

Requirements for Vendors

Already have a Lake Havasu City Business License:

If you already have a Lake Havasu City Business License, please email the following documentation to Lake Havasu City Disc Golf Club at LakeHavasuCtyDiscGolf@gmail.com:

- Copy of Business License
- Transaction Privilege Tax License (if available)
- Permit to Operate/Food Peddlers Permit (if serving food)

Do not yet have a Lake Havasu City Business License:

If you are not local or do not already have a Lake Havasu City Business License for this year, please create an account to apply(register) for your [Special Event Temporary Business License \(\\$15/day\)](#), or to renew your business license.

Once complete/license received via email from lakehasvu@mainstar.co (Lake Havasu City Electronic Online Portal), please email a copy to Lake Havasu City Disc Golf Club at LakeHavasuCtyDiscGolf@gmail.com.

Lake Havasu City Electronic Online Portal (Citizen Portal)

<https://h2.maintstar.co/lakehasvu/Portal/#/>

Follow link to Citizen Portal. Select Create New Account and follow the prompts.

The screenshot displays the Lake Havasu City Electronic Online Portal. At the top, there is a blue header with the city logo, the text "Lake Havasu City Electronic Online Portal", and buttons for "CREATE NEW ACCOUNT" and "SIGN IN". Below the header is a navigation menu with "Home", "Report Violation", and "Make Payment". The main content area is titled "Services available on the Lake Havasu City Citizen Portal" and includes a brief introduction. A sidebar on the left lists various services: Welcome, Building Permits, Planning & Zoning, Engineering, Business Licenses & Special Events, and Vacation Rental Permit. The "Welcome" section is active, showing a "Welcome to Lake Havasu City's Online Portal" message and instructions on how to use the portal, including a list of actions like "Sign In" and "Create New Account". A "NOTICE" section at the bottom of the welcome message states that users must submit credentials before submitting permit applications.

From the Home Menu, select Business Licenses & Special Events. Select Apply Now.

The screenshot shows the 'Business Licenses & Special Events' page. On the left is a navigation menu with options: Welcome, Building Permits, Planning & Zoning, Engineering, Business Licenses & Special Events (highlighted), Vacation Rental Permit, Code Enforcement, and Fire Permits. The main content area has a header 'Business Licenses & Special Events' and a sub-header 'I know what I need' with an 'APPLY NOW' button. Below this is a welcome message and a list of benefits for creating an account. A 'License Renewal' section provides a 7-step process for renewing a license. At the bottom, contact information for the Lake Havasu City Business License Division is provided, including email, phone, and website.

Application Type: Select Temporary Special Event – Application for Vendors of an Event.

The screenshot shows the application details page for a 'Temporary Special Event - Application for vendors of an event'. The breadcrumb trail is 'Types > Contacts > Details > Documents > Summary'. The application type is confirmed. A table lists the contacts:

Contact Type	Contact Name	Actions
Business (required)	LAKE HAVASU CITY DISC GOLF CLUB	REMOVE
Applicant	Mercedes Kaiser	EDIT REMOVE

Below the table, there is a note: 'Here you can provide information about other contacts for this application' and a button 'ADD ADDITIONAL CONTACT'. At the bottom, there are 'PREVIOUS' and 'NEXT' navigation buttons.

Contacts: Business (required) - Select Add. *Note* Your business name may already be in the system and searchable within the Contact Name dropdown list. If not...

Select Create New Contact to add your business contact information. Once complete, select Add.

If you have additional contact information you would like to have on file, select [Add Additional Contact](#) to add.

Once complete, select [Next](#).

Details: Fill in required information, once complete, select [Next](#).

Describe Business/Event: Below is the event description. [Before copying/pasting](#) please replace the red text with your business name, details about your vending, and which days you will be vending.

“(xxxxx will be vending Friday-Sunday, Saturday-Sunday, Saturday-Only, Sunday-Only) at the 9th Annual Lake Havasu City Open (Disc Golf Tournament) hosted by the Lake Havasu City Disc Golf Club and run by Tournament Directors: Mercedes Kaiser & Graham Russell. The tournament consists of playing 2 rounds of 24 holes at SARA Park Disc Golf Course over the weekend of 1/31/26 - 2/1/26, with Early Player Check-In on Friday 1/30/26.”

