

Incline Village Crystal Bay Business Association

885 Tahoe Blvd #36, Incline Village, NV 89451

mike@ivcba.org | 805-630-4442 | ivcba.org

September 22, 2026

Washoe County Business License Division

1001 E. Ninth Street

Reno, NV 89512

Re: Outdoor Community Event License Application — IVCBA Fall Fest 2026

Dear Washoe County Business License Division,

Please find enclosed the Outdoor Community Event License Application for the IVCBA Fall Fest, to be held on October 17, 2026, at the Village Center (774 Mays Blvd, Incline Village, NV 89451) from 12:00 PM to 3:00 PM.

The Incline Village Crystal Bay Business Association (IVCBA) is the community and business association serving Incline Village and Crystal Bay. Our mission is to build community and grow cohesiveness for the sustainability of Incline Village and Crystal Bay. IVCBA is a 501(c)(6) nonprofit membership organization with over 270 member businesses, nonprofits, and engaged residents.

Fall Fest is an annual outdoor community event that debuted in 2025 as IVCBA's signature fall celebration. The event brings together local businesses, families, and residents for a free, family-friendly afternoon at the Village Center. This year's event will feature 20–29 vendor booths, a beer garden operated in partnership with a licensed operator, carnival games, family activities, and live entertainment.

Event Summary:

Event Name	IVCBA Fall Fest 2026
Date	Saturday, October 17, 2026
Hours	12:00 PM – 3:00 PM (Setup: 11:00 AM; Breakdown: 3:00 PM – 4:00 PM)
Location	Village Center, 774 Mays Blvd, Incline Village, NV 89451
Organizer	Incline Village Crystal Bay Business Association (IVCBA)
Contact	Michael O'Neill, Operations Manager
Expected Attendance	150–200 attendees and vendors (at any given time during event window)
Number of Booths	20–29 10–19
Admission	Free (no admission charge)
Alcohol	Yes — beer garden contracted by Tahoe Children's Foundation, Inc. (licensed operator TBD — hired by TCF)
Food	Yes — food vendors on site
Music/Entertainment	Yes — live entertainment by Jack'd Up (band)

IVCBA has obtained, or is in the process of obtaining, all necessary documentation including proof of general liability insurance (\$1,000,000 minimum), written permission from the property manager (Incline Property

Management), and coordination with the North Lake Tahoe Fire Protection District (NLTFPD). IVCBA worked closely with NLTFPD in 2025 and has already been introduced to Fire Inspector Jeffrey Smith for the 2026 event.

We are committed to conducting this event safely and in full compliance with all applicable Washoe County regulations. Please do not hesitate to contact us with any questions or requests for additional information.

Sincerely,

Michael O'Neill

Operations Manager

Incline Village Crystal Bay Business Association (IVCBA)

Enclosures:

1. Outdoor Community Event License Application (completed)
2. Site Plan
3. Vendor List
4. Statement of Assets
5. Statement of Liabilities
6. Personal History Form(s)
7. Affidavit of Property Permission (from Incline Property Management)
8. Release of Claims and Authorization to Release Information
9. Certificate of General Liability Insurance
10. Event Description / Event Plan

NLTFPD OUTDOOR ASSEMBLY APPLICATION — DRAFT ANSWERS

North Lake Tahoe Fire Protection District | 866 Oriole Way, Incline Village, NV 89451 | (775) 831-0351

Submit to: jsmith@nltpd.net (Jeffrey Smith, Fire Inspector)

NOTE: Use these answers to complete the official NLTFPD PDF form. Sheila Leijon has already introduced Mike O'Neill to Jeffrey Smith via email on July 20, 2026.

SECTION 1 — APPLICANT / POINT OF CONTACT

Applicant / Point of Contact	IVCBA — Michael O'Neill
Email	
Phone	
Event Address	774 Mays Blvd, Incline Village, NV 89451
City / State / ZIP	Incline Village, NV 89451

SECTION 2 — EVENT INFORMATION

Name of Event	Fall Fest 2026
Date of Event	Saturday, October 17, 2026
Event Hours	12:00 PM – 3:00 PM
Setup	11:00 AM – 12:00 PM
Breakdown	3:00 PM – 4:00 PM
Description of Event	Annual outdoor community event at the Village Center featuring 20–29 vendor booths, beer garden, carnival games, family activities, and live entertainment. Free admission. Attendee count estimated at 150–200 at peak during the 12–3 PM window.
Estimated Attendance	150–200 at any given time

SECTION 3 — SITE PLAN CHECKLIST ITEMS

All the following should appear on the site plan submitted with this application:

Event organizer name, address, email, phone	IVCBA — Michael O'Neill,
Emergency contact name, address, email, phone	
Estimated number of attendants	150–200 at peak
Tent/booth locations & square footage	To be shown on site plan — 20–29 booths throughout upper and lower Village Center
Fire extinguisher locations (2A:10-B:C, within 75 ft)	Minimum 3 extinguishers to be placed — positions to be shown on site plan
Generator locations	TBD — to be shown on site plan if generators are used
Heating locations	N/A — no burn barrels in 2026; no outdoor heating planned
Exit illumination	Existing building exit signage — daylight event, no additional illumination needed

Access roadways / driveway / egress	Fire access lanes at 774 Mays Blvd to remain unobstructed per 2025 approved plan
Cooking / open flames	Beer garden may have cooking appliances — to be 20 ft from tents/structures per IFC 3106
Vehicle barriers	Existing curbing and bollards at Village Center perimeter; supplemental cones/barriers as needed
Electrical outlets / extension cord protection	Vendors to use listed extension cords (UL 817); no indoor cords used outdoors

SECTION 4 — CROWD MANAGERS

Per IFC, crowd managers are required only when attendance exceeds 500. Estimated attendance for Fall Fest 2026 is 150–200 at peak — crowd managers are NOT required.

▮ *If attendance grows beyond 500 at any point, a trained crowd manager must be present on-site. Document their name, cell, DL#, and proof of training.*

SECTION 5 — MEDICAL SERVICES

Per the NLTFPD medical services flowchart, the first formal threshold is 1,500 attendees. At an estimated 150–200 attendees, no dedicated EMT/first aid station is required. However:

- Event is more than 5 miles from the closest hospital (Question H = Yes)
- Alcohol will be sold (Question F = Yes)

Since attendance is well below 1,500, no formal medical services are mandated. IVCBA should confirm whether NLTFPD recommends having a basic first-aid kit and trained responder on site given the alcohol/distance factors.

ITEMS STILL NEEDED BEFORE SUBMISSION

- ▮ *Site plan drawing showing all required elements listed in Section 3 above*
- ▮ *Confirmation of generator use (or explicit N/A on form)*
- ▮ *Beer garden operator confirmation — TCF or partner name for the form*
- ▮ *Signature from Michael O'Neill (electronic or wet signature)*

Submit the completed form and site plan to: jsmith@nltpd.net

Jeffrey Smith is the POC for NLTFPD; John James (jjames@nltpd.net) is copied.

