



Board of Adjustment Staff Report

Meeting Date: June 14, 2024

Agenda Item: 7A

ADMINISTRATIVE CASE NUMBER:

WADMIN24-0005 (IVGID Community Faire)

BRIEF SUMMARY OF REQUEST:

An administrative permit for an outdoor community event for July 2nd.

STAFF PLANNER:

Chris Bronczyk, Senior Planner
Phone Number: 775.328.3612
E-mail: cbronczyk@washoecounty.gov

CASE DESCRIPTION

For hearing, discussion, and possible action to approve an administrative permit for an outdoor community event for the Incline Village General Improvement District (IVGID) Community Faire. The event will be held at 960 Lakeshore Blvd. (APN: 127-010-07), and approximately 900 people will be in attendance. The date of the community faire is July 2, 2024, and the hours of the event are 7:00 a.m. to 7:00 p.m.

Applicant / Owner: Incline Village General Improvement District

Location: 960 Lakeshore Blvd

APN: 127-010-07

Parcel Size: 17.83 acres

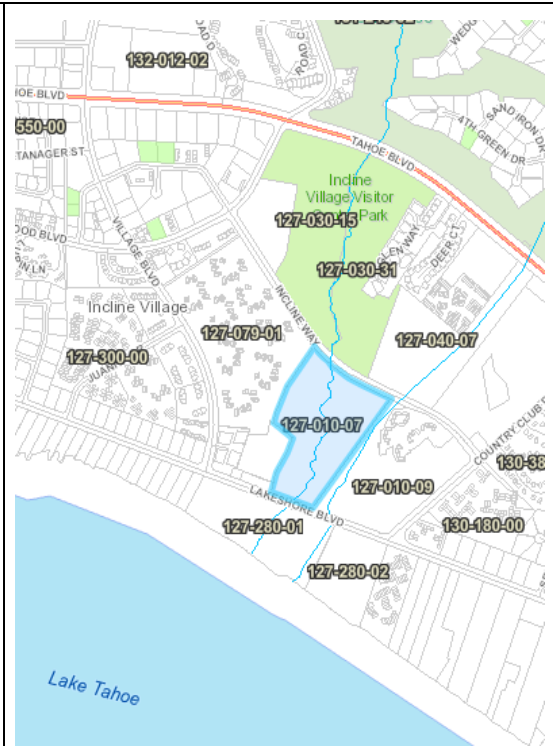
Master Plan: Incline Village Tourist

Regulatory Zone: TA_IVT

Area Plan: Tahoe

Development Code: Authorized in Article 808, Administrative Permits

Commission District: 1 – Commissioner Hill



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 Washoe County Board of Adjustment approve Administrative Permit Case Number WADMIN24-0005 for Incline Village General Improvement District 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 8)

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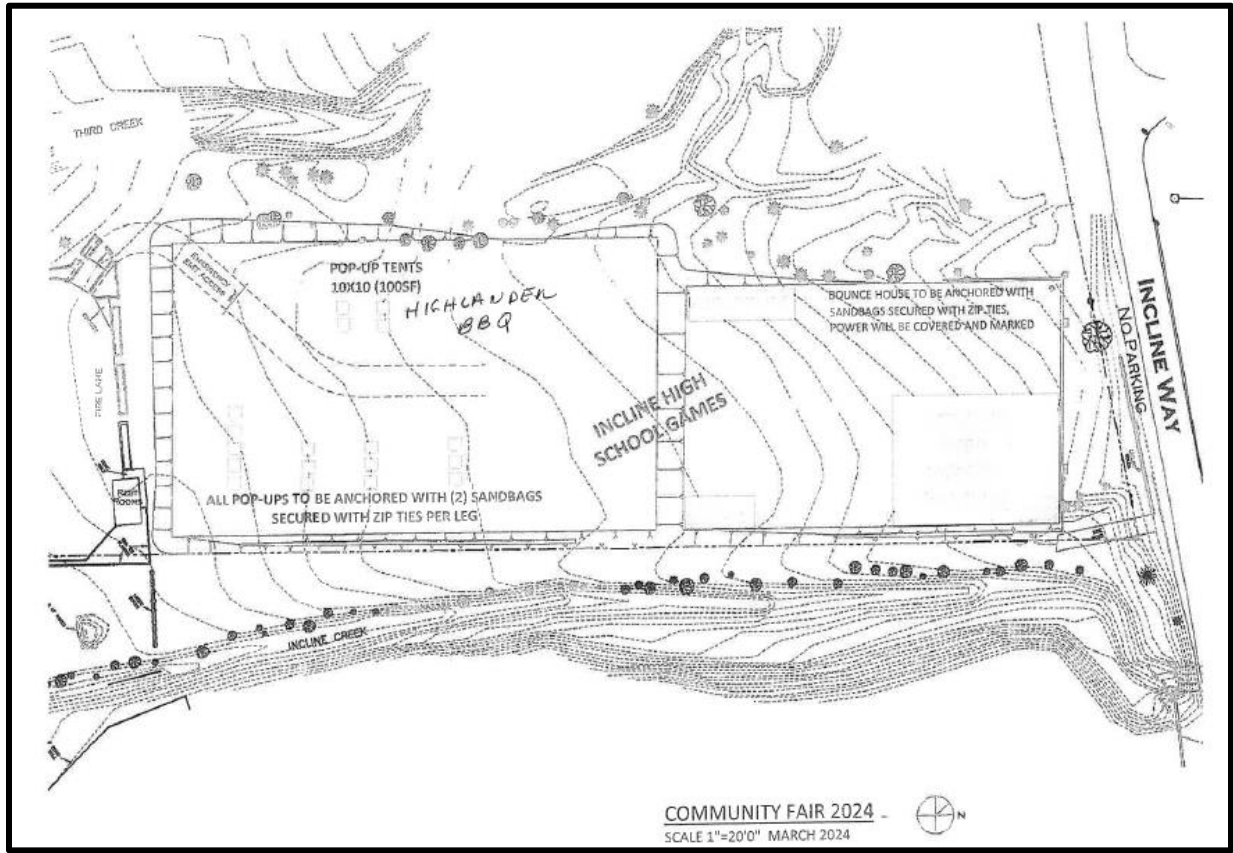
Project Application Exhibit D

