



Outdoor Festival
W-000022-T-APP-2026

April 8, 2026

Washoe County
1001 East 9th Street, Building A
Reno, Nevada 89512

Attention of Planning Department

SUBJECT: ~~Outdoor Community Event~~ Outdoor Festival License Application – Incline Village
Community Fair – July 3, 2026

To Whom It May Concern:

The attached license application is being submitted by IVGID and based on discussions that occurred in April of 2024, with Washoe County representatives, this application is submitted as an agency-to-agency process such that no fees of any kind would be charged for this application. Once again, on behalf of IVGID, we greatly appreciate this kindness and continued cooperation between agencies.

If you need anything further, please let me know; I can be reached at (775) 832-1207.



cc: Recreation Operations Manager
File

Sincerely,

Susan A. Herron
Director of Administrative Services

Outdoor Festival
OUTDOOR COMMUNITY EVENT APPLICATION

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

Application date: 04/01/2020

Applicant Information

Applicant's name: Incline Village General Improvement District

Mailing address: 893 Southwood Blvd. Incline Village NV 89451
Street or PO Box City State Zip code

Phone: 775 832 1100 (Business) _____ (Home) _____ (Cell)

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

Event Information

Name of Event: Incline Village Community Fair

Date(s) of Event: July 3, 2020 Hours of operation: 11:00am - 3:00pm

Location of Event: 960 Lakeshore Blvd., Incline Village, NV

Assessor Parcel Number(s): 127 - 010 - 07

Description of Event: A free outdoor event where local businesses and philanthropic nonprofit organizations provide information, fellowship, and community bonding.

Name of the designated event representative who will be on-site during the event and who has authority to bind the applicant: Adia India Rodriguez van Peborgh

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: 20

Approximate number of customers and spectators: 1,500

Approximate maximum number of persons on any one day of the event: _____

Will food and/or beverages be served? Yes No

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

Will alcoholic beverages be served? Yes No

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

Will there be live music? Yes No

Outdoor Festival

OUTDOOR COMMUNITY EVENT LICENSE

Insurer Information

(see Insurance, Hold Harmless & Indemnification Requirements)

Name of Insurer: NPAIP Policy number: #NPAIP20252026

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

Address of Insurer: 201 Loop St ST 102 Carson City NV 89701
Street City State Zip code

Limits of liability: \$ 300,000,000

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.

This event has been held annually at this location. IVGID permitted with Washoe County Planning 2022-2025

Vendor List

(attach additional sheets if needed)

Name of Vendor

Type of service or product

Registration for vendors begins mid-May.
A list of all businesses, agencies, and non-profits will be provided at that time.

~~Outdoor Festival~~
OUTDOOR COMMUNITY EVENT
PERSONAL HISTORY

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

Name in full: Adia India Rodriguez van Peborgh
First Middle Last

List ALL other names you have been known by: _____

Residence address: _____
Street City State Zip Code

Residence phone: _____ Business phone: 775 298 9882

Name of your present business or employer: INGID

Business address: 893 Southwood Blvd. Incline Village NV 89451
Street City State Zip Code

Type of business: Government Parks & Rec Position: Recreation Operations Manager

How long engaged in this business: _____

Date of birth: _____ Age: _____ Place of birth: South Lake Tahoe

List cities in which you have lived during the last ten years:
Dates From and To City State
_____ Kings Beach CA

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.

Adia van Peborgh
Printed name of applicant

Adia chd
Signature of applicant

4/01/2020
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 Incline Village, NV on the 8th day of April, 2026.

Robert W. Harrison
Printed name of applicant

Robert W. Harrison
Signature of applicant

Subscribed and sworn to before me this 8th day of April, 2026

Susan A. Herron
Notary Public in and for said county and state



My commission expires: 12-8-2026

INCLINE VILLAGE COMMUNITY FAIR
Hosted by the Incline Village General Improvement District

EVENT OVERVIEW

Event: Incline Village Community Fair
Date: July 3, 2026
Time: 11:00 am to 3:00 pm
Location: Village Green, 960 Lakeshore Blvd, Incline Village, NV 89451

Event Assignments:

Event Organizer, Volunteer & Event Coordination: Julie Malkin-Manning

- Cell: [REDACTED]
- Email: [REDACTED]

IVGID Event Supervisor & Emergency Contact: Adia van Peborgh

- Cell: [REDACTED]
- Email: arv@ivgid.org

Safety & Emergency Contact: Curtis Trujillo

IVGID Food & Beverage (Alcohol & Food Sales): Evan Carsman

SUMMARY

The Incline Village Community Fair is a free event and open to all! Approximately 1,500 attendees will enjoy table presentations from local businesses and philanthropic nonprofit organizations providing information, fellowship, community building, and comradery. Each agency will host family friendly games and giveaways. Ingress and egress to and from the Fair is informal as the event is a walk-about on an open field. Natural and manmade traffic boundaries exist at the north and south end of the Village Green with natural stream boundaries existing along the east and west borders of the Village Green. Please refer to Figure 1 – for the event layout and Figure 2 – for an aerial view of the Village Green.

