



# Board of Adjustment Staff Report

Meeting Date: September 2, 2021

Agenda Item: 8B

ADMINISTRATIVE CASE NUMBER: WADMIN21-0012 (Renown Hospital Foundation Event)

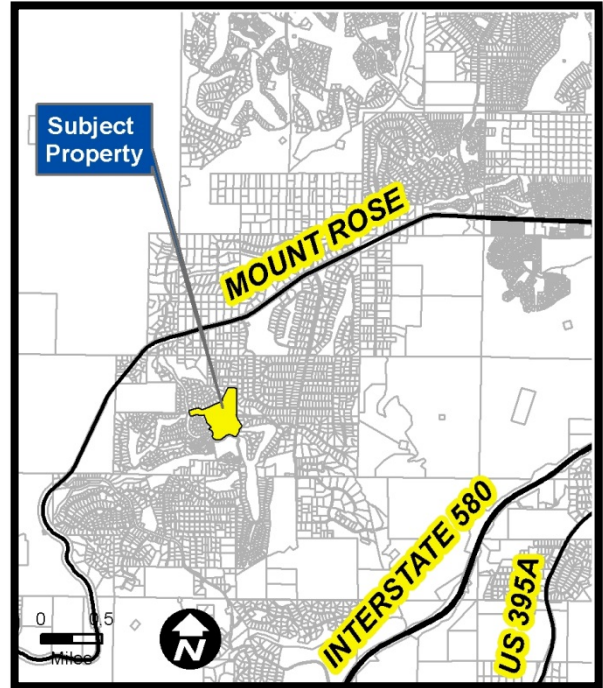
BRIEF SUMMARY OF REQUEST: An outdoor community event with fundraising concert

STAFF PLANNER: Planner's Name: Trevor Lloyd, Planning Manager  
Phone Number: 775.328.3617  
E-mail: tlloyd@washoecounty.us

### CASE DESCRIPTION

For possible hearing, discussion, and possible action to approve an administrative permit for an outdoor community event for Renown Hospital Foundation with a Beach Boy Concert. The event will be held at Montreux Golf & Country Club Inc., 17150 Bordeaux Drive on September 2, 2021, from 3:30 PM to 8:00 PM with approximately 500 people in attendance.

Applicant: Renown Hospital Foundation  
Property Owner: Montreux Golf & Country Club Inc.  
Location: 17150 Bordeaux Drive  
APN: 148-010-55  
Parcel Size: 56.17 acres  
Master Plan: Suburban Residential (SR) & Rural (R)  
Regulatory Zone: Low Density Suburban (LDS) & General Rural (GR)  
Area Plan: Forest  
Development Code: Authorized in Article 808, Administrative Permits  
Commission District: 2 – Commissioner Lucey



Vicinity Map

### STAFF RECOMMENDATION

APPROVE

**APPROVE WITH CONDITIONS**

DENY

### POSSIBLE MOTION

I move that, after giving reasoned consideration to the information contained in the staff report and information received during the public hearing, the Board of Adjustment approve Administrative Permit Case Number WADMIN21-0012 for Renown Hospital Foundation, with the conditions included as Exhibit A to this matter, having made all five findings in accordance with Washoe County Development Code Section 110.808.25.

*(Motion with Findings on Page 7)*

**Staff Report Contents**

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**Administrative Permit Definition**

