

**OUTDOOR
COMMUNITY EVENT
LICENSE APPLICATION**

1001 EAST 9TH STREET, BUILDING A

P.O. BOX 11130

RENO, NEVADA 89520-0027

(775) 328-3733

www.washoecounty.us

OUTDOOR COMMUNITY EVENT LICENSE GENERAL PROCEDURES

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

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

BOOTH FEES			
1-4 booths	\$ 25	50-59 booths	\$ 30
5-9 booths	\$ 50	60-69 booths	\$ 350
10-19 booths	\$ 100	70-79 booths	\$ 400
20-29 booths	\$ 150	80-89 booths	\$ 45
30-39 booths	\$ 200	90-100 booths	\$ 500
40-49 booths	\$ 250	More than 100 booths	\$ 500 plus \$5 for each booth in excess of 100

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

OUTDOOR COMMUNITY EVENT LICENSE/PERMIT

Materials required for submittal

Fees – check(s) made payable to “Washoe County”

Application fee

\$50 non-refundable application fee

Daily fee(s)

\$350 daily fee plus appropriate booth fees

Carnival, circus or tent show fees

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

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

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

Detailed explanations for:

Security and fire protection

Water supply and facilities

Sanitation facilities

Medical facilities and services

Vehicle parking spaces

Vehicle access and on-site traffic control

Communication system

N/A Illuminating the premises (if applicable)

N/A Camping (if applicable)

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

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

Copy of partnership papers (if applicable)

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

Submission Materials (continued)

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

OUTDOOR COMMUNITY EVENT APPLICATION

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

Application date: April 15, 2019

Applicant Information

Applicant's name: Incline Tahoe Foundation (ITF)
Mailing address: 948 Incline Way, Incline Village NV 89451
Street or PO Box City State Zip code
Phone: 775.762.1091 (Business) N/A (Home) same (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
<u>Shelia Leijon</u>	<u>948 Incline Way</u>	<u>Secretary</u>
<u>Ethan Bellinger</u>	<u>948 Incline Way</u>	<u>Board at Large</u>
<u>Fonda Murch</u>	<u>948 Incline Way</u>	<u>Treasurer</u>

Event Information

Name of Event: Beer & Brats
Date(s) of Event: July 3, 2019 Hours of operation: 4-7 (setup 2 - breakdown 8)
Location of Event: Aspen Grove, 960 Lakeshore Blvd 89451
Assessor Parcel Number(s): 127-010-07
Description of Event: Beer tasting, Brat dinner w/ live music

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

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

If yes, amount and type of fee(s): Adults \$45, children 3-12 \$20, under 3 free

When will fee be collected? Pre-sales At entrance

Approximate number of participants and other persons: 450

Approximate number of customers and spectators: 400

Approximate maximum number of persons on any one day of the event: 450

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: Menath Insurance Policy number: _____

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

Address of Insurer: 333 Village Blvd. Incline Village 89451
Street City State Zip code

Limits of liability: \$1,000,000.

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.

Beer and Brats held annually since 2014 w/ Red White & Tahoe Blues

Vendor List

(attach additional sheets if needed)

Name of Vendor

Type of service or product

Incline Spirits Beer & Root Beer

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

STATE OF NEVADA)
) ss:
COUNTY OF WASHOE)

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

(check appropriate box)

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

OR

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

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

Proposed Outdoor Community Event: Beer & Brats

Signed [Signature]

Subscribed and sworn to before me this 15th day of April, 2019

Susan A Herron Washoe County NV
Notary Public in and for said county and state



My commission expires: 12-08-2022

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

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

OUTDOOR COMMUNITY EVENT
STATEMENT OF ASSETS

As of April 15, 2019

(Describe fully and indicate assets pledged)

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

Current Assets

Cash on hand	_____	\$	<u>N/A</u>
Cash in safe deposit box	_____	\$	<u>N/A</u>
Cash in	<u>Wells Fargo, Incline Village (checking)</u> <small>Location of Box</small>	\$	<u>159,930.85</u>
Cash in	<u>Wells Fargo, Incline Village (savings)</u> <small>Name, Bank and Branch</small>	\$	<u>8,208.43</u>
Accounts and notes receivable (describe nature of receivable and when due)	_____	\$	_____
	_____	\$	_____
Other current assets	_____	\$	_____
	_____	\$	_____

Investments

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

_____ \$ _____

_____ \$ _____

_____ \$ _____

Investments, other than stocks and bonds

_____ \$ _____

_____ \$ _____

_____ \$ _____

Fixed assets

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

_____ \$ _____

_____ \$ _____

_____ \$ _____

Other assets

Automobiles and other personal property

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total Assets \$ 168,139.28

Shelia Leijon
Print Name

Shelia Leijon
Signature

4/15/2019
Date

**OUTDOOR COMMUNITY EVENT
STATEMENT OF LIABILITIES**

As of April 15, 2019

(Describe fully, indicate secured liabilities)

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

Current liabilities

Notes payable _____ \$ _____
Name, Bank and Branch _____

Due _____ How secured _____

Notes payable _____ \$ _____
Name, Bank and Branch _____

Due _____ How secured _____

Notes payable _____ \$ _____
Name, Bank and Branch _____

Due _____ How secured _____

Notes payable _____ \$ _____
Name, Bank and Branch _____

Due _____ How secured _____

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

_____ \$ _____
_____ \$ _____

Accounts payable \$ _____
Liability for Federal Income Tax (delinquent) \$ _____
Provision for current year's Federal Income Tax \$ _____
Provisions for other current taxes \$ _____
Liability for other delinquent taxes..... \$ _____

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

_____ \$ _____
_____ \$ _____

Other liabilities
Monies held for projects (approximate) \$ 160,000.

_____ \$ _____
_____ \$ _____

Total Liabilities \$ 160,000.