Administrative Permit Definition

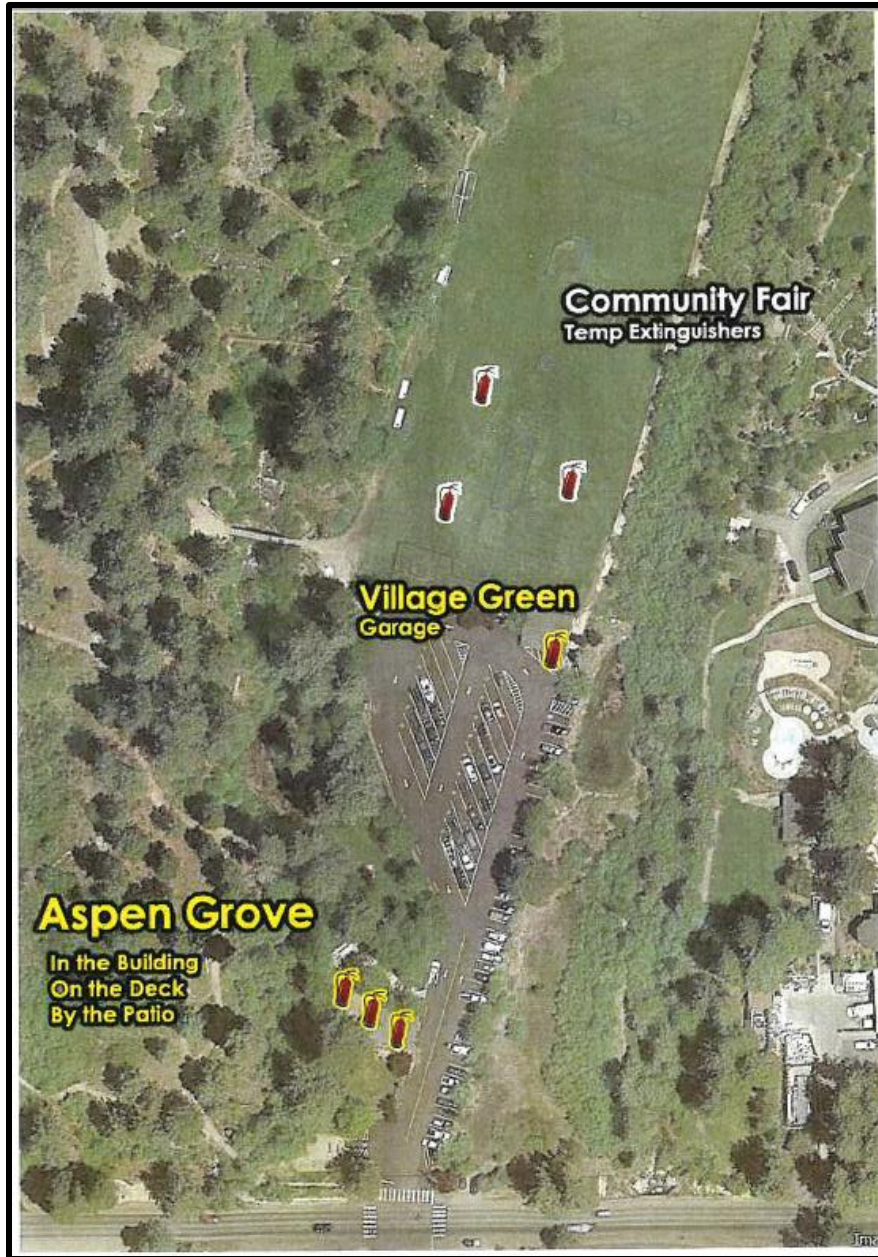
The purpose of an administrative permit is to provide a method of review for a proposed use which possess characteristics that requires a thorough appraisal in order to determine if the use has the potential to adversely affect other land uses, transportation or facilities in the vicinity. The Board 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 WADMIN24-0005 is attached to this staff report and will be included with the action order.

The subject property is designated as Tahoe – Incline Village Tourist (TA_IVT). Based on the applicant's estimated maximum number of attendees on any one day of the event (up to 900), the event qualifies as "outdoor community event" under WCC Section 110.25.272, which is allowed in the TA_IVT regulatory 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.



Site Plan



Site Plan

Project Evaluation

The Incline Village General Improvement District (IVGID) is proposing an outdoor community event as part of the July 4th festivities. The Community Faire will be held on July 2, 2024, from 9 AM until 5 PM. Setup is anticipated to begin at 7 AM, and cleanup is anticipated to end at 7 PM. The event will be held at 960 Lakeshore Blvd. (APNs: 127-010-07). The Community Faire is a free event that is open to the public, and includes local businesses, philanthropic organizations, and other community activities. The activities will include games, food, giveaways, a bounce house, and community information. Additionally, the event will include the Highlanders Association BBQ from Incline High School, and a meet and greet is planned with the Washoe County Sheriff's Office staff – including SWAT vehicles, K9 Units, and Mounted Units on display. On average there are 24 vendors present during the Community Faire. The Community Faire anticipates up to 900 people attending the event.

For security needs, the event will have registration tables at the entrances which will be staffed by volunteers. Additionally, volunteers will be on site at all times and first responders will be on site as well due to the flag burning ceremony adjacent to the community faire, and the sheriff's office participation. The flag burning ceremony is a flag retiring ceremony where the flags will be retired in a traditional ceremony manner. The flag retiring ceremony is timed with sunset.

Due to the event taking place on IVGID property, there are restrooms readily available for event participants. Aspen Grove has 2 bathrooms (1 for men /1 for women); Village Green has 5 bathrooms (2 for men / 2 for women /1 all gender ADA), and IVGID is further providing 2 porta potties within the Aspen Grove parking lot. Parking lots owned by IVGID and located at Aspen Grove will be utilized for these events. Volunteers for the event will assist with cleanup between 5pm and 7pm the day of the event.

Tahoe Area Plan

The subject parcel is located within the Tahoe Area Plan. The following is/are the pertinent policies from the Area Plan:

Relevant Tahoe Area Plan Policies Reviewed

Policy	Brief Policy Description	Complies	Condition of Approval
Policy LU7-2	Encourage appropriate community events and special events within the planning area.	Yes	No condition required – The proposed community faire offers a special event in the Tahoe planning area.
Policy R3-2	All temporary events that require a discretionary permit shall show that parking, access, and safety issues have been considered and addressed. If necessary, those responsible for these events should be required to conduct any necessary studies to show the parking, access, and safety issues generated by the event are fully mitigated.	Yes	The event application was reviewed by Northern Nevada Public Health, Washoe County Engineering and conditions of approval were provided.

Reviewing Agencies

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

Agencies	Sent to Review	Responded	Provided Conditions	Contact
NDOT (Transportation)	X			
NDOW (Wildlife)	X			
NV Highway Patrol	X			
Washoe County Building & Safety	X			
Washoe County Parks & Open Space	X	X		
Washoe County Planning & Building Director	X			
Washoe County Risk Management	X	X		
Washoe County Water Rights Manager (All	X			
WCSO Law Enforcement	X			
Washoe County Engineering (Land Development) (All Apps)	X	X	X	Rob Wimer, rwimer@washoecounty.gov ; Janelle Thomas, jkthomas@washoecounty.gov
NNPH Environmental Health	X	X	X	Jim English, jenglish@washoecounty.gov ; Wes Rubio, wrubio@washoecounty.gov ; David Kelly,
Incline Village Roads	X			
IVGID	X	X	X	Tim Buxton, tim_buxton@ivgid.org
IVGID - Parks	X			
North Lake Tahoe FPD	X	X		
Tahoe Regional Planning Agency	X			
Tahoe Transportation District	X			

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.

- (a) Consistency. That the proposed use is consistent with the action programs, policies, standards and maps of the Master Plan and the Tahoe Area Plan.

Staff Comment: There are no policies or action programs that prohibit the approval of a temporary outdoor community event of this nature in the Master Plan or Tahoe Area Plan. There are policies in the Tahoe Area Plan, as discussed previously in this report, that support appropriate community events and special events.

- (b) 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, water, and parking for the temporary outdoor community event. The event application was reviewed by Washoe County Engineering and was sent to Northern Nevada Public Health.

- (c) Site Suitability. That the site is physically suitable for an outdoor community event and for the intensity of such a development.

Staff Comment: Incline Village General Improvement District has parking lots, bathrooms, and public facilities to host large events like the Community Faire. IVGID is familiar with procedures for holding large events, including July 4th events.

