

OUTDOOR COMMUNITY EVENT LICENSE APPLICATION

**1001 EAST 9TH STREET, BUILDING A
RENO, NEVADA 89512**

(775) 328-3733

www.washoecounty.us

OUTDOOR COMMUNITY EVENT LICENSE GENERAL PROCEDURES

Definition: "Outdoor community event" means an assembly of more than 100 and less than 1,000 persons on any one day of the event gathered together for any purpose, at any location, other than a permanent building or permanent installation that has been constructed for and will accommodate the number of persons gathered therein.

1. **APPLICATION.** Complete the form in ink. This application is for events with attendance over 100 and less than 1,000 persons on any one day the event. There is a \$50.00 nonrefundable application fee. Applications will be returned if the application fee is not included. Three paper copies of the application and one electronic pdf file (memory stick or DVD) must be turned in at least 90 days before the event. The application must include all required forms.
2. **APPLICATION DEADLINE.** All applications must be submitted at least 90 days in advance of the event.
3. **LICENSING/PERMIT REQUIREMENTS.** An outdoor community event license is required on any public or private lands in the unincorporated area of Washoe County except for lands managed by the Washoe County Parks Department and state, trust, tribal, and federal lands. All events must meet land use/regulatory zone requirements before the license will be issued. For information on land use/regulatory zone requirements, call (775) 328-6100 with the parcel number(s) of the event. There are special application processes, depending on the size of the event:
 - a. *Events with between 100 and 299 people on any one day of the event.* These events require an outdoor community event license only. The Director of the Planning and Development Division shall approve, approve with conditions, or deny the license.
 - b. *Events with between 300 and 999 people on any one day of the event.* These events shall obtain both an outdoor community event license and an administrative permit. This application shall suffice for the outdoor community event license application and the administrative permit application. No additional fees are required for filing the administrative permit application. The Board of Adjustment shall approve, approve with conditions, or deny the license and permit.
4. **FEES.** The license fee for an outdoor community event is \$350.00 per day plus any booth fees if applicable. If the event is a carnival, circus or tent show the daily license fee is \$300, to a maximum amount of \$4,200, plus booth fees if applicable.

BOOTH FEES			
1-4 booths	\$ 25	50-59 booths	\$ 300
5-9 booths	\$ 50	60-69 booths	\$ 350
10-19 booths	\$ 100	70-79 booths	\$ 400
20-29 booths	\$ 150	80-89 booths	\$ 450
30-39 booths	\$ 200	90-100 booths	\$ 500
40-49 booths	\$ 250	More than 100 booths	\$ 500 plus \$5 for each booth in excess of 100

5. **INVESTIGATION.** The sheriff's office shall conduct a criminal history background check of the applicants (to include partners and corporate officers). Fingerprint impressions may be taken and submitted to the Nevada central repository for criminal history records and the Federal Bureau of Investigation. Fingerprint impressions will be taken after the application is turned in and deemed complete.
6. **CONDITIONS.** All conditions imposed by the Director or the Board of Adjustment for the outdoor community event license and/or the administrative permit must be met before the license will be issued.
7. **APPROVALS.** The application will be reviewed by the appropriate agencies. The application will be approved by the Director of the Planning and Development Division or the Board of Adjustment.
8. **ISSUANCE OF LICENSE.** The outdoor community event license will be issued after all fees have been paid and all necessary approvals have been received. The event license must be displayed prominently at the event and must be available for inspection. This license is valid only for the event authorized and not for any other event.

OUTDOOR COMMUNITY EVENT LICENSE/PERMIT

Materials required for submittal

_____ Fees – check(s) made payable to "Washoe County"

Application fee

_____ \$50 non-refundable application fee

Daily fee(s)

_____ \$350 daily fee plus appropriate booth fees

Carnival, circus or tent show fees

_____ \$300 daily fee (maximum of \$4200) plus appropriate booth fees

_____ Three packets and one electronic pdf file (memory stick or DVD). Each packet shall include the completed application and event plan. The event plan must include:

_____ Site plan showing the arrangement of all facilities; including ingress, egress, parking and camping; and,

Detailed explanations for:

_____ Security and fire protection

_____ Water supply and facilities

_____ Sanitation facilities

_____ Medical facilities and services

_____ Vehicle parking spaces

_____ Vehicle access and on-site traffic control

_____ Communication system

_____ Illuminating the premises (if applicable)

_____ Camping (if applicable)

_____ Cleanup and rubbish removal plan and cost estimates to return the event site to its pre-event condition

_____ Certified copies of articles of incorporation filed in Nevada (if applicable)

_____ Copy of partnership papers (if applicable)

_____ Insurer Information and copy of insurance policy specific to event (copy must be furnished prior to the issuance of the license)

Submission Materials (continued)

- _____ Property ownership affidavit and permission to conduct event signed by each property owner(s) and notarized (separate form for each property owner)
- _____ Vendor list
- _____ Statement of Assets
- _____ Statement of Liabilities
- _____ Personal history of all applicants (to include corporate officers and partners)
- _____ Names and addresses of any person contributing, investing or having an expected financial interest greater than \$500 in producing the event
- _____ Names and addresses of any person expected to provide, for consideration, services or activities ancillary to or in conjunction with the event
- _____ Release of claims and authorization to release information signed by each applicant (to include corporate officers and partners) and notarized

OUTDOOR COMMUNITY EVENT APPLICATION

(Requires a non-refundable \$50 application fee)

Application date: 5 - 8 - 2 0 2 4

Applicant Information

Applicant's name: Lieutenant Joseph Colacurcio

Mailing address: 911 Parr Blvd

Street or PO Box City State Zip code
Phone: 775-745-1778 (Business) 775-832-4104 (Home) 775-745-1778 (Cell)

Email: Jcolacurcio@washoecounty.gov

All applicants, to include corporate officers or partners must complete a personal history form

Is the applicant a(n): ☐ Corporation ☐ Partnership ☐ Individual

If a corporation or a partnership, list corporate officers or partners:

Name	Address	Title
<u>Washoe County Honorary Deputy Sheriff's Association 911 Parr Blvd Reno NV 89512</u>		

Event Information

Name of Event: WCSO Honorary Deputy Sheriff's Benefit Concert

Date(s) of Event: July 9, 2024 Hours of operation: 1200 to 1900 hours

Location of Event: 1047 Lakeshore Blvd, Incline Village NV 89451

Assessor Parcel Number(s): 130-230-16, 130-230-17, 130-230-18

Description of Event: See attached event plan

Name of the designated event representative who will be on-site during the event and who has authority to bind the applicant: Kern Schumacher

Will an admission fee be charged for your event? ☒ Yes ☐ No

If yes, amount and type of fee(s): _____

When will fee be collected? ☒ Pre-sales ☐ At entrance

Approximate number of participants and other persons: 50 Band Members

Approximate number of customers and spectators: 300-400

Approximate maximum number of persons on any one day of the event: 300-400

Will food and/or beverages be served? ☒ Yes

(all food and beverage vendors must have the appropriate Washoe County Health District permits)

Will alcoholic beverages be served? ☒ Yes

(all intoxicating liquor vendors must be individually licensed with Washoe County Business License)

Will there be live music? ☒ Yes

OUTDOOR COMMUNITY EVENT LICENSE

Insurer Information

(see Insurance, Hold Harmless & Indemnification Requirements)

Name of Insurer: Washoe County Policy number: Self

Attach copy of insurance policy specific to event (must be furnished prior to the issuance of the license)

Address of Insurer: 1001 E 9th Street, Reno NV 89512

Street	City	State	Zip code
1001 E 9th Street	Reno	NV	89512

Limits of liability: \$1,500,000.00 - \$5,000,000.00

HISTORY OF SIMILAR EVENTS

(attach additional sheets if needed)

Describe the history of all similar events conducted, operated or promoted by the applicant. Include, at a minimum, event names, types, dates, locations, permits or licenses issued.

Beach Boys Benefit Event at 1047 Lakeshore Blvd. Held on 7/22/2023 WADMIN23-0008

Kern Schumacher Estate 1047 Lakeshore Blvd, WADMIN 21-0010

Vendor List

(attach additional sheets if needed)

Name of Vendor

Type of service or product

See the attached vendor list.