Contingent liabilities (describe)

Print Name _____ Signature _____ Date _____

OUTDOOR COMMUNITY EVENT

PERSONAL HISTORY

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

Name in full: Shelia Ann Leijon
First Middle Last

List ALL other names you have been known by: Shelia Doherty, Shelia Doherty-Leijon

Residence address: [Redacted]
Street City State Zip Code

Residence phone: [Redacted] Business phone: N/A 775.832.1330

Name of your present business or employer: INGED

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

Type of business: GID Position: manager

How long engaged in this business: 15 yrs

Date of birth: [Redacted] Age: [Redacted] Place of birth: [Redacted]

List cities in which you have lived during the last ten years:
1975- Present Incline Village W

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.

Shelia Leijon
Printed name of applicant

Shelia Leijon
Signature of applicant

April 15, 2019
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

Incline Spirits & Cigars 120 Country Club #25 89451

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

**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.

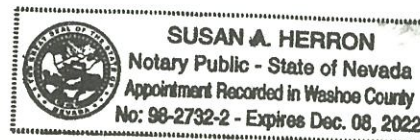
IN WITNESS WHEREOF, I have executed this release at Incline Village on the 15th day of April, 2017.

Shelia Leijon
Printed name of applicant

Shelia Leijon
Signature of applicant

Subscribed and sworn to before me this 15th day of April, 2017

Susan A. Herron Washoe County, Nevada
Notary Public in and for said county and state



My commission expires: 12-08-2022

**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:

Beer & Brats _____ July 3, 2019 _____
Name of Event Date(s) of Event

Shelia Leijon _____ Shelia Leijon _____
Applicant's name (printed) Applicant's signature

Date: 4/15/2019 _____

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

EXTRACT FROM WASHOE COUNTY CODE CHAPTER 25

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

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

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

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

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

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

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

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

[§4, Ord. No. 1099; A. Ord. No. 1138]

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

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

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

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

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

[§6, Ord. No. 1099]

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

[§7, Ord. No. 1099]

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

1. Unless authorized to do so by Washoe County, conduct, operate, participate in, or provide supplies or services to an event for which a license is required under section 25.265 for which a license has not been issued, or to continue to conduct, operate, participate in, or provide supplies or services to such an event for which a license has been suspended or revoked.

2. Except for advance ticket sales by mail or similar means, to sell tickets or admit persons to an event for which a license is required under section 25.265 for which a license has not been issued, or to continue to sell tickets or admit persons to such an event for which a license has been suspended or revoked.

3. Operate, conduct, or carry on an event for which a license is required under section 25.265 in such a manner as to create a nuisance.

4. Allow any person on the premises of an event for which a license has been issued under section 25.283 to cause or create a disturbance in, around or near any place of the event by offensive or disorderly conduct.

5. Knowingly allow any person to sell, consume or be in possession of intoxicating liquor while in a place of an event for which a license has been issued under section 25.283, except where such sale, consumption or possession is expressly authorized under chapters 25 and 30 and the laws of the State of Nevada.

6. Knowingly allow any person in, around, or near an event for which a license has been issued under section 25.283 to use, sell, or be in possession of any controlled substance or dangerous drug.

[§8, Ord. No. 1099]

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

1. The provisions of this section and the provisions of sections 25.010 to 25.445, inclusive, apply to an application for a license to hold an outdoor community event.

2. No outdoor community event shall be held or conducted unless the sponsor has first obtained a business license pursuant to this section. An outdoor community event with more than 300 and less than 1000 persons on any one (1) day of the event shall also obtain an administrative permit pursuant to section 110.310.20.

3. Application for a license to conduct an outdoor community event shall be made to the license division on forms designated by the license division and shall be accompanied by a nonrefundable application fee of \$50 and any other business license fees as set forth in this chapter, which may be refunded in accordance with this chapter if the application is denied or withdrawn. The application shall require the same information required under section 25.273. For those events requiring an administrative permit pursuant to section 2, the license application shall suffice for the administrative permit application and no additional fees are required for filing the administrative permit application.

4. The director of community development or the board of adjustment shall approve or deny the application. Grounds for denial are the same as those set forth in section 25.281 and notice thereof shall be made in accordance with section 25.279. Approval may include the imposition by the license division of any condition set forth in sections 25.289 to 25.305, inclusive.

5. The license may be suspended or revoked in the manner provided in section 25.287.

6. The acts declared unlawful in section 25.271 shall also be unlawful if done during or in conjunction with an outdoor community event.

[§165, Ord. No. 1138]

25.273 Application and fee.

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

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

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

2. The application shall contain:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

[§9, Ord. No. 1099; A. Ord. No. 1138]

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

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

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

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

[§10, Ord. No. 1099]

25.276 Investigation.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(b) Involving lewd conduct;

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

(d) Involving misconduct with children; or

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

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

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

25.283 Issuance of license, posting, fee.

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

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

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

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

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

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

[§14, Ord. No. 1099]

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

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

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

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

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

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

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

[§15, Ord. No. 1099]

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

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

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

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

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

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

(b) The license division may modify the time schedules set forth in subsections 4 and 6 of section 25.0381 if the event is scheduled to commence before the hearing would be held, or request a special hearing pursuant to NRS 244.090 if the event has not commenced and reasonable notice is possible.

[§16, Ord. No. 1099; A. Ord. No. 1138, 1336]

25.289 Licensing conditions: Generally.

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

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

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

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

25.291 Licensing conditions: Police protection. A licensee must employ sheriff's deputies or other police protection, to include private security firms or agencies, as necessary for the public health, safety, and welfare. The sheriff shall determine the numbers and types of officers or security personnel necessary to preserve order and protect persons and property in and around the place of the festival.