- (d) 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. The applicant has arranged appropriate health, and emergency procedures for the duration of the event. The event application was reviewed and approved by the Washoe County Sheriff's Office. Washoe County Engineering, Washoe County Health District, and NLTFPD reviewed the application. It's anticipated that there will be no significant impact to public health, safety or welfare.

- (e) 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 WADMIN24-0005 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 Washoe County Board of Adjustment approve Administrative Permit Case Number WADMIN24-0005 for Incline Village General Improvement District 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:

- (a) Consistency. That the proposed use is consistent with the action programs, policies, standards and maps of the Master Plan and the Tahoe Area Plan;
- (b) 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;
- (c) Site Suitability. That the site is physically suitable for an outdoor community event and for the intensity of such a development;
- (d) 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;

- (e) 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 / Property Owner: Incline Village General Improvement District
Jennifer Moore, jlm@ivgid.org
Lettie Miller, Lettie66@icloud.com



Conditions of Approval

Administrative Permit Case Number WADMIN24-0005

The project approved under Administrative Permit Case Number WADMIN24-0005 shall be carried out in accordance with the conditions of approval granted by the Board of Adjustment on June 14, 2024. 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 Northern Nevada Public Health (NNPH), has jurisdiction over public health matters. Any conditions set by NNPH 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 – Chris Bronczyk, Senior Planner, 775.328.3612,
cbronczyk@washoecounty.gov**

- 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 plans approved as part of this administrative permit. Planning and Building shall determine compliance with this condition.
- c. The site shall be cleaned up and all trash removed within 24 hours of the conclusion of the event.

Northern Nevada Public Health (NNPH), Environmental Health Division, (EHS)

2. The following conditions are requirements of Northern Nevada Public Health (NNPH), Environmental Health Division, (EHS), which shall be responsible for determining compliance with these conditions. The District Board of Health has jurisdiction over all public health matters in NNPH. Any conditions set by NNPH must be appealed to the District Board of Health.

**Contact Name – James English, REHS, CP-FS, EHS Supervisor, 775.900.7239,
jenglish@washoecounty.gov**

- a. The applicant/promoter must ensure all food vendors have the appropriate Health Permits to operate. All applications for food vendors must be received at least 15 business days prior to the start of the event. Applications and payments submitted within seven (7) business days of the event will be charged a late fee. Applications and payments submitted withing 2 complete business days of the event will not be accepted.
- b. If the application is approved, any food vendor found operating during the event without the proper permitting will be required to shut down and leave the event immediately. It will be the applicant/promoter’s responsibility to ensure the food vendor leaves the premises.

*** End of Conditions ***

From: [Program, EMS](#)
To: [Bronczyk, Christopher](#)
Cc: [Program, EMS](#); jjames@nltpd.net
Subject: FW: Agency Review for Outdoor Event for BOA - Incline Village Community Faire 2024, Outdoor Festival Business License Application Review
Date: Tuesday, April 30, 2024 4:44:39 PM
Attachments: [image001.png](#)

Good Afternoon,

The EMS Program has reviewed the Agency Review for Outdoor Event for BOA - Incline Village Community Faire 2024, Outdoor Festival Business License Application Review. This event does not meet the number of persons to require EMS coverage at the event. The Program has no concerns or questions at this time based on the information provided.

NLTPD Fire Marshall John James has been CC'd for visibility.

Thank you,



April Miller
Sr. Office Specialist
Epidemiology and Public Health Preparedness

O: [775-326-6049](tel:775-326-6049)
1001 E Ninth St. Bldg. B Reno, NV 89512

NNPH.org | [f](#) [f](#) [@](#) [X](#) [in](#)

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DATE: April 26, 2024

TO: Chris Bronczyk, Senior, Planner, Planning and Building Division
FROM: Mitchell Fink, P.E., Engineering and Capital Projects Division

SUBJECT: Outdoor Festival License Application – Incline Village Community Faire
APN 127-010-17

GENERAL PROJECT DISCUSSION

Washoe County Engineering staff has reviewed the above referenced application. The Engineering and Capital Projects Division recommends approval with no conditions or comments.

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

May 17, 2024

Washoe County Community Services
Planning and Development Division

RE: IVGID Community Faire; 127-010-07
Administrative Permit Review; WADMIN24-0005

Dear Washoe County Staff:

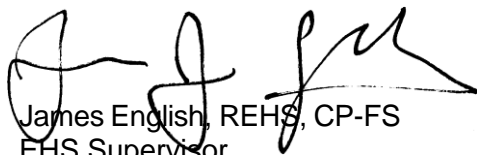
The following conditions are requirements of the Washoe County Health District, Environmental Health Services Division, (WCHD), which shall be responsible for determining compliance with these conditions.

Contact Name – James English - jenglish@washoecounty.us

- a) Condition #1: The applicant/promoter must ensure all food vendors have the appropriate Health Permits to operate. All applications for food vendors must be received at least 15 business days prior to the start of the event. Applications and payments submitted within seven (7) business days of the event will be charged a late fee. Applications and payments submitted withing 2 complete business days of the event will not be accepted.
- b) Condition #2: If the application is approved, any food vendor found operating during the event without the proper permitting will be required to shut down and leave the event immediately. It will be the applicant/promoter’s responsibility to ensure the food vendor leaves the premises.

If you have any questions or would like clarification regarding the foregoing, please contact James English, EHS Supervisor at jenglish@washoecounty.us regarding all Health District comments.

Sincerely,



James English, REHS, CP-FS
EHS Supervisor
Environmental Health Services
Washoe County Health District

ENVIRONMENTAL HEALTH SERVICES
1001 East Ninth Street | P.O. Box 11130 | Reno, Nevada 89520
775-328-2434 | Fax: 775-328-6176 | washoecounty.us/health
Serving Reno, Sparks and all of Washoe County, Nevada | Washoe County is an Equal Opportunity Employer



Public Health
Prevent. Promote. Protect.

From: [Tim Buxton](#)
To: [Bronczyk, Christopher](#)
Subject: 960 Lakeshore Pancake Breakfast
Date: Wednesday, April 24, 2024 11:11:41 AM
Attachments: [Memo to Reviewing Agencies - April 23, 2024 pancake.pdf](#)
[Memo to Reviewing Agencies - April 23, 2024 CommunityFair.pdf](#)

[**NOTICE:** This message originated outside of Washoe County -- **DO NOT CLICK** on **links** or open **attachments** unless you are sure the content is safe.]

Boss,

Address: 960 Lakeshore
Subject: Veterans Club Pancake Breakfast July 2, & 4, 2024 . Business License.
Findings: These events have (no impact to the Incline Village General Improvement District operations requirements).

Thanks,

Tim Buxton
IVGID Chief Inspector
1-775-832-1246 work
1-775-354-5664 cell
Working days Tuesday – Friday
Working Hours- 7:00am to 5:30pm
Gung Ho!

From: [Pekar, Faye-Marie L.](#)
To: [Bronczyk, Christopher](#)
Subject: FW: Agency Review for Outdoor Event for BOA
Date: Wednesday, May 8, 2024 12:10:52 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[Memo to Reviewing Agencies - April 23, 2024_pancake.pdf](#)
[Memo to Reviewing Agencies - April 23, 2024_CommunityFair.pdf](#)

Good Afternoon Chris,

I have reviewed on behalf of parks the Outdoor Festival Special Event License for the 2024 Incline Village Community Faire as well as the 2024 Incline Village- Crystal Bay Veterans Club Pancake Breakfast and do not have comments.