Reference prior permit: NLTFN-2025-0000052 (for event continuity context)

Fee from 2025: \$126 (\$120 plan review + \$6 IT fee) — budget similar for 2026

WASHOE COUNTY OUTDOOR COMMUNITY EVENT LICENSE — DRAFT ANSWERS

IVCBA Fall Fest 2026 | October 17, 2026 | 774 Mays Blvd, Incline Village, NV 89451

DEADLINE WARNING: The Washoe County application requires a 90-day advance submission. For an October 17 event, the deadline was July 18, 2026. As of July 20, the application is 2 days late. Submit immediately and contact the Business License Division to explain the situation and request expedited processing.

LIQUOR LICENSE NOTE: Alcohol will be served (beer garden). A separate Nevada liquor license application is required. Contact Washoe County Business License Division about the liquor component — it may need to be filed by the beer garden operator (TCF/partner), not IVCBA directly.

FEES — Pay by check or money order payable to "Washoe County Treasurer"

Application fee	\$50.00
License fee (1 day)	\$350.00
Booth fee (20–29 booths)	\$150.00
TOTAL DUE	\$550.00

SECTION A — MAIN APPLICATION (Page 5 of packet)

Applicant Information

Applicant / Organization Name	Incline Village Crystal Bay Business Association (IVCBA)
Business Address	
Mailing Address (if different)	
Phone Number	
Email Address	
Type of Business Entity	Nonprofit Organization (501(c)(6))
NV Business License #	[VERIFY — check IVCBA records or NV SOS portal]

▮ Confirm NV state business license number before submitting

Event Information

Name of Event	IVCBA Fall Fest 2026
Date(s) of Event	Saturday, October 17, 2026
Hours of Operation	12:00 PM – 3:00 PM
Setup Hours	11:00 AM – 12:00 PM
Breakdown Hours	3:00 PM – 4:00 PM
Location / Venue Name	Village Center (Incline Center)
Address of Event	774 Mays Blvd, Incline Village, NV 89451
APN (Assessor's Parcel Number)	[NEEDS LOOKUP — search Washoe County Assessor at assessor.washoecounty.gov] 132-201-07
Description of Event	Annual outdoor community celebration featuring vendor booths (20–29), a beer garden, carnival games, family activities, and live entertainment. Free admission. Organized by IVCBA to

	support local businesses and build community in Incline Village/Crystal Bay.
On-Site Representative (Day of Event)	Michael O'Neill
On-Site Rep Phone	
Admission Fee	None (free event)
Maximum Attendance (at one time)	200
Total Expected Attendance (all day)	300-400
Food Provided / Sold?	Yes
Alcohol Provided / Sold?	Yes — beer garden operated by licensed partner (TCF)
Live Music / Amplified Sound?	Yes (entertainment TBD)

▀ *APN must be filled in — look up at assessor.washoecounty.gov for 774 Mays Blvd, Incline Village*

Insurer Information (Page 6)

Insurance Company Name	[INSERT — obtain certificate from IVCBA's carrier]
Policy Number	[INSERT from certificate]
Coverage Amount	\$1,000,000 minimum general liability
Coverage Dates	Must include October 17, 2026
Agent Name / Phone	[INSERT from certificate]

▀ *Obtain Certificate of Insurance naming Washoe County as additional insured — required*

History of Similar Events (Page 6)

Prior Event Name	IVCBA Fall Fest 2025
Date	October 11, 2025
Location	Village Center, 774 Mays Blvd, Incline Village, NV 89451
Attendance	Approximately 75 attendees and vendors
Incidents	None

SECTION B — VENDOR LIST (Page 6)

A full vendor list must be submitted. Below is a starting point based on 2025 participants. Update with confirmed 2026 vendors before submission.

Vendor / Business	Type of Activity / Product	Notes
IVCBA	Event organizer / information booth	
TCF / Partner	Beer garden — alcohol sales	<i>Licensed operator required</i>
TCF / Partner	Carnival games	
LaTienda Latina	Food — traditional cuisine	
Lupitas	Food & beverages	
Foursquare	Carnival games, food	
Pet Network	Community table	
Tahoe Multi-Sport	Merchandise, raffle	

Vendor / Business	Type of Activity / Product	Notes
TFS Thrift Store	Merchandise	
Tahoe Love	Games / activities	
Wyld Peony	Products, beverages	
Corazon de Mexico	Merchandise, activities	
Sierra Verde	Activities / crafts	
TFS Main Office	Games, candy	
Tahoe Fitness Loft	Activities	
YamiLeo	Activities, games	
Celma	Products (soaps, body sprays)	
NLTFPD	Community info / safety	2025 provided flu shots
[ADD NEW VENDORS]		To be confirmed for 2026

SECTION C — STATEMENT OF ASSETS (Page 8)

Based on 2025 annual report financials. Verify/update with current figures from QuickBooks before submitting.

Operating Checking Account	
Certificate of Deposit / Money Market	
Other Assets (equipment, furnishings, etc.)	[INSERT from QuickBooks balance sheet]
TOTAL ASSETS	

▮ Pull current balance sheet from QuickBooks to get exact figures

SECTION D — STATEMENT OF LIABILITIES (Page 9)

Accounts Payable	[INSERT from QuickBooks]
Outstanding Loans / Obligations	[INSERT if any]
Other Liabilities	[INSERT if any]
TOTAL LIABILITIES	[INSERT from QuickBooks]

▮ Pull current balance sheet from QuickBooks to get liabilities

SECTION E — PERSONAL HISTORY FORM (Page 10)

Required for each applicant / corporate officer. Complete one form per person.

Name	Linda Offerdahl
Title	Executive Director, IVCBA
Address	[Linda's address — she must provide]
Phone	
SSN / DOB	[Linda must provide — do not transmit by email]
Felony convictions?	No (anticipated — Linda to confirm)

▮ *Linda Offerdahl and any other officers must complete personal history forms — gather from them directly*

SECTION F — CONTRIBUTORS / INVESTORS LIST (Page 11)

List any individuals or businesses contributing funds for this event.

Renown Health	\$2,500 — event sponsor
Washoe County (grant)	\$10,000 — unrestricted grant (not event-specific)
[OTHER SPONSORS]	[Add confirmed 2026 Fall Fest sponsors]

▮ *Compile confirmed 2026 Fall Fest sponsors/contributors for this list*

SECTION G — ANCILLARY SERVICES / ACTIVITIES LIST (Page 11)

Beer garden	Alcohol service — operated by licensed partner (TCF)
Carnival games	Non-motorized game booths
Live music / entertainment	Band or performer (TBD)
Food vendors	Multiple food booths (see vendor list)
Kids' activities	Family-friendly games and crafts

SECTION H — AFFIDAVIT OF PROPERTY PERMISSION (Page 7 — NOTARIZED)

This form requires notarization. The property at 774 Mays Blvd is managed by Incline Property Management (IPM). In 2025, Rosa Valdovinos (rosa.valdovinos@ipm-tahoe.com / 775-298-7963) provided written approval for burn barrels. A similar written approval is needed for the 2026 event.