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EVENT OVERVIEW/ACTION PLAN
July 9th 2024, WCSDH Benefit Concert

The Washoe County Sheriff's Honorary Deputy Association (501 c3)(WCSHDA) has the opportunity to hold a Benefit concert with Jake Owens as a fundraising concert. The concert will raise funds for the Washoe County Honorary Deputy Association, which will be used to support the Washoe County Sheriff's Office. Many Honorary Deputies reside in the Incline Village Community and have reached out to hold a fundraising event. The concert is a way to give back to the community and support the efforts of the Washoe County Sheriff's Department. Tickets will be pre-sold, and this will be a private event.

EVENT PLANS

1. Security

ESI Security – One security guard at the entrance to the event at all times, with several other security guards walking around the reception area.

2. Fire Protection

North Lake Tahoe Fire Protection District (NLTFPD) will provide an ambulance if necessary or required. The fees will be negotiated between WCSO and NLTFPD.

NLTFPD Contact

John James Fire Marshall

Off: 775.831.0351 x 8131 Cell: 775.413.9344

E-mail: jdonohue@nltpd.net

866 Oriole Way, Incline Village, NV 89451

3. Water Supply and Facilities

Water access is available on the premises in all locations where the event will be held.

4. Medical Facilities and Services

NLTFP will provide Emergency Medical Services on stand-by for the event.

5. Vehicle Parking Spaces

Off-site vehicle parking will be available at the Incline Middle School, 931 Southwood Blvd, Incline Village, NV 89451. Washoe County will cover insurance for the parking location. Shuttle services will be provided from this location to the event location, and onsite parking will be provided for VIP and preferred attendees.

6. Communication System

Handheld Radios and cell phones will be used for communication. An on-site sound amplification system and the ability to complete public addresses will be used for the concert.

7. Illuminating on premises

No onsite illumination will be required for this event.

8. Camping

No camping will occur at this event.

9. Clean-up and Rubbish removal

Volunteers will be used to clean up the rubbish removed to the Washoe County Sheriff's Office Sub-station dumpster. Zaphod Productions will arrive on July 10th, 2024, to remove any and all items used for the concert production.

Concert Details

The WCHSDA Benefit Concert will have staggered entry. VIP Guests will start to arrive around 1400 hours, with preferred guests arriving around 1430 Hours. All general admission guests will arrive around 1500 hours. There will be security at the main entrance to the event. There will be no ticket sales during the day of the event. Guests will be provided wristbands that correspond to their ticket level. There will be a one-hour reception from 1500 to 1600 hours, with the event starting at 1600 hours. The event will conclude no later than 1900 hours.

Vendor List July 9th 2024
Washoe County Honorary Deputy Benefit Concert

Name of Vendor	Type of Service or Product
ESI Security	Security
Quick Space	Sanitation
Cart Barn	Golf Cart Rentals
Nevada Premier Valet	Valet Parking
Red Carpet Events	Event Management
Zaphod Productions LLC	Event & Concert Production
Pistachio Productions	Production Equipment/Cord covers

WASHOE COUNTY SHERIFFS OFFICE HONORARY DEPUTY BENEFIT CONCERT

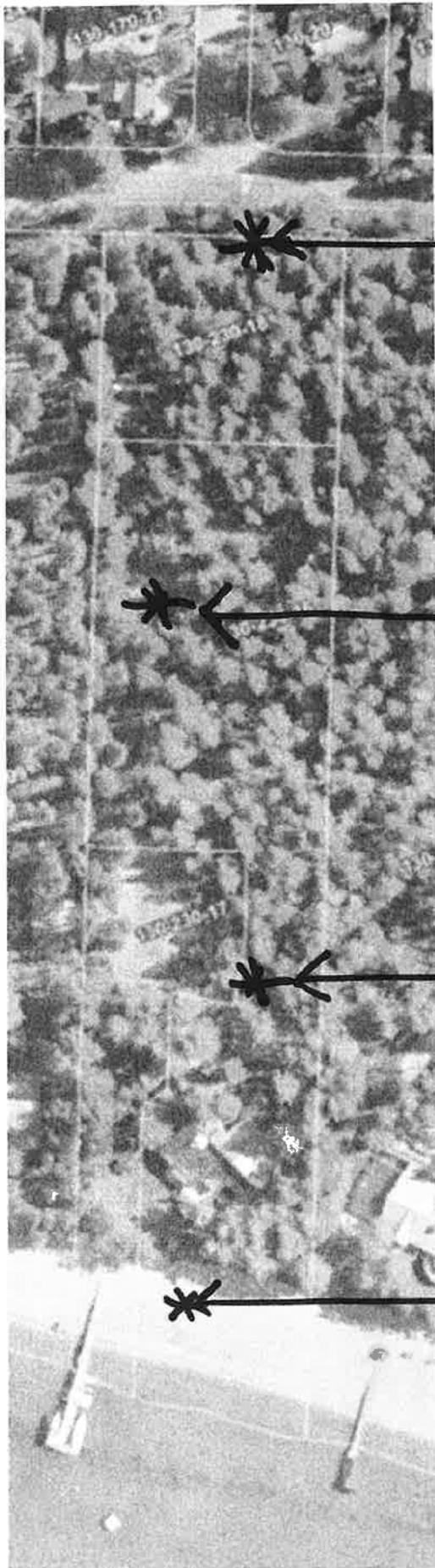


Entrance to the event with security. Valet and golf cart shuttle.

Pick up and drop off of those being shuttled to the event by golf cart.

Restrooms and Medical staging area will be located in this general location.

Performance and reception area for the event. Cord cover location with extension cord mitigation.

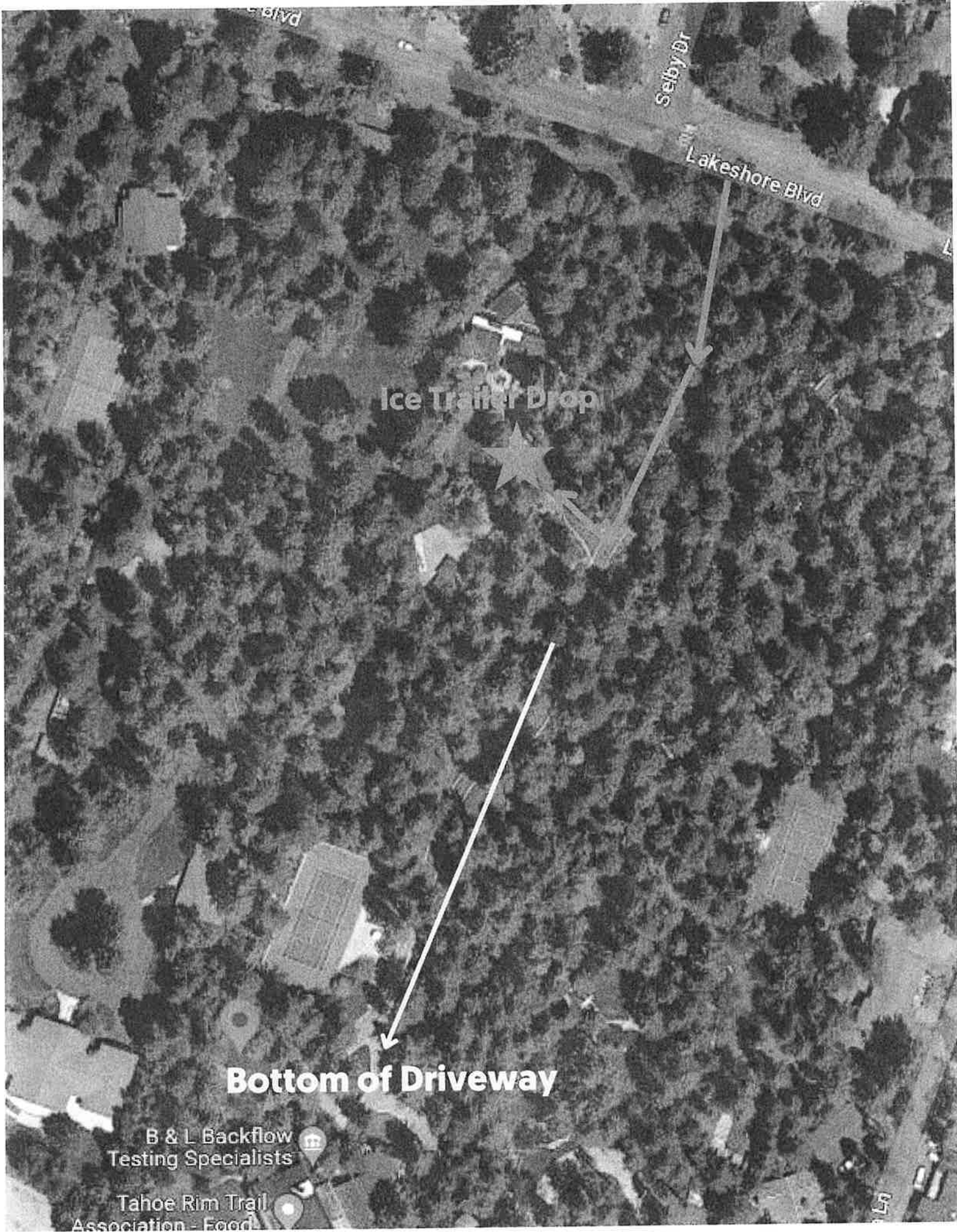


VALET.
SEE Attached

VIP PARKING

RESTROOMS
Medical Staging

STAGE SEE Attached
drawing.