Thank you,



Faye-Marie L. Pekar, MPA, CPRP
Park Planner
Community Services Department | Regional Parks and Open Space
fpekar@washoecounty.gov |

Visit us first online: www.washoecounty.gov/csd
Planning Division: 775.328.6100 | Planning@washoecounty.gov
CSD Office Hours: Monday-Friday 8:00am to 4:00pm
1001 East Ninth Street, Reno, NV 89512



Have some kudos to share about a Community Services Department employee or experience?
Submit a nomination for a Washoe Star by clicking this link: [WASHOE STAR](#)

From: [Ertell, Doreen](#)
To: [Bronczyk, Christopher](#)
Subject: FW: Agency Review for Outdoor Event for BOA
Date: Wednesday, April 24, 2024 3:14:54 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[Memo to Reviewing Agencies - April 23, 2024_pancake.pdf](#)
[Memo to Reviewing Agencies - April 23, 2024_CommunityFair.pdf](#)

Approved.



Doreen Ertell

Risk Management

dertell@washoecounty.gov | Office: 775.328-2660

1001 E. Ninth St., Building D

Reno, NV 89512



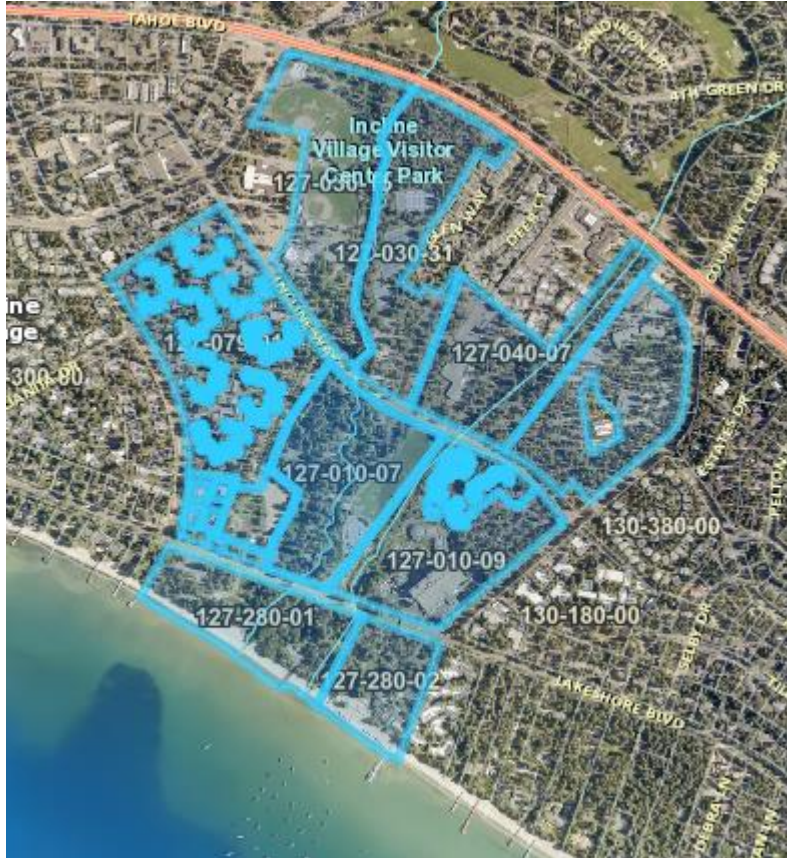
CURRENTLY WORKING REMOTELY ON MONDAYS, THURSDAYS AND FRIDAYS

WORK SCHEDULE: Monday–Thursday: 6:30am to 3:30pm; Friday: 6:30am to 10:30am

Notice: This communication, including any attachments, may contain confidential information and is intended only for the individual or entity whom it is addressed. Any review, dissemination, or copying of this communication by anyone other than the recipient is strictly prohibited by the electronic Communications Privacy Act, 18 U.S.C. 2510-2521. If you are not the intended recipient, please contact the sender by reply email, delete and destroy all copies of the original message.

Public Notice

Washoe County Code requires that public notification of an Administrative Permit be mailed to a minimum of 30 separate property owners within a minimum 500-foot radius of the subject property a minimum of 10 days prior to the public hearing date. This proposal was noticed within a 500-foot radius of the subject property, noticing 185 separate property owners a minimum of 10 days prior to the public hearing date.



Public Notice Map

Administrative Permit Case Number WADMIN24-0005

April 23, 2024

Washoe County
1001 East 9th Street, Building A
Reno, Nevada 89512

Attention of Mr. Christopher Bronczyk
Senior Planner

SUBJECT: Outdoor Festival License Application – Incline Village Community Faire
– July 2, 2024

Dear Chris,

On or about April 4, 2024, Trevor Lloyd and I had a discussion about the above subject license application and during that discussion, Mr. Lloyd confirmed to me that because this was an agency to agency process that no fees of any kind would be charged for this application. On behalf of IVGID, we greatly appreciate this kindness and cooperation.

If you need anything further, please let me know; I can be reached at (775) 832-1207.

Sincerely,



Susan A. Herron
Director of Administrative Services



cc: Director of Parks & Recreation
File

OUTDOOR FESTIVAL LICENSE APPLICATION

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

(775) 328-3733

www.washoecounty.us

OUTDOOR FESTIVAL LICENSE GENERAL PROCEDURES

Definition: "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

1. **APPLICATION.** Complete the form in ink. This application is for events with attendance over 1,000 persons (spectators and participants) on any one day of the event. There is a \$1,000.00 nonrefundable application fee. Applications will be returned if the application fee is not included. Three paper copies of the application plus an electronic pdf file (memory stick or DVD) of the application 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 REQUIREMENTS.** An outdoor festival license is required on any public or private lands in the unincorporated area of Washoe County except for lands managed by the Washoe County Regional Parks and Open Space; 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.
4. **BONDS.** The outdoor festival license will not be issued until the applicant has agreed to hold harmless, and has submitted evidence of sufficient insurance to indemnify, the County of Washoe, and their employees, agents and contractors for any and all liability for damages, injury, loss or expense caused or occasioned by reason of an act, or failure to act on the part of the applicant, the sponsoring organization, their agents and employees throughout the event. Additional bonds or letters of credit may be required.
5. **FEES.** The license fee for an outdoor festival 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

6. **INVESTIGATION.** The Sheriff's Office shall conduct a criminal history inquiry 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. A local police records check may be substituted for the criminal history inquiry for applicants with prior approved outdoor festival license(s) for the same type of event.
7. **CONDITIONS.** All pre-event conditions imposed by the Washoe County Board of County Commissioners (BCC) for the outdoor festival license must be met before the license will be issued.
8. **APPROVALS AND AGENCY SIGN-OFFS.** The application will be reviewed by the appropriate agencies, to include Building and Safety, the District Attorney's Office, Engineering, Health District, fire agency, the Sheriff's Office, and other agencies as appropriate. The application will be approved by the BCC at a public hearing.
9. **ISSUANCE OF LICENSE.** The outdoor festival license will be issued after all fees have been paid and all required pre-event conditions are met. The outdoor festival 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 FESTIVAL LICENSE

Materials required for submittal

2

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

Application fee

2 \$1,000 non-refundable application fee

Daily fee(s)