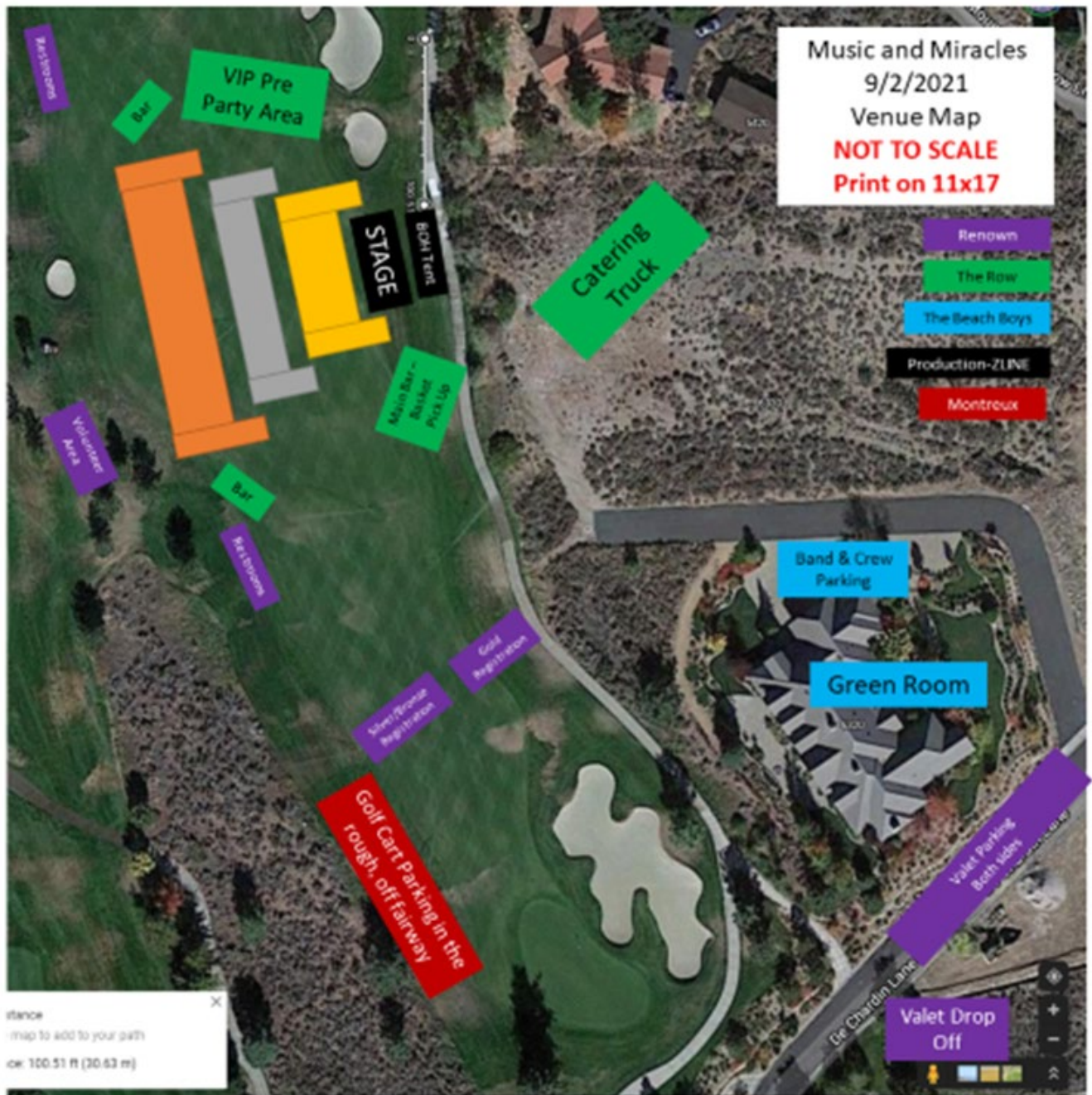
The purpose of an administrative permit is to provide a method of review for a proposed use which possess characteristics that requires a thorough appraisal in order to determine if the use has the potential to adversely affect other land uses, transportation or facilities in the vicinity. The Board of Adjustment or the Hearing Examiner may require conditions of approval necessary to eliminate, mitigate, or minimize to an acceptable level any potentially adverse effects of a use, or to specify the terms under which commencement and operation of the use must comply. Prior to approving an application for an administrative permit, the Board of Adjustment must find that all of the required findings, if applicable, are true.

The conditions of approval for Administrative Permit Case Number WADMIN21-0012 is attached to this staff report and will be included with the action order, if approved.

The subject property is designated as Low-Density Suburban (LDS) & General Rural (GR). Based on the applicant's estimated maximum number of attendees on any one day of the event (500), the event qualifies as an "outdoor community event" under WCC Section 110.25.272, which is allowed in the LDS and GR zone but requires an administrative permit under WCC Section 110.310.20. The applicant is therefore seeking approval of the administrative permit for the proposed outdoor community event.



**Overall Site Plan**



**Site Plan**

**Project Evaluation**

The Renown Hospital Foundation is proposing an outdoor community event; to have a Beach Boys concert as a fundraiser on September 2, 2021. The event will be held at Montreux Golf & Country Club Inc., 17150 Bordeaux Drive from 3:30 PM to 8:00 PM. Approximately 500 people are anticipated to attend the event that is being called Music and Miracles. The event is raising funds for “Sophie’s Place”, a dedicated music therapy space for Renown’s youngest patients. Tickets will be sold before the event and no tickets will be sold at the site on day of the event. This is a private event and is not open to the general public. Montreux is a gated community, and all guests, volunteers, and staff will have to enter though the main gate.

Guests will be seated in pods of four people split into in three tiers. Each pod will be socially distanced from their neighbors. The first tier will have luxury couches, the second will have premium lawn chairs, and the third will have custom picnic blankets. Each pod will receive a picnic basket that includes two bottles of wine, a large selection of hor d'ouerves, as well as all the plates, glasses, and silverware. All the food and beverages are included in the ticket price. The Row and El Dorado will supply all the food and non-alcoholic beverages for the event. All the food will be prepared offsite at The Row's kitchens in downtown Reno and The Row is a fully licensed company in Washoe County.

Music and Miracles will partner with Montreux security and a private firm will be hired to manage the crowd, and Renown Health will provide security guards to assist the bands and other VIPs. All security guards will receive a briefing and tour of the venue prior to the event. Additionally, the Washoe County Sherriff's Department will be contacted and invited to send one to two deputies to assist during the event.