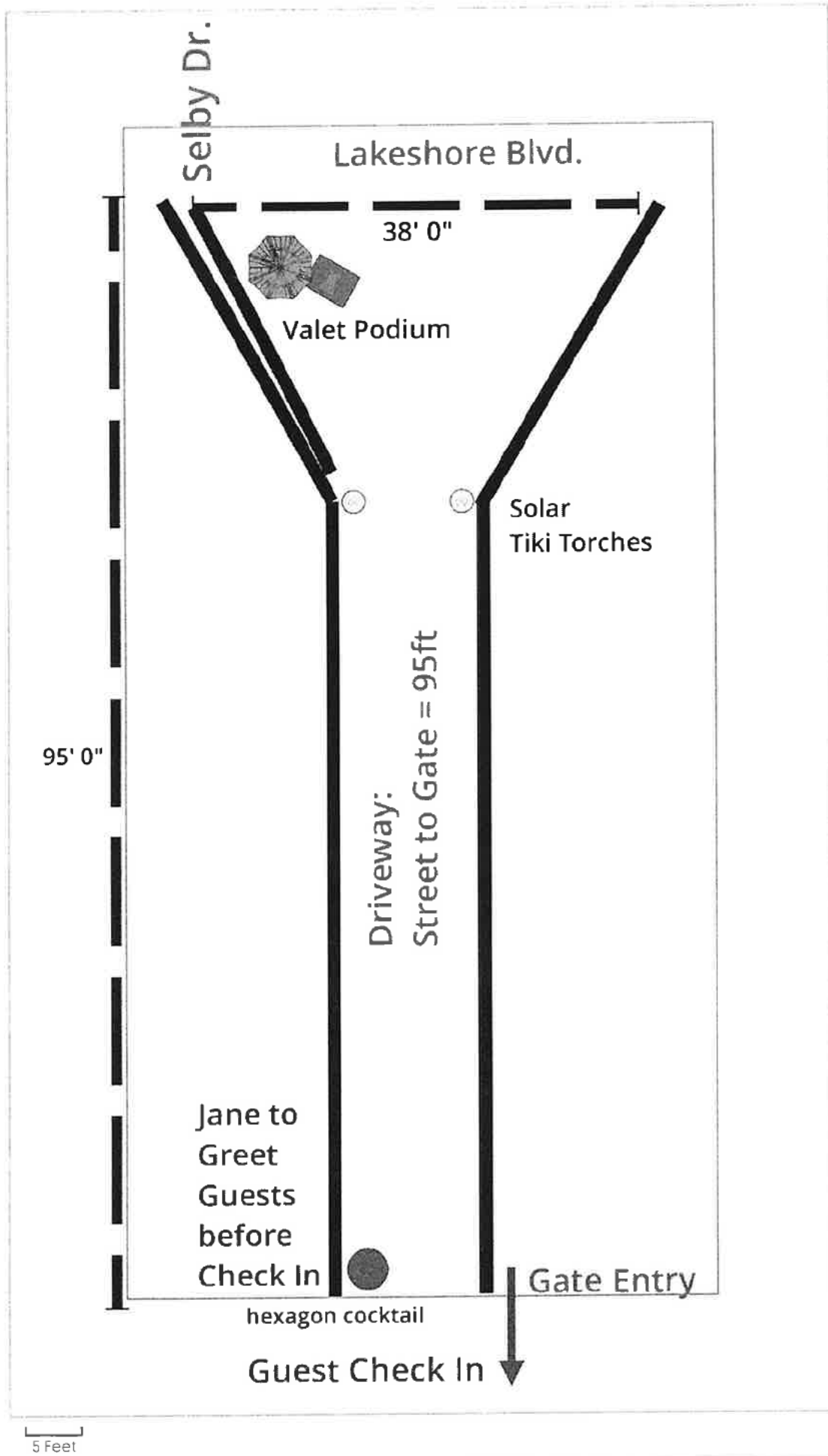


Ice Trailer Drop

Bottom of Driveway

B & L Backflow
Testing Specialists

Tahoe Rim Trail
Association - Food



Catering Kitchen

Service Pathway

72' 0"

77' 0"

(2) Food Stations

Water Station

Cayman Lounge

VIP Bar

POND

Pathway to Driveway

Cayman Lounge

60' 0"

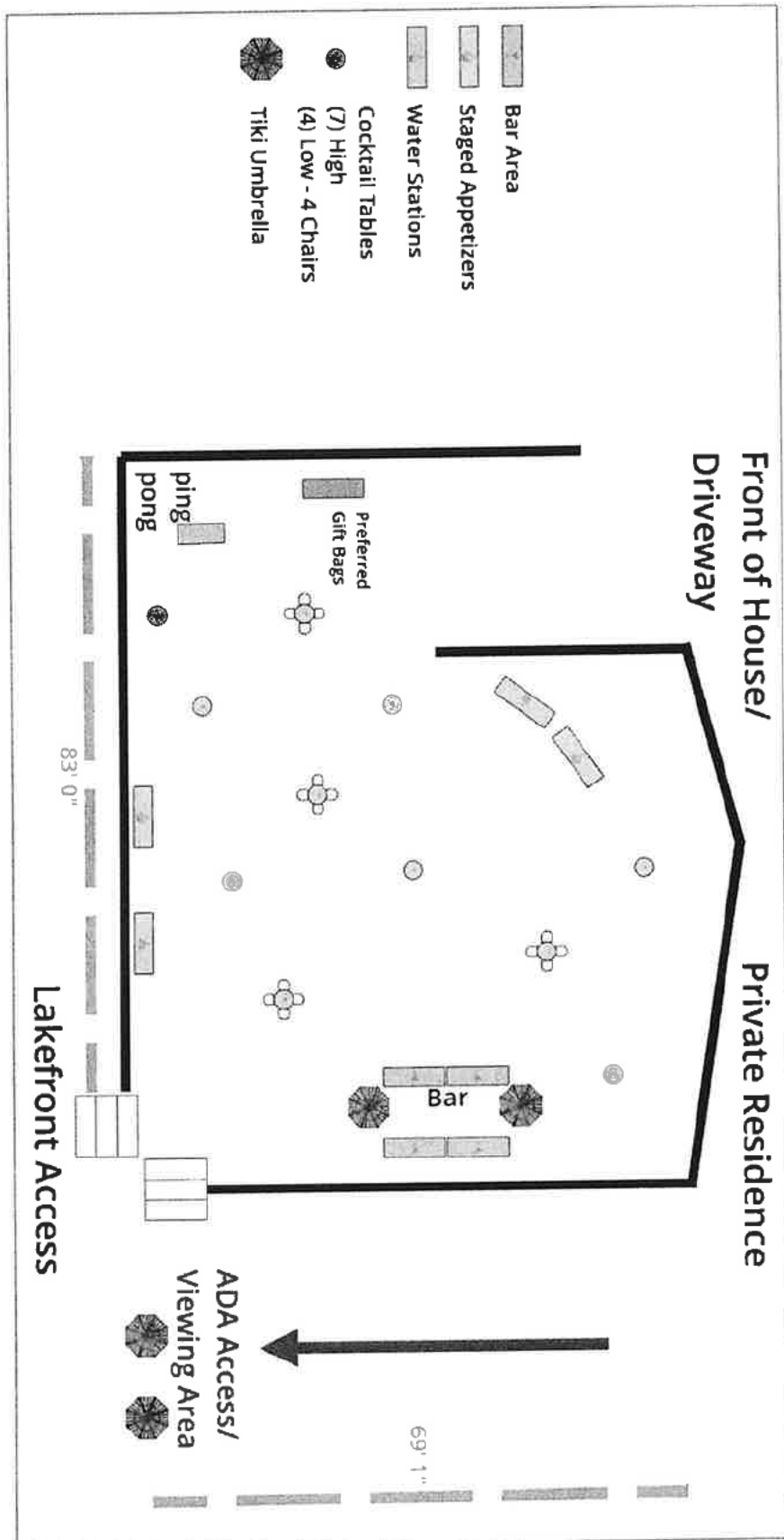
VIP Gift Bags

43' 0"