2 \$350 daily fee plus appropriate booth fees

Carnival, circus or tent show fees

N/A \$100 daily fee (maximum of \$1,400) plus appropriate booth fees

✓

Three packets plus an 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

✓ Vehicle access and on-site traffic control

✓ Communication system *SPEAKER SYSTEM*

N/A Illuminating the premises (if applicable)

N/A Camping (if applicable)

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

N/A

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

N/A

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), History of similar events, and Vendor list

Submission Materials (continued)

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

OUTDOOR FESTIVAL LICENSE APPLICATION

(Requires a non-refundable \$1,000 application fee)

Application date: 4/23/2024

Applicant Information

Applicant's name: IVGID/SENIOR PROGRAMS/IV/CRYSTAL BAY VETERANS CLUB
Mailing address: 893 SOUTHWOOD BLVD. INCLINE VILLAGE, NV 89451
Phone: 775-832-1100 (Business) 650-619-2555 (Home) 775-548-6313 (Cell)
Email: jlm@ivgid.org / LETTIE66@ICLOUD.COM

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

Is the applicant a(n): [] Corporation [] Partnership [X] Individual

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

Table with 3 columns: Name, Address, Title. No entries are present.

Event Information

Name of Event: INCLINE VILLAGE COMMUNITY FAIRE
Date(s) of Event: 4/2/2024 Hours of operation: 7AM - DUSK
Location of Event: Village Green - Behind Aspen Grove
Assessor Parcel Number(s): N/A

Description of Event: FREE EVENT, OPEN TO ALL, PHILANTHROPIC, 5013C'S ORGANIZATIONS, GAMES, GIVEAWAYS, BOUNCE HOUSE, FIELD GAMES ICECREAM SOCIAL, BBQ, COMMUNITY INFORMATION, WASHOE COUNTY SHERIFFS DISPLAY, VEHICLES, HORSES.

Name of the designated event representative who will be on-site during the event and who has authority to bind the applicant: JENNIFER MOORE / LETTIE WILLEN

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

If yes, amount and type of fee(s): N/A

When will fee be collected? [] Pre-sales [] At entrance

Approximate number of participants and other persons: 800-300

Approximate number of customers and spectators: 200-900

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

Will food and/or beverages be served? [X] Yes [] No

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

Will alcoholic beverages be served? [] Yes [X] No

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

Will there be live music? [X] Yes [] No

OUTDOOR FESTIVAL LICENSE

INSURER INFORMATION

(see Insurance, Hold Harmless & Indemnification Requirements)

Name of Insurer: NPAIP (SEE FORM) Policy number: NPAIP20232024

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

Address of Insurer: _____

Limits of liability: (SEE FORM)

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.

2022-2023 COMMUNITY FAIR / UCBA / VETERANS CLUB
OLD VILLAGE GREEN
RED, WHITE TANOE BLUE 2016

VENDOR LIST

(attach additional sheets if needed)

Name of Vendor	Type of product
SUZIE SCOOPS	ICE CREAM SOCIAL EVENT
MORE TBD	WILL GET UP DATE 6/15/2024

NEVADA PUBLIC AGENCY INSURANCE POOL
CERTIFICATE OF PARTICIPATION
issued to

Incline Village GID

The Nevada Public Agency Insurance Pool (hereinafter NPAIP) certifies that the above-mentioned entity is a participating Member of NPAIP for the period beginning July 1, 2023 expiring July 1, 2024.

As a participating member, this entity is entitled to all the rights, privileges and protections and subject to all the duties and responsibilities under the Interlocal Cooperative Agreement and Bylaws of NPAIP and the coverage forms issued by NPAIP.

The following coverage forms apply to NPAIP and its Members:

Nevada Public Agency Insurance Pool Coverage Form: # NPAIP20232024

The lines of coverage and key limits of liability afforded to NPAIP members, subject to the coverage application and subject to additional sublimits as stated in the NPAIP Coverage Form, are summarized as follows:

Property/Crime/Equipment Breakdown

Blanket Limit per schedule of locations	\$ 300,000,000 per loss
Sublimit for earthquake coverage	\$ 150,000,000 annual aggregate
Sublimit for flood coverage	\$ 150,000,000 annual aggregate
Sublimit for flood coverage zone A	\$ 25,000,000 annual aggregate
Sublimit for Equipment Breakdown, Boiler & Machinery	\$ 100,000,000 each accident
Sublimit for Money & Securities including Dishonesty	\$ 500,000 each loss

Casualty

Bodily Injury, Property Damage, Personal Injury, Employment Based Benefits Administration, Law Enforcement Activities, and Wrongful Acts	\$10,000,000 per event \$10,000,000 annual aggregate
--	---

Certain sublimits apply. All sublimits are a part of and not in addition to the Limits of Liability.

Participating member's Maintenance Deductible of **\$5,000** for each and every loss and/or claim and/or event.

This certificate is not a contract of insurance and does not bind NPAIP as such. The coverages provided will be governed by the terms and conditions of NPAIP Coverage Form and by the Interlocal Cooperative Agreement and Bylaws of NPAIP; and all claims, questions or disputes will be settled by reference to the same.


Wayne E. Carlson, MBA, CPCU, ARM
Executive Director

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

STATE OF NEVADA)
) ss:
COUNTY OF WASHOE)

I, Bobby Mangel being duly sworn, depose, and say that I am an owner of property involved in this outdoor festival and I do hereby:

(check appropriate box)

Affirm that I am an applicant for the below named proposed outdoor festival 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 festival to conduct the event on the following property or properties which I own:

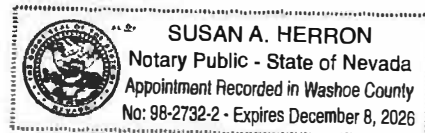
Assessor Parcel Number(s): 960 Lakeshore Blvd; 127-010-17

Proposed Outdoor Festival: Incline Village Community Fair

Signed Bobby Mangel

Subscribed and sworn to before me this 23rd day of April, 2024

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



My commission expires: Dec. 8, 2026

*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

March 27, 2024

Incline Village/Crystal Bay Veterans Club
980 Incline Way
Incline Village, Nevada 89451

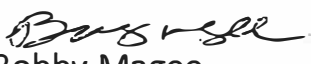
SUBJECT: Incline Village Crystal Bay Veterans Club Pancake Breakfast on July 4, 2024, Community Faire on July 2, 2024, Highlanders BBQ on July 2, 2024, Vets Recognition Reception on July 3, 2024, and Flag Retirement Ceremony on July 3, 2024

REFERENCE: IVGID Policy and Procedure Resolution 141, Resolution 1895 – A resolution regarding the complimentary and discounted use of District facilities and programs

Dear Sir or Madam:

Permission is granted by the Incline Village General Improvement District (IVGID) to the Incline Village Crystal Bay Veterans Club for operation of the above subject events on July 2 through 4, 2024 at Aspen Grove and the Village Green, 960 Lakeshore Blvd, Village Incline Village, NV 89451 at no cost in accordance with the above referenced document. Additionally, IVGID grants permission for participants of the events to park in the Aspen Grove, Overflow and Incline Village Recreation Center parking lots. Proof of current event permits, licenses, and insurance will be onsite during all events.

