CITY OF LAS VEGAS
DEPARTMENT OF PLANNING
BUSINESS LICENSING DIVISION
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Print Form

CHECKLIST/INSTRUCTIONS - OUTCALL ENTERTAINMENT REFERRAL SERVICE

DEFINITIONS:

LVMC 6.57.030

Outcall Entertainment Referral Service license authorizes the licensee to provide entertainers for patrons at various entertainment locations in the City. (Does not apply to entertainers who perform in licensed businesses)

Entertainment Location - a hotel or motel guest room, or the guest room of any other public lodging accommodation including recreational parking facilities.

Manager - the person who administers, oversees or supervises the day-to-day operation of an outcall entertainment referral service and who acts as the licensee's agent.

Outcall Entertainer - a natural person who is employed by and who is sent or referred to an entertainment location by an outcall entertainment referral service to entertain a patron at the entertainment location.

Outcall Entertainment - a visit by an outcall entertainer at an entertainment location in response to a telephone or other request to entertain a patron at the entertainment location.

Patron - a person who requests an entertainer to entertain at an entertainment location and who either pays or agrees to pay the fee of the outcall entertainment referral service. Patron includes a person who is entertained by an outcall entertainer at an entertainment location.

National American Industry Classification System (NAICS Code): 561311

REQUIRED DOCUMENTS:

- ☐ Las Vegas Business License Application (Form #BL001)
- ☐ Temporary License Request - Optional - (Form #PL200)
- ☐ Financial Questionnaire (Form #PL124) and documentation to support sources of funding
- ☐ Responsible Party Acknowledgement Notice (Form #PL233)

Corporations:

- ☐ Most recent Financial Statements
- ☐ List of stockholders holding more than 10% and/or involved in the day-to-day operation
- ☐ List of officers and directors as filed with the Secretary of State
- ☐ Most recent Annual Report (publicly traded); or
- ☐ Most recent Form 10-K filed with SEC (publicly traded)
- ☐ Articles of Incorporation
- ☐ Organizational chart of related companies (if applicable)

NOTE: If the ownership structure of the entity applying for the license is made up of other entities (i.e., the member of an LLC is a corporation and another LLC), you are required to supply documents for both LLCs and the corporation as outlined under the entity type.

Trusts:

- ☐ Complete Trust Agreement and Amendments
- ☐ List of all Trustees
- ☐ Organizational chart of related companies (if applicable)

Limited Liability Companies (LLC):

- ☐ Articles of Organization
- ☐ Operating Agreement
- ☐ List of members and contributions if not included in Operating Agreement

Partnerships:

- ☐ Partnership Agreement
- ☐ List of Partners if not in the Agreement
- ☐ Organizational chart of related companies (if applicable)

Limited Partnerships:

- ☐ Partnership Agreement
- ☐ List of Partners and contributions
- ☐ Organizational chart of related companies (if applicable)

Suitability package for each "Principal" as defined by LVMC 6.02.010 (Must be completely filled out and typed or printed in INK or application will not be accepted):

- ☐ Personal History Form (Form #PL125)
- ☐ U.S. Military Discharge Form DD2214 or equivalent if served in another country, if applicable
- ☐ One (1) current photo of head and shoulders, passport size--approximately 2" x 2" **(Must be less than 6 months old)**
- ☐ Driver's License or State-issued Identification Card

If born **IN** the United States or abroad to U.S. citizens, provide one of the following:

- ☐ Certified copy of Birth Certificate
- ☐ Copy of Certification of Birth Abroad

If born **OUTSIDE** the United States or abroad to U.S. citizens, provide one of the following:

- ☐ Naturalization Certification
- ☐ Copy of Permanent Resident Card
- ☐ Employment Authorization Card

OTHER DOCUMENTS:

- ☐ Location Lease Agreement or proof of property ownership
- ☐ Filed stamped copy of Certificate of Business Fictitious Firm Name
- ☐ Nevada State Business Registration or Notice of Business Exemption (copy of license or proof of application)
- ☐ Nevada State Sales/Use Tax Permit (copy of permit or proof of application)
- ☐ Work Card (all outcall entertainers must obtain and maintain a valid work card)
- ☐ Health Card (all outcall entertainers must obtain and maintain a valid health card)

FEES: (All fees are non-refundable)

CLV Business Licensing Fees:

- ☐ Initial Processing Fee: $100.00
- ☐ Initial License Fee: $1,000.00
- ☐ Semi-annual License Fee: $1,000.00 or 1% of the total gross sales, whichever is greater
- ☐ Temporary License Request (optional): $500.00
- ☐ Waiver Request Fee (if applicable): $100.00 per person

LVMPD Suitability Fees:

- ☐ $150.00 per person being investigated
- ☐ $200.00 per privilege license

Notary Fees:

- ☐ If your items need to be notarized, a license technician can assist you with this during your appointment for an additional $5.00 per signature.

ADDITIONAL REQUIREMENTS:

- ☐ Special Use Permit (SUP) is required.
- ☐ The outcall entertainment referral service must maintain a physical office location to conduct business. The location cannot be within 500 feet of any residentially zoned property of 1,500 feet of any church, school, child care facility or park. No outcall entertainers can be physically dispatched from the property. No business can be transacted with patrons on the property. There can be not on-site signage or other advertising of any kind, whether on the property or elsewhere, which advertises the address of physical location of the business.
- ☐ **Managers**: LVMC 6.57 requires that an outcall entertainment referral service employ a manager unless it is a sole proprietorship and the sole proprietor acts as the manager. Managers must be on the premises at all times during business hours. Managers must be investigated and approved for suitability and the licensee must report a managers termination to Business Licensing within ten (10) days.
- ☐ The outcall entertainment referral service must maintain a complete and accurate record of all entertainment referrals and locations.
- ☐ An escort must be at least 18 years of age.
- ☐ Entertainment of an adult nature may not be presented to a patron who is under 18 years of age.

*** IMPORTANT ***

Applications are taken by appointment only, Monday through Thursday.
Call **(702) 229-1840** for appointment.
If you are more than 15 minutes late, your appointment will be cancelled.
Incomplete applications will not be accepted and your appointment will be cancelled.
You will need to call back to reschedule.

Return this Checklist with the original application packet PLUS a copy of the original application packet in the following order:

- Ownership/Officer/Corporate Information Form
- Legal Representation Letter, if applicable
- City of Las Vegas Business License Application
- Request for Temporary License
- Personal History Questionnaire
- Authorization to Release Information
- Birth Certificate, Driver's License, Passport, DD214, Certificate of Naturalization, Permanent Resident Card, Employment Authorization Card
- One (1) current photo of head and shoulders, passport size - approximately 2" x 2" (must be less than 30 days old)
- Work Card, Health Card, Alcohol Awareness Card, if applicable
- Work Card - Fingerprint Application
- Personal Bank Statements, if applicable
- Personal Tax Returns, if applicable
- Alcohol Owner/Management Acknowledgement Notice
- Responsible Party Acknowledgement Notice
- Entertainment Verification Form
- Any license specific Acknowledgements or Addendums (Medical Marijuana, Smoke Shops-Drug Paraphernalia Addendum, etc.)
- Waiver Request(s)
- Privilege License Financial Questionnaire, if applicable
- Business Bank Statements
- Business Tax Returns
- Group together documents as listed on your Checklist/Instructions for Corporations; Trusts; LLC's; Partnerships; Limited Partnerships
- Secretary of State documents; Nevada State Business Registration; Business Fictitious Firm Name; Nevada Sales/Use Tax Permit (proof of application)
- Lease Agreement or proof of property ownership
- Purchase/Sale Agreement
- Transfer of Business License
- Floor Plan
- Participation Agreement (Gaming)
- Special Use Permit
- Employee Listing

If we make any copies, you will be charged $1.00 per page.
Notary services are also offered in our office for a fee.