Music and Miracles will contract with Quick Space to provide on-site portable restroom facilities for guests, staff, volunteers, and vendors. They will provide two executive trailer portable restrooms with universal stalls and handwashing stations. They will also provide two portable restroom units and handwashing stations and trailer units are ADA accessible.

All sound and stage needs are being provided by Moon Lighting and Sound in coordination with ZLINE Kitchen and Bath, the production team for Music and Miracles. The stage is a 32' x 24' Stageline Mobile Stage that will be trailered into place on September 1.

All guest parking will be managed by valet, with guest driving to the site and valets will then park cars along surrounding streets, on only one side of the street to allow space for emergency vehicles and homeowners. Golf carts will be available to assist guests to registration and their seat as needed. Staff and volunteer parking will be on Lake Geneva Drive.

If evacuation is necessary, staff and volunteer leads have assigned areas of the crowd to contact and guide guests to a designated meeting place. Truckee Meadows Fire Protection District has been provided an event map and other details prior to the event. Fire extinguishers will be located on the stage and in all catering areas. No cooking will happen on-site, and no stoves or propane use will occur. No smoking is permitted at the event and will be enforced by staff and volunteers.

The catering vendor, The Row, will provide trashcans for use by guests, staff, and volunteers during the event. After the guests depart, all trash will be deposited in the dumpsters at the Montreux Clubhouse. Montreux will also ensure that the dumpsters are emptied following the event.

The following agencies/individuals received a copy of the project application for review and evaluation.

Agency	Sent to Review	Responded	Provided Conditions	Contact)
Washoe County Engineering	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Michell Fink, mfink@washoecounty.us
Washoe County Sherriff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
WCHD – Environment Health	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	David Kelly, dakelly@washoecounty.us
WCHD- EMS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Jackie Lawson, jlawson@washoeCounty.us
Truckee Meadows Protection District	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

All conditions required by the contacted agencies can be found in Exhibit A, Conditions of Approval.

### **Staff Comment on Required Findings**

WCC 110.808.25 requires that all of the following findings be made to the satisfaction of the Washoe County Board of Adjustment before granting approval of the administrative permit request. Staff has completed an analysis of the application and has determined that the proposal is in compliance with the required findings as follows.

1. **Consistency.** That the proposed use is consistent with the action programs, policies, standards and maps of the Master Plan and the Forest Area Plan.

***Staff Comment:** Staff Comment: There are no policies or action programs that prohibit the approval of a temporary one-day event of this nature in the Master Plan or Forest Area Plan.*

2. **Improvements.** That adequate utilities, roadway improvements, sanitation, water supply, drainage, and other necessary facilities have been provided, the proposed improvements are properly related to existing and proposed roadways, and an adequate public facilities determination has been made in accordance with Division Seven.

***Staff Comment:** The applicant has addressed the applicable requirements for providing sanitation, and parking for the temporary one-day event.*

3. **Site Suitability.** That the site is physically suitable for a one-day event and for the intensity of such a development.

***Staff Comment:** The events have been held at this location on previous occasions, and temporary improvements have been planned to make the site suitable for the temporary one-day event.*

4. **Issuance Not Detrimental.** That issuance of the permit will not be significantly detrimental to the public health, safety or welfare; injurious to the property or improvements of adjacent properties; or detrimental to the character of the surrounding area.

***Staff Comment:** Impacts associated with the event are of limited impact and duration is temporary for the one-day event. Therefore, there will be no significant impact to the public health, safety or welfare; the event is unlikely to be injurious to the property or improvements of adjacent properties; or detrimental to the character of the surrounding area.*

5. **Effect on a Military Installation.** Issuance of the permit will not have a detrimental effect on the location, purpose or mission of the military installation.

***Staff Comment:** There is no military installation in the area that is required to be noticed for this Administrative Permit; therefore, this finding does not need to be made.*

### **Recommendation**

After a thorough analysis and review, Administrative Permit Case Number WADMIN21-0012 is being recommended for approval with conditions. Staff offers the following motion for the Board's consideration.

### **Motion**

I move that, after giving reasoned consideration to the information contained in the staff report and information received during the public hearing, the Board of Adjustment approve Administrative Permit Case Number WADMIN21-0012 for Renown Hospital Foundation, with the conditions included as Exhibit A to this matter, having made all five findings in accordance with Washoe County Development Code Section 110.808.25:

1. **Consistency.** That the proposed use is consistent with the action programs, policies, standards and maps of the Master Plan and the Forest Area Plan;

2. Improvements. That adequate utilities, roadway improvements, sanitation, water supply, drainage, and other necessary facilities have been provided, the proposed improvements are properly related to existing and proposed roadways, and an adequate public facilities determination has been made in accordance with Division Seven;
3. Site Suitability. That the site is physically suitable for a one-day event and for the intensity of such a development;
4. Issuance Not Detrimental. That issuance of the permit will not be significantly detrimental to the public health, safety or welfare; injurious to the property or improvements of adjacent properties; or detrimental to the character of the surrounding area;
5. Effect on a Military Installation. Issuance of the permit will not have a detrimental effect on the location, purpose or mission of the military installation.