Sincerely,



Bobby Magee
District General Manager



cc: L. Offerdahl (IVCBA)
T. Kelly (Incline Highlanders)
Cornerstone Church

ADMINISTRATIVE OFFICES • 893 SOUTHWOOD BOULEVARD • INCLINE VILLAGE, NV 89451
PH: (775) 832-1100 FX: (775) 832-1122 • WWW.YOURTAHOEPLACE.COM

OUTDOOR FESTIVAL LICENSE STATEMENT OF ASSETS

As of _____, 20____

(Describe fully and indicate assets pledged)
(If additional space is required, attached supporting pages or documents)

Current Assets

Cash on hand _____ *N/A* \$ _____

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)

_____ \$ _____
_____ \$ _____

Other current assets

_____ \$ _____
_____ \$ _____

Investments

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

_____ *N/A* \$ _____
_____ \$ _____
_____ \$ _____

Investments, other than stocks and bonds

_____ \$ _____
_____ \$ _____
_____ \$ _____

Fixed assets

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

_____ *N/A* \$ _____
_____ \$ _____
_____ \$ _____

Other assets

Automobiles and other personal property

_____ *N/A* \$ _____
_____ \$ _____
_____ \$ _____

Total Assets \$ _____

Print Name

Signature

Date

**OUTDOOR FESTIVAL LICENSE
STATEMENT OF LIABILITIES**

As of _____, 20____

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

Current liabilities

Notes payable _____ N/A _____ \$ _____
Name, Bank and Branch

Due _____ How secured _____

Notes payable _____ \$ _____
Name, Bank and Branch

Due _____ How secured _____

Notes payable _____ \$ _____
Name, Bank and Branch

Due _____ How secured _____

Notes payable _____ \$ _____
Name, Bank and Branch

Due _____ How secured _____

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

_____ \$ _____
_____ \$ _____

Accounts payable \$ _____

Liability for Federal Income Tax (delinquent) \$ _____

Provision for current year's Federal Income Tax \$ _____

Provisions for other current taxes \$ _____

Liability for other delinquent taxes \$ _____

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

_____ N/A _____ \$ _____
_____ \$ _____

Other liabilities

_____ N/A _____ \$ _____
_____ \$ _____
_____ \$ _____

Total Liabilities \$ _____

Contingent liabilities (describe)

_____ N/A _____

Print Name _____

Signature _____

Date _____

OUTDOOR FESTIVAL LICENSE

PERSONAL HISTORY

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

Name in full: Jennifer L. Moore
First Middle Last

List ALL other names you have been known by: Watkins

Residence address: 741 Betty Lane Incline Village NV 89451
Street City State Zip Code

Residence phone: 650-619-2555 Business phone: 775-832-1302

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: Govt. - Parks & Recreation Position: Recreation Supervisor

How long engaged in this business: Current position: 10.5 yrs / career: 45 years

Date of birth: 5/1/58

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

11/13/13 - present Incline Village NV
Dates From and To City State

I, the undersigned, have answered all questions in this application and to the best of my knowledge all answers are true and correct. I further understand that disclosure of any false, misleading or incorrect information 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.

Jennifer L. Moore
Printed name of applicant

Jennifer L. Moore
Signature of applicant

4/22/24
Date

**OUTDOOR FESTIVAL LICENSE
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 festival license. In consideration of the assurance by the Washoe County 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 a criminal history inquiry, 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 Board of County Commissioners, Washoe County Sheriff's Office, 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 festival 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, having read this release and authorization and understanding all its terms, execute the release and authorization voluntarily and with full knowledge of its significance.

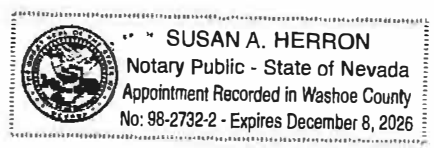
IN WITNESS WHEREOF, I have executed this release/authorization at Incline Village, NV on the 23rd day of April, 2024.

Bobby Magee
Printed name of applicant

Bobby Magee
Signature of applicant

Subscribed and sworn to before me this 23rd day of April, 2024

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



My commission expires: Dec. 8, 2026

**OUTDOOR FESTIVAL LICENSE
INSURANCE, HOLD HARMLESS AND INDEMNIFICATION REQUIREMENTS**

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

INDEMNIFICATION & HOLD HARMLESS

As respects acts, errors or omissions relating to the event, APPLICANT agrees to indemnify and hold harmless the 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 the COUNTY and assume all costs, expenses and liabilities of any nature to which the 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 the APPLICANT or its agents concerning the event.

INSURANCE REQUIREMENTS

The COUNTY requires that the 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 the APPLICANT, its agents, representatives, or employees. The cost of all such insurance shall be borne by the 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. The 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 the COUNTY with a certificate of insurance that identifies the 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 festival license application, but must be furnished prior to the issuance of the license.

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

IVGID-Sr. Programs-IVCB Vets Club Community Faire 7/2/24
Name of Event Date(s) of Event
Jennifer L. Moore Jennifer L. Moore
Applicant's name (printed) Applicant's signature
Date: 4/22/24

OUTDOOR FESTIVAL LICENSE

Memorandum for:

Office of the Washoe County Clerk
1001 East 9th St. Bldg A – 1st Floor
Reno, Nevada

Subject: Waiver and Consent to Extend Mandated Public Hearing Date before the Washoe County Commission for Outdoor Festival License Application

Nevada Revised Statutes (NRS) 244.3544 and Washoe County Code (WCC) section 25.277 require the County Clerk to set a public hearing date before the Washoe County Board of County Commissioners for an outdoor festival license application no later than 30 days after the application is deemed complete and application fees are received. These two regulations also require that specific County agencies review the application and provide written reports to the Board of County Commissioners, to include recommendations on the license and conditions if appropriate.

The mandated review by County agencies on the license application is of utmost importance to both Washoe County and the applicant, to ensure that the festival is conducted in a manner that protects public health, safety and welfare. To this end, the undersigned license applicant agrees to waive the 30 day public hearing time limit imposed by NRS 244.3544 and WCC section 25.277.

As the undersigned license applicant, I agree to extend the required Board of County Commissioners public hearing date to occur no more than 90 days after the application is deemed complete and application fees are received, and no less than 15 days prior to the date when the outdoor festival is proposed to commence.

Attest:

License Applicant

Bobby Magee
Signature

April 23, 2024
Date

Bobby Magee
Printed Name

Incline Village General Improvement District
Representing

INDEPENDENCE DAY CELEBRATIONS 2024
2024 July 2nd, 3rd and 4th Veterans Events
Hosted by
The Incline Village/Crystal Bay Veterans Club
Incline Village General Improvement District

Incline Village Community Faire Overview

A free event, open to all! Enjoy local businesses, philanthropic organizations, and other community activities for the purpose of fellowship, camaraderie, information and community bonding. Activities include games, food, giveaways, a bounce house, and community information. Special features include the Highlanders Association BBQ from Incline High School and a Meet & Greet with the Washoe County Sheriff's staff complete with their SWAT vehicles, K9 Unit and Mounted Unit on display.

Date: July 2, 2024

Time: 9:00am – Dusk

Location: Village Green, behind Aspen Grove

Parking and Traffic: The event is in conjunction with the Flag Retirement Ceremony and both are scheduled at Aspen Grove on the evening of July 3, 2024. Permission has been obtained from IVGID for the use of all parking lots owned by IVGID. A letter from IVGID authorizing the use of the lots and Aspen Grove for the events is included.