▮ *Request property use permission from Rosa Valdovinos at IPM (rosa.valdovinos@ipm-tahoe.com / 775-298-7963) — similar to the burn barrels email from 2025*

▮ *The affidavit on Page 7 requires NOTARIZATION — schedule with a notary once form is completed*

SECTION I — RELEASE OF CLAIMS (Page 12 — NOTARIZED)

▮ *Release of Claims and Authorization to Release Information on Page 12 also requires NOTARIZATION*
IVCBA (Linda Offerdahl as signatory) releases Washoe County from claims arising from the event.

COMPLETE SUBMISSION CHECKLIST

#	Document	Status
1	Cover Letter	DRAFTED — review & sign
2	Main Application (Page 5)	DRAFTED — fill APN, NV license #
3	Vendor List (Page 6)	PARTIAL — confirm 2026 vendors
4	Insurance Certificate (\$1M GL, WC as additional insured)	NEEDED — contact insurer
5	Site Plan	DRAFTED — finalize

#	Document	Status
		map/drawing
6	Event Plan / Description	DRAFTED (see site plan doc)
7	Statement of Assets (Page 8)	PARTIAL — pull QB balance sheet
8	Statement of Liabilities (Page 9)	NEEDED — pull QB balance sheet
9	Personal History Form(s) (Page 10)	NEEDED — Linda & officers to complete
10	Contributors / Investors List (Page 11)	PARTIAL — add 2026 sponsors
11	Ancillary Services List (Page 11)	DRAFTED
12	Affidavit of Property Permission — NOTARIZED	NEEDED — contact IPM (Rosa at IPM-Tahoe)
13	Release of Claims — NOTARIZED	NEEDED — notary required
14	Check / Money Order (\$550) payable to "Washoe County Treasurer"	NEEDED
15	Liquor license for beer garden	NEEDED — separate application, likely by TCF/operator

IVCBA FALL FEST 2026 — SITE PLAN & EVENT NARRATIVE

For NLTFPD Outdoor Assembly Application & Washoe County Event License

EVENT ORGANIZER

Organization	Incline Village Crystal Bay Business Association (IVCBA)
Mailing Address	885 Tahoe Blvd #36, Incline Village, NV 89451
Emergency Contact	Michael O'Neill
Phone	805-630-4442
Email	mike@ivcba.org
Website	ivcba.org

EVENT DETAILS

Event Name	Fall Fest 2026
Date	Saturday, October 17, 2026
Location	Village Center, 774 Mays Blvd, Incline Village, NV 89451
Setup	11:00 AM – 12:00 PM
Event Hours	12:00 PM – 3:00 PM
Breakdown	3:00 PM – 4:00 PM
Estimated Attendance	Approximately 150–200 attendees and vendors at any given time during the 12–3 PM window
Admission	Free — no admission fee
Number of Booths	20–29 vendor booths
Alcohol	Yes — beer garden operated by licensed partner (TCF)
Food	Yes — multiple food vendors
Entertainment	Live music / entertainment (TBD)

SITE DESCRIPTION

The event takes place at the Village Center (Incline Center) located at 774 Mays Blvd, Incline Village, NV 89451. The Village Center is an outdoor commercial property managed by Incline Property Management (IPM). The property includes upper and lower center areas with paved walkways and common areas suitable for outdoor event booths and activities.

IVCBA has obtained written permission from Incline Property Management (IPM) to conduct the event on the property. IPM contact: Rosa Valdovinos, rosa.valdovinos@ipm-tahoe.com, 775-298-7963.

▮ *Attach written property permission from IPM with this application*

INGRESS AND EGRESS

Mays Blvd provides primary vehicle access to the Village Center. Fire apparatus access lanes at the property will remain unobstructed throughout the event per NLTFPD requirements (minimum 20-foot clearance).

In 2025, NLTFPD noted concerns about ingress and egress in the event setup. For 2026, no burn barrels will be present and booth layout will be planned to maintain clear fire access lanes on all sides.

Pedestrian ingress and egress will be open at all times. Emergency vehicles will have unobstructed access to all areas of the event.

BOOTH AND TENT LAYOUT

20–29 vendor booths will be placed throughout the upper and lower Village Center areas. Booths will be standard 10x10 canopy tents. Aggregate tent area will be monitored to stay within NLTFPD limits (400 sq ft per tent; no single tent to exceed limits without approval).

A minimum 12-foot fire break will be maintained on all sides of tent/canopy structures per IFC Section 3103.

A site plan map/drawing will be provided showing the specific placement of all booths, the beer garden, carnival games area, fire extinguisher locations, and access routes.

▮ *A visual site map/drawing must be created and attached — use 2025 Approved Fire Access Plan (20251010-OP-Fall-Fest-1.pdf) as the base map and update with 2026 layout*

FIRE SAFETY

No burn barrels will be used at the 2026 Fall Fest (change from 2025).

Fire extinguishers (2A:10-B:C rated) will be placed at maximum 75-foot intervals throughout all event areas. Minimum 3 extinguishers are anticipated; exact placement to be shown on the site plan drawing.

Extinguishers will be inspected, serviced, and tagged per Nevada State Fire Marshal requirements.

If generators are used: each generator will be provided with an approved fire extinguisher and separated from combustibles by at least 30 feet.

Cooking appliances or devices producing sparks or grease-laden vapors will be positioned at least 20 feet from any tent or temporary structure per IFC Section 3106.

Combustible refuse will be kept in non-combustible containers with tight-fitting or self-closing lids.

All electrical equipment, power taps, and extension cords will comply with IFC Section 604. Extension cords will be UL 817 listed, used only for single appliances, and rated for outdoor use where applicable.

One designated individual will monitor weather conditions throughout the event and is authorized to initiate suspension or cancellation if needed per IFC 3106.4. That individual is Michael O'Neill (805-630-4442).

BEER GARDEN

A beer garden will be operated by TCF or a licensed partner in a designated area of the Village Center. The operator must hold a valid Nevada liquor license. The beer garden area will be clearly delineated and all alcohol service will comply with Nevada liquor laws.

Cooking appliances in the beer garden area will comply with the 20-foot separation requirement from any tent or canopy structure.