### **Appeal Process**

Board of Adjustment action will be effective 10 calendar days after the written decision is filed with the Secretary to the Board of Adjustment and mailed to the original applicant, unless the action is appealed to the Washoe County Board of County Commissioners, in which case the outcome of the appeal shall be determined by the Washoe County Board of County Commissioners. Any appeal must be filed in writing with the Planning and Building Division within 10 calendar days from the date the written decision is filed with the Secretary to the Board of Adjustment and mailed to the original applicant.

Applicant: Renown Hospital Foundation  
Email: reese.olander@renown.org

Property Owner: Montreux Golf & Country Club Inc.  
18077 Bordeaux Drive  
Reno, NV 89511





# Conditions of Approval

Administrative Permit Case Number WADMIN21-0012

The project approved under Administrative Permit Case Number WADMIN21-0012 shall be carried out in accordance with the conditions of approval granted by the Board of Adjustment on September 2, 2021. Conditions of approval are requirements placed on a permit or development by each reviewing agency. These conditions of approval may require submittal of documents, applications, fees, inspections, amendments to plans, and more. These conditions do not relieve the applicant of the obligation to obtain any other approvals and licenses from relevant authorities required under any other act or to abide by all other generally applicable codes, and neither these conditions nor the approval by the County of this project/use override or negate any other applicable restrictions on uses or development on the property.

**Unless otherwise specified**, all conditions related to the approval of this administrative permit shall be met or financial assurance must be provided to satisfy the conditions of approval prior to issuance of a grading or building permit. The agency responsible for determining compliance with a specific condition shall determine whether the condition must be fully completed or whether the applicant shall be offered the option of providing financial assurance. All agreements, easements, or other documentation required by these conditions shall have a copy filed with the County Engineer and the Planning and Building Division.

Compliance with the conditions of approval related to this administrative permit is the responsibility of the applicant, his/her successor in interest, and all owners, assignees, and occupants of the property and their successors in interest. Failure to comply with any of the conditions imposed in the approval of the administrative permit may result in the initiation of revocation procedures.

Operational conditions are subject to review by the Planning and Building Division prior to the renewal of a business license each year. Failure to adhere to the operational conditions may result in the Planning and Building Division recommending that the business license not be renewed until conditions are complied with to the satisfaction of Washoe County.

Washoe County reserves the right to review and revise the conditions of approval related to this Administrative Permit should it be determined that a subsequent license or permit issued by Washoe County violates the intent of this approval.

For the purpose of conditions imposed by Washoe County, “may” is permissive and “shall” or “must” is mandatory.

Conditions of approval are usually complied with at different stages of the proposed project. Those stages are typically:

- Prior to permit issuance (i.e., grading permits, building permits, etc.).
- Prior to obtaining a final inspection and/or a certificate of occupancy.
- Prior to the issuance of a business license or other permits/licenses.
- Some “conditions of approval” are referred to as “operational conditions.” These conditions must be continually complied with for the life of the project or business.

**The Washoe County Commission oversees many of the reviewing agencies/departments with the exception of the following agencies:**

- **The DISTRICT BOARD OF HEALTH, through the Washoe County Health District, has jurisdiction over all public health matters in the Health District. Any conditions set by the Health District must be appealed to the District Board of Health.**

FOLLOWING ARE CONDITIONS OF APPROVAL REQUIRED BY THE REVIEWING AGENCIES. EACH CONDITION MUST BE MET TO THE SATISFACTION OF THE ISSUING AGENCY.

**Washoe County Planning and Building Division**

1. The following conditions are requirements of the Planning and Building Division, which shall be responsible for determining compliance with these conditions.

**Contact Name – Trevor Lloyd, Planning Manager, 775.328.3612  
tlloyd@washoecounty.us**

- a. **The applicant shall attach a copy of the action order approving this project to all permits and applications (including building permits) applied for as part of this administrative permit.**
- b. The applicant shall demonstrate substantial conformance to the application and site plans approved as part of this license.
- c. The site shall be cleaned-up and all trash removed within 2 days of the conclusion of the event.

**Washoe County Health District**

2. The following condition is a requirement of the Health District, which shall be responsible for determining compliance with this condition. The District Board of Health has jurisdiction over all public health matters in the Health District. Any conditions set by the Health District must be appealed to the District Board of Health.

**Contact Name – David Kelly, 775.328.2630, dakelly@washocounty.us**

- a. Vendor must contact the WCHD regarding temporary food permits for any food service or beverage service at the event.