- There is one entrance point to the event - at the front of Aspen Grove Building. Guests will be allowed to exit from this point. The entrance point will have open gates at all times, guarded by registration tables that are staffed with volunteers during the entire event.
- The forward gate bordering the parking lot will be kept closed, but accessible for exiting during the event. It is an exit-only gate for emergency purposes. This gate will also be staffed by a volunteer to ensure no guests attempt entrance to the event through this gate.
- The rear gate bordering the parking lot will be kept open during the event. It is an exit-only gate which will be staffed by a volunteer to ensure no guests attempt entrance to the event through this gate.

Please see Figures 1, 2, 3, and 4 for parking reference.

Fire Extinguishers: One K and one ABC Fire Extinguisher are approved by the NLTFPD, and will be available at the event. A fire extinguisher will be located in the Aspen Grove building.

Security, Communication, Medical Aid and Emergency Evacuation: Registration tables at the entrance to Aspen Grove will be staffed during the reception. Volunteers will be on site at all times. First responders will be onsite as well due to the impending flag burning ceremony adjacent to the reception.

Medical Aid: There are both an AED and First Aid kit located in the Aspen Grove Building. Any volunteers are instructed to call 911 in the event of a Medical Emergency.

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

Food Handling: Prepared food will be provided from a catering kitchen to Aspen Grove, a five-minute drive, in a temperature appropriate vehicle. Catering staff serves food onsite. Food handlers are required to wear gloves at all times and use tongs. There are handwashing stations on site.

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

Insurance Rider: Through Menath Insurance, a \$1,000,000 special events insurance rider quote naming IVGID, Washoe County and NLTFPD as additionally insured, has been requested. The CCC Certificate of Insurance is pending.

Security, Communication, Medical Aid and Emergency Evacuation:

Security and Communication: There will be IVGID staff members at the event covering Security. Staff from NLTFPD will also be present. IVGID staff and event volunteers will have cell phones and are advised to call 911 in the event of an emergency.

Medical Aid: There is an AED and First Aid kit located in the Aspen Grove building which is adjacent to the Village Green. Staff and volunteers are instructed to call 911 in the event of a Medical Emergency.

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

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

Insurance: To Be Determined...

Business License: IVGID's Business license is W17326A-LIC

Veterans Club Pancake Breakfast Overview

Since 2015, The Incline village/Crystal Bay Veterans Club has provided the annual 4th of July Pancake Breakfast. The IV/CB Veterans Club has held this event as a fundraiser to support local veterans, veteran groups and veteran supported activities. Proceeds also provide JROTC scholarships at Incline High School.

Date of the Event: Thursday, July 4, 2024

Time: 6:00am – 2:00pm

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

Ticket sales as follows

- At the event entrance
- At the Incline Village Recreation center, 980 Incline Way, Incline Village, Nevada

Ticket Price:

- 12 years and older \$10
- 6-11years -\$5
- Under 5 years- Free

Attendance Projections: 850-950 over five hours of serving time. Maximum seating capacity at any one time is approximately 150 people. Patrons rotate in and out of the venue throughout the event.

Menu: Pancakes, butter, syrup, sausage, bacon, fruit, milk, juice, coffee, cream and sweetener, & Tahoe Tap Water.

Alcoholic Beverage Service:

IVGID Food & Beverage staff is responsible for the station serving Bloody Mary's & Mimosas. The appropriate permits and regulations are enforced by the licensees of the IVGID Food & Beverage Department.

Minors Attending the Event:

Guest IDs will be checked to determine age appropriateness for consuming alcoholic beverages. Guests under 21 years old will receive a colored wristband. Those 21 years and older will be issued a different color band. Staff MUST check attendees wrist bands to ensure they are 21 years of age before serving alcohol.

Board Member Assignments:

Overseers of the event; Damian Smith, Jeff Poindexter, Jim Nowlin, Jim Lyon, Jennifer Moore, Lettie Miller.

Approximately 20 board and club members will be responsible for the following; collecting monies at the gate, brewing coffee, serving precooked and prepackaged foods, and cooking pancakes from batter. Precooked foods are prepared in advance at the commercial kitchen at the Chateau, 955 Fairway, Incline Village, NV under IVGID Food and Beverage Permits.

Volunteer Assignments:

Approximately 30-40 volunteers will be resupply condiments, clear plates, pick up trash, take tickets, seat people, escort those that need assistance, sanitize tables, check flow and report any issues to the Board Members present.

Volunteer Clearance:

Volunteers have been cleared by IVGID Parks & Recreation through registration and signing a liability waiver. (see forms in packet)

Parking and Traffic:

Attendees of the July 4th Pancake Breakfast walk to the event from various parking areas. Since the event is held at Aspen Grove on July 4th, 2024, Washoe County approved Special Events Parking and Traffic Plan pertains. Parking is available on Incline Way, the Recreation Center lot, and the Lakeshore Blvd over-flow lot. Permission is obtained for use of all parking lots owned by IVGID.

Event Entrance:

- One entrance point to the event: At the front of the Aspen Grove Building main entrance. Attendees may exit the venue through the gate at the far end of the parking lot. The entrance point will have open gates at all times, guarded by the Ticket Sales Table staffed with volunteers.
- The forward gate bordering the parking lot will be kept closed, but accessible for exiting during the event. It is an exit-only gate for emergency purposes. This gate will also be staffed by a volunteer to ensure no guests attempt to enter the event through this gate.
- The rear gate bordering the parking lot will be kept open during the event. It is an exit only gate which will be staffed by a volunteer to ensure no guests attempt enter the event through this gate.

Please see figure 4 for a detailed map of Aspen Grove and surroundings.

Fire Extinguishers:

One K and one ABC Extinguisher, approved by NLTFPD, will be available at the event. One will be located in the Aspen Grove building; the second will be next to the griddle area.

Security and Communication:

Washoe County Sheriff's officers will be on site during the event. Registration tables at the entrance to Aspen Grove will be staffed for the duration of the event. Staff and volunteers will have cell phones with them at all times to contact emergency services.

Medical Aid:

There is an AED and First Aid Kit located in the Aspen Grove Building. Attending Staff and Public Safety personnel are trained in CPR/AED and/or Advanced First Aid. Volunteers are instructed to call 911 in the event of a Medical Emergency.

Emergency Evacuation:

Leading up to the event, weather will be monitored through NOAA. Should extreme weather be imminent, the decision for event cancellation will be made 24 hours in advance. In the event of an unexpected storm or emergency, participants walked to the event will be directed to shelter in place in the Aspen Grove Building. Participants who drove to the event will be advised to shelter in their cars.

Should it be determined that the emergency requires evacuation from the event location; the Recreation Center GYM at 980 Incline Way, Incline Village, Nevada 89451; will become the emergency shelter. Volunteers will lead participants to the Recreation Center by traveling the pathways on either side of the Village Green, crossing Incline Way and reaching the Recreation Center on the east side of the building, via the access road.

Food Handling:

Guests at the 4th of July Pancake breakfast will be served breakfast that is prepared both in a commercial kitchen and partially prepared onsite by volunteer cooks. The prepared food and beverages are kept at the proper temperature in the Aspen Grove warming ovens, refrigerator, and coolers with ice. Guests are served breakfast via a buffet line. Runners will replenish food supplies. Food handlers are required to wear gloves at all times and use tongs. There are handwashing stations on site provided by IVGID next to the Grill area and near fixed tables.

