

**OUTDOOR
COMMUNITY EVENT
LICENSE APPLICATION**

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

(775) 328-3733

www.washoecounty.us

OUTDOOR COMMUNITY EVENT APPLICATION

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

Application date: _____

Applicant Information

Applicant's name: Renown Health Foundation
Mailing address: 245 E. Liberty, Suite 400 Reno NV 89501
Street or PO Box City State Zip code
Phone: 775-982-5545 (Business) _____ (Home) _____ (Cell)
Email: Foundation@renown.org

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: Music and Miracles
Date(s) of Event: 11/5/2022 Hours of operation: 1:30pm - 8pm
Location of Event: Montreux Golf & Country Club, 18077 Bordeaux Dr. Reno, NV 89511
Assessor Parcel Number(s): _____
Description of Event: See attached

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

Will an admission fee be charged for your event? Yes No
If yes, amount and type of fee(s): Tiered pricing for 4 person tables; \$10,000; \$5,000; \$2,500

When will fee be collected? Pre-sales At entrance

Approximate number of participants and other persons: 1000

Approximate number of customers and spectators: 550

Approximate maximum number of persons on any one day of the event: 1000

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 COMMUNITY EVENT LICENSE

Insurer Information

(see Insurance, Hold Harmless & Indemnification Requirements)

Name of Insurer: J Smith Lanier & Co - Birmingham Policy number: PH1806724

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

Address of Insurer: 10 Inverness Center Parkway Birmingham AL 35242
Street City State Zip code

Limits of liability: \$15,000,000

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.

Vendor List

(attach additional sheets if needed)

Name of Vendor	Type of service or product
<u>Montreux Golf & Country Club</u>	<u>Venue</u>
<u>ZLine Kitchen & Bath</u>	<u>Event production & band</u>
<u>Inoon lighting & sound</u>	<u>Stage, lighting, sound, instruments</u>
<input checked="" type="checkbox"/> <u>The Row</u>	<u>Catering</u>
<u>M.E.L.E Co., LLC / The Beach Boys</u>	<u>Entertainment</u>
<u>Quick Space</u>	<u>Restrooms</u>
<u>Camelot</u>	<u>Tents</u>
<u>Nevada Red Premiere Valet</u>	<u>Valet</u>
<u>Red Carpet Events & Design</u>	<u>Decor</u>
<u>Unity</u>	<u>Furniture Rentals</u>

**OUTDOOR COMMUNITY EVENT
PERSONAL HISTORY**

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

Name in full: Hannah Margot Elizabeth Stigall
First Middle Last

List ALL other names you have been known by: _____

Residence address: [redacted] [redacted] [redacted] [redacted] [redacted] [redacted]
Street City State Zip Code

Residence phone: [redacted] [redacted] [redacted] Business phone: 775-982-4100

Name of your present business or employer: Boncun Health Foundation

Business address: 245 E. Liberty, Suite 400 Reno NV 89501
Street City State Zip Code

Type of business: Charity Position: Development Specialist

How long engaged in this business: 2 months

Date of birth: [redacted] [redacted] Age: [redacted] Place of birth: Reno, NV

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

Dates From and To	City	State

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.

Hannah Stigall
Printed name of applicant

Hannah Stigall
Signature of applicant

2/17/2022
Date

**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 Montreux Golf Country Club on the 24 day of February, 2022.

Hannah Stigall

Printed name of applicant

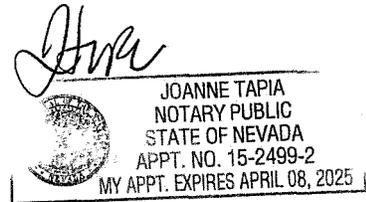
Hannah Stigall

Signature of applicant

Subscribed and sworn to before me this 24 day of Feb, 2022

Joanne Tapia, Washoe, NV
Notary Public in and for said county and state

My commission expires: Apr. 08, 2025



**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>Music and Miracles</u> Name of Event	<u>6/15/2022</u> Date(s) of Event
<u>Hannah Stigall</u> Applicant's name (printed)	<u>Hannah Stigall</u> Applicant's signature
Date: <u>2/17/2022</u>	

Music and Miracles Concert – June 5, 2022

Event Description

The inaugural Music and Miracles will take place on June 5, 2022. Headliners, The Beach Boys will provide an outstanding concert on the fairway at Montreux Golf and Country Club. This concert will benefit Renown Children’s Hospital and Sophie’s Place. Funds raised will support pediatric care and the construction and programming for Sophie’s Place, a dedicated music therapy space for Renown’s youngest patients.