\*\*\* End of Conditions \*\*\*

**From:** [Kelly, David A](#)  
**To:** [Olander, Julee](#); [Fink, Mitchell](#); [Way, Dale](#); [Gil, Donald07122021](#); [Lemon, Brittany](#)  
**Subject:** RE: WADMIN21-0012 Renown Hospital Foundation event  
**Date:** Friday, August 20, 2021 2:32:56 PM  
**Attachments:** [image007.png](#)  
[image008.png](#)  
[image009.png](#)  
[image010.png](#)  
[image011.png](#)

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No worries Julee – Our comment is that all food vendors must obtain a temporary food permit from Washoe County Environmental Health Services.

Do want that in a formal letter?

**David Kelly, REHS**

Environmental Health Specialist Supervisor | Environmental Health | Washoe County Health District  
[dakelly@washoecounty.us](mailto:dakelly@washoecounty.us) | O: (775) 328-2630 | 1001 E. Ninth St., Bldg. B, Reno, NV 89512

**WASHOE COUNTY  
HEALTH DISTRICT**  
ENHANCING QUALITY OF LIFE



 **Please consider the environment before printing this e-mail.**

**Please take our customer satisfaction survey by clicking [here](#)**

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**From:** Olander, Julee <[JOlander@washoecounty.us](mailto:JOlander@washoecounty.us)>  
**Sent:** Friday, August 20, 2021 2:16 PM  
**To:** Fink, Mitchell <[MFink@washoecounty.us](mailto:MFink@washoecounty.us)>; Kelly, David A <[DAKelly@washoecounty.us](mailto:DAKelly@washoecounty.us)>; Way, Dale <[DWay@tmfcpd.us](mailto:DWay@tmfcpd.us)>; Gil, Donald07122021 <[DGIL07122021@washoecounty.us](mailto:DGIL07122021@washoecounty.us)>; Lemon, Brittany <[BLemon@tmfcpd.us](mailto:BLemon@tmfcpd.us)>  
**Subject:** WADMIN21-0012 Renown Hospital Foundation event

Attached is the application for an outdoor community event for Renown Hospital Foundation with a Beach Boy Concert. The event will be held at Montreux Golf & Country Club Inc. on September 2, 2021, from 3:30 PM to 8:00 PM with approximately 500 people in attendance.

I apologies for the lastness of getting this application to you. There was a missed understanding concerning the event by me. Let me know if you have any questions and would appreciate your comments as soon as possible.

Thank you,

**Please tell us how we did by taking a quick [survey](#)**



**Julee Olander**

**Planner | Community Services Department- Planning & Building Division**

[jolander@washoecounty.us](mailto:jolander@washoecounty.us) | Office: 775.328.3627

1001 E. Ninth St., Bldg A., Reno, NV 89512

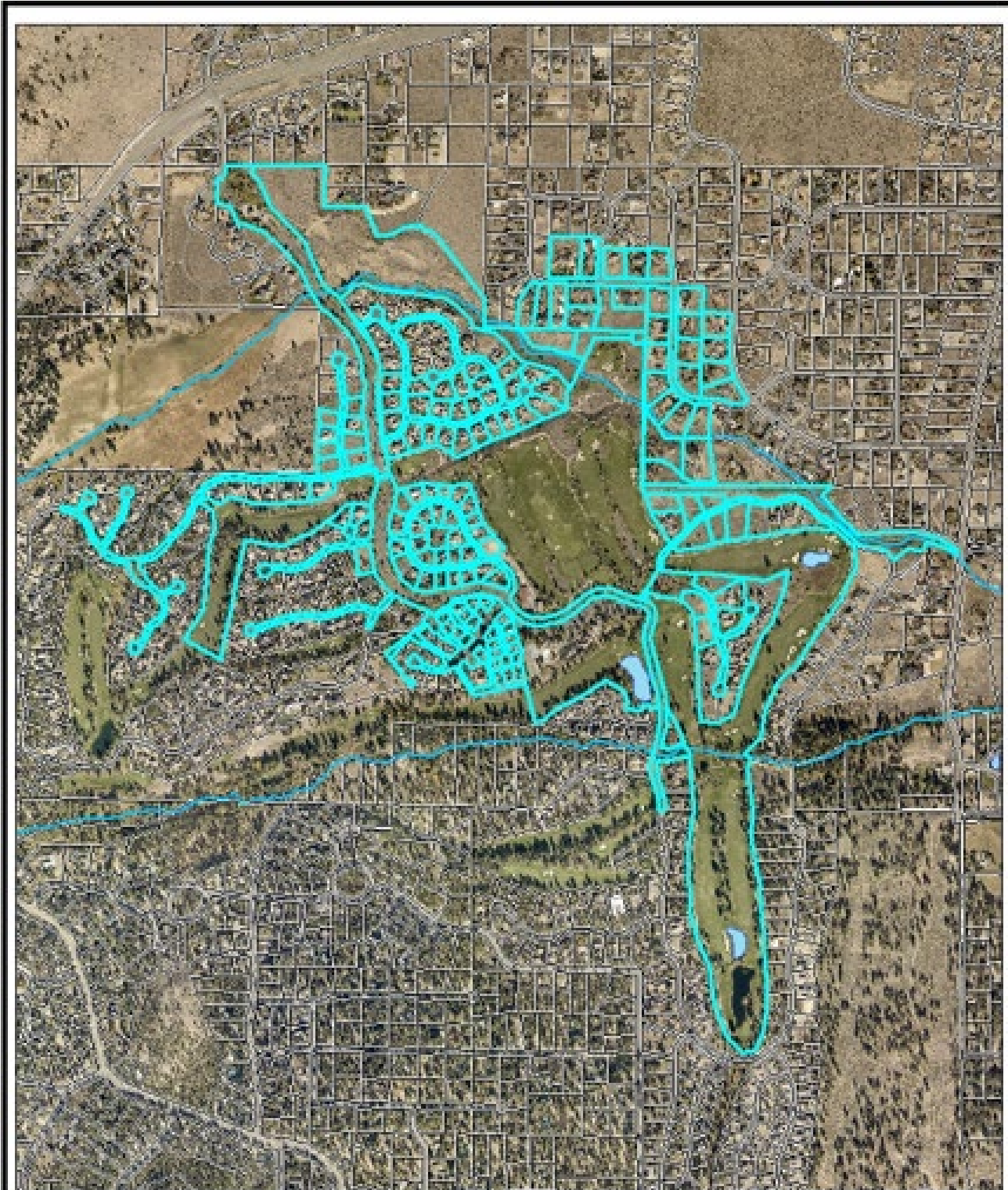
Visit us first online: [www.washoecounty.us/csd](http://www.washoecounty.us/csd)

