



# **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](http://www.washoecounty.us)

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

## Applicant Information

December 2016

# OUTDOOR COMMUNITY EVENT LICENSE

## Insurer Information

*(see Insurance, Hold Harmless & Indemnification Requirements)*

Name of Insurer: NPAIP Policy number: NP AIP20242025

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

Address of Insurer: 201 Roop Street ST 102, Carson City, NV 89701

Street	City	State	Zip code
201 Roop Street	ST 102	Carson City	NV 89701

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.

Red White and Tahoe Blue held similar events from 2015 to 2019. In 2022, 2023 and 2024 IVGID permitted with Washoe County Planning.

## Vendor List

*(attach additional sheets if needed)*

Name of Vendor

Type of service or product

Registration for vendors and community partners begins on Monday, May 12, 2025.

A list of all businesses, agencies and nonprofits will be provided as soon as possible following the close of registration

**OUTDOOR COMMUNITY EVENT  
PERSONAL HISTORY**

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

Name in full: Kristen Ferrall  
First Middle Last

List ALL other names you have been known by:

Residence address:   
Street City State Zip Code

Residence phone:  Business phone: 775 832 1300

Name of your present business or employer: IVGID Parks & Recreation

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

Type of business: Government Parks & Recreation Position: Senior Rec Clerk

How long engaged in this business:

Date of birth:  Age:  Place of birth:

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

Dates From and To City State  
Incline Village, NV

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.

Kristen Ferrall  
Printed name of applicant

\_\_\_\_\_  
Signature of applicant

May 12, 2025  
Date

**INCLINE VILLAGE COMMUNITY FAIR**  
**July 3<sup>rd</sup>, 2025**  
**Hosted by the Incline Village General Improvement District**

**EVENT OVERVIEW**

Event: Incline Village Community Fair

Date: July 3, 2025

Time: 11:00 am to 3:00 pm

Location: Village Green, 960 Lakeshore Blvd, Incline Village, NV 89451

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

**TRAFFIC & PARKING**

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

**FIRE EXTINGUISHERS**

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

**SECURITY & COMMUNICATION**

IVGID Ambassadors, Parks & Recreation Staff, and Community Volunteers will be present throughout the event. Many IVGID Ambassadors and Parks & Recreation Staff are trained in Crowd Management, CPR, AED and Basic First Aid. Cell phone communication will be used for internal communication by staff and volunteers. A speaker system will be used for external communication.

**MEDICAL AID**

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

### **RESTROOMS**

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

### **WATER STATIONS**

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

### **EMERGENCY EVACUATION**

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

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

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

### **INSURANCE**

Please note that IVGID is self-insured through Nevada Pool Pact. The Certificate of Insurance included in this packet is scheduled to expire on June 30, 2025. A new COI will be provided by IVGID on July 1, 2025. Please refer to Figure 7.