▮ *Confirm beer garden operator name and ensure they hold a valid Nevada liquor license — include their license number in the application*

CROWD MANAGEMENT

Expected attendance is 150–200 persons at peak, well below the 500-person threshold requiring formal crowd managers under IFC Section 403.12. No designated crowd managers are required.

IVCBA staff and volunteers will be present throughout the event to assist attendees and manage vendor setup/breakdown. Michael O'Neill (805-630-4442) will be the on-site point of contact for the entire event duration.

MEDICAL SERVICES

No formal first aid station is required for an event of this size (below 1,500 attendee threshold). A basic first aid kit will be available on site. IVCBA representatives are knowledgeable in basic first aid.

Incline Village Fire Station (NLTFPD) is located approximately 1 mile from the event site.

In 2025, NLTFPD personnel were on site administering flu shots — IVCBA welcomes any NLTFPD presence at the 2026 event as well.

PROPERTY MANAGEMENT APPROVAL

The Village Center is managed by Incline Property Management (IPM). IPM has previously approved IVCBA events at this location. A written approval letter for the 2026 Fall Fest will be attached to this application.

IPM Contact: Rosa Valdovinos, Assistant Grounds Maintenance Manager

848 Tanager St., Suite M, Incline Village, NV 89451 | 775-298-7963 | rosa.valdovinos@ipm-tahoe.com

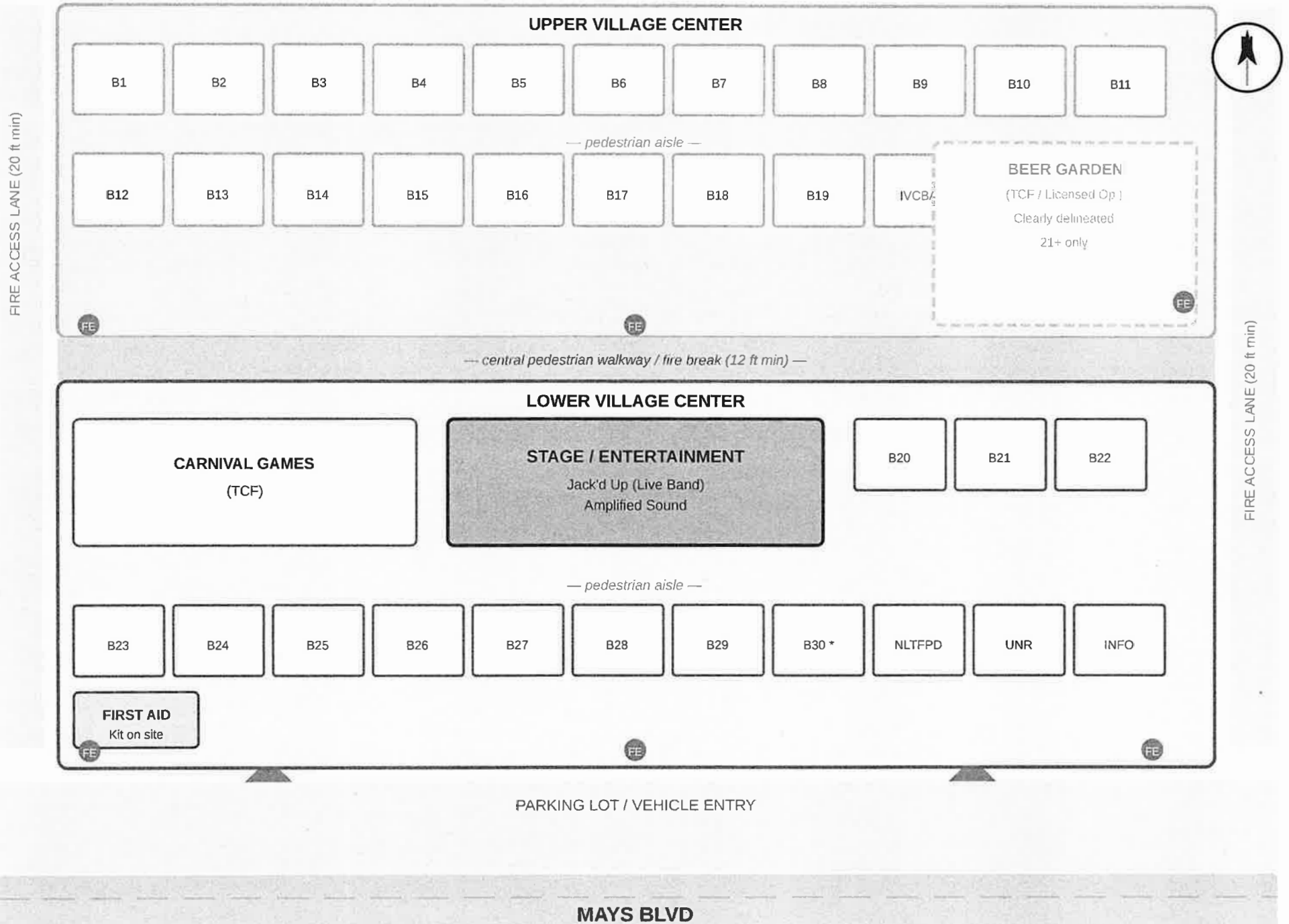
CLEANUP

IVCBA will coordinate with IPM for cleanup of the Village Center following the event. IPM crews (Rosa Valdovinos) assisted with cleanup after the 2025 Fall Fest. All trash and waste generated by the event will be removed and the property returned to its original condition by 5:00 PM on October 17, 2026.

IVCBA representatives are available for a pre-event site inspection to ensure compliance with all NLTFPD and Washoe County safety recommendations. Please contact Michael O'Neill at 805-630-4442 or mike@ivcba.org to arrange.

IVCBA FALL FEST 2026 — SITE PLAN

Village Center, 774 Mays Blvd, Incline Village, NV 89451 | October 17, 2026 | 12:00 PM – 3:00 PM



IVCBA FALL FEST 2026 — VENDOR LIST

Enclosure 3 — Washoe County Outdoor Community Event License Application

Event: IVCBA Fall Fest 2026

Date: Saturday, October 17, 2026

Location: Village Center, 774 Mays Blvd, Incline Village, NV 89451

Organizer: Incline Village Crystal Bay Business Association (IVCBA)