TRAFFIC & PARKING

Traffic will not be impacted by the Incline Village Community Fair. In addition to street parking, attendees have 294 additional spots for parking within the Village Green & Aspen Grove Parking Lot (Figure 3), the Overflow Parking Lot (Figure 4), and the Recreation & Tennis Center Parking Lots (Figure 5).

FIRE EXTINGUISHERS

Three NLTFPD approved ABC Fire Extinguishers will be strategically located on the Village Green at the event. Additionally, there is a permanent extinguisher inside the Parks Department's storage facility located at the southeast side of the Village Green behind the restrooms. There are two ABC, and one K fire Extinguishers located at the Aspen Grove Community Center. Please refer to Figure 6.

SECURITY & COMMUNICATION

IVGID Ambassadors, Parks & Recreation Staff, and Community Volunteers will be present throughout the event. Many IVGID Ambassadors and Parks & Recreation Staff are trained in

Crowd Management, CPR, AED and Basic First Aid. Cell phone communication will be used for internal communication by staff and volunteers. A speaker system will be used for external communication.

MEDICAL AID

Staff and volunteers are instructed to call 911 in the event of a medical emergency. A portable AED and First Aid table will be onsite at the Village Green. An additional AED and a First Aid Kit are located inside the Aspen Grove Community Center.

RESTROOMS

Two (2) Restrooms, consisting of 1 Male and 1 Female, are located in the Aspen Grove Community Center. Three Restrooms are available on the southeast side of the Village Green, consisting of 1 gender neutral/family restroom, 3 male, and 3 female stalls.

WATER STATIONS

A permanent drinking fountain with a refillable water bottle station and pet bowl are located outside of the Restrooms located at the southeast side of the Village Green. IVGID's Waste Not team will also provide a portable water station for the event.

EMERGENCY EVACUATION

Leading up to the event staff will monitor the weather through NOAA. Should extreme weather be imminent, event cancellation determination will be made within 24 hours prior to the event.

In the event of an unexpected storm or another unpredictable emergency, participants who walked to the event will be directed to shelter in place in the Aspen Grove Community Center. Participants who drove to the event will be advised to shelter in their vehicles.

Should it be determined that the emergency requires evacuation from the event location, the Incline Village Recreation Center Gymnasium, 980 Incline way, Incline Village, NV 89451 will become the emergency shelter. Staff and Volunteers will lead the participants to the Recreation Center by traveling along the east and west pathways along the Village Green. They will cross Incline Way and access the Recreation Center on the east side of the Rec Center, via the access road.

INSURANCE

Please note that IVGID is self-insured through Nevada Pool Pact. The Certificate of Insurance included in this packet is scheduled to expire on June 30, 2026. A new COI will be provided by IVGID on July 1, 2026. Please refer to Figure 7.

CLEANUP

At the end of the event cleanup, will be conducted by staff and volunteers.