### **CLEANUP**

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

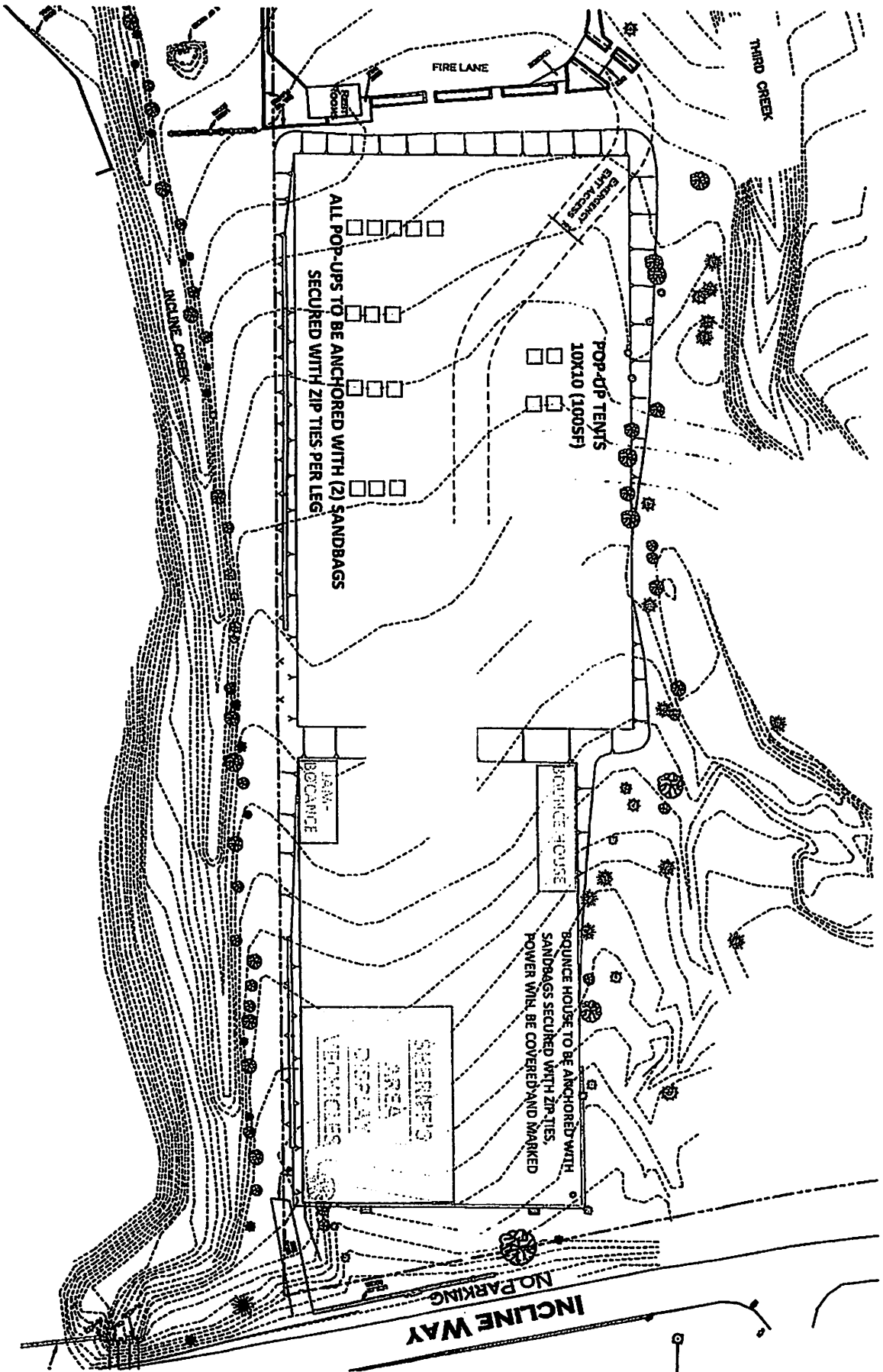


Figure 1 - Community Fair 2025







Figure 2 - Village Green





Figure 3 - Village Green & Aspen Grove Parking Lots



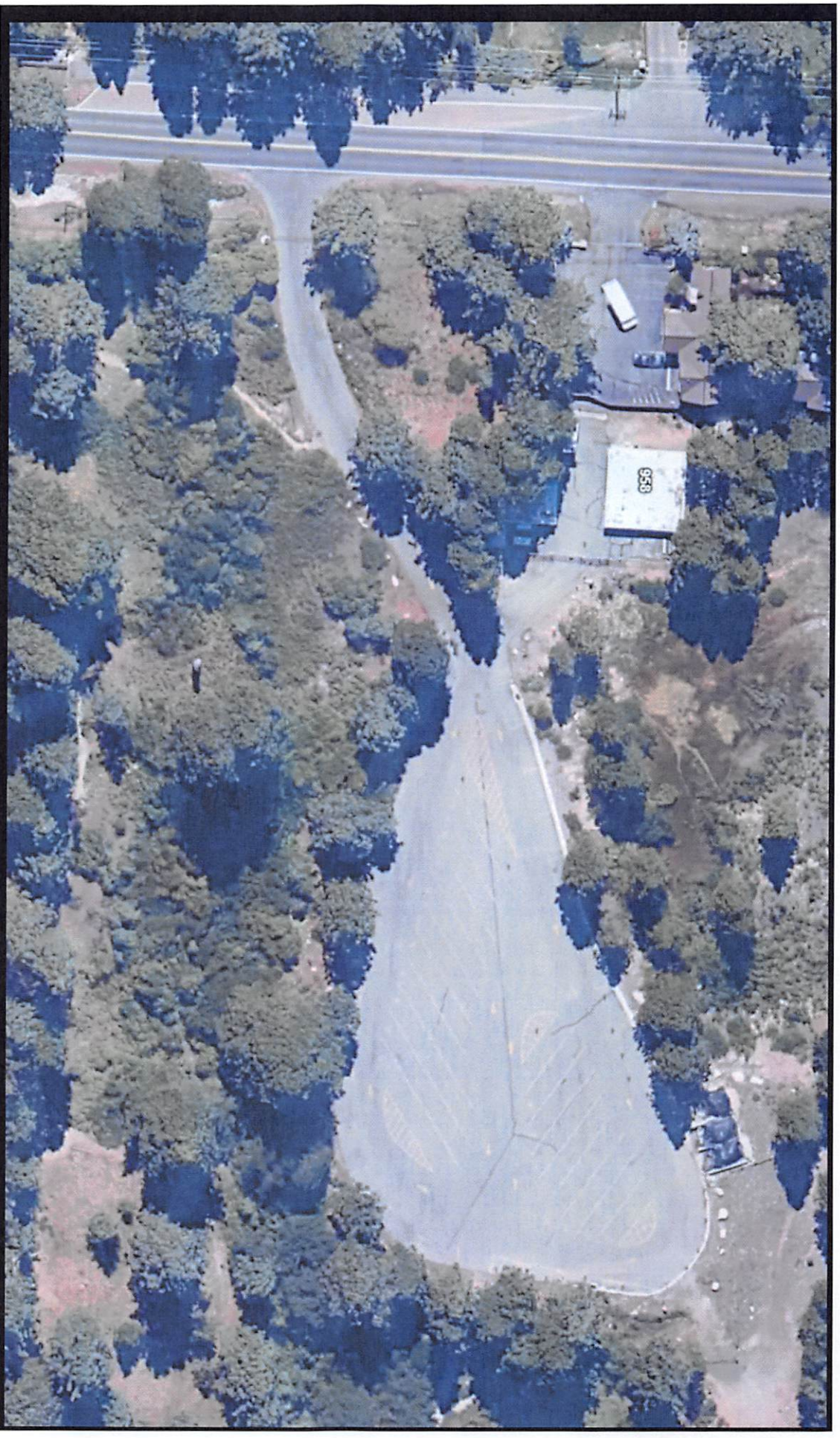


Figure 4 - Overflow Parking Lot





Figure 5 - Recreation & Tennis Center Parking





Figure 6 - Village Green & Aspen Grove Temporary Fire Extinguishers



CERTIFICATE OF COVERAGE				
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE FORMS ISSUED TO THE COVERED MEMBER				
<b>AGENT</b>  Nevada Risk Pooling, Inc. 201 S Roop St, Suite 102 Carson City, NV 89701		<b>DATE OF ISSUANCE</b>  6/28/2024		
<b>COVERED MEMBER</b>  Incline Village General Improvement District		<b>COVERAGE TO MEMBER PROVIDED BY AGREEMENT WITH:</b>  Nevada Public Agency Insurance Pool 201 S. Roop St., Suite 102 Carson City, NV 89701-4790  A POOL FORMED PURSUANT TO THE INTERLOCAL COOPERATION ACT CHAPTER 277 OF THE NEVADA REVISED STATUTES		
<b>COVERAGES:</b>  THIS IS TO CERTIFY THAT THE COVERAGES IN EFFECT AS LISTED BELOW HAVE BEEN ISSUED TO THE POOL MEMBER NAMED ABOVE FOR THE TIME PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE OF COVERAGE MAY BE ISSUED OR MAY PERTAIN. THE COVERAGE AFFORDED BY THE COVERAGE FORMS DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH FORMS.				