Contact: Michael O'Neill — mike@ivcba.org — 805-630-4442

Vendor / Business	Category	Activity / Product Description
IVCBA	Event Organizer	Information booth — event host
Tahoe Children's Foundation, Inc. (TCF)	Nonprofit	Beer garden (licensed operator TBD hired by TCF); carnival games; org info booth
LaTienda Latina	Food Vendor	Traditional Latin cuisine
Lupitas	Food & Beverage Vendor	Food and beverages
Foursquare	Food & Activity Vendor	Carnival games and food
Pet Network	Community Table	Pet adoption/information booth
Tahoe Multi-Sport	Merchandise / Raffle	Merchandise and raffle
TFS Thrift Store	Merchandise	Secondhand merchandise
Tahoe Love	Games / Activities	Games and community activities
Wyld Peony	Products / Beverages	Products and beverages
Corazon de Mexico	Merchandise / Activities	Merchandise and cultural activities
Sierra Verde	Activities / Crafts	Activity and craft booth
TFS Main Office	Games / Candy	Games and candy
Tahoe Fitness Loft	Activities	Fitness activities booth
YamiLeo	Activities / Games	Activities and games
Celma	Products	Soaps, body sprays, personal care

		products
NLTFPD	Community / Safety	Fire district information, flu shots, community safety booth
UNR at Lake Tahoe	Community Outreach	University outreach and information (also event sponsor)
Renewals by Anderson	Products / Services	Home improvement services booth

Notes:

- Beer garden: Tahoe Children's Foundation, Inc. (TCF) is the contracted operator. TCF will engage a Nevada-licensed alcohol service provider. The name and license number of the licensed operator will be confirmed and submitted prior to the event date.
- NLTFPD: North Lake Tahoe Fire Protection District is invited to participate as in 2025 (flu shots, safety information).
- UNR at Lake Tahoe is both an event sponsor (\$5,000) and a community booth participant.
- Final vendor count: 19 confirmed booths (plus IVCBA organizer). Additional vendors may be added; total booths will not exceed 29.
- Live entertainment: Jack'd Up (band). Amplified sound. Performing during event hours (12:00 PM - 3:00 PM).

Submitted by: Michael O'Neill, Operations Manager, IVCBA

Date: 9/22/20

Signature: 

**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:

<u>Fall Fest</u>	<u>10/17/26</u>
Name of Event	Date(s) of Event
<u>Michael O'Neil</u>	<u>over</u>
Applicant's name (printed)	Applicant's signature
Date: <u>9/22/26</u>	

IVCBA FALL FEST 2026 — EVENT DESCRIPTION AND PLAN

Enclosure 10 — Washoe County Outdoor Community Event License Application

Event Overview

Event Name	IVCBA Fall Fest 2026
Organizer	Incline Village Crystal Bay Business Association (IVCBA)
Date	Saturday, October 17, 2026
Event Hours	12:00 PM - 3:00 PM
Setup	11:00 AM - 12:00 PM
Breakdown	3:00 PM - 4:00 PM
Location	Village Center, 774 Mays Blvd, Incline Village, NV 89451
Admission	Free — no admission fee
Expected Attendance	150-200 persons at peak; 300-400 total over event duration
Number of Booths	20-29 vendor booths 10-19
On-Site Contact	Michael O'Neill — 805-630-4442 — mike@ivcba.org

Purpose and Description

IVCBA Fall Fest is an annual outdoor community celebration organized by the Incline Village Crystal Bay Business Association. The event debuted in 2025 and is designed to bring together local businesses, nonprofits, families, and community members for a free, family-friendly afternoon at the Village Center.

The event features vendor booths showcasing local businesses and nonprofits, food and beverage vendors, a beer garden, carnival games, family activities, and live entertainment. The event is free and open to the public with no admission charge.

Activities and Features

Vendor Booths: 20-29 vendor booths set up throughout the Village Center upper and lower areas. Booths are standard 10x10 canopy tents. A full vendor list is included as Enclosure 3.

Beer Garden: A designated beer garden area operated by Tahoe Children's Foundation, Inc. (TCF) or a licensed partner. The operator will hold a valid Nevada liquor license. Beer garden will be clearly delineated from the general event area.

Food Vendors: Multiple food vendors on site serving a variety of cuisine options.

Carnival Games: Non-motorized game booths operated by Tahoe Children's Foundation, Inc. and other vendors.

Live Music: Jack'd Up (live band) performing with amplified sound during event hours (12:00 PM - 3:00 PM).

Family Activities: Family-friendly games and activities suitable for all ages.

Staffing and Management

Michael O'Neill (Operations Manager, IVCBA) will serve as the primary on-site event coordinator for the full duration of the event including setup and breakdown. IVCBA staff and volunteers will be present throughout.

A designated weather monitor will be on site and is authorized to suspend or cancel activities if weather conditions require (per IFC 3106.4).

Safety Plan

Fire Safety: Fire extinguishers (2A:10-B:C rated) will be placed at maximum 75-foot intervals throughout all event areas. All fire access lanes will remain unobstructed with minimum 20-foot clearance. No burn barrels will be used at the 2026 event.

Crowd Management: Expected attendance (150-200 at peak) is well below the 500-person threshold requiring formal crowd managers. IVCBA staff and volunteers will monitor the event.

Medical: A basic first aid kit will be available on site. Incline Village Fire Station (NLTFPD) is approximately 1 mile from the event site. North Lake Tahoe Fire Protection District personnel are invited to participate as in 2025.

Ingress/Egress: Mays Blvd provides primary vehicle access. Emergency vehicle access will be maintained at all times. Pedestrian ingress and egress will remain open throughout the event.

Alcohol Service

Alcohol will be served in a designated beer garden area only. Tahoe Children's Foundation, Inc. (TCF) will contract a Nevada-licensed alcohol operator to manage the beer garden. All alcohol service will comply with Nevada liquor laws. The licensed operator name and license number will be provided to Washoe County prior to the event date.

Cleanup and Restoration

IVCBA will coordinate with Incline Property Management (IPM) for post-event cleanup. All trash and waste will be removed and the property returned to its original condition by 5:00 PM on October 17, 2026. IPM crews (Rosa Valdovinos) assisted with cleanup following the 2025 Fall Fest.

Property Permission

The Village Center is managed by Incline Property Management (IPM). Written permission from IPM for the 2026 Fall Fest is being obtained from Rosa Valdovinos, Assistant Grounds Maintenance Manager (rosa.valdovinos@ipm-tahoe.com, 775-298-7963) and will be included as Enclosure 7.

Prior Event History

IVCBA Fall Fest 2025 was held October 11, 2025 at Village Center, 774 Mays Blvd, Incline Village, NV 89451. Approximately 75 attendees and vendors participated. No incidents occurred. NLTFPD was on

site and IVCBA worked closely with Fire Inspector Jeffrey Smith, who has been introduced for the 2026 event as well.