For Planning call (775) 328-6100

Email: [Planning@washoecounty.us](mailto:Planning@washoecounty.us)



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WADMIN21-0012 Renown Hospital Foundation

Noticing Map - 500 feet



0 250 500 750  
Feet

Community Services  
Department



Source: Planning and Building Division

Date: 8/26/2021

5001 S. Warm St.  
Reno, Nevada 89502 (775) 236-6900

# **OUTDOOR COMMUNITY EVENT LICENSE APPLICATION**

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

**(775) 328-3733**

**[www.washoecounty.us](http://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	\$ 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

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

\_\_\_\_\_ Illuminating the premises (if applicable)

\_\_\_\_\_ 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
- \_\_\_\_\_ 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: \_\_\_\_\_

## Applicant Information

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

All applicants, to include corporate officers or partners must complete a personal history form

Is the applicant a(n):  Corporation  Partnership  Individual

If a corporation or a partnership, list corporate officers or partners:

Name	Address	Title

## Event Information

Name of Event: Music and Miracles  
Date(s) of Event: 9/2/2021 Hours of operation: 3:30 - 8 PM  
Location of Event: Montreux Golf & Country Club, 18077 Bordeaux Dr., Reno, NV 89511  
Assessor Parcel Number(s): \_\_\_\_\_  
Description of Event: See attached

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

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

If yes, amount and type of fee(s): tiered pricing for 4 person tables, \$10,000, \$5,000, \$2,500

When will fee be collected?  Pre-sales  At entrance

Approximate number of participants and other persons: 500

Approximate number of customers and spectators: 450

Approximate maximum number of persons on any one day of the event: 500

Will food and/or beverages be served?  Yes  No

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

Will alcoholic beverages be served?  Yes  No

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

Will there be live music?  Yes  No

# OUTDOOR COMMUNITY EVENT LICENSE

## Insurer Information

(see Insurance, Hold Harmless & Indemnification Requirements)

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

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

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

Limits of liability: \$15,000,000

## HISTORY OF SIMILAR EVENTS

(attach additional sheets if needed)

Describe the history of all similar events conducted, operated or promoted by the applicant. Include, at a minimum, event names, types, dates, locations, permits or licenses issued.

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## Vendor List

(attach additional sheets if needed)

Name of Vendor	Type of service or product
<u>Montreux Golf &amp; Country Club</u>	<u>Venue</u>
<u>ZLINE Kitchen &amp; Bath</u>	<u>Event Production + band</u>
<u>Moon Lighting &amp; Sound</u>	<u>Stage, lighting, sound, instruments</u>
<u>The Row</u>	<u>catering</u>
<u>M.E.L.E. Co., LLC / The Beach Boys</u>	<u>Entertainment</u>
<u>Quick Space</u>	<u>Rest rooms</u>
<u>Camelot</u>	<u>Tents</u>
<u>Nevada Premiere Valet</u>	<u>Valet</u>
<u>Red Carpet Events &amp; Design</u>	<u>Decor</u>
<u>Unity</u>	<u>Furniture rentals</u>