[§18, Ord. No. 1099]

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

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

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

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

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

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

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

(f) Trash receptacles;

(g) Removal of trash and refuse;

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

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

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

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

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

1. A licensee must provide on the premises of the festival as necessary to protect the public health, safety, and welfare:
 - (a) Adequate parking space for persons attending by motor vehicle;
 - (b) Adequate ingress and egress to festival premises and parking areas, including necessary roads, driveways, and entranceways to insure the orderly flow of traffic into the premises from a road that is part of or connects with a state or county highway;
 - (c) An adequate access way for fire equipment, ambulances, and other emergency vehicles;
 - (d) Traffic guards under the employ of the licensee to insure orderly traffic movement and relieve traffic congestion in the vicinity of the event;
 - (e) Camping facilities and overnight areas, if necessary, that meet all applicable county and state requirements; and
 - (f) Electric illumination of occupied areas, if a licensee will conduct an event after dark or allow persons to remain on the premises after dark.
 2. For the purposes of this section, "adequate parking space for persons attending by motor vehicle" means a separate parking space for every two persons expected to attend by motor vehicle, individually and clearly marked, and not less than 12 feet wide and 20 feet long.
 3. The director of community development shall consult with the director of public works and the county building officer, and shall determine the necessary parking, ingress, egress, access, traffic, camping, overnight, and illumination facilities and services required under subsection 1 of this section.
- [§20, Ord. No. 1099]

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

[§21, Ord. No. 1099]

25.299 Licensing conditions: Fire protection.

1. A licensee must provide adequate fire protection, first aid equipment, and fire extinguishing equipment to protect the public health, safety, and welfare. If the event is to be conducted in a hazardous area as determined by the chief or chiefs of the responsible fire protection agency or agencies, considering all relevant factors, including without limitation the event location and nature, the nature of the surrounding area, and probable weather conditions, a licensee must employ fire guards and must remove flammable vegetation and other fire hazards.
 2. The chief or chiefs of the responsible fire protection agency or agencies:
 - (a) Shall determine the necessary numbers and types of equipment and personnel required under subsection 1 of this section;
 - (b) May determine that an event is proposed in a hazardous fire area;
 - (c) Shall approve the suitability of fire guards required to be employed by the licensee; and
 - (d) Shall determine the manner and quantity of flammable vegetation and other fire hazards that must be removed.
- [§22, Ord. No. 1099]

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

[§23, Ord. No. 1099]

25.303 Licensing conditions: Indemnification and insurance.

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

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

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

[§24, Ord. No. 1099]

25.305 Licensing conditions: Performance security.

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

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

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

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

[§25, Ord. No. 1099; A Ord. No. 1275]

EXTRACT FROM WASHOE COUNTY CODE CHAPTER 110

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

(a) through (c) omitted

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

(e) through (o) omitted

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

**SPECIAL EVENT
(TEMPORARY SALES OR
SERVICES LICENSE)
APPLICATION**

WASHOE COUNTY BUSINESS LICENSES

1001 EAST 9TH STREET, BUILDING A

P.O. BOX 11130

RENO, NEVADA 89520-0027

(775) 328-3733

www.washoecounty.us

**SPECIAL EVENT
(Temporary Sales or Services License)
GENERAL PROCEDURES**

Definition: "Special event" means an assembly of less than 100 people per day of the event. An approved special event will be issued a temporary sales or service business license.

1. **APPLICATION.** Complete the form in ink. This application is for events with attendance less than 100 people per day the event unless the event is held on Federal, State, trust, or tribal lands. *If your event will have 100 or more people on any one day of the event, you must apply for either an outdoor community event license (100 to 999 persons on any one day of the event) or an outdoor festival license (1,000 or more persons on any one day of the event).* These event licenses are not required, however, if your event is being held on lands owned or managed by Washoe County Regional Parks and Open Space, or held on Federal, State, trust, or tribal lands.
2. **PARK FACILITY.** If utilizing a Washoe County park facility, you must **reserve the park in advance.** Please call Regional Parks and Open Space at 823-6500.
3. **APPLICATION DEADLINE.** All applications must be submitted at least **30 days** in advance of the event.
4. **PROPERTY OWNER APPROVAL.** All applications must include a completed and notarized *Affidavit of Property Ownership and/or Permission to Conduct Event* (attached) form giving permission to set up and provide temporary sales/services on their property.
5. **LICENSING REQUIREMENTS.** All special event (temporary sales or service) licenses are valid for a maximum of 31 days in a calendar year (unless noted otherwise below). Event dates must be included as part of the application. Other requirements include:
 - *Animal shows*, consisting of exhibitions of domestic or large animals, are valid for a maximum time period of seven consecutive days.
 - *Christmas tree sales* are allowed between Thanksgiving Day and December 31st.
 - *Distressed Merchandise sales* are valid for a period of 90 days or less.
 - *Flea Markets and/or Farmer's Markets* may be charged additional booth fees if applicable. Applicants will be required to obtain a registration card from the Sheriff's Office.
 - *Garage and/or Yard Sales* licenses are required only if such sales exceed 72 hours in duration or occur on the same property more than twice in any six month period.
 - *Pumpkin patches* are allowed from October 1st to November 5th.
 - *Seasonal firewood sales* are valid for 90 days between September 1st and March 31st. Seasonal firewood sales cannot be part of a permitted, permanent firewood sales business. Seasonal firewood sales must also meet certain land use and zoning requirements.
 - *Solicitation by a Charitable Organization* licenses are valid for maximum of 90 consecutive days and the license fee is \$75.00. Applicants require a registration card from the Sheriff's Office.
6. **FEES.** The license fee for a temporary sales or service license is \$65.00. An additional fee will be added for the appropriate number of vendor booths (see table below). If intoxicating liquor is proposed to be served, a separate temporary intoxicating liquor license application is required. The temporary intoxicating liquor license fee is \$125.00. The temporary intoxicating liquor license will not be issued until after the approval and issuance of the temporary sales or services license.

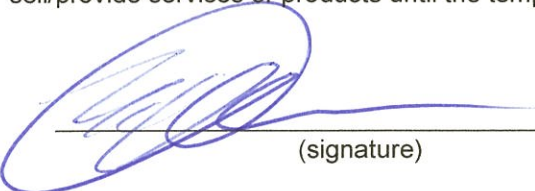
BOOTH FEES			
1-4 booths	\$ 25	50-59 booths	\$ 300
5-9 booths	\$ 50	60-69 booths	\$ 350
10-19 booths	\$ 100	70-79 booths	\$ 400
20-29 booths	\$ 150	80-89 booths	\$ 450
30-39 booths	\$ 200	90-100 booths	\$ 500
40-49 booths	\$ 250	More than 100 booths	\$ 500 plus \$5 for each booth in excess of 100

7. **APPROVALS AND AGENCY SIGN-OFFS.** The applicant will be directed to applicable public agencies for approval. This approval will be recorded by the agency on a sign-off list provided to the applicant. These agencies will contact you separately if more information or changes to the application are required. Untimely return of the information or changes to the application may jeopardize license review and approval. Any food vendors, solid waste disposal, and sanitation needs will require separate permits from the Washoe County Health District (775-328-2434). If any reviewing public agencies have any additional application or permit fees, they will so inform you.