Figure 1 - Event Overview

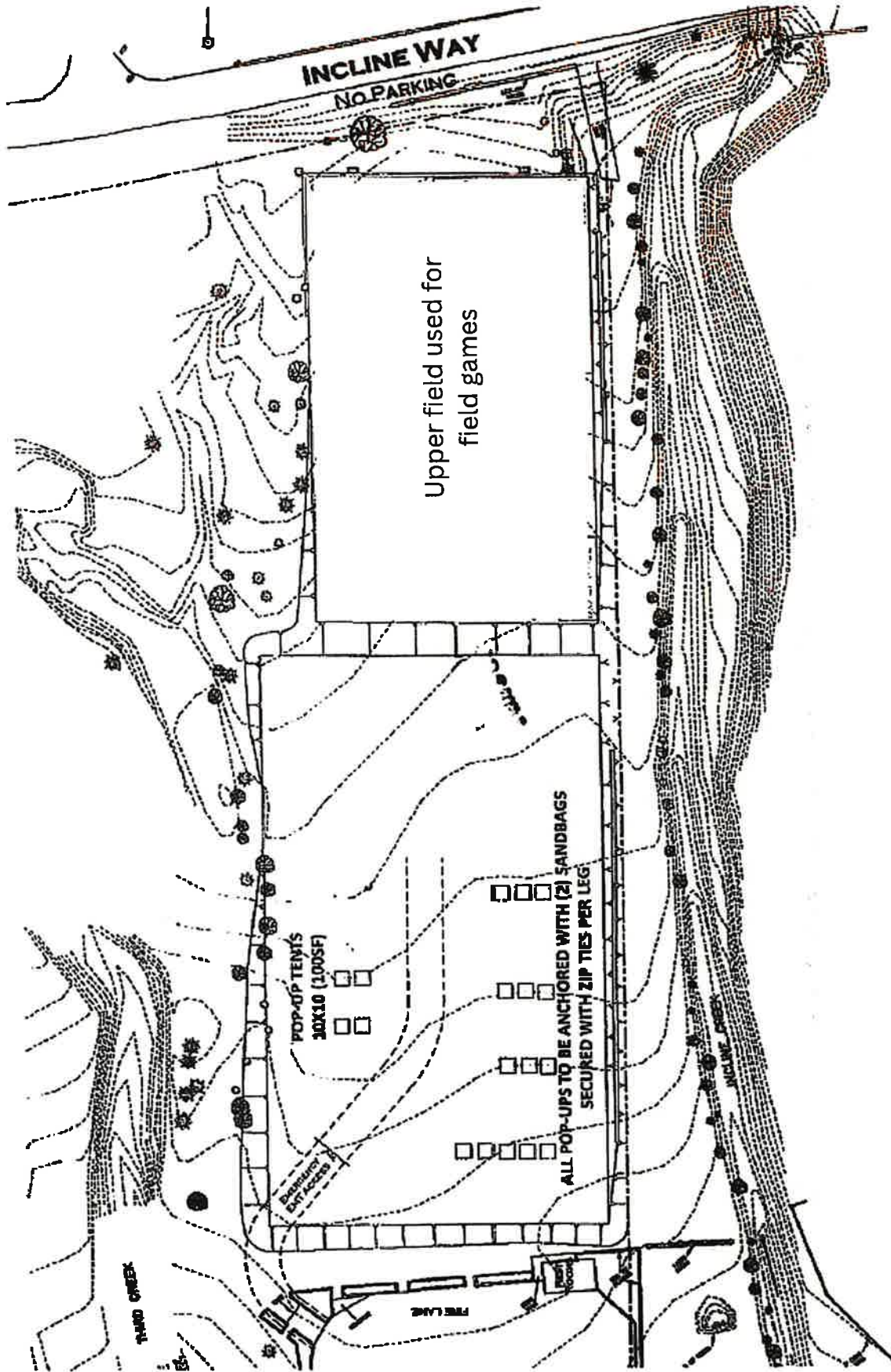


Figure 2 – Village Green Aerial View



Figure 3 – Village Green Parking Lot

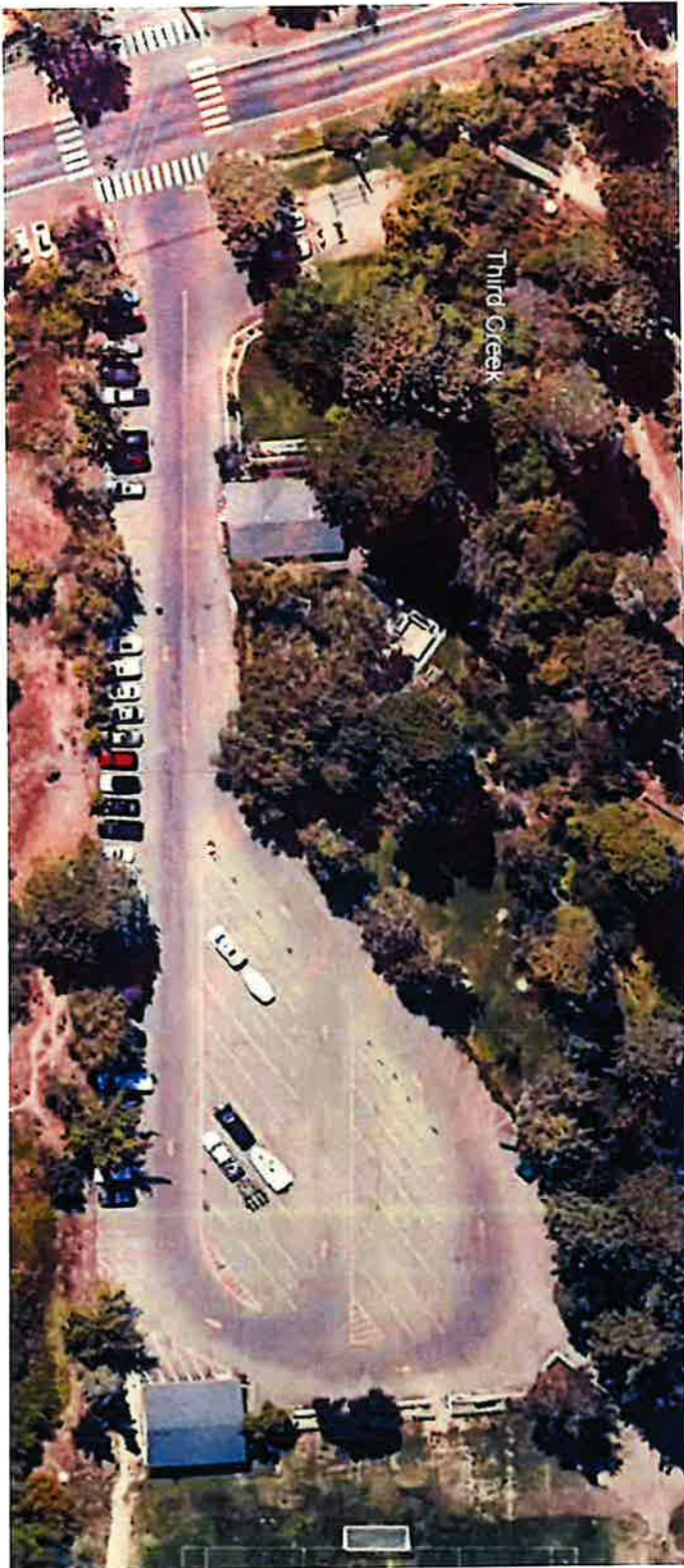


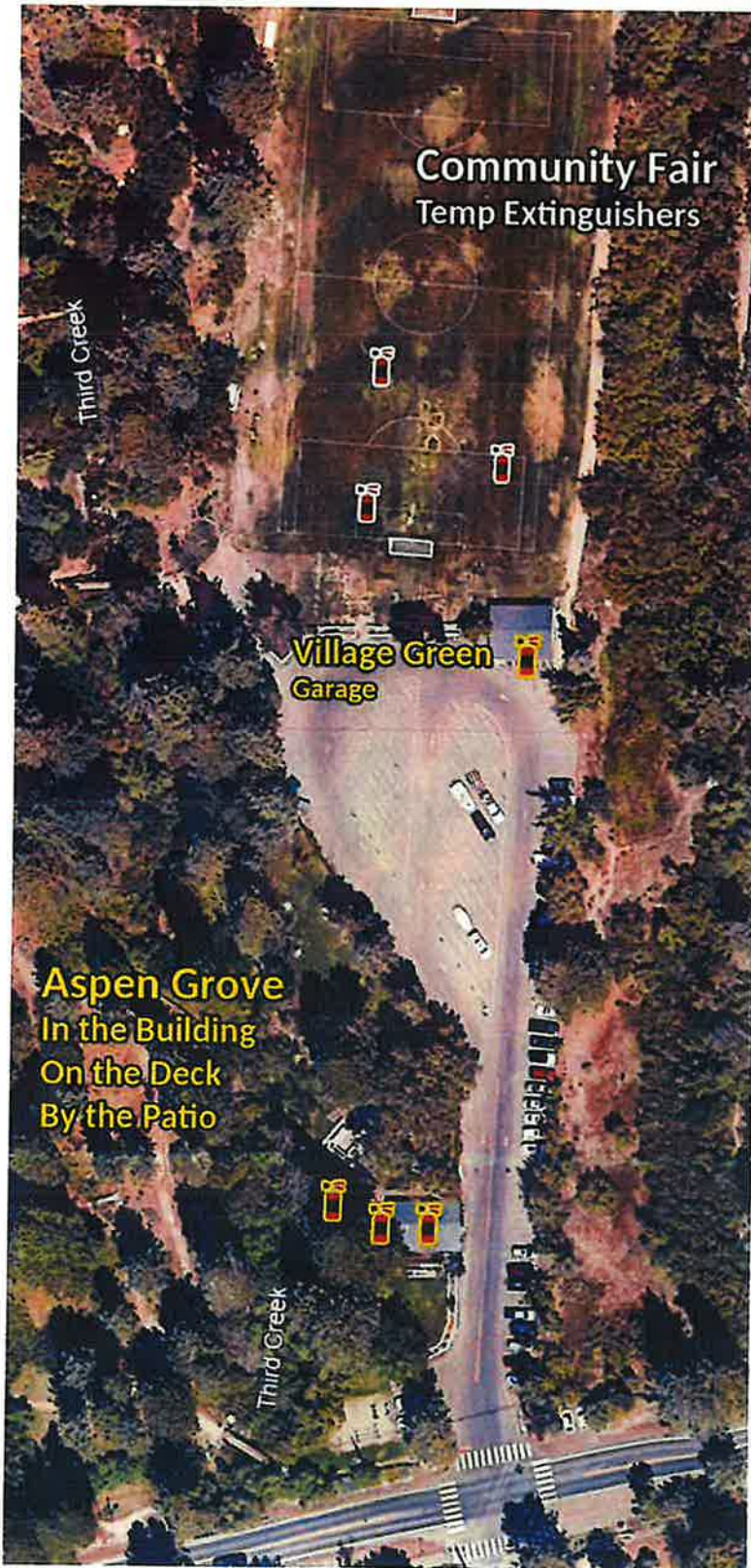
Figure 4 – Overflow Parking Lot



Figure 5 – Recreation Center & Tennis Center Parking Lots



Figure 6 – Temporary Fire Extinguisher Map



NEVADA PUBLIC AGENCY INSURANCE POOL
CERTIFICATE OF PARTICIPATION
issued to

Incline Village General Improvement District

The Nevada Public Agency Insurance Pool (hereinafter NPAIP) certifies that the above-mentioned entity is a participating Member of NPAIP for the period beginning July 1, 2025, expiring July 1, 2026.

As a participating member, this entity is entitled to all the rights, privileges and protections and subject to all the duties and responsibilities under the Interlocal Cooperative Agreement and Bylaws of NPAIP and the coverage forms issued by NPAIP.

The following coverage forms apply to NPAIP and its Members:

Nevada Public Agency Insurance Pool Coverage Form: # NPAIP20252026