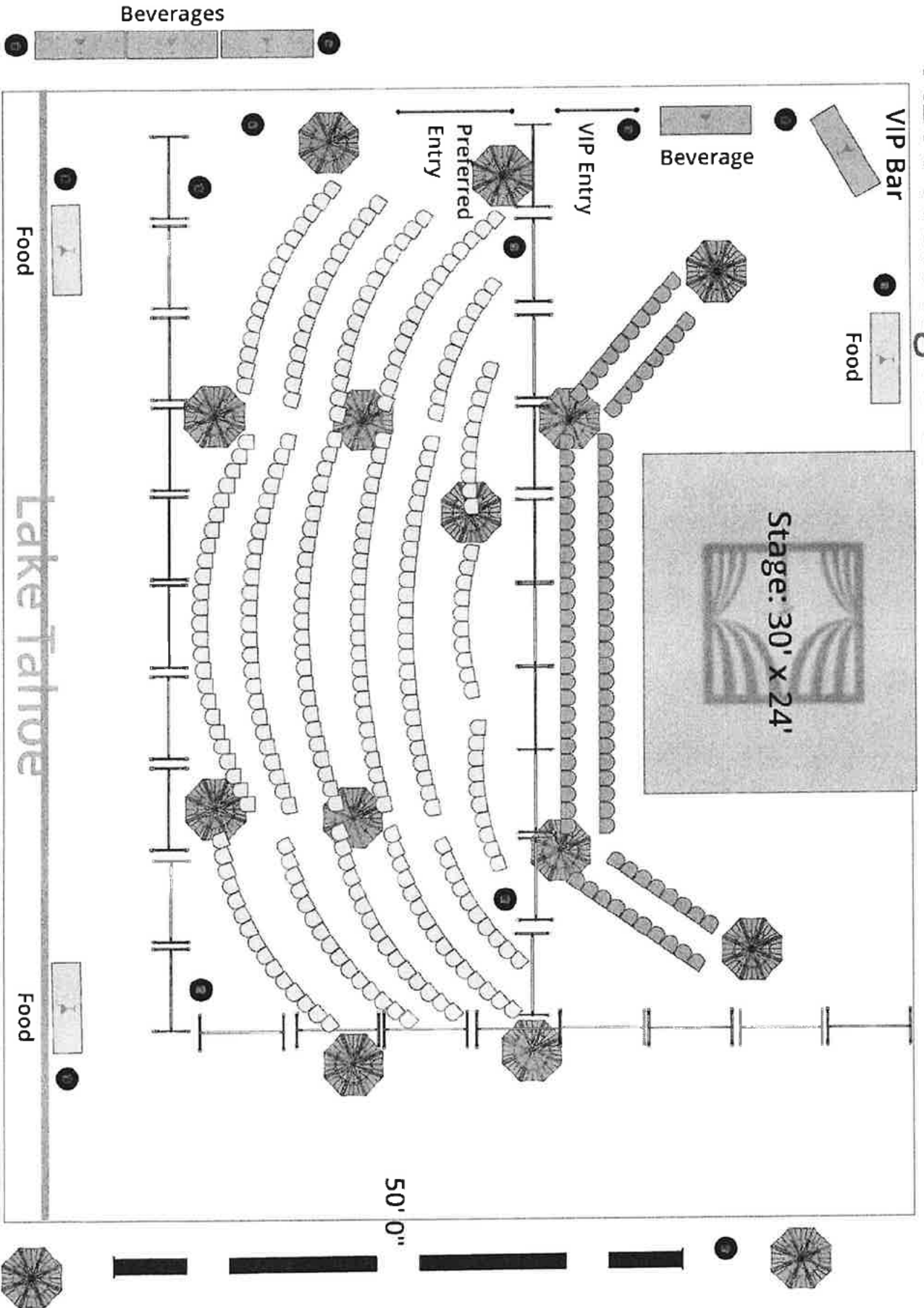
35'

Tennis Courts

10 Feet



ADA Viewing Area



**General Information Checklist Items
July 9, 2024 WCSDH Benefit Concert**

Event Organizer's name, address, email, and phone number.

Karen Nichols: Red Carpet Events
775-250-1215
Karen@redcarpetdmc.com
325 Freeport Blvd, Sparks NV 89431

Emergency Contact

Lieutenant Joseph Colacurcio
775-745-1778
jcolacurcio@washoecounty.gov
911 Parr Blvd, Reno NV, 89512

Estimated number of attendants on-site plan

499

Location & Gross square footage for each separated tent/booth site plan.

No tents or booths will be utilized.

Fire Extinguisher 75' max ft. distance ft. of event area on site plan.

See the attached site plan.

Depict locations of generators on the site plan.

See the attached site plan. A generator will be used to create the sound system for the concert.

Depict location of heating on site plan

No heating will be utilized.

Depict the location of exit illumination on the site plan.

No lighting will be utilized.

Depict the location of the access roads with the driveway/egress location on the site plan or vicinity map.

See attached plan

Depict location of cooking or use of open flames on site plan.

No food will be served.

Show means to keep vehicles at a safe distance from areas where people will congregate.

There will be no parking near the concert location. All vehicles close to the event will be valet. Please see the attached plan for valet services. Natural and manmade barriers are in place to prevent vehicle access to the reception area and concert venue.

Depict location of electrical outlet and extension cord protection.

Pistachio Productions has arranged for the generators to be placed in an area that will prevent trip hazards or vehicles from traveling over any electrical items by providing cord covers.



Comptroller Department

May 7, 2024

To: Kern Schumacher
1047 Lakeshore Blvd
Incline Village, NV 89451

Re: Evidence of Insurance for Washoe County with respects to the Washoe County Honorary Deputy Sheriff's Association Fundraiser and Jake Owen Concert to be held July 9, 2024 at 1047 Lakeshore Blvd, Incline Village, NV 89451

Please be advised that Washoe County, on behalf of its officials, departments, and employees through its Risk Management Division, has established a Self-insurance Program for its property, professional liability, and general liability exposures. This Program follows substantially the same format as that of commercial insurance coverage for property losses and third-party liability claims.

The County self-funds its property losses up to \$50,000 per loss and has commercial "all risk" coverage above that amount.

Professional and General Liability losses are self-funded up to \$1,500,000, with excess insurance of \$5,000,000. All liability actions against the County are handled in accordance with Nevada Revised Statutes, Chapter 41.

Washoe County is authorized as a Self-Insured Employer for Workers' Compensation by the Nevada Commissioner of Insurance, certificate number 123024.

This letter will serve as evidence of self-insurance, and any questions concerning the Self-insurance Program should be addressed to the Risk Management Division.

