recovery, etc. Other items that would be billed separately (as needed) would be:
- Electricity to Intramural Field (or other location) for vendors/exhibitors (is charged based on the labor it takes to pull electricity to the staging area): $75/hour (approximately) plus the rental cost for any applicable equipment required such as generators or spider boxes.
- Additional security (Security requirements are at the sole discretion of UNLV and are based on attendance and the nature of the activities): $35-80/hour.
- Tables and chairs: $8/table, $3/chair.
- Portable restroom rental facilitation: Location and number to be determined. Portable restroom facilities – ADA unit - $125, standard unit $65 each.
- Emergency medical services facilitation
- Trash pick-up by UNLV Grounds employees: $50/hour
- Intramural field lighting charges: $75/hour
- Additional rooms or locations: Priced as advertised
- Charges for facilities occupied during set-up or take down at regular facility rates.
- Any additional services and/or equipment rentals

All prices are subject to change.

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