



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: November 7, 2017

DATE: October 25, 2017
TO: Open Space and Regional Park Commission
FROM: Colleen Wallace Barnum, Parks Operations Superintendent
THROUGH: Eric Crump, Operations Division Director
SUBJECT: Review and possible recommendation to the Board of County Commissioners to approve an agreement between Washoe County, Tianyu Arts & Culture Inc. and the May Arboretum Society to host a Chinese Lantern Festival in the May Arboretum and Botanical Garden at Rancho San Rafael Regional Park from June 30 through August 5, 2018. (Commission District 3)

SUMMARY

This item is a request from Tianyu Arts & Culture Inc. and the May Arboretum Society to host a Chinese Lantern Festival in the May Arboretum and Botanical Garden at Rancho San Rafael Regional Park from June 30 through August 5, 2018.

BACKGROUND

The special event will focus on the Chinese culture and will offer a variety of visually appealing lantern displays and events for the general public to enjoy. This is a first time event for the May Arboretum and Botanical Garden. Cities of similar size have held this event with ticket sales of 80,000 for a similar time frame. Cities include: Norfolk, VA, Spokane, WA, New Orleans, LA, Cary, NC and Columbus, OH.

The event will require two weeks for setup and one week for dismantle. The event will be open daily for five weeks, with start times beginning at 5pm. During the time of the event, the May Arboretum and Botanical Garden will be closed to the general public to offer this ticketed event. However, the Arboretum will be open from 8am – 5pm daily and free of charge throughout the course of the event.

Staff met with Tianyu Arts & Culture, Inc. and the May Arboretum Society to discuss the schedule, activities and logistics of the event. An agreement (attached) outlines the requirements and responsibilities of the applicant and those of Washoe County. This agreement is similar to those approved and used for other major special events at Washoe County Regional Parks. This agreement details the responsibilities of Tianyu Arts & Culture, Inc. and the May Arboretum Society which include:

- Advertising and Promotion
- Event Design, Layout, Setup and Dismantle

AGENDA ITEM # _____

- Access and Parking - Traffic and Parking Plan
- Restrooms and Sanitary Facilities
- Trash Receptacles and Dumpsters
- Ticket sales
- Concessions
- Arboretum Clean up (during and post event)
- Security
- Electrical Power
- Use of Staging for performances

RECOMMENDATION

Staff recommends that the Open Space and Regional Park Commission recommend to the Board of County Commissioners to approve an agreement between Washoe County, Tianyu Arts & Culture Inc. and the May Arboretum Society to host a Chinese Lantern Festival in the May Arboretum and Botanical Garden at Rancho San Rafael Regional Park from June 30 through August 5, 2018.

POSSIBLE MOTION

Should the Board agree with the staff recommendation, a possible motion would be:

“Move to recommend to the Board of County Commissioners to approve an agreement between Washoe County, Tianyu Arts & Culture Inc. and the May Arboretum Society to host a Chinese Lantern Festival in the May Arboretum and Botanical Garden at Rancho San Rafael Regional Park from June 30 through August 5, 2018.”