8. **CONDITIONS OF APPROVAL.** One or more of the reviewing public agencies may recommend conditions be attached to the temporary sales or services license. Washoe County Business License will determine which conditions are attached to the license, and issue the license with those conditions. All conditions must be met to the satisfaction of the imposing public agency, and it is the applicant's responsibility to contact the agency for condition compliance. Failure to comply with any pre-event conditions may cause Washoe County to not issue the temporary sales or services license. Failure to comply with during-event conditions may cause Washoe County to take appropriate measures to revoke or suspend the license. Failure to comply with post-event conditions may cause Washoe County to impose more stringent conditions on, or potentially jeopardize the approval of, future temporary sales or services license applications.

9. **ISSUANCE OF LICENSE.** The temporary sales or services license will be issued after all fees have been paid and all necessary approvals, with or without recommended conditions, have been received from reviewing public agencies. The temporary sales or services license receipt demonstrates proof of payment and acts as the temporary sales or service license, if the applicant does not receive the printed Washoe County temporary sales or services license. The license will be sent to the applicant by Email as an attached file. If an Email address is not provided in the application, the license will be sent through U.S. Postal Mail to the applicant's mailing address. **The license or receipt must be displayed prominently at the event and must be available for inspection.** The license is valid only for the temporary sales or services as contained in this application and approved/issued by Washoe County Business License, and not for any other event or location.

All applications must be signed and dated below by the applicant. By signature, the applicant attests an understanding of the application submittal requirements as contained in the General Procedures; understands that conditions may be attached to the temporary sales or services license and will comply with all imposed conditions; and, will not set up nor sell/provide services or products until the temporary sales or services license is approved and issued.


Miles Hendrickson

 (signature) (printed name)
 Date: 4/4/19 _____

SPECIAL EVENT APPLICATION
Temporary Sales or Services License

Application date: 4/4/19

Applicant Information

Applicant's name: Miles Hendrickson
Mailing address: 120 Country Club Dr. #25 Incline Village NV 89451
Street or PO Box City State Zip code
Phone: (414) 379-7701 (Business) _____ (Home) (414) 379-7701 (Cell)

Event Information

Name of Event: Beer 3 Boats
Sponsor's Name: Incline Spirits 3 Cigars and Incline Tahoe Foundation
Date(s) of Event: 7/3/2019

List all dates proposed for the event. Most special event licenses may be issued for 31 calendar days in a year.

Hours of operation: 4pm - 7pm
Location of Event: Aspen Grove Community Center 960 Lakeshore Blvd, Incline Village, NV
Assessor Parcel Number(s): 12701007
Will the event be held at a Washoe County Park facility? Yes No
(If yes, please contact Regional Parks and Open Space at 823-6500 for reservations)
Description of Event: Fundraiser event 3 hrs of Beer 3 Boats along music and games.

Are you representing a charitable or a not for profit organization? Yes No
If yes, name of organization: Incline Tahoe Foundation

The primary purpose of the event or activity is:
 Charity fundraising Group fundraising
 Program for community benefit Government activity
Other: ITF supports projects designed to enhance the public parks, trails, recreation facilities & programs
Will an admission fee be charged for your event? Yes No
If yes, amount and type of fee(s): \$45.00 for Adults & \$20.00 for youth under 12 yrs old.
When will fee be collected? Pre-sales At entrance

Approximate number of participants and other persons: 450
Approximate number of customers and spectators: 400
Approximate maximum number of persons on any one day of the event: 400
Approximate number of vehicles to be parked at the event: ~ 75 (most people walk to event)
Parking Facilities: Location 960 Lakeshore Blvd. Spaces available ~ 100

Sales and Vendor Information

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

Will amplified sound equipment be used? Yes No

Will non-food items (such as t-shirts, posters) be sold? Yes No

Will vendors be at your event? Yes No

If yes, how many? For profit: N/A Not for profit: N/A

Vendor List

(attach additional sheets if needed)

All food and beverage vendors must have an appropriate permit from Washoe County Health District

Name of Vendor

Type of product sold or services provided



**Red White and Tahoe Blue 2019
Beer & Brats Event
Hosted by the Incline-Tahoe Foundation**

Introduction

Since 2014, the Incline-Tahoe Foundation (ITF) has hosted Beer & Brats for during the July 4th Celebrations. ITF collaborates with Incline Spirits & Cigars to provide the residents of Incline Village, their guests, and visitors to our community a fun event over the July 4th holiday. Beer &



Brats is one of the major fundraising events for the ITF whose mission is to was created to enhance the overall well-being of the Incline Village and Crystal Bay community's public parks, recreation facilities, programs and services through private donations, grants and endowments. Our major projects and successes include the Fitness Trail, Robert & Robin Holman Family Bike Park, the Incline Disc Golf Course, the Bob Wheeler Memorial Fund and the Duffield Foundation Incline Park Renovation Project.

2019 Beer & Brats Overview

Date of the Event: Wednesday, July 3, 2019

Time of Event: 4:00 p.m. to 7:00 p.m.

Location of Event: Aspen Grove, 960 Lakeshore Blvd, Incline Village

Ticket Sales: Bart Peterson, of Activity Tickets, www.activitytickets.com, within the Incline Village/Crystal Bay Visitors Center will be selling tickets for the event. Additionally, tickets will be sold at Incline Spirits & Cigars, 120 Country Club Drive, Unit 25, Incline Village, NV. Tickets prices are \$45/Adults and \$20/Children 3—12, under 3 free.

Attendance Projections: Overall event total 450-500 during the three hour event, at one time 300.