Sincerely,

Doreen Ertell

Doreen Ertell
Risk Management



QUALITY
PUBLIC SERVICE



INTEGRITY



EFFECTIVE
COMMUNICATION

1001 E. 9th Street Reno, NV 89512 | P: (775) 328-2552 | washoecounty.gov/Comptroller

**OUTDOOR COMMUNITY EVENT
AFFIDAVIT OF PROPERTY OWNERSHIP
and/or PERMISSION TO CONDUCT EVENT**

STATE OF NEVADA)
) ss:
COUNTY OF WASHOE)

I, Kern Schumacher being duly sworn, depose, and say that I am an owner* of property involved in this outdoor community event and I do hereby:

(check appropriate box)

☐ Affirm that I am an applicant for the below named proposed outdoor community event and also own the property or properties on which the event will be conducted

OR

☒ Affirm that I give permission to the applicants for the below named proposed outdoor community event to conduct the event on the following property or properties which I own:

Assessor Parcel Number(s): 130-230-16, 130-230-17, 130-230-18

Proposed Outdoor Community Event: WCSO Honorary Deputy Sheriff's Benefit Concert

Signed _____

Subscribed and sworn to before me this _____ day of _____, 20____

Notary Public in and for said county and state

My commission expires: _____

*Owner refers to the following. Please mark the appropriate box.

- ☒ OWNER/JOINT OWNER
- ☐ CORPORATE OFFICER/PARTNER
- ☐ POWER OF ATTORNEY (Provide copy of Power of Attorney)
- ☐ AGENT (Notarized letter from property owner giving legal authority to agent)
- ☐ LETTER FROM GOVERNMENT AGENCY WITH STEWARDSHIP

**OUTDOOR COMMUNITY EVENT
STATEMENT OF ASSETS**

As of _____, 20____

(Describe fully and indicate assets pledged)

(If additional space is required, attached supporting pages or documents)

Current Assets

Cash on hand_____	\$	
Cash in safe deposit box_____	\$	
Location of Box		
Cash in_____	\$	
Name, Bank and Branch		
Cash in_____	\$	
Name, Bank and Branch		
Accounts and notes receivable (describe nature of receivable and when due)		
_____	\$	
_____	\$	
Other current assets		
_____	\$	
_____	\$	

Investments

Stocks, Bonds, etc (Market value) (If close held corporation, furnish current balance sheet)

_____	\$	
_____	\$	
_____	\$	
Investments, other than stocks and bonds		
_____	\$	
_____	\$	
_____	\$	

Fixed assets

Real estate (Give location, description and fair value of each parcel)

_____	\$	
_____	\$	
_____	\$	

Other assets

Automobiles and other personal property

_____	\$	
_____	\$	
_____	\$	

Total Assets

\$ _____

Lieutenant Joseph Colacurcio
Print Name

Joseph Colacurcio
Signature

5/7/2024
Date

**OUTDOOR COMMUNITY EVENT
STATEMENT OF LIABILITIES**

As of _____, 20____

(Describe fully, indicate secured liabilities)

(If additional space is required, attached supporting pages or documents)

Current liabilities

Notes payable _____ \$ _____
Name, Bank and Branch

Due _____ How secured _____

Notes payable _____ \$ _____
Name, Bank and Branch

Due _____ How secured _____

Notes payable _____ \$ _____
Name, Bank and Branch

Due _____ How secured _____

Notes payable _____ \$ _____
Name, Bank and Branch

Due _____ How secured _____

Other notes payable (indicate name, address and how secured)

_____ \$ _____

_____ \$ _____

Accounts payable \$ _____

Liability for Federal Income Tax (delinquent) \$ _____

Provision for current year's Federal Income Tax \$ _____

Provisions for other current taxes \$ _____

Liability for other delinquent taxes..... \$ _____

Mortgages payable (List each mortgage separately, how secured, and monthly payments due thereon)

_____ \$ _____

_____ \$ _____

Other liabilities

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total Liabilities

\$ _____

Contingent liabilities (describe)

Lieutenant Joseph Colacurcio

Print Name

Joseph Colacurcio
Signature

5/7/2024

Date

**OUTDOOR COMMUNITY EVENT
PERSONAL HISTORY**

(complete a separate form for each applicant, to include corporate officers and partners)

Name in full: Joseph Colacurcio

First

Middle

Last

List ALL other names you have been known by: n/a

Residence address: n/a

Street

City

State

Zip Code

Residence phone: _____

Business phone: 775-328-3001

Name of your present business or employer: Washoe County Sheriff's Office

Business address: 911 Parr Blvd, Reno, NV, 89512

Street

City

State

Zip Code

Type of business: Government

Position: Lieutenant

How long engaged in this business: Since 1861

Date of birth: [REDACTED]

Age: [REDACTED]

Place of birth: [REDACTED]

List cities in which you have lived during the last ten years:

Dates From and To

City

State

6/2006 to present

Reno

NV

I, the undersigned, have answered all questions in this application and to the best of my knowledge all answers are true and correct. I further understand that disclosure of any false, misleading or incorrect answers could result in the denial of the license. The filing of the application does not authorize the conducting of any event for which a license is required, and any carrying on of such event before a license is issued may also be grounds for denial of a license.

Joseph Colacurcio

Printed name of applicant

Joseph Colacurcio

Signature of applicant

5/7/2024

Date

**OUTDOOR COMMUNITY EVENT
CONTRIBUTORS OR INVESTORS LIST**

(List the names and addresses of any person contributing, investing or
having an expected financial interest greater than \$500 in producing the event)
(attach additional sheets if needed)

Name

Address

N/A

ANCILLARY SERVICES OR ACTIVITIES LIST

(List the names and addresses of any person expected to provide, for consideration,
services or activities ancillary to or in conjunction with the event)
(attach additional sheets if needed)

Name

Address

N/A

**OUTDOOR COMMUNITY EVENT
RELEASE OF CLAIMS**

(complete a separate form for each applicant, to include corporate officers and partners)

The undersigned has filed with Washoe County Business License an application for outdoor community event license. In consideration of the assurance by the Board of County Commissioners that no vote on said application will be taken except after a deliberate, intensive and thorough investigation of the undersigned, including but not limited to criminal history background, associates and finances, the undersigned does for himself, his heirs, executors, administrators, successors and assigns, hereby release, remise and forever discharge the County of Washoe, Washoe County Sheriff's Office, Washoe County Commission, and Washoe County Business License from any and all manner of actions, causes of action, suits, debts, judgments, executions, claims, and demands whatsoever, known or unknown, in law or equity, which the undersigned ever had, now has or may have, or claim to have against any or all of said entities or individuals arising out of or by reason of the processing or investigation of or other action relating to the undersigned application.

AUTHORIZATION TO RELEASE INFORMATION

As an applicant for an outdoor community event license with Washoe County Business License, I am required to furnish information for use in determining my qualifications. In this connection, I authorize release of any and all information of a confidential or privileged nature.

I hereby release you, your organization and others from liability or damage, which may result from furnishing the information requested. This release will expire 180 days after the date signed.

I, the undersigned, have read this release and understand all its terms; I execute it voluntarily and with full knowledge of its significance.

IN WITNESS WHEREOF, I have executed this release at _____ on the
_____ day of _____, 20_____.

Joseph Colacurcio

Printed name of applicant

Signature of applicant

Subscribed and sworn to before me this _____ day of _____, 20_____

Notary Public in and for said county and state

My commission expires: _____

OUTDOOR COMMUNITY EVENT INSURANCE, HOLD HARMLESS AND INDEMNIFICATION REQUIREMENTS

Pursuant to Washoe County Code section 25.303, any applicant for a Washoe County outdoor community event license must ensure the following requirements are met to the satisfaction of the Washoe County Risk Management Division before the outdoor community event license may be issued.

INDEMNIFICATION & HOLD HARMLESS

As respects acts, errors or omissions relating to the event, APPLICANT agrees to indemnify and hold harmless COUNTY, its officers, agents, employees, and volunteers from and against any and all claims, demands, defense costs, liability or consequential damages of any kind or nature arising directly or indirectly out of the event or any activity leading up to, during, or following the event, excepting those which arise out of the sole negligence of the COUNTY.

APPLICANT further agrees to defend COUNTY and assume all costs, expenses and liabilities of any nature to which COUNTY may be subjected as a result of any claim, demand, action or cause of action arising out of the negligent acts, errors or omissions of APPLICANT or its agents concerning the event.

INSURANCE REQUIREMENTS

COUNTY requires that APPLICANT purchase General Liability Insurance as described below against claims for injuries to persons or damages to property which may arise from or in connection with the event by APPLICANT, its agents, representatives, or employees. The cost of all such insurance shall be borne by APPLICANT.

APPLICANT shall maintain coverage and limits no less than \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, the general aggregate limit shall be increased to equal twice the required occurrence limit, to apply separately to this event.