The lines of coverage and key limits of liability afforded to NPAIP members, subject to the coverage application and subject to additional sublimits as stated in the NPAIP Coverage Form, are summarized as follows:

Property/Crime/Equipment Breakdown

Blanket Limit per schedule of locations	\$ 300,000,000 per loss
Sublimit for earthquake coverage	\$ 150,000,000 annual aggregate
Sublimit for flood coverage	\$ 150,000,000 annual aggregate
Sublimit for flood coverage zone A	\$ 25,000,000 annual aggregate
Sublimit for Equipment Breakdown, Boiler & Machinery	\$ 100,000,000 each accident
Sublimit for Money & Securities including Dishonesty	\$ 500,000 each loss


Casualty

Bodily Injury, Property Damage, Personal Injury, Employment Based Benefits Administration, Law Enforcement Activities, and Wrongful Acts	\$10,000,000 per event \$10,000,000 annual aggregate
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Certain sublimits apply. All sublimits are a part of and not in addition to the Limits of Liability.

Participating member's Maintenance Deductible of **\$5,000** for each and every loss and/or claim and/or event.

This certificate is not a contract of insurance and does not bind NPAIP as such. The coverages provided will be governed by the terms and conditions of NPAIP Coverage Form and by the Interlocal Cooperative Agreement and Bylaws of NPAIP; and all claims, questions or disputes will be settled by reference to the same.


Wayne E. Carlson, MBA, CPCU, ARM
Executive Director



North Lake Tahoe Fire Protection District

866 Oriole Way, Incline Village, NV 89451
775-831-0351

General Operational Permit

This is a North Lake Tahoe Fire Protection District (NLTFPD) permit for a special operation and/or event, following the adopted Fire Code, Wildland Urban Interface Code, Nevada Administrative Code and Nevada Revised Statute 477, as allowed by Nevada Revised Statute 474, and following all applicable National Fire Protection Association standards. All required fire inspections will be listed below. To schedule a required fire inspection, please go online at nltpd.org/inspections. For further information or questions, please reach out to the Fire Inspector.