Live Music: Live music will be provided by Jacked Up. The band sets up on the deck of the Aspen Grove building.



Breweries and Glasses: The breweries participating in Beer & Brats are selected by Incline Spirits & Cigars. In previous years, 20-25 breweries are represented, showcasing 50 beers. For underage attendees, we have root beer and Tahoe Tap. *More information is provided in the sections "Parking, Registration, and Aspen Grove Site Map."*

ITF Board Member Assignments: Each ITF board member is assigned a particular area of responsibility. The approximately 40+ volunteers for the event are given assignments and report to the Volunteer Coordinator.

- Shelia Leijon—Overall Event Management
- Fonda Murch — Registration and Ticket Sales
- Ethan Bolinger—Food Management
- Bruce Simonian —Brewery Coordination
- Aaron "Elko James—The Robert & Robin Holman Family Bike Park
- Jamie Golden & Kristi Fisher—Bob Wheeler Memorial Events
- Brad Johnson—Duffield Foundation Incline Park Renovation Project

Incline Spirits & Cigars: Miles Hendrickson, owner, is in charge of procuring the breweries for the event

Volunteer Assignments: The volunteers are given assignments in the following areas —

- Registration & Wristbanding
- Food Service
- Entrance and Exit Security
- Pourers
- Set-up and Tear-Down
- Clean up during event

Every volunteer and ITF board member is identified by matching aprons that are provided the day of the event. Every volunteer and ITF board member has a name tag. Also, every volunteer is asked to sign a Liability Waiver Form.



Incline Tahoe Foundation
948 Incline Way
Incline Village, NV 89451
Telephone: 775.298.0299

2019 VOLUNTEER LIABILITY WAIVER

Incline Tahoe Foundation Beer & Brats

VOLUNTEER NAME: _____

I, the undersigned, involved as an Incline Tahoe Foundation volunteer, hereby waive any and all claims against the Red, White and Tahoe Blue Committee arising out of the volunteer participation for the 2018 Beer & Brats event. This waiver and release covers all losses of money by theft or negligence and all claims arising out of the personal injury, property damage, or any accident claim for myself. I am an authorized representative of the child shown above. I have read and agree.

Volunteer Name : _____

Signature: _____ Date: _____

Cell Phone: _____

Email: _____

PARKING, REGISTRATION AND ASPEN GROVE SITE MAP

Parking and Traffic: Historically **most guests walk** to the Beer & Brats event from either one of the beaches or another holiday event. Because the event is held at Aspen Grove, traffic flow is not an issue. For those who are driving to Aspen Grove, parking on Incline Way, Village and Country Club is available. Parking at the Recreation Center and Overflow Lot is also available. Minimal parking at Aspen Grove will be available and is included as an option. Two parking spots in the Aspen Grove Parking lot will be reserved for Washoe County Inspectors during the event. Permission has been obtained from IVGID for the use of all parking lots owned by IVGID. *Please see the maps titled “Recreation Center Parking Map (2), Overflow Parking Map, and Aspen Grove Parking Map” for a birds eye view of the available parking. A letter from IVGID authorizing the use of the lots and Aspen Grove for the Beer & Brats event is included.*

Entrance/Exit and Registration: Tickets for Beer and Brats are sold through www.activitytickets.com, at the Incline Village Visitors Center, and at Incline Spirits & Cigars. ITF Board Member, Fonda Murch is in charge of registration. *Please see the detailed site map of Aspen Grove for the entrance and exits points to the event.*

- There is one entrance point to the event — at the front of Aspen Grove Building and two primary exits points (through the main entrance and from the gate at the far end of Aspen Grove. The entrance and exit points gates will remain open guarded by registration/security tables staffed with volunteers during the entire event. Ticket prices

The symbol on the site map designating the entrance/exit point to the event is



The symbol on the site map designating an exit point from the event is



- The forward gate bordering the parking lot and closest to Lakeshore Boulevard will be kept closed, but accessible as an exit-only gate for emergency purposes. This gate will be staffed by a volunteer to ensure guests do not attempt entrance to the event through this gate. The symbol on the site map designating the exit-only gate is



Minors Attending the Event: At registration, guests will be carded to determine if they are of drinking age. Those under the age of 21 years will receive one color wrist band placed on their wrists by an ITF volunteer. Additionally, those under the age of 21 years will be given a red Solo cup to for either root beer or Tahoe Tap. For those guests 21 years and older, a different color wrist band will be placed on their wrists by an ITF volunteer. They will also be given a four (4) ounce sampling commemorative glass. Volunteer and Distributor pourers **MUST** check attendees wrist bands to ensure they are 21 years of age. If no wrist band, the guest will not be served and asked to return to registration to produce their ID and receive the proper wristband.

The symbol on the site map designating the location of the distributor stations is



SECURITY AND SAFETY

Fire Safety Requirements: One K fire extinguisher and one ABC fire extinguisher, provided by RWTB and approved by the NLTFPD, will be available at the event. One will be located in the Aspen Grove building; the second will be next to the BBQ area.

The symbol on the site map designating the location of the fire extinguishers is 

CO₂ Cannisters: The distributors bring the beverages in cans or kegs. As required by the NLTFPD, all CO₂ cannisters will be securely strapped, using industrial zip ties, to a fixed stake.

Security and Communication: Two Washoe County Sheriff's officers will be on site during the event. Registration tables at the entrances to Aspen Grove will be staffed for the duration of Beer & Brats. ITF Board Members will have cell phones with them at all times. Volunteers are given the cell phone numbers of the Board Members should an emergency arise. Because there are 40+ people working Beer & Brats, identified by aprons and name tags, guests are able to easily identify individuals who are at the event to provide any assistance needed. There is also a landline in Aspen Grove.

Medical Aid: There is an AED and First Aid kit located in the Aspen Grove Building. Staff is trained in CPR/AED and/or Advanced First Aid. Volunteers will be instructed to call 911 in the event of a Medical Emergency.