Submitted by: Michael O'Neill, Operations Manager, IVCBA

Date: 9/22/26

Signature: 

Title: Operations Manager, IVCBA

Date: 9/14/26

RELEASE OF CLAIMS AND AUTHORIZATION TO RELEASE INFORMATION

IVCBA Fall Fest 2026 — Enclosure 8

Washoe County Outdoor Community Event License Application

STATE OF NEVADA COUNTY OF WASHOE

Release of Claims

The undersigned, on behalf of the Incline Village Crystal Bay Business Association (IVCBA), a Nevada 501(c)(6) nonprofit organization, hereby releases and forever discharges **Washoe County**, its Board of County Commissioners, officers, agents, employees, and volunteers (collectively, "County") from any and all claims, demands, damages, losses, costs, and causes of action of any nature arising out of or in connection with the issuance of an Outdoor Community Event License for:

Event Name	IVCBA Fall Fest 2026
Date	Saturday, October 17, 2026
Location	Village Center, 774 Mays Blvd, Incline Village, NV 89451
Applicant	Incline Village Crystal Bay Business Association (IVCBA)

This release includes, without limitation, any claims arising from the approval or denial of the license application, the conduct of the event, or any actions taken by the County in connection with the event.

Authorization to Release Information

The undersigned hereby authorizes Washoe County and its authorized representatives to investigate and verify all information provided in connection with this license application, including but not limited to the following:

- Background and criminal history information
- Business license and regulatory records
- Financial information provided in the application
- Any other information relevant to the license application

The undersigned further authorizes any person, organization, governmental agency, law enforcement agency, or financial institution to release information to Washoe County as requested in connection with this application.

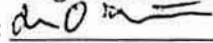
Indemnification

The undersigned agrees to indemnify, defend, and hold harmless Washoe County, its officers, agents, employees, and volunteers from and against any and all claims, demands, damages, losses, costs, attorney's fees, and causes of action arising from or related to the conduct of the IVCBA Fall Fest 2026 event, including but not limited to bodily injury, property damage, or violation of any applicable law or regulation.

Certification

I, the undersigned, am an authorized representative of the Incline Village Crystal Bay Business Association (IVCBA) and am authorized to execute this Release of Claims and Authorization to Release Information on behalf of the organization. I certify that all information submitted in connection with this license application is true, accurate, and complete.

Applicant / Organization Representative:

Signature: 

Printed Name: Michael O'Neill

Title: Operations Manager, Incline Village Crystal Bay Business Association (IVCBA)

Address: 885 Tahoe Blvd #36, Incline Village, NV 89451

Phone: 805-630-4442

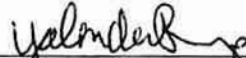
Email: mike@ivcba.org

Date: 9/14/26

NOTARIZATION

State of Nevada, County of Washoe

Subscribed and sworn to (or affirmed) before me on this 14th day of September, 2026, by Michael O'Neill, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person who appeared before me.

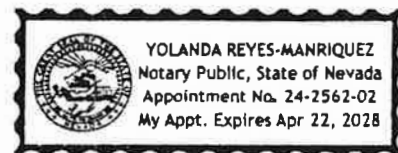
Notary Public Signature: 

Notary Printed Name: Yolanda Reyes-Manriquez

Commission Number: 24-2562-02

Commission Expires: April 22, 2028

[Notary Seal]



NOTE: Contact Incline Notary (hello@inclinenotary.com) to schedule notarization. Both notarized forms (Affidavit of Property Permission + this Release) can be completed in one appointment.

IVCBA FALL FEST 2026 — STATEMENT OF LIABILITIES

Enclosure 5 — Washoe County Outdoor Community Event License Application

Organization: Incline Village Crystal Bay Business Association (IVCBA)

Tax Status: 501(c)(6) Nonprofit Organization

NV Business License: NV20091350317

Address: 885 Tahoe Blvd #36, Incline Village, NV 89451

Statement Date: _____ (complete at time of submission)

Liabilities

Liability	Amount
Accounts Payable	\$0
Outstanding Loans / Lines of Credit	\$0
Deferred Revenue	\$0
Other Liabilities	\$0
TOTAL LIABILITIES	\$0

IVCBA has no outstanding loans, lines of credit, deferred obligations, or other significant liabilities as of the statement date. The association operates on a cash basis with no debt.

I hereby certify that the above statement of liabilities is true and correct to the best of my knowledge.

Signature: 

Printed Name: Michael O'Neill

Title: Operations Manager, IVCBA

Date: 9/22/26



Incline Property Management

848 Tanager St., Suite M
Incline Village, NV 89451-7599

September 9, 2026

Washoe County
Outdoor Community Event License Application

Dear Washoe County:

This letter serves as authorization of the Incline Village Crystal Bay Business Association (IVCBA) to conduct the IVCBA Fall Fest 2026 at the Village Center located at 774 Mays Blvd. Incline Village, NV on Saturday, October 17, 2026, from 11:00 AM to 4:00 PM (inclusive of setup and breakdown), with the public event hours of 12:00 PM to 3:00 PM.

The undersigned is authorized by the center ownership to approve the use of the Village Center common area as described in the event plan, including all related event operations as describes in reference plan.

A previous event of the same nature held on October 11, 2025 and conducted by IVCBA was authorized at this same location and was completed without incident.

IVCBA has agreed to restore the property to its original condition by 5:00 PM on October 17, 2026 as it did in the previous year.

Rosa Valdovinos

Authorized Representative

Signed: September 9, 2026

AFFIDAVIT OF PROPERTY PERMISSION

IVCBA Fall Fest 2026 — Enclosure 7

Washoe County Outdoor Community Event License Application

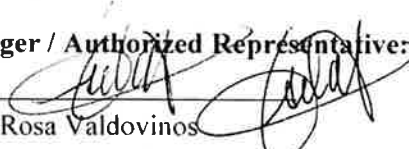
STATE OF NEVADA
COUNTY OF WASHOE

The undersigned, being duly sworn, states as follows:

1. **Property Owner / Manager:** The undersigned is the authorized representative of Incline Property Management (IPM), the property manager for the Village Center located at 774 Mays Blvd, Incline Village, NV 89451 (APN: 132-201-07).
2. **Event Permission:** The undersigned hereby authorizes the Incline Village Crystal Bay Business Association (IVCBA) to conduct the IVCBA Fall Fest 2026 at the above-referenced property on Saturday, October 17, 2026, from 11:00 AM to 4:00 PM (including setup and breakdown), with the public event hours of 12:00 PM to 3:00 PM.
3. **Scope of Permission:** This permission includes the use of the Village Center common areas for vendor booths, event activities, a beer garden, live entertainment, and all related event operations as described in the IVCBA event plan.
4. **Prior Events:** Incline Property Management previously authorized IVCBA to conduct Fall Fest 2025 at this same location on October 11, 2025, without incident.
5. **Restoration:** IVCBA agrees to restore the property to its original condition by 5:00 PM on October 17, 2026.

IN WITNESS WHEREOF, the undersigned has executed this Affidavit on the date written below.