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

STATE OF NEVADA            )  
  ) ss:  
COUNTY OF WASHOE        )

I, \_\_\_\_\_ 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): \_\_\_\_\_

Proposed Outdoor Community Event: \_\_\_\_\_

Signed \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public in and for said county and state

My commission expires: \_\_\_\_\_

\*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 June 30, 2020  
(Describe fully and indicate assets pledged)  
(If additional space is required, attached supporting pages or documents)

**Current Assets**

Cash on hand _____	\$ <u>2,776,000</u>
Cash in safe deposit box _____	\$ _____
Location of Box	
Cash in _____	\$ _____
Name, Bank and Branch	
Cash in _____	\$ _____
Name, Bank and Branch	
Accounts and notes receivable (describe nature of receivable and when due)	
_____	\$ <u>3,964,000</u>
_____	\$ _____
Other current assets	
_____	\$ <u>1,301,000</u>
_____	\$ _____

**Investments**

Stocks, Bonds, etc (Market value) (If close held corporation, furnish current balance sheet)	
_____	\$ <u>19,949,000</u>
_____	\$ _____
_____	\$ _____
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** ..... \$ 27,920,000

Roose Olander  
Print Name

[Signature]  
Signature

8/24/2021  
Date

**OUTDOOR COMMUNITY EVENT  
STATEMENT OF LIABILITIES**

As of June 30, 2020

(Describe fully, indicate secured liabilities)  
(If additional space is required, attached supporting pages or documents)

**Current liabilities**

Notes payable \_\_\_\_\_ \$ 58,000  
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 ..... \$ 1,199,000  
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  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

**Total Liabilities** ..... \$ 1,257,000

Contingent liabilities (describe)  
\_\_\_\_\_  
\_\_\_\_\_

Reese Olander  
Print Name

[Signature]  
Signature

8/24/2021  
Date

**OUTDOOR COMMUNITY EVENT  
PERSONAL HISTORY**

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

Name in full:     P.                                Reese                                Olander      
                                First  Middle  Last

List ALL other names you have been known by: \_\_\_\_\_

Residence address:     4207 Pinto Dr                                Reno                                NV                                89519      
                                Street  City  State  Zip Code

Residence phone:                                  Business phone:                                 

Name of your present business or employer:     Reese Health Foundation    

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

Type of business:     Charity     Position:     Senior Director of Development    

How long engaged in this business:     10 months    

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
<u>    August 2011 - May 2013    </u>	<u>    Salem    </u>	<u>    Oregon    </u>
<u>    June 2013 - August 2020    </u>	<u>    Sacramento    </u>	<u>    California    </u>

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.

    Reese Olander      
Printed name of applicant

                                P. Olander      
Signature of applicant

    8/24/2021      
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

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**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

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**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 \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Printed name of applicant

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

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public in and for said county and state

My commission expires: \_\_\_\_\_

**OUTDOOR COMMUNITY EVENT  
INSURANCE, HOLD HARMLESS AND INDEMNIFICATION REQUIREMENTS**

Pursuant to Washoe County Code section 25.303, any applicant for a Washoe County outdoor community event license must ensure the following requirements are met to the satisfaction of the Washoe County Risk Management Division before the outdoor community event license may be issued.

**INDEMNIFICATION & HOLD HARMLESS**

As respects acts, errors or omissions relating to the event, APPLICANT agrees to indemnify and hold harmless COUNTY, its officers, agents, employees, and volunteers from and against any and all claims, demands, defense costs, liability or consequential damages of any kind or nature arising directly or indirectly out of the event or any activity leading up to, during, or following the event, excepting those which arise out of the sole negligence of the COUNTY.

APPLICANT further agrees to defend COUNTY and assume all costs, expenses and liabilities of any nature to which COUNTY may be subjected as a result of any claim, demand, action or cause of action arising out of the negligent acts, errors or omissions of APPLICANT or its agents concerning the event.

**INSURANCE REQUIREMENTS**

COUNTY requires that APPLICANT purchase General Liability Insurance as described below against claims for injuries to persons or damages to property which may arise from or in connection with the event by APPLICANT, its agents, representatives, or employees. The cost of all such insurance shall be borne by APPLICANT.

APPLICANT shall maintain coverage and limits no less than \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, the general aggregate limit shall be increased to equal twice the required occurrence limit, to apply separately to this event.

Any deductibles or self-insured retentions must be declared to and approved by the COUNTY Risk Management Division prior to the event. COUNTY reserves the right to request additional documentation, financial or otherwise prior to giving its approval of the deductibles and self-insured retention and prior to issuing the license. The COUNTY Risk Manager prior to the change taking effect must approve any changes to the deductibles or self-insured retentions.

APPLICANT shall provide COUNTY with a certificate of insurance that identifies COUNTY, its officers, agents, employees and volunteers as additional insured's.