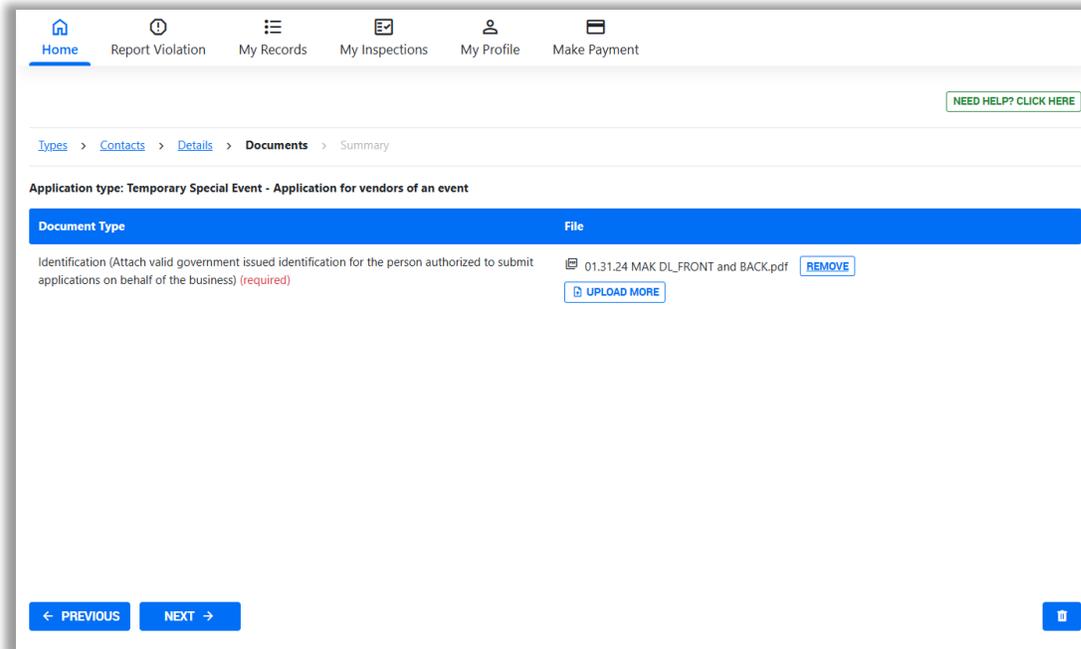
Event Name: 9th Annual Lake Havasu City Open

Event Start Date: Saturday 1/31/2026 (or the date you will start vending)

Event End Date: Sunday 2/1/2026 (or the date you will stop vending)

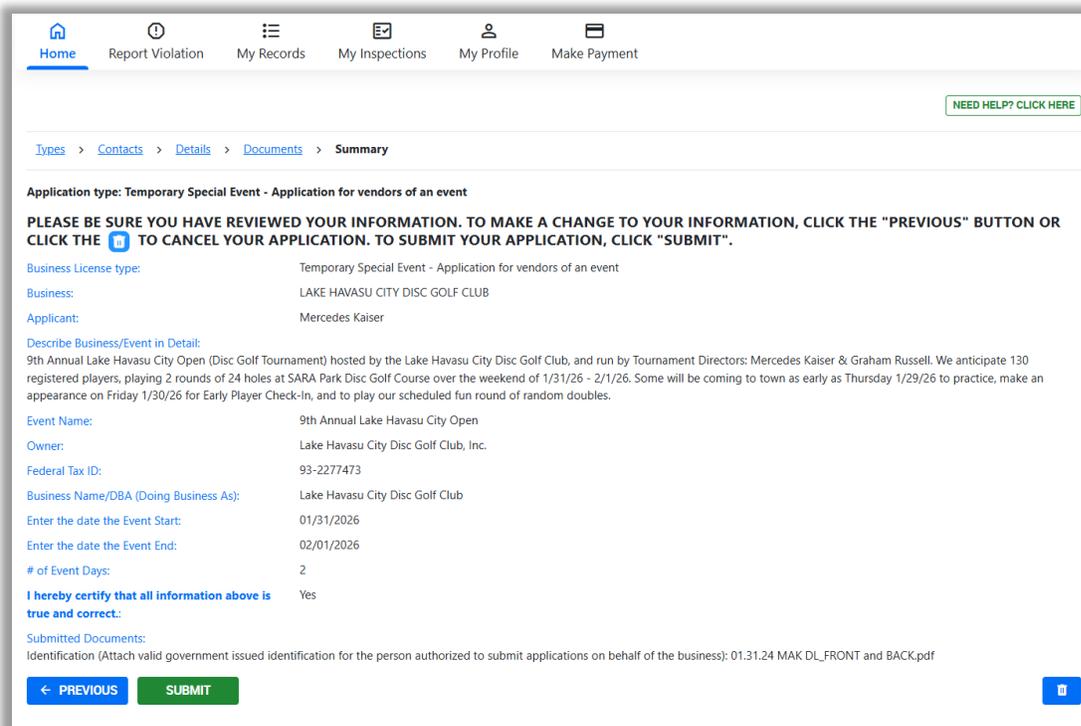
The screenshot shows a web application interface for a 'Temporary Special Event - Application for vendors of an event'. The navigation bar includes 'Home', 'Report Violation', 'My Records', 'My Inspections', 'My Profile', and 'Make Payment'. The breadcrumb trail is 'Types > Contacts > Details > Documents > Summary'. The application type is 'Temporary Special Event - Application for vendors of an event'. The 'Describe Business/Event in Detail (required)' field contains the text: '9th Annual Lake Havasu City Open (Disc Golf Tournament) hosted by the Lake Havasu City Disc Golf Club, and run by Tournament Directors: Mercedes Kaiser & Graham Russell. We anticipate 130 registered players, playing 2 rounds of 24 holes at SARA Park Disc Golf Course over the'. Below this are several required fields: 'Event Name (required)' with a dropdown menu showing '9th Annual Lake Havasu City Open'; 'Owner (required)' with a text box containing 'Lake Havasu City Disc Golf Club, Inc.'; 'Business Name/DBA (Doing Business As) (required)' with a text box containing 'Lake Havasu City Disc Golf Club'; 'Enter the date the Event Start (required)' with a date picker showing '01/31/2026'; 'Enter the date the Event End (required)' with a date picker showing '02/01/2026'; and '# of Event Days (required)' with a dropdown menu showing '2'. There is also a 'TPT #' field and a 'Federal Tax ID' field with the value '93-2277473'. At the bottom, there is a checkbox 'I hereby certify that all information above is true and correct. (required)' which is checked. Navigation buttons for 'PREVIOUS' and 'NEXT' are visible at the bottom left, and a blue button with a white icon is at the bottom right.