Any deductibles or self-insured retentions must be declared to and approved by the COUNTY Risk Management Division prior to the event. COUNTY reserves the right to request additional documentation, financial or otherwise prior to giving its approval of the deductibles and self-insured retention and prior to issuing the license. The COUNTY Risk Manager prior to the change taking effect must approve any changes to the deductibles or self-insured retentions.

APPLICANT shall provide COUNTY with a certificate of insurance that identifies COUNTY, its officers, agents, employees and volunteers as additional insured's.

NOTE: A certificate of insurance complying with the provisions stated above is not required with the outdoor community business license application, but must be furnished prior to the issuance of the license.

I hereby agree to the all of the provisions stated above:

Washoe County Honorary Deputy Sheriff's Benefit

July 9, 2024

Name of Event

Date(s) of Event

Joseph Colacurcio

Applicant's name (printed)

Applicant's signature

Date: 5/7/2024

**OUTDOOR COMMUNITY EVENT
(Outdoor Festivals)
WASHOE COUNTY CODE CHAPTERS 25 & 110**

EXTRACT FROM WASHOE COUNTY CODE CHAPTER 25

25.013 Definitions. (extract, definitions for Outdoor Festivals only)

14. "Outdoor community event" means an assembly of more than 100 and less than 1000 persons on any 1 day of the event gathered together for any purpose, at any location, other than a permanent building or permanent installation that has been constructed for and will accommodate the number of persons gathered therein.

15. "Outdoor festival" means an assembly of 1,000 or more persons on any 1 day of the event gathered together for any purpose, at any location, other than a permanent building or permanent installation that has been constructed for and will accommodate the number of persons gathered therein.

25.263 Definitions. As used in sections 25.263 to 25.305, inclusive:

1. The terms "outdoor community event" and "outdoor festival" have the meanings ascribed to them in section 25.013.

2. "Carnival" means a traveling business providing commercial entertainment consisting of sideshows, concessions, rides, games of chance, and other amusements. When held outdoors, a carnival is a type of outdoor festival or outdoor community event.

3. "Circus" means a traveling business providing commercial performances by acrobats, trained animals, clowns, jugglers, and others within a tent or arena. When held outdoors or in a tent, a circus is a type of outdoor festival or outdoor community event.

4. "Tent show" means a traveling business providing music, lectures, or entertainment in a tent, and is a type of outdoor festival or outdoor community event.

[§4, Ord. No. 1099; A. Ord. No. 1138]

25.265 License required for certain outdoor events. In addition to complying with the general provisions of this chapter, a person must secure a license in accordance with sections 25.263 to 25.305, inclusive, to operate or conduct:

1. An outdoor festival including, without limitation, an outdoor circus, carnival, or other outdoor entertainment event for 1000 or more persons on any one (1) day of the event for which an outdoor festival license is required pursuant to sections 110.310.15 and 110.310.20 inclusive.

2. An outdoor community event. The license is in addition to any administrative permit granted pursuant to section 110.310.15.

[§5, Ord. No. 1099; A. Ord. Nos. 1138, 1260]

25.267 License valid for one event only. A license issued under sections 25.263 to 25.305 is valid only for the event authorized and not for any other event.

[§6, Ord. No. 1099]

25.269 Applicability. A person must secure a license under section 25.283 to conduct or operate any outdoor event listed in section 25.265 proposed to take place on public or private lands in the unincorporated area of Washoe County, except for lands managed by the Washoe County Parks Department and state, trust, tribal, and federal lands.

[§7, Ord. No. 1099]

25.271 Unlawful acts. It is unlawful for any licensee, employee, agent or person associated with a licensee to:

1. Unless authorized to do so by Washoe County, conduct, operate, participate in, or provide supplies or services to an event for which a license is required under section 25.265 for which a license has not been issued, or to continue to conduct, operate, participate in, or provide supplies or services to such an event for which a license has been suspended or revoked.
 2. Except for advance ticket sales by mail or similar means, to sell tickets or admit persons to an event for which a license is required under section 25.265 for which a license has not been issued, or to continue to sell tickets or admit persons to such an event for which a license has been suspended or revoked.
 3. Operate, conduct, or carry on an event for which a license is required under section 25.265 in such a manner as to create a nuisance.
 4. Allow any person on the premises of an event for which a license has been issued under section 25.283 to cause or create a disturbance in, around or near any place of the event by offensive or disorderly conduct.
 5. Knowingly allow any person to sell, consume or be in possession of intoxicating liquor while in a place of an event for which a license has been issued under section 25.283, except where such sale, consumption or possession is expressly authorized under chapters 25 and 30 and the laws of the State of Nevada.
 6. Knowingly allow any person in, around, or near an event for which a license has been issued under section 25.283 to use, sell, or be in possession of any controlled substance or dangerous drug.
- [§8, Ord. No. 1099]

25.272 Outdoor community events; license required; application; fees; approval or denial; revocation; unlawful acts.

1. The provisions of this section and the provisions of sections 25.010 to 25.445, inclusive, apply to an application for a license to hold an outdoor community event.
 2. No outdoor community event shall be held or conducted unless the sponsor has first obtained a business license pursuant to this section. An outdoor community event with more than 300 and less than 1000 persons on any one (1) day of the event shall also obtain an administrative permit pursuant to section 110.310.20.
 3. Application for a license to conduct an outdoor community event shall be made to the license division on forms designated by the license division and shall be accompanied by a nonrefundable application fee of \$50 and any other business license fees as set forth in this chapter, which may be refunded in accordance with this chapter if the application is denied or withdrawn. The application shall require the same information required under section 25.273. For those events requiring an administrative permit pursuant to section 2, the license application shall suffice for the administrative permit application and no additional fees are required for filing the administrative permit application.
 4. The director of community development or the board of adjustment shall approve or deny the application. Grounds for denial are the same as those set forth in section 25.281 and notice thereof shall be made in accordance with section 25.279. Approval may include the imposition by the license division of any condition set forth in sections 25.289 to 25.305, inclusive.
 5. The license may be suspended or revoked in the manner provided in section 25.287.
 6. The acts declared unlawful in section 25.271 shall also be unlawful if done during or in conjunction with an outdoor community event.
- [§165, Ord. No. 1138]

25.273 Application and fee.

1. An application to conduct an event for which a license is required under section 25.265 must be made in writing to the license division on forms provided by the division. The license division must receive a complete application at least 90 days prior to commencement of the event. No application shall be processed until the application is deemed complete by the license division. Except as provided in subsection 4, the license application must be accompanied by:

(a) A nonrefundable application fee of \$1,000 for a license required pursuant to subsection 1 of section 25.265, and

(b) Any business license fees as set forth in this chapter, which may be refunded in accordance with this chapter if the application is denied or withdrawn.

2. The application shall contain:

(a) The name, age, residence and mailing address of the person making the application. If the applicant is a partnership, the application must include the names and addresses of the partners, and the partners must join in the application as individual licensees. If the applicant is a corporation, the application must include a certified copy of the articles of incorporation and the names and addresses of the president, vice president, secretary and treasurer thereof, and these officers must join in the application as individual licensees.

(b) A statement of the nature and purpose of the proposed event.

(c) The address and assessor's parcel number or numbers of the place where the proposed event is to be conducted, operated, or carried on. The application must include proof of ownership of the place where the event is to be conducted or a statement signed by the owner indicating his consent for the site to be used for the proposed event.

(d) The date or dates and the hours during which the event is to be conducted.

(e) An estimate of the number of customers, spectators, participants and other persons expected to attend the event for each day it is conducted.

(f) The names and addresses of anyone contributing, investing or having an expected financial interest greater than \$500 in producing the event.

(g) The name and address of any person expected to provide, for consideration, services or activities ancillary to or in conjunction with the festival.

(h) If other than the applicant, the name of a designated event representative who must be on the site of the event during the course of the event and who has authority to bind the applicant.

(i) An event plan in accordance with section 25.275.

(j) A statement covering the history of all similar events conducted, operated, or promoted by the applicant in any location including, at a minimum, event names, types, dates, locations, and permits issued.

3. After the application is submitted with required fees and deemed complete by the license division, the license division must:

(a) Transmit one copy of the application and a copy of the receipt for the application fee to the county clerk; and

(b) Promptly give notice of the application to the sheriff, the district health officer, and other local, regional, state, and federal officers as appropriate, with a request for written recommendations related to their official functions as to the granting of a license and the conditions thereof. The license division may establish a deadline by which recommendations must be received.