Emergency Evacuation: In the days leading up to the event, Staff will monitor the weather through NOAA. Should extreme weather be imminent, the decision for event cancellation will be made 24 hours in advance. In the event of an unexpected storm or emergency, event participants who came to the event on foot will be directed to shelter in place in the Aspen Grove building. Participants who drove to the event will be advised to shelter in their cars. Should it be determined that the emergency requires evacuation from the event location, the Incline Village Recreation Center Gym, 980 Incline Way, Incline Village NV 89451 will become an emergency shelter. Volunteers will lead participants to the Rec Center by traveling the pathways on either side of the Village Green, crossing Incline Way and reaching the Rec Center entrance on the east side of the building, via the access road.

Food Handling: Guests to Beer & Brats are given two tickets at registration for two brats with buns. Ethan Bollinger is the ITF board member in charge of food/food service. Attendees must have a ticket to be served a brat. ITF also serves potato salad, sauerkraut, and soft pretzels. A self-service condiment table with relish, onions, a selection of mustards, and ketchup will be set up at the end of the food line. Runners replenish food supplies. Food handlers are required to wear gloves at all times and use tongs to serve the buns, brats, and pretzels. Long spoons are used to serve the potato salad. Special care is taken to ensure the brats are cooked to the correct temperature and the refrigerated food items are kept cold. There are two handwashing stations on site — one next to the BBQ area and the second near the fixed table where the guests dine. The symbol on the site map designating the location of the handwashing stations is



Restrooms: Restrooms are located in Aspen Grove (1 male/1 female), on Village Green(2 male/2 female/1 ADA) and 2 non-gender port-a-potties provided in the Aspen Grove parking lot adjacent to the Aspen Grove fence.

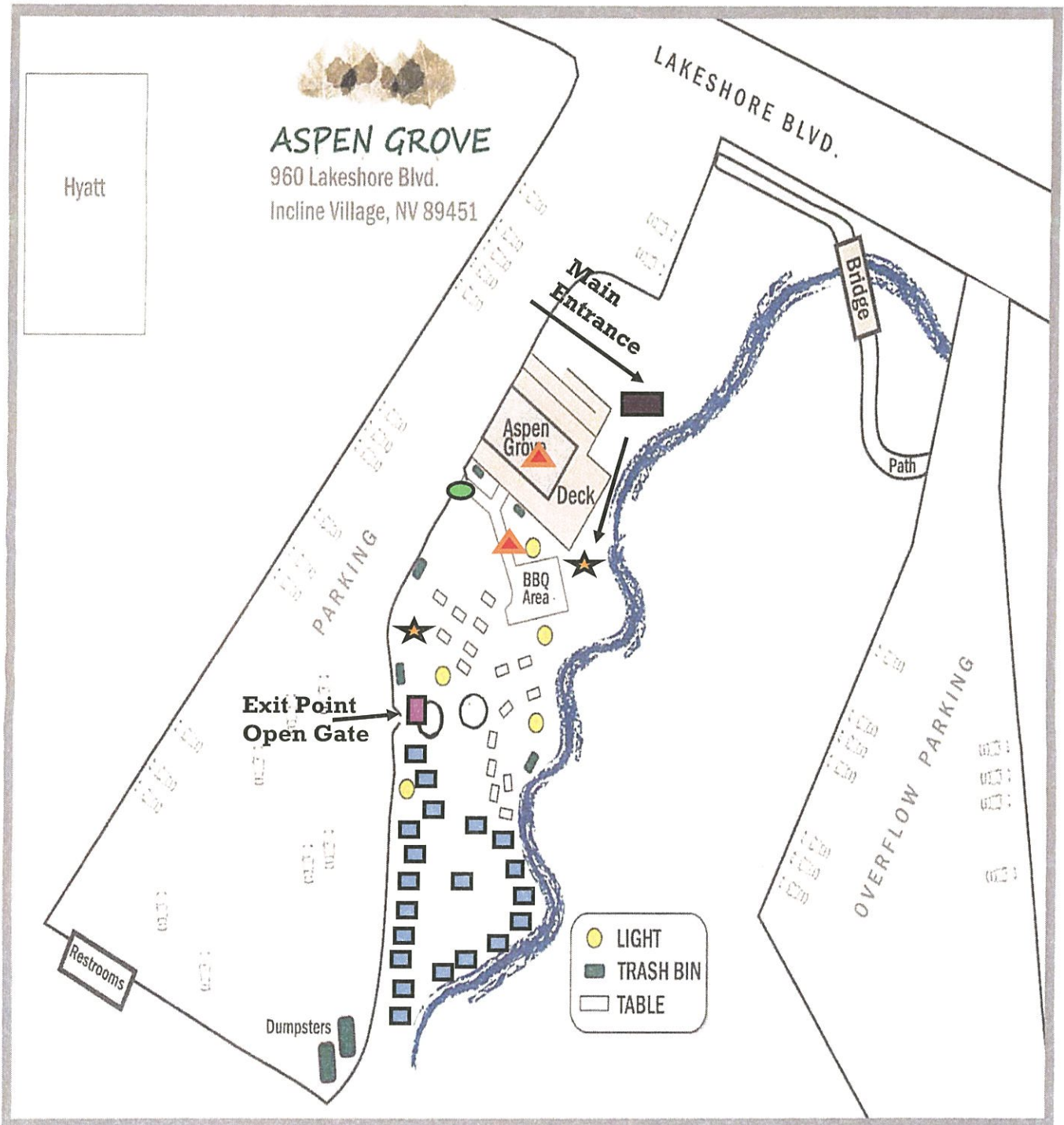
HEALTH AND LIQUOR PERMITS AND INSURANCE

Health and Alcohol Permits: The Incline Tahoe Foundation applied and paid for food and Alcohol permits on april 15, 2019. Applications are included in the packet.

Insurance Rider: A copy of the Insurance rider in the amount of \$1,000,000 purchased through Menath Insurance, naming IVGID and Washoe County additionally insured is included in the packet.