Documents: Upload the required documents, once complete, select Next.

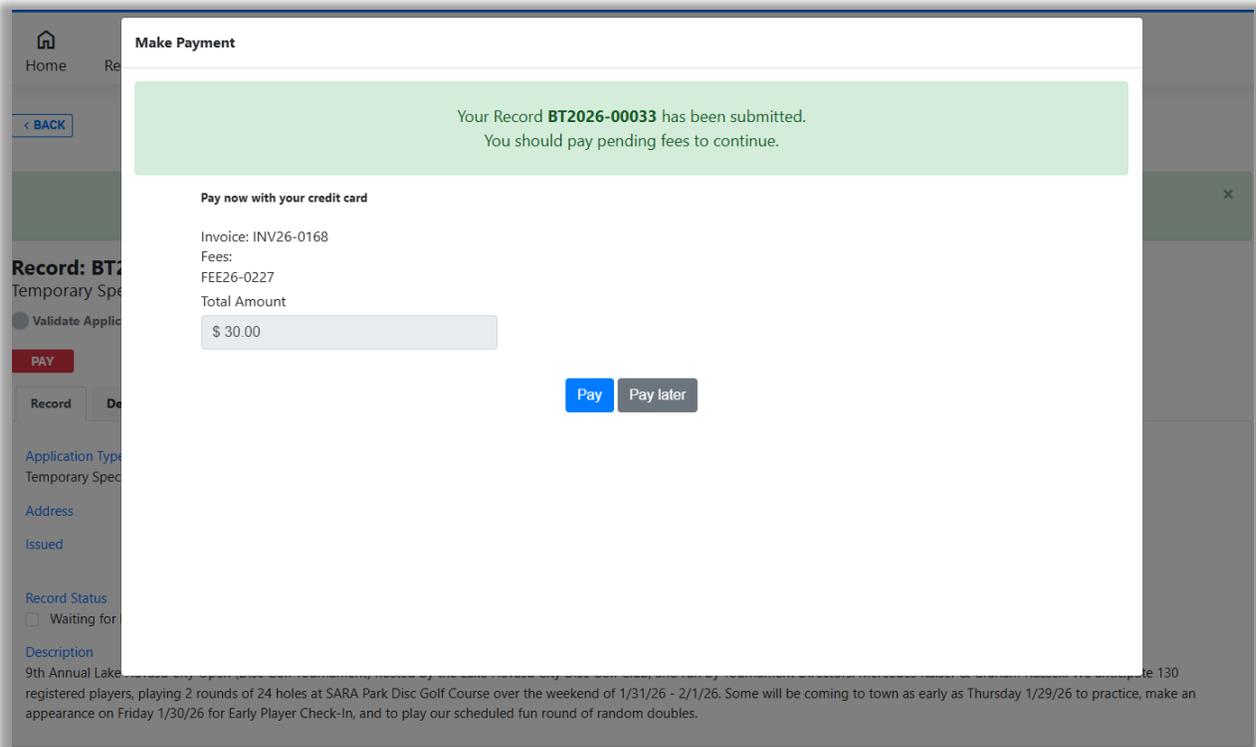


Summary: Please review the summary, make sure all information is correct.

Submit to continue.



Payment: Please pay associated fees (currently \$15/day for Temporary Special Event Business License).



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Thank you,

Lake Havasu City Disc Golf Club