Operation Information

Project Description	Effective Date Range	Permit Address
Community fair for July 3rd events.	07/03/2026 - 07/03/2026	960 LAKESHORE BLVD.
Vendor Contact Name	Vendor Primary Phone Number	Permit Number
Adia Van Peborgh	(775) 833-7012	NLTFN-2026-0000021

Required Fire Inspections

Preoperational site meeting
Required

Operational Site Inspection
Required

Permit Conditions

As provided in attachment. See "Fire Conditions".

Issued permits shall be kept on the premise designated therein at all times and shall be readily available for inspection. Documents approved by the fire code official are approved with the intent that such construction and operational documents comply in all respects with the adopted Fire Code and Wildland Urban Interface Code. Review and approval by the fire code official shall not relieve the applicant of the responsibility of compliance with this code. Work shall be installed and operated in accordance with the District approved documents. Any changes made during construction or operation that are not in compliance with the District approved documents shall be resubmitted for approval as an amended set of documents, per the adopted Fire Code. The fire code official is authorized to revoke a permit issued during any of the conditions listed under the adopted Fire Code.

Department Contact

Jeffrey Smith
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775-833-8107
jsmith@nltpd.net

Vendor Contact

Incline Village General
Improvement District
Adia Van Peborgh
(775) 833-7012
arv@ivgid.org

Permit Contact

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NORTH LAKE TAHOE FIRE PROTECTION DISTRICT

866 Oriole Way – Incline Village, NV 89451-9439
(775) 831-0351 Fax (775) 831-2072 www.nltfpd.net

John James – Fire Marshal

Fire Conditions for July 3rd (2026) Community Fair at 960 Lakeshore Blvd:

1. A separate Operational Permit is required for mobile food trucks that produce smoke or grease laden vapors.
2. Equipment and devices generating heat, sparks, or open flames are not allowed for use, unless specifically permitted within the Operational Permit.
3. Ignition sources (like BBQs or generators) need to be separated from combustible vegetation and materials by at least 30-ft (IWUIC Annex A).
4. A separate Operational Permit is required for any temporary cooking, burning, or heating.
5. Fire access shall be maintained. Fire lanes shall remain unobstructed.
6. Fire building access shall be maintained.
7. Fire protection equipment shall not be obstructed at any capacity, including fire hydrants, fire sprinklers, fire alarms, fire extinguishing equipment, etc.
8. Fire hydrants shall remain clear from the street.
9. Fire protection systems shall not be tampered with.
10. Fire protection systems shall be maintained and serviced prior and at time of event.
11. Tents and canopies shall be separated by at least 12' for a fire break.
12. Cooking is prohibited in tents, canopies or membrane structures unless specifically approved on the Operational Permit.
13. Tents shall be separated by at least 20' between lot lines and structures.
14. A weather monitoring person shall be designated to monitor local weather reports, forecasts, and conditions. Such person shall be responsible for initiating weather-related mitigation activities, ordering event suspension or cancellation, and providing an evacuation signal.
15. An Operational Permit is required to operate any tent or membrane structure at 400 sq ft or greater if enclosed and 700 sq ft if open on all sides.
16. Certified crowd managers are required for events with 1,000 persons or greater.

17. Fire extinguishers shall be provided throughout event area and shall be within 75' reach.
18. Fire extinguishers shall be mounted by an approved means.
19. Fire extinguishers shall be annually serviced by a licensed technician.
20. Conditions that constitute an electrical shock or fire hazard shall be abated.
21. Open electrical is prohibited.
22. The ampacity of an extension cord shall not be exceeded.
23. Extension cords shall be grounded.
24. Extension cords shall be UL listed and labeled.
25. Unless approved, power taps and current taps shall be directly connected into a permanent receptacle.
26. If the Fire District has specifically approved the use of a generator, a fire extinguisher shall be provided with 15' of generator.

Fire Inspector Smith
775-833-8107
jsmith@nltfpd.net

Certificate of Achievement

This is to certify that

Adia R. Van Peborgh
has completed the course

Crowd Management Training

Crowd Manager Training 2024



Hbp YhgSBIV

Date Issued: October 23, 2024

Certificate is valid for two years from date issued.

Certificate of Achievement

This is to certify that

Kristen Ferrall

has completed the course

Crowd Management Training

Crowd Manager Training 2026



9fuMIQZZU0

Date Issued: January 17, 2026

Certificate is valid for two years from date issued.