Guests will be seated in pods of four people split into in three tiers. Each pod will be socially distanced from their neighbors. The first tier will have luxury couches, the second will have premium lawn chairs, and the third will have custom picnic blankets. Each pod will receive a picnic basket that includes two bottles of wine, a large selection of hor d’ouerves, as well as all the plates, glasses, and silverware. All the food and beverages are included in the ticket price. All food will be prepared offsite. All food and beverages are being donated for the event.

Event Roles and Vendors

- Renown Health Foundation: overall event planning, communications, staffing, providing volunteers
- Montreux Golf and Country Club: the organization donating the use of the venue.
- ZLINE Kitchen and Bath: the event title sponsor, production team, and marketing. ZLINE staff are donating their time and expertise. Many of their staff have extensive backgrounds in concert planning and music festivals in addition to marketing and design experience. This expertise is essential to the execution of a successful event. Their staff also have a band, “Hourly Rate” that will be the opening act at the concert. ZLINE is a private company based in Washoe County.
- Moon Lighting and Sound: specializes in concert sound and lighting rentals, with sales and support from all the major manufactures. They are providing all the sound, lighting, stage, musical instruments, generators, and other equipment needed for the event. Moon Lighting and Sound is a private company based in Washoe County.
- The Row/El Dorado: the caterer is supplying all the food and non-alcoholic beverages for the event. All the food will be prepared offsite at The Row’s kitchens in downtown Reno. The Row is a fully licensed company in Washoe County.
- M.E.L.E. CO., LLC: they are the promoter of “The Beach Boys” and are the contracting organization coordinating the band’s appearance. They are a Nevada corporation.
- Timeline

Day/Time	What	Location	Who	Notes
Saturday, June 4th				
10 a.m.	Arrive at Montreux for load-in Vendor load-in - Stage/AV - Restrooms - Greenroom/Tents - Gold Couches - Décor, etc.	Practice Hole #3	Hannah Nick/Daniel Moonlight Unity	
Sunday, June 5th				
8 a.m.	Finish load-in			

9 a.m.	Venue set-up - Blankets, couches and chairs need to be assembled - Event signage - Registration, etc.	Practice Hole #3	Hannah Nick/Daniel El Dorado The Beach Boys	
9 am	The Beach Boys load in - Will need to disconnect and then tow trailer to stage-TBD	Practice Hole #3	Nick/Daniel The Beach Boys	
12 p.m.	Sound Check-Line Check	Stage	The Beach Boys	
1 p.m.	Set-Up Complete/Guest Ready			
1:30 – 2:30 p.m.	VIP Reception	Practice Hole #3, north of stage on fairway	Stuart/Jerry El Dorado	
2 p.m.	Doors Open - Guests valet cars at bottom of practice hole, on Bordeaux Drive - Walk up to registration, or ride up in golf carts - Guests check in at registration - Receive picnic basket, seating assignment - Usher (preferably a Foundation board member) will lead guests to blanket		ZLINE, Hannah, Volunteers	
3:00 p.m.	<i>Hourly Rate</i> plays 20 min set		Hourly Rate	
3:20 p.m.	Welcome from Emcee,		Mike P.	
3:30 p.m.	Steve Young & Barbara			
3:40 p.m.	Live Auction		Mike P.	
4:05 pm	Beach Boys take stage, play			
5:35 p.m.	Beach Boys end; Emcee, Emmalee, Steve Young thank everyone for coming		Emcee, Steve Young	
5:45 p.m.	Background music plays as guests leave			
6:15 p.m.	Start breakdown			
8:00 p.m.	Wrap up event breakdown			County Noise Ordinance – 10 p.m.
Sunday, June 6th				
9 a.m	Complete event breakdown			

Ticket Sales and Pricing

Tickets are being sold online and via the phone to a private guest list with a maximum capacity of 525 guests. Some tickets will be given away to sponsors and other supporters of Renown Health Foundation, including 40 for frontline healthcare workers. Sales will continue until August 23, 2021. No tickets will be available at the event. All ticket and sponsorship packages will include donated food and beverages. Attendees will receive directions and an FAQ two weeks prior to the event.