Property Manager / Authorized Representative:

Signature: 

Printed Name: Rosa Valdovinos

Title: Assistant Grounds Maintenance Manager, Incline Property Management

Organization: Incline Property Management (IPM)

Address: 848 Tanager St., Suite M, Incline Village, NV 89451

Phone: 775-298-7963

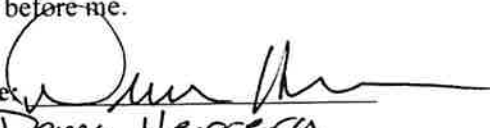
Email: rosa.valdovinos@ipm-tahoe.com

Date: 09/14/2026

NOTARIZATION

State of Nevada, County of Washoe

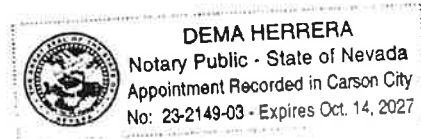
Subscribed and sworn to (or affirmed) before me on this 14 day of Sept, 2026, by Rosa Valdovinos, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person who appeared before me.

Notary Public Signature: 

Notary Printed Name: Dema Herrera

Commission Number: 23-2149-03

Commission Expires: Oct 14, 2027



[Notary Seal]

NOTE: Contact Incline Notary (hello@inclinenotary.com) to schedule notarization once Rosa at IPM has signed. Both notarized forms (Affidavit + Release of Claims) can be done in one appointment.

Incline Village Crystal Bay Business Association

885 Tahoe Blvd #36, Incline Village, NV 89451
mike@ivcba.org | 805-630-4442 | ivcba.org

September 9, 2026

Rosa Valdovinos & Larry [Last Name]
Incline Property Management
848 Tanager St., Suite M
Incline Village, NV 89451

Re: IVCBA Fall Fest 2026 — Property Permission & Affidavit Signature Request

Dear Rosa and Larry,

Thank you again for your continued partnership with IVCBA. We are moving forward with the permitting process for Fall Fest 2026 (Saturday, October 17, 12:00-3:00 PM at the Village Center) and need your help with two things:

1. Written Property Permission Letter

Washoe County requires written authorization from the property manager confirming that IVCBA has permission to hold the event at Village Center (774 Mays Blvd). A simple letter on IPM letterhead is sufficient, confirming that IVCBA is authorized to use the Village Center common areas on October 17, 2026 for the Fall Fest event (11:00 AM setup through 4:00 PM cleanup).

2. Notarized Affidavit of Property Permission

Washoe County also requires a notarized affidavit from the property manager. We have prepared a draft affidavit (enclosed) that Rosa can review, sign, and have notarized. The affidavit simply confirms that IVCBA has permission to hold the event at the property.

Our board member operates Incline Notary (hello@inclinenotary.com) and can accommodate a quick in-person or mobile notary appointment at your convenience.

What we need from you:

- A brief property permission letter on IPM letterhead (email to mike@ivcba.org is fine)
- Rosa's signature and notarization on the enclosed Affidavit of Property Permission
- Completed by: September 30, 2026 if possible, so we can finalize the permit packet

Please feel free to call or email me with any questions. We genuinely appreciate IPM's support of this community event — the Fall Fest would not be possible without you.

Sincerely,

Michael O'Neill

Operations Manager
Incline Village Crystal Bay Business Association (IVCBA)
805-630-4442 | mike@ivcba.org

Enclosure: Affidavit of Property Permission (for Rosa to sign and notarize)

Note: A second notarized form (Release of Claims) requires Mike O'Neill's signature — both can be done at the same notary appointment if convenient.

A small, handwritten mark or signature in the bottom right corner of the page, consisting of a few stylized, connected strokes.

IVCBA FALL FEST 2026 — STATEMENT OF ASSETS

Enclosure 4 — Washoe County Outdoor Community Event License Application

Organization:	Incline Village Crystal Bay Business Association (IVCBA)
Tax Status:	501(c)(6) Nonprofit Organization
NV Business License:	NV20091350317
Address:	885 Tahoe Blvd #36, Incline Village, NV 89451
Statement Date:	September 14, 2026
Source:	QuickBooks Online — Balance Sheet as of September 14, 2026

ASSETS

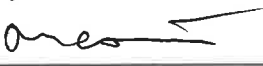
Asset	Amount
Operating Checking Account (Umpqua Bank)	\$263,801.06
Money Market Account (Thrive)	\$1,059.56
Certificate of Deposit (Umpqua Bank)	\$110,770.55
Fixed Asset – Roundabout Sculptures	\$117,150.00
Accounts Receivable (net)	(\$257.75)
Tax Holding / Undeposited Funds	\$12,625.76
TOTAL ASSETS	\$505,149.18

Note: Fixed Asset – Roundabout Sculptures (\$117,150.00) represents community public art owned by IVCBA; it is non-liquid. Liquid cash assets total \$375,631.17. Accounts Receivable is net of a (\$257.75) credit. Tax Holding and Undeposited Funds reflect pending GrowthZone / membership receipts not yet cleared.

All Other Assets

IVCBA does not own real property or vehicles. Office equipment and supplies are expensed and not carried as assets.

I hereby certify that the above statement of assets is true and correct to the best of my knowledge.

Signature: 

Printed Name: Michael O'Neill

Title: Operations Manager, IVCBA

Date: 9/14/26

RELEASE OF CLAIMS AND AUTHORIZATION TO RELEASE INFORMATION

IVCBA Fall Fest 2026 — Enclosure 8

Washoe County Outdoor Community Event License Application

STATE OF NEVADA
COUNTY OF WASHOE

Release of Claims

The undersigned, on behalf of the Incline Village Crystal Bay Business Association (IVCBA), a Nevada 501(c)(6) nonprofit organization, hereby releases and forever discharges **Washoe County**, its Board of County Commissioners, officers, agents, employees, and volunteers (collectively, "County") from any and all claims, demands, damages, losses, costs, and causes of action of any nature arising out of or in connection with the issuance of an Outdoor Community Event License for:

Event Name	IVCBA Fall Fest 2026
Date	Saturday, October 17, 2026
Location	Village Center, 774 Mays Blvd, Incline Village, NV 89451
Applicant	Incline Village Crystal Bay Business Association (IVCBA)

This release includes, without limitation, any claims arising from the approval or denial of the license application, the conduct of the event, or any actions taken by the County in connection with the event.

Authorization to Release Information

The undersigned hereby authorizes Washoe County and its authorized representatives to investigate and verify all information provided in connection with this license application, including but not limited to the following:

- Background and criminal history information
- Business license and regulatory records
- Financial information provided in the application
- Any other information relevant to the license application

The undersigned further authorizes any person, organization, governmental agency, law enforcement agency, or financial institution to release information to Washoe County as requested in connection with this application.

Indemnification

The undersigned agrees to indemnify, defend, and hold harmless Washoe County, its officers, agents, employees, and volunteers from and against any and all claims, demands, damages, losses, costs, attorney's fees, and causes of action arising from or related to the conduct of the IVCBA Fall Fest 2026 event, including but not limited to bodily injury, property damage, or violation of any applicable law or regulation.