4. Upon written application from any executive officer of any local post or unit of any national organization of ex-servicemen, acting in his official capacity, a license shall be issued without charge for a tent show or circus for not to exceed 2 weeks in any calendar year, if the local post or unit is to participate in such show or the proceeds thereof.

[§9, Ord. No. 1099; A. Ord. No. 1138]

25.275 Event plans. Each application submitted under section 25.273 must include fifteen copies of an event plan which must include:

1. A detailed explanation of the applicant's plans to provide security, fire protection, water supply, water facilities, sanitation facilities, medical facilities, medical services, vehicle parking, vehicle access, traffic control and, if the event will operate after dark or if persons will remain overnight, illumination and camping facilities.

2. Provisions and a cost estimate for cleaning up the premises and removing rubbish after the event.

3. A site plan showing the arrangement of all facilities, including those for egress, ingress, parking, and camping.

[§10, Ord. No. 1099]

25.276 Investigation.

1. Upon receiving the notice of the application as provided for in subsection 3(b) of section 25.273, the sheriff shall conduct a criminal history background check of the applicants in accordance with section 25.023 to determine whether cause for denial exists. The reasonable costs of the investigation shall be the responsibility of the applicant and shall be paid to the sheriff in advance.

2. The sheriff shall also conduct an investigation of the history of similar events operated, conducted, or promoted by the applicant to determine the truthfulness of the facts submitted by the applicant and to determine whether those events would have met the standards for outdoor festivals set forth in sections 25.263 to 25.305, inclusive.

3. For a second or subsequent application by an applicant, and provided that the applicant, owner, officer and/or director have not changed, the license division or the sheriff may waive the requirements of subsection 2 of this section and modify the requirements of subsection 1 of this section as follows:

(a) At the discretion of the Sheriff, a criminal history records check need not be processed in accordance with section 25.023, but the Sheriff shall review local police records including, without limitation, warrants and warrants to determine whether cause for denial exists.

[§168, Ord. No. 1138; A. Ord. No. 1383]

25.277 Review procedures: Events for 1,000 or more persons. After an application for an event listed in subsection 1 of section 25.265 is submitted with required fees and deemed complete by the license division:

1. The license division must consult with the county clerk and set the application for public hearing at a regular meeting of the board to occur not more than 30 days after the application is deemed complete.

2. At least 10 days in advance of the hearing, the license division must give notice of the public hearing to the applicant and to affected property owners in the manner set forth in section 110.810.25 for special use permits.

3. Based upon the testimony of witnesses, the evidence presented at the hearing, and the report of the license division, the board must approve the issuance of a license with conditions or deny the application. The board may continue a decision on the application to its next regularly scheduled meeting.

4. If the board denies the application, the license division shall mail written notice of denial to the applicant within 5 working days of the denial. The notice must include a statement of the reasons the application was denied.

[§11, Ord. No. 1099; A. Ord. No. 1138]

25.279 Review procedures: Events for more than 100 but less than 1,000 persons. After an application for an event listed in subsection 2 of section 25.265 is submitted with required fees and deemed complete by the license division, the license division must review the application, following substantially the same procedures set forth in sections 110.808.30 to 110.808.45, inclusive, for administrative permits. The director of community development or, where applicable, the board of adjustment must approve the issuance of a license with conditions or deny the application.

[§12, Ord. No. 1099; A. Ord. No. 1138]

25.281 Grounds for denial. The board, the board of adjustment or the director of community development may deny issuance of a license for any of the following reasons:

1. The proposed event will be conducted in a manner or location not meeting the health, zoning, fire, building or safety standards established by Washoe County or state law.

2. The applicant has knowingly made a false, misleading, or fraudulent statement of material fact in the application for a license or in any other document required pursuant to sections 25.263 to 25.305, inclusive.

3. The applicant or any person connected or associated with the applicant as partner, director, officer, associate or manager, or having a financial interest as described in subsection 2(f) of section 25.273 has previously conducted or been interested in the type of event for which a license is being applied for which resulted in the creation of a public or private nuisance.

4. The applicant or any person associated with the applicant as a partner, director, or officer has been convicted within the past ten (10) years of any of the following crimes:

(a) Involving the presentation, exhibition or performance of an obscene production, motion picture or place, or of selling obscene matter;

(b) Involving lewd conduct;

(c) Involving the use of force and violence upon the person of another;

(d) Involving misconduct with children; or

(e) Involving illegal use of controlled substances or dangerous drugs.

5. The applicant or any person associated with the applicant as a partner, director, or officer has a history of conducting similar events that would not meet the standards established in sections 25.263 to 25.305, inclusive.

[§13, Ord. No. 1099; A. Ord. No. 1138]

25.283 Issuance of license, posting, fee.

1. To make a determination that the conditions of license approval have been met, the license division must receive from the applicant proof of compliance with each condition imposed under section 25.277 or 25.279. Such proof must:

(a) Include executed contracts or agreements with all providers of required services and facilities, or other evidence approved by the director of community development;

(b) Where the sheriff, district health officer, director of community development, fire chief, or other officer has determined the condition, include the written approval or acknowledgement of that person; and

(c) Be received by the license division at least 5 working days prior to commencement of the event.

2. Upon a determination by the license division that the conditions of license approval have been met, and that all applicable fees and deposits have been paid, the license division must issue a license specifying the name and address of the licensee, the kind of festival licensed, and the dates and hours for which operation is authorized. The licensee must post the license in a conspicuous place upon the premises where the event is conducted.

3. The board hereby delegates to the director of community development the authority to determine whether an applicant has met the conditions of license approval. The applicant or his agent may appeal a decision of the director under this subsection in substantially the same manner as set forth in section 110.808.45 for administrative permits.

[§14, Ord. No. 1099]

25.285 Revocation of license: Cause. The board may revoke or further condition any license issued pursuant to section 25.283 when any of the following causes exists:

1. The licensee fails to pay to the license division any of the fees or deposits required under sections 25.263 to 25.305, inclusive.

2. The licensee, his employee or agent fails to fulfill any of the conditions of approval or to maintain required facilities pursuant to sections 25.263 to 25.305, inclusive, or to comply with any provision of any contract for police protection or other services.

3. The licensee allows the event to be conducted in a manner that violates any law or regulation established by Washoe County or the State of Nevada.

4. The licensee allows the festival to be conducted in a disorderly manner or knowingly allows any person to remain on the premises of the event while under the influence of intoxicating liquor or any controlled substance or dangerous drug.

5. The licensee, his employee or agent is convicted of any of the offenses enumerated under subsection 4 of section 25.281.

6. The licensee fails to provide the required number of facilities or personnel by reason of admitting persons in excess of the number estimated in the application.

[§15, Ord. No. 1099]

25.287 Suspension and revocation of outdoor community event or outdoor festival license: Procedures.

1. Whenever the continued operation of the event constitutes an imminent threat to the public health or safety, a license issued under section 25.283 is subject to immediate suspension by the license division, sheriff, chief of the responsible fire protection agency, or district health officer as set forth in this section.

A license issued under section 25.283 is also subject to immediate suspension by the license division or sheriff when any of the causes listed in section 25.285 exist.

2. Any person may file with the license division, sheriff, chief of the responsible fire protection agency, or district health officer a petition for suspension or revocation of the license of any licensee.

3. Whether initiated by petition or otherwise, the procedures for suspension and revocation shall be those set forth in sections 25.0380 through 25.0387, inclusive, except as follows:

(a) The causes for revocation are set forth in 25.285; and

(b) The license division may modify the time schedules set forth in subsections 4 and 6 of section 25.0381 if the event is scheduled to commence before the hearing would be held, or request a special hearing pursuant to NRS 244.090 if the event has not commenced and reasonable notice is possible. [§16, Ord. No. 1099; A. Ord. No. 1138, 1336]

25.289 Licensing conditions: Generally.

1. For an event for which a license is required under section 25.265, the board, the board of zoning adjustment, or the director of community development must establish conditions that must be met prior to the issuance of a license.