TYPE OF COVERAGE	COVERAGE FORM NUMBER	EFFECTIVE DATE	EXPIRATION DATE	LIMIT
LIABILITY INCLUDING AUTO LIABILITY, LAW ENFORCEMENT LIABILITY AND WRONGFUL ACTS LIABILITY	NPAIP20242025	7/1/2024	7/1/2025	\$1,000,000
PROPERTY INCLUDING ALL REAL AND PERSONAL PROPERTY, AUTOMOBILES, AND EQUIPMENT	NPAIP20242025	7/1/2024	7/1/2025	\$1,000,000
OTHER				
ADDITIONAL ASSURED per Section I.2 of POOL COVERAGE FORM:	NPAIP20242025	7/1/2024	7/1/2025	\$1,000,000
<b>DESCRIPTION OF OPERATIONS\LOCATIONS\VEHICLES\SPECIAL ITEMS</b>  Certificate holder is listed as additional assured and loss payee with respects to equipment rented from Cashman Equipment Company.				
<b>CERTIFICATE HOLDER</b>		<b>CANCELLATION:</b>  SHOULD ANY OF THE ABOVE DESCRIBED COVERAGE FORMS BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE PROVISIONS OF THE FORMS.		

AUTHORIZED REPRESENTATIVE \_\_\_\_\_

Figure 7 – FY2024 – 2025 Certificate of Insurance

# *Certificate of Achievement*

*This is to certify that*

**Adia R. Van Peborgh**

*has completed the course*

*Crowd Management Training*

Crowd Manager Training 2024



HbpYhgSBIV

Date Issued: October 23, 2024

Certificate is valid for two years from date issued.