Ticket Options

- Tier 1 – Gold Level: \$10,000
 - Premium sofa seating for four guests in a private pod
- Tier 2 – Silver Level: \$5,000
 - Preferred lawn chair seating for four guests in a private pod
- Tier 3 – Bronze Level: \$2,500
 - General picnic blanket seating for four guests in a private pod

Sponsor Options

Title Sponsor: \$100,000

- Eight Tier 1 seating groups, 32 total tickets
- Twenty tickets to VIP pre-party

Premiere Sponsor: \$75,000

- Five Tier 1 seating groups, 20 total tickets
- Ten tickets to VIP pre-party

Harmony Sponsor: \$50,000

- Three Tier 1 seating groups, 12 total tickets
- Six tickets to VIP pre-party
- Year-Round Recognition on Annual Giving wall at Renown Regional Medical Center

Roadie Sponsor: \$25,000

- One Tier 1 seating group, 4 total tickets
- Four tickets to VIP pre-party

Note Sponsor: \$25,000 (two available)

- Three Tier 2 seating groups, 12 total tickets

Touring Sponsor: \$10,000 (six available)

- One Tier 3 seating group, four total tickets

Security

Music and Miracles will partner with Montreux security to provide overnight and general event security, including ensuring that only paid guests, staff, and volunteers have access to the Montreux grounds. For the venue, a private firm will be hired to manage the crowd, and Renown Health will provide security guards to assist the bands and other VIPs. All security guards will receive a briefing and tour of the venue prior to the event. Additionally, the Washoe County Sheriff's Department will be contacted and invited to send one to two deputies to assist during the event.

In case of emergency, staff and volunteers will contact the following people, who will then call 911 if necessary.

- Hannah Stigall
- Gregory Walaitis
- John Scott

If evacuation is necessary, staff and volunteer leads have assigned areas of the crowd to contact and guide guests to a designated meeting place. All vendors will also be made aware of the plan. In case of fire, Truckee Meadows Fire Protection District will be provided an event map and other details prior to the event. Fire extinguishers will be located on the stage, near the power generators, and in all catering areas. No cooking will happen onsite and no stoves or propane use will occur. No smoking is permitted at the event and will be enforced by staff and volunteers. Guests will be notified in their event FAQs.

Sanitation Facilities

Music and Miracles have contracted with Quick Space to provide on-site portable restroom facilities for guests, staff, volunteers, and vendors. Their business is located in Washoe County and is compliance with Washoe County health regulations. They will provide two executive trailer portable restrooms with universal stalls and handwashing stations. They will also provide two portable restroom units and handwashing stations. The trailer units are ADA accessible. All units will be delivered on September 1 and removed on September 3. Placement of the units will be reflected on the map. Units will be placed a minimum of 50 feet from catering.

Water for the event will be brought in by the caterer and staff.

Medical Services

While not required, REMSA Health will have an ambulance on site parked next to the Valet.

Transportation and Parking Plan

Staff and volunteer parking will be on Lake Geneva Dr. All guest parking will be managed by valet and cars will be parked on only one side of the surrounding streets to allow space for emergency vehicles and home owners. Golf carts will be available to assist guests to registration and their seat as needed.

Communication

On-site communication between staff and volunteers will be handled through cell phones and radios. All staff and volunteers will be briefed on the proper channels for communication and the process to elevate issues. Guest communication will be handled either face to face or via the sound system on stage.

Sound and Stage Plan

All sound and stage needs are being provided by Moon Lighting and Sound in coordination with ZLINE Kitchen and Bath, the production team for Music and Miracles. ZLINE has a number of employees with extensive concert and music festival experience that have agreed to donate their time to putting on the event. The stage is a 32' x 24' Stageline Mobile Stage that will be trailered into place on September 1. It will include a roof w/ pre installed rig points, 2 - 2,500lbs ds sound extensions, 4 - ds lighting overhang extensions, upstage 3 sides wind wall, upstage 3 sides handrail, 2 - stair units w/handrail, banner kit, and stage skirt. The speakers and lights are specified by the bands and will be attached to the stage. There will also be a 20'x10' LED wall for video projection during the event. A 70Kva Whisper Watt generator will provide onsite power for all the sound, lighting, and stage needs.