**ASPEN GROVE SITE MAP
PARKING
IVGID AUTHORIZATION LETTER**

ASPEN GROVE



KEY

- Brewery stations—up to 20 stations
- Entrance/exit location to the event—gate open
- Fire Extinguisher locations
- Exit only location—gate closed but accessible
- Handwashing stations
- Exit point (open gate)



Figure 1: Aspen Grove Parking



Figure 2: Overflow Parking



Figure 3: Incline Rec Center Parking



**INCLINE
VILLAGE**
PARKS & RECREATION

April 15, 2019

Incline Tahoe Foundation
948 Incline Way
Incline Village, NV 89451

Re: The Incline Tahoe Foundation (ITF) 2019 July 3 Beer & Brats Event at Aspen Grove

Dear Sir or Madam:

Permission is granted by the Incline Village General Improvement District (IVGID) to the Incline Tahoe Foundation (ITF) for the facilitation of the 2019 July 3 Beer & Brats Event at Aspen Grove, located at 960 Lakeshore Blvd, Incline Village, NV 89451.

Additionally, IVGID grants permission for participants of the ITF 2019 July 3 Beer & Brats Event to park in the Aspen Grove, Overflow and Incline Village Recreation Center parking lots.

Proof of current event permit, license and insurance is required no later than June 25, 2019.

Sincerely,



Indra Winquest
Director of Parks & Recreation



- . Special Events Insurance Rider**
 - . Articles of Incorporation**
- . Health Department Food Permit**

**ARTICLES OF INCORPORATION OF
INCLINE-TAHOE PARKS AND RECREATION VISION FOUNDATION, INC.**

The Articles of Incorporation of Incline-Tahoe Parks and Recreation Vision Foundation, Inc. are as follows:

ARTICLE I

Name

The name of the corporation shall be Incline-Tahoe Parks and Recreation Vision Foundation, Inc.

ARTICLE II

Purpose

A. This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized as a Corporation for Public Benefit as defined in the Revised Statutes of the State of Nevada for public or charitable purposes.

B. The purposes of this corporation shall be limited to charitable, educational and other exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code exclusively for the benefit of the Incline Village General Improvement District (IVGID), recreational facilities, parks, programs and services. Always within the scope of the foregoing corporate purposes, this corporation may:

1. Develop, maintain, improve, expand, erect, enhance, support, preserve, fund, encourage and sustain public parks and recreational facilities operated and owned by IVGID for the benefit of its users and the general public;
2. Aid, encourage and advise in the funding and maintenance of the Incline Village Recreation Center and other IVGID recreational facilities, parks, services and programs of Incline Village;
3. Acquire, hold, improve, preserve, develop and restore IVGID recreational facilities, parks and real estate used by the general public;
4. Solicit and receive gifts, grants, subscriptions, devises or bequests of monetary assets and real or personal property, from public or private sources, in order to carry out the purposes of this corporation; and hold, sell, dispose of, invest or reinvest such funds or properties in any manner as the corporation may deem appropriate for achieving the purposes of the corporation; and maintain revolving funds for purposes of carrying out the activities set forth herein;

5. Subject to the general limitations set out in these Articles, those contained in Section 501(c)(3) of the Code and applicable Treasury Regulations, to engage in any other lawful activities and to do all other acts necessary or expedient for the successful prosecution of the purposes of the corporation in furtherance of its charitable, educational and other exempt purposes; and,

6. In support of and consistent with these Articles, accept contributions, whether of money, property or services, and make loans, whether interest bearing or not, investments, gifts or grants to Incline Village General Improvement District and to do such other lawful acts as will promote the charitable, educational and other exempt purposes of the corporation.

ARTICLE III **Limitation on Powers**

The corporation is not organized for profit and shall not be operated for profit. The corporation is intended to be and shall constitute a charitable organization other than a private foundation and exempt from federal income tax under the provisions of Section 501(c)(3) of the Code.

The corporation shall have only such powers as are required by and are consistent with the foregoing purposes as enacted or hereafter amended. Notwithstanding any other provisions of these Articles, the corporation shall not engage, other than as an insubstantial part of its activities, in activities which in themselves are not in furtherance of one or more of the exempt purposes specified in Section 501(c)(3) of the Code, and the corporation shall not carry on any other activities not permitted to be carried on by a corporation exempt from federal income tax under Section 501(c)(3) of the Code, or by a corporation, contributions to which are deductible under Section 170(c)(2) of the Code.

All activities of the corporation shall be carried on, and all of its funds shall be used and applied exclusively for the purposes for which this corporation was organized. No substantial part of the activities of the corporation shall consist of carrying on propaganda or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of or in opposition to any candidate for public office.

ARTICLE IV
No Director or Officer to Profit

The corporation shall not afford pecuniary gain, incidentally or otherwise, to its directors or officers, and no part of the net income or net earnings of the corporation shall inure to the benefit of, or be distributable to, its directors, officers, or other private persons. The corporation shall not lend any of its assets to any director or officer of the corporation, nor guaranty to any other person the payment of a loan to a director or officer of the corporation.

ARTICLE V
No Capital Stock

The corporation shall have no capital stock.

ARTICLE VI
Members

The corporation shall have no members.

ARTICLE VII
Directors

The business and affairs of the corporation shall be managed by or under the direction of its Board of Directors, who shall be elected in the manner provided in the Bylaws of the corporation. The number, qualifications, terms of office and other conditions for directors also shall be as provided in the Bylaws.

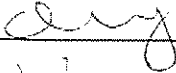
ARTICLE VIII
Amendment

Subject to any provisions of law applicable to the amendment of Articles of Incorporation Bylaws of public benefit nonprofit corporations, these Articles, or any of them, may be altered, amended, or repealed and new Articles adopted as follows, upon affirmative vote of two-thirds of the current number of Directors authorized and serving the corporation at the time.

ARTICLE IX
Distribution of Assets Upon Liquidation, Dissolution or Winding Up of the Corporation

In the event of liquidation, dissolution, or winding up of the corporation, whether voluntary or involuntary, or by operation of law, except as and to the extent otherwise provided or required by law, the remaining property and assets of the corporation shall be distributed to Incline Village Recreation Center and other IVGID recreational facilities, parks, programs and services. In the event IVGID no longer exists, the remaining property and assets of the corporation shall only be distributed to one or more funds, foundations, or corporations organized and operated exclusively for one or more of the exempt purposes described in Section 501(c)(3) of the Code, or to the federal government or to one or more state or local governments for a public purpose, all as the directors of the corporation shall determine is best suited to carry out the purposes for which the corporation was formed. No officer or director of the corporation shall be entitled to share in the distribution of the corporate assets.