**NOTE: A certificate of insurance complying with the provisions stated above is not required with the outdoor community business license application, but must be furnished prior to the issuance of the license.**

I hereby agree to the all of the provisions stated above:

<u>Music and Miracles</u> Name of Event	<u>9/2/2021</u> Date(s) of Event
<u>Besse Olander</u> Applicant's name (printed)	<u>[Signature]</u> Applicant's signature
Date: <u>8/24/2021</u>	

**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.

## Music and Miracles Concert – September 2, 2021

### Event Description

The inaugural Music and Miracles will take place on September 2, 2021. Headliners, The Beach Boys will provide an outstanding concert on the fairway at Montreux Golf and Country Club. This concert will benefit Renown Children’s Hospital and Sophie’s Place. Funds raised will support pediatric care and the construction and programming for Sophie’s Place, a dedicated music therapy space for Renown’s youngest patients.

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

### Event Roles and Vendors

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

Day/Time	What	Location	Who	Notes
<b>Wednesday, September 1</b>				
10 a.m.	Arrive at Montreux for load-in Vendor load-in - Stage/AV - Restrooms - Greenroom/Tents - Gold Couches - Décor, etc.	Practice Hole #3	Allison Nick/Daniel Moonlight Unity	
<b>Thursday, September 2</b>				
8 a.m.	Finish load-in			

10 a.m.	Venue set-up - Blankets, couches and chairs need to be assembled - Event signage - Registration, etc.	Practice Hole #3	Allison Nick/Daniel El Dorado The Beach Boys	
11 am	The Beach Boys load in - Will need to disconnect and then tow trailer to stage-TBD	Practice Hole #3	Nick/Daniel The Beach Boys	
2 p.m.	Sound Check-Line Check	Stage	The Beach Boys	
3 p.m.	Set-Up Complete/Guest Ready			
3:30 – 4:30 p.m.	VIP Reception	Practice Hole #3, north of stage on fairway	Stuart/Jerry El Dorado	
4 p.m.	Doors Open - Guests valet cars at bottom of practice hole, on Bordeaux Drive - Walk up to registration, or ride up in golf carts - Guests check in at registration - Receive picnic basket, seating assignment - Usher (preferably a Foundation board member) will lead guests to blanket		ZLINE, Allison, Volunteers	
5:00 p.m.	<i>Hourly Rate</i> plays 20 min set		Hourly Rate	
5:20 p.m.	Welcome from Emcee,		Mike P.	
5:30 p.m.	Steve Young & Barbara			
5:40 p.m.	Live Auction		Mike P.	
6:05 pm	Beach Boys take stage, play			
7:35 p.m.	Beach Boys end; Emcee, Emmalee, Steve Young thank everyone for coming		Emcee, Steve Young	
7:45 p.m.	Background music plays as guests leave			
8:15 p.m.	Start breakdown			
10:00 p.m.	Wrap up event breakdown			County Noise Ordinance – 10 p.m.
<b>Friday, September 3</b>				

9 – 12 p.m.	Complete event breakdown			
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## Ticket Sales and Pricing

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

### Ticket Options

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

### Sponsor Options

#### **Title Sponsor: \$100,000**

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

#### **Premiere Sponsor: \$75,000**

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

#### **Harmony Sponsor: \$50,000**

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

#### **Roadie Sponsor: \$25,000**

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

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

- Three Tier 2 seating groups, 12 total tickets

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

- One Tier 3 seating group, four total tickets

## Security

Music and Miracles will partner with Montreux security to provide overnight and general event security, including ensuring that only paid guests, staff, and volunteers have access to the Montreux grounds. For the venue, a private firm will be hired to manage the crowd, and Renown Health will provide security guards to assist the bands and other

VIPs. All security guards will receive a briefing and tour of the venue prior to the event. Additionally, the Washoe County Sheriff's Department will be contacted and invited to send one to two deputies to assist during the event.

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

- Allison Strekal
- Gregory Walaitis
- John Scott

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

## Sanitation Facilities

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

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

## Medical Services

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

## Transportation and Parking Plan

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

## Sound and Stage Plan

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

Post event lighting will be provided by a large light tower that will illuminate the entirety of the event space enabling safe guest exit and event clean up.

## Clean-up and Trash Removal

The catering vendor, The Row, will provide trashcans for use by guests, staff, and volunteers during the event. After the guests depart, all trash will be deposited in the dumpsters at the Montreux Clubhouse. Montreux staff will ensure the dumpster is empty prior to the event and is able to hold all the trash generated by the event in addition to that which the Clubhouse generates through their normal business. Montreux will also ensure that the dumpster is emptied following the event.

The event seating will be packed up on September 2 and placed on the trailer for the furniture rental vendor, Unity. They will pick up the trailer on September 3. All other event materials will be packed up and taken away by staff that night.

## Event Maps