Certification

I, the undersigned, am an authorized representative of the Incline Village Crystal Bay Business Association (IVCBA) and am authorized to execute this Release of Claims and Authorization to Release Information on behalf of the organization. I certify that all information submitted in connection with this license application is true, accurate, and complete.

Applicant / Organization Representative:

Signature: [Signature]

Printed Name: Michael O'Neill

Title: Operations Manager, Incline Village Crystal Bay Business Association (IVCBA)

Address: 885 Tahoe Blvd #36, Incline Village, NV 89451

Phone: 805-630-4442

Email: mike@ivcba.org

Date: 9/14/26

NOTARIZATION

State of Nevada, County of Washoe

Subscribed and sworn to (or affirmed) before me on this 14th day of September, 2026, by Michael O'Neill, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person who appeared before me.

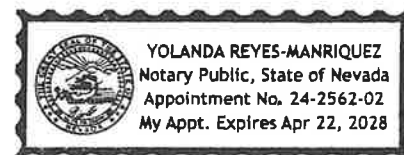
Notary Public Signature: [Signature]

Notary Printed Name: Yolanda Reyes-Manriquez

Commission Number: 24-2562-02

Commission Expires: April 22, 2028

[Notary Seal]



NOTE: Contact Incline Notary (hello@inclinenotary.com) to schedule notarization. Both notarized forms (Affidavit of Property Permission + this Release) can be completed in one appointment.



Incline Property Management

848 Tanager St., Suite M
Incline Village, NV 89451-7599

September 9, 2026

Washoe County
Outdoor Community Event License Application

Dear Washoe County:

This letter serves as authorization of the Incline Village Crystal Bay Business Association (IVCBA) to conduct the IVCBA Fall Fest 2026 at the Village Center located at 774 Mays Blvd. Incline Village, NV on Saturday, October 17, 2026, from 11:00 AM to 4:00 PM (inclusive of setup and breakdown), with the public event hours of 12:00 PM to 3:00 PM.

The undersigned is authorized by the center ownership to approve the use of the Village Center common area as described in the event plan, including all related event operations as describes in reference plan.

A previous event of the same nature held on October 11, 2025 and conducted by IVCBA was authorized at this same location and was completed without incident.

IVCBA has agreed to restore the property to its original condition by 5:00 PM on October 17, 2026 as it did in the previous year.

Rosa Valdovinos

Authorized Representative

Signed: September 9, 2026

AFFIDAVIT OF PROPERTY PERMISSION

IVCBA Fall Fest 2026 — Enclosure 7

Washoe County Outdoor Community Event License Application

STATE OF NEVADA COUNTY OF WASHOE

The undersigned, being duly sworn, states as follows:

1. **Property Owner / Manager:** The undersigned is the authorized representative of Incline Property Management (IPM), the property manager for the Village Center located at 774 Mays Blvd, Incline Village, NV 89451 (APN: 132-201-07).

2. **Event Permission:** The undersigned hereby authorizes the Incline Village Crystal Bay Business Association (IVCBA) to conduct the IVCBA Fall Fest 2026 at the above-referenced property on Saturday, October 17, 2026, from 11:00 AM to 4:00 PM (including setup and breakdown), with the public event hours of 12:00 PM to 3:00 PM.

3. **Scope of Permission:** This permission includes the use of the Village Center common areas for vendor booths, event activities, a beer garden, live entertainment, and all related event operations as described in the IVCBA event plan.

4. **Prior Events:** Incline Property Management previously authorized IVCBA to conduct Fall Fest 2025 at this same location on October 11, 2025, without incident.

5. **Restoration:** IVCBA agrees to restore the property to its original condition by 5:00 PM on October 17, 2026.

IN WITNESS WHEREOF, the undersigned has executed this Affidavit on the date written below.

Property Manager / Authorized Representative:

Signature: _____

Printed Name: Rosa Valdovinos

Title: Assistant Grounds Maintenance Manager, Incline Property Management

Organization: Incline Property Management (IPM)

Address: 848 Tanager St., Suite M, Incline Village, NV 89451

Phone: 775-298-7963

Email: rosa.valdovinos@ipm-tahoe.com

Date: _____

09/14/2026

NOTARIZATION

State of Nevada, County of Washoe

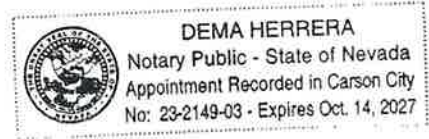
Subscribed and sworn to (or affirmed) before me on this 14 day of Sept, 2026, by Rosa Valdovinos, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person who appeared before me.

Notary Public Signature: 

Notary Printed Name: Dema Herrera

Commission Number: 23-2149-03

Commission Expires: Oct 14, 2027



[Notary Seal]

NOTE: Contact Incline Notary (hello@inclinenotary.com) to schedule notarization once Rosa at IPM has signed. Both notarized forms (Affidavit + Release of Claims) can be done in one appointment.

Incline Village Crystal Bay Business Association

885 Tahoe Blvd #36, Incline Village, NV 89451
mike@ivcba.org | 805-630-4442 | ivcba.org

September 9, 2026

Rosa Valdovinos & Larry [Last Name]
Incline Property Management
848 Tanager St., Suite M
Incline Village, NV 89451

Re: IVCBA Fall Fest 2026 — Property Permission & Affidavit Signature Request

Dear Rosa and Larry,

Thank you again for your continued partnership with IVCBA. We are moving forward with the permitting process for Fall Fest 2026 (Saturday, October 17, 12:00-3:00 PM at the Village Center) and need your help with two things:

1. Written Property Permission Letter

Washoe County requires written authorization from the property manager confirming that IVCBA has permission to hold the event at Village Center (774 Mays Blvd). A simple letter on IPM letterhead is sufficient, confirming that IVCBA is authorized to use the Village Center common areas on October 17, 2026 for the Fall Fest event (11:00 AM setup through 4:00 PM cleanup).

2. Notarized Affidavit of Property Permission

Washoe County also requires a notarized affidavit from the property manager. We have prepared a draft affidavit (enclosed) that Rosa can review, sign, and have notarized. The affidavit simply confirms that IVCBA has permission to hold the event at the property.

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What we need from you:

- A brief property permission letter on IPM letterhead (email to mike@ivcba.org is fine)
- Rosa's signature and notarization on the enclosed Affidavit of Property Permission
- Completed by: September 30, 2026 if possible, so we can finalize the permit packet

Please feel free to call or email me with any questions. We genuinely appreciate IPM's support of this community event — the Fall Fest would not be possible without you.

Sincerely,

Michael O'Neill

Operations Manager
Incline Village Crystal Bay Business Association (IVCBA)
805-630-4442 | mike@ivcba.org