IN WITNESS WHEREOF, the undersigned has executed these Articles of Incorporation this 28th day of AUGUST 2009.



Jordan Roka

Fee Paid _____
Late Fee Paid _____
Date Paid _____
Cash/CC/Check _____
Receipt No. _____
Nonprofit Tax ID # _____

APPLICATION FOR TEMPORARY FOOD PERMIT

**PAYMENT AND APPLICATION MUST BE SUBMITTED NO LESS THAN 7 DAYS PRIOR TO START OF EVENT
IN ORDER TO AVOID A LATE FEE EQUAL TO THE PERMIT FEE (not to exceed \$100)**

1. Event: Beer n Brats Event Location: Aspen Grove
2. Date(s) of Event - Start: July 3rd End: July 3rd Start Time: 4 End Time: 7 (for weekly/non-consecutive events, list dates below)

List up to 14 dates of recurring, non-consecutive events (e.g., Farmer's Markets, weekly events)				Permit Number:	
Date #1:		Date #5:		Date #9:	
Date #2:		Date #6:		Date #10:	
Date #3:		Date #7:		Date #11:	
Date #4:		Date #8:		Date #12:	

3. Business Name / Foodservice Represented: Incline Tahoe Foundation
4. Event Coordinator: Ethan Bolinger/Shelia Lejon Coordinator #: (641) 420-5706
5. Coordinator Address: 774 Mays Blvd #10-294 City / State / Zip: Incline Village, NV 89450
6. Applicant's Name: Ethan Bolinger Work #: (641) 420-5706 Home #: (641) 420-5706
7. Applicant's Address: 774 Mays Blvd #10-294 City / State / Zip: Incline Village NV 89450
8. Person(s) In Charge at Foodservice Site: _____ Contact #: () _____
9. E-mail Address of Person(s) In Charge: ethan.bolinger@icloud.com
10. Location of Advance Preparation: none Storage Parasol Time Prep Begins: 12 pm Time Prep Ends: 4 pm

11. List food item(s) to be served: <small>ONLY food(s) listed below are allowed to be served at the event</small>	OFF SITE	ON SITE	COOKING PROCEDURES	HOLDING	SERVING
	PREP	PREP		Hot / Cold	Hot / Cold
<u>Brats</u>	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<u>Beer Bath / Grill</u>	<input type="checkbox"/> H / <input checked="" type="checkbox"/> C	<input checked="" type="checkbox"/> H / <input type="checkbox"/> C
<u>Pretzels</u>	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<u>Grill</u>	<input type="checkbox"/> H / <input type="checkbox"/> C	<input checked="" type="checkbox"/> H / <input type="checkbox"/> C
<u>Potato Salad</u>	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<u>Ice</u>	<input type="checkbox"/> H / <input checked="" type="checkbox"/> C	<input type="checkbox"/> H / <input checked="" type="checkbox"/> C
<u>Sauerkraut</u>	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<u>Ice</u>	<input type="checkbox"/> H / <input checked="" type="checkbox"/> C	<input type="checkbox"/> H / <input checked="" type="checkbox"/> C
	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> H / <input type="checkbox"/> C	<input type="checkbox"/> H / <input type="checkbox"/> C

12. DESCRIBE: Cold Holding Equip: Refrigerators / Ice Baths Hot Cooking Equip: Grill
Hot Holding Equip: Grill / Beer Bath Reheating Equip: Grill
13. How food will be transported to foodservice site: In original packaging on ice in coolers
Length of transportation time to event: 2 min How food will be kept hot or cold: Ice and Coolers
14. Stem type food thermometer or thermocouple available (0-220°F): YES or NO
15. Source of drinkable (potable) water: JVGLD Type of wastewater disposal: SEWER or HOLDING TANK
16. Type of Handwashing Facilities: (choose one) PLUMBED SINK or GRAVITY FLOW CONTAINER
(as a minimum-2 gallons water in an insulated container with a hands free spigot, a covered bucket for wastewater, pump soap container and paper towels are required)
17. Utensil Washing: PLUMBED 3-COMPARTMENT SINK or ADEQUATE SUPPLY OF CLEAN UTENSILS FOR DAILY OPERATION
18. Garbage Disposal: COVERED CANS or DUMPSTERS
19. Restroom Facilities: PORTABLE TOILETS or INDOOR TOILETS

I hereby consent to inspection by the WASHOE COUNTY HEALTH DISTRICT and acknowledge that issuance and retention of this permit is contingent upon satisfactory compliance with local temporary foodservice requirements stated in SECTION 170 of the Regulations of THE WASHOE COUNTY DISTRICT BOARD OF HEALTH GOVERNING FOOD ESTABLISHMENTS.

APPLICANT'S SIGNATURE: [Signature] DATE: 4/15/2019

ORIGINAL | HEALTH DISTRICT YELLOW | FIELD COPY PINK | APPLICANT

DRAFT MARKETING FLYER
NOTE: LINK FOR ACTIVITY TICKETS
IS INACTIVE

Tickets are now on sale!!!

Monday ♦ July 3, 2018 ♦ 4 pm to 7 pm

Aspen Grove



This favorite event of the Red White & Tahoe Blue celebration sells out fast!

*Go to www.activitytickets.com , www.GoTahoeNorth.com, 800-Go-Tahoe. Tickets sold at
Incline Village Crystal Bay Visitors Bureau ♦ 969 Tahoe Blvd. ♦ Incline Village
or Incline Spirits & Cigars ♦ 120 Country Club Drive ♦ Incline Village*

Hosted by the Incline Tahoe Foundation ♦ Music by Jacked Up

Beer and beverages provided by Incline Spirits & Cigars

\$45.00 per ticket \$20.00

children under 12 years

www.activitytickets.com/activity/beer-and-