2. Conditions imposed under subsection 1 of this section shall be imposed pursuant to Washoe County's general police power as necessary under all the circumstances for the protection of the health, welfare, safety and property of local residents and persons attending festivals in the county, and may include, without limitation, the conditions specified in sections 25.291 to 25.305, inclusive.

3. The licensee must meet conditions imposed under this section at the licensee's expense.

[§17, Ord. No. 1099; A. Ord. No. 1138]

25.291 Licensing conditions: Police protection. A licensee must employ sheriff's deputies or other police protection, to include private security firms or agencies, as necessary for the public health, safety, and welfare. The sheriff shall determine the numbers and types of officers or security personnel necessary to preserve order and protect persons and property in and around the place of the festival. [§18, Ord. No. 1099]

25.293 Licensing conditions: Food, water, sanitation, garbage disposal, and medical services.

1. A licensee must provide on the premises of the festival as necessary for the public health, safety, and welfare:

(a) An ample supply of potable water for drinking and sanitation purposes;

(b) A minimum supply of water meeting federal government standards;

(c) Except as provided in subsection 3 of this section, flush-type water closets, lavatories and drinking facilities, and related sewage and drainage systems;

(d) Food concessions or facilities to feed adequately the number of persons expected to attend, considering the event's location, expected attendance, access to and capacity of existing facilities, and distance from public eating places or like establishments;

(e) Sanitation facilities for the sole use of employees of the food concessions or operations;

(f) Trash receptacles;

(g) Removal of trash and refuse;

(h) Emergency medical treatment facilities; doctors, nurses, and other aides needed to staff such facilities; and medical supplies, drugs, ambulances and other equipment, considering the expected attendance, expected ages of attendees, duration of planned events, possibility of exposure to inclement weather and outdoor elements, and availability of other facilities; and

(i) Traffic lanes and other adequate space designated and kept open for access and travel of ambulances, helicopters, and other emergency vehicles to transport patients or staff to appropriate treatment facilities.

2. The district health officer shall determine the types, amounts, numbers, locations, and required quality of supplies, facilities, and services required under subsection 1 of this section.

3. Where flush-type water closets cannot be made available for the persons in attendance, the district health officer may allow the use of portable chemical toilets, which shall be emptied and recharged as necessary pursuant to procedures established by the district health officer. [§19, Ord. No. 1099]

25.295 Licensing conditions: Access, traffic, parking, camping, and illumination.

1. A licensee must provide on the premises of the festival as necessary to protect the public health, safety, and welfare:
 - (a) Adequate parking space for persons attending by motor vehicle;
 - (b) Adequate ingress and egress to festival premises and parking areas, including necessary roads, driveways, and entranceways to insure the orderly flow of traffic into the premises from a road that is part of or connects with a state or county highway;
 - (c) An adequate access way for fire equipment, ambulances, and other emergency vehicles;
 - (d) Traffic guards under the employ of the licensee to insure orderly traffic movement and relieve traffic congestion in the vicinity of the event;
 - (e) Camping facilities and overnight areas, if necessary, that meet all applicable county and state requirements; and
 - (f) Electric illumination of occupied areas, if a licensee will conduct an event after dark or allow persons to remain on the premises after dark.

2. For the purposes of this section, "adequate parking space for persons attending by motor vehicle" means a separate parking space for every two persons expected to attend by motor vehicle, individually and clearly marked, and not less than 12 feet wide and 20 feet long.

3. The director of community development shall consult with the director of public works and the county building officer, and shall determine the necessary parking, ingress, egress, access, traffic, camping, overnight, and illumination facilities and services required under subsection 1 of this section.

[§20, Ord. No. 1099]

25.297 Licensing conditions: Hours of operation. A license issued under section 25.283 must include as a condition the dates and hours of event operation approved by the board, the board of adjustment, or the director of community development.

[§21, Ord. No. 1099]

25.299 Licensing conditions: Fire protection.

1. A licensee must provide adequate fire protection, first aid equipment, and fire extinguishing equipment to protect the public health, safety, and welfare. If the event is to be conducted in a hazardous area as determined by the chief or chiefs of the responsible fire protection agency or agencies, considering all relevant factors, including without limitation the event location and nature, the nature of the surrounding area, and probable weather conditions, a licensee must employ fire guards and must remove flammable vegetation and other fire hazards.

2. The chief or chiefs of the responsible fire protection agency or agencies:

- (a) Shall determine the necessary numbers and types of equipment and personnel required under subsection 1 of this section;
- (b) May determine that an event is proposed in a hazardous fire area;
- (c) Shall approve the suitability of fire guards required to be employed by the licensee; and
- (d) Shall determine the manner and quantity of flammable vegetation and other fire hazards that must be removed.

[§22, Ord. No. 1099]

25.301 Licensing conditions: Financial ability to meet conditions. A licensee must provide proof of the financial ability of the applicants to meet the conditions of the license.

[§23, Ord. No. 1099]

25.303 Licensing conditions: Indemnification and insurance.

1. A licensee must indemnify, hold harmless, and defend the county, its agents, officers, servants and employees and the board, and any other public agencies involved, and their agents, officers, servants and employees, from and against any and all losses, injuries, or damages of any nature whatsoever arising out of, or in any way connected with such event, except such losses, injuries, or damages arising out of the sole negligence of the county or any other public agency involved.

2. A licensee must purchase and provide evidence of insurance coverage in an amount based on the liability exposure or potential losses created by the event.

3. The county risk manager shall determine the form, amount and type of evidence of insurance coverage required under subsection 2 of this section.

[§24, Ord. No. 1099]

25.305 Licensing conditions: Performance security.

1. A licensee must post a performance security in the form of surety bond, letter of credit, certificate of deposit, cash bond in favor of the county, or other instrument approved by the district attorney. The amount of the security shall be adequate to cover the costs of fulfilling specified conditions of license approval including, without limitation, the costs of removing debris, trash or other waste from, in and around the premises of the event.

2. As soon as practicable after completion of the event for which a license is issued under section 25.283, the license division shall inspect the event site and determine whether conditions of approval for which the licensee posted a performance security have been fulfilled.

3. If the license division determines that the conditions of license approval for which the licensee posted a performance security have been fulfilled, the division must promptly cause the release of the security. If the license division determines that the conditions of approval for which the licensee posted a performance security have not been fulfilled, the license division shall recommend to the district attorney that the security be forfeited and used to achieve compliance.

4. The license division shall determine the type and amount of performance security required under subsection 1 of this section.

[§25, Ord. No. 1099; A Ord. No. 1275]

EXTRACT FROM WASHOE COUNTY CODE CHAPTER 110

Section 110.310.15 Allowed Temporary Uses and Structures. Temporary uses and structures shall be subject to all the regulations as would be applied to a permanent principal or accessory use located in the same regulatory zone, except as otherwise provided by the regulations of this article. The following temporary uses and structures shall be allowed as specified by the provisions of this section and Chapter 25 of the Washoe County Code. The duration and frequency of temporary uses is established in this section and Chapter 25 of Washoe County Code. The Director of Community Development may impose additional restrictions on the frequency and duration of a temporary use.

(a) through (c) omitted

(d) **Circuses, Carnivals and Other Outdoor Entertainment Events.** Excluding activities and events occurring in a permanent entertainment facility, the temporary provision of games, eating and drinking facilities, live entertainment, animal exhibitions, or other similar activities in a tent or other temporary structure. Section 110.310.20, Circuses, Carnivals or Other Outdoor Entertainment Events, provides additional regulations.

(e) through (o) omitted

Section 110.310.20 Circuses, Carnivals or Other Outdoor Entertainment Events. A circus, carnival or other outdoor entertainment event may be permitted in all regulatory zones for a period not to exceed ten (10) days. Adequate parking and restroom facilities shall be provided for the expected attendance. An event that will have a combination of between three hundred (300) and nine hundred ninety-nine (999) participants and spectators on any one (1) day of the event shall obtain an administrative permit prior to the event. An administrative permit or outdoor festival license shall not be required for events held at or in facilities designed for such events. These facilities include auditoriums, convention facilities, stadiums and parks, but does not extend to ancillary support areas, such as parking lots, if the event is to be held on or in those ancillary support facilities. An event that will have a combination of more than one thousand (1,000) participants and spectators on any one (1) day of the event shall obtain an outdoor festival license as specified in Chapter 25 of the Washoe County Code, instead of an administrative permit.