Restroom:

Restrooms are located in Aspen Grove (1 male/1 female); on the Village Green (2male/2female/1ADA). Aspen Grove parking lot will have (2 non-gender port-a-potties provided by IVGID)

Health:

Hand washing stations are provided by IVGID.

Liquor:

IVGID Aspen Grove Cabaret Liquor License number is W030300Q-LIC.

Business License:

IVGID Aspen Grove Business license is W17326A-LIC

SEE ATTACHED; Will be updated as new permits are obtained.

Insurance:

The event sponsor, Incline Village Crystal / Bay Veterans Club, exists under the auspices of Incline Village General Improvement District (IVGID) Senior Programs, operating under the Incline Village Parks and Recreation Department. IVGID is self-insured, the event takes place on IVGID property, and is considered a fully insured IVGID program by the District.

From: **John James** jjames@nltfpd.net
Subject: **2024 Community Fair and Both Pancake Breakfast**
Date: **Apr 19, 2024 at 2:03:22 PM**
To: **Lettie Miller** lettie66@icloud.com
Cc: **Shelia Leijon** sal@ivgid.org, **Tia Rancourt** TRancourt@nltfpd.net

This email confirms that 2024 Community Fair and Pancake Breakfast Events have submitted their application(s) for a permit(s) for the July 2024 activities and have been approved by NLTFPD.



John James
Fire Marshal

Office: [775.831.0351](tel:775.831.0351) x8131 | Cell: [775.413.9344](tel:775.413.9344)

Email: jjames@nltfpd.net

[866 Oriole Way | Incline Village | NV 89451](#)



Community Fair
Temp Extinguishers

Village Green
Garage

Aspen Grove

In the Building
On the Deck
By the Patio

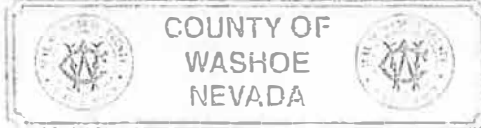
LICENSE NUMBER

W17326A-LIC

LICENSE TYPE

General Business License

LICENSE - NOT TRANSFERRABLE
POST IN A CONSPICUOUS PLACE



YEAR LICENSE VALID

Expires on 01/31/2024

LICENSE FEE PAID

This license cannot be transferred or assigned. It is valid only for the licensee and location shown below.

THIS CERTIFIES THAT
IN THE NAME OF
LOCATED AT

IVGID - ASPEN GROVE

960 LAKESHORE BLVD, INCLINE VILLAGE, NV 89451

IVGID - ASPEN GROVE

893 SOUTHWOOD BLVD

INCLINE VILLAGE, NV 89451

This license certifies that the name above has paid the required fees to the license collector of Washoe County and is hereby authorized to conduct business and is subject to the provisions of law.

LICENSE NUMBER

W030300Q-LIC

LICENSE TYPE

Liquor
L3 - Cabaret

THIS CERTIFIES THAT
IN THE NAME OF
LOCATED AT

LICENSE - NOT TRANSFERRABLE



This license cannot be transferred or assigned. It is
subject to the provisions of the Nevada Liquor Control
Act.

YEAR LICENSE VALID

Expires on 04/01/2023

LICENSE FEE PAID

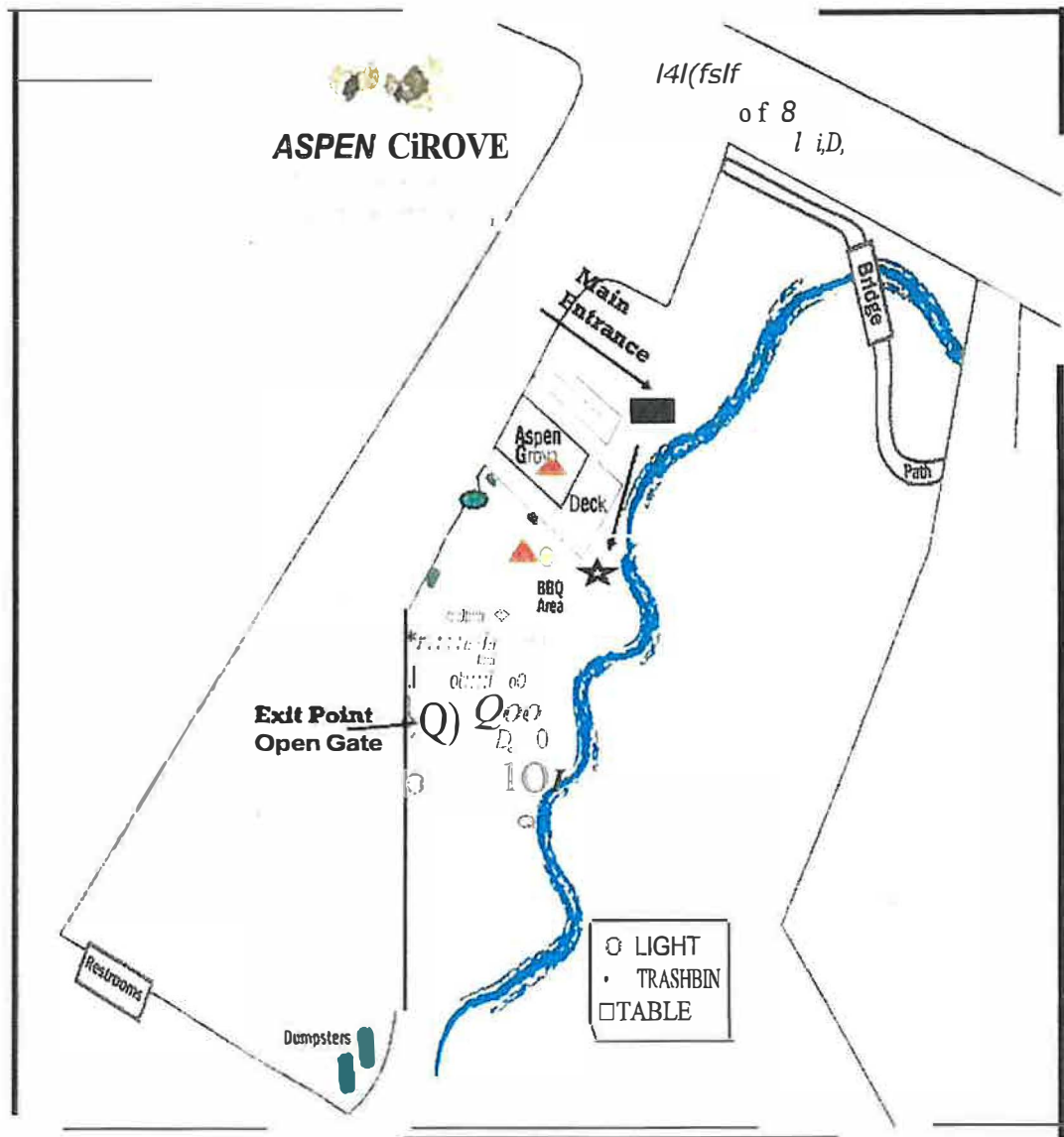
IVGID - ASPEN GROVE (cabaret)

960 LAKESHORE BLVD, Incline Village, Ne 89451

IVGID - ASPEN GROVE (cabaret)

ATTN: LICENSING
893 SOUTHWOOD BLVD
INCLINE VILLAGE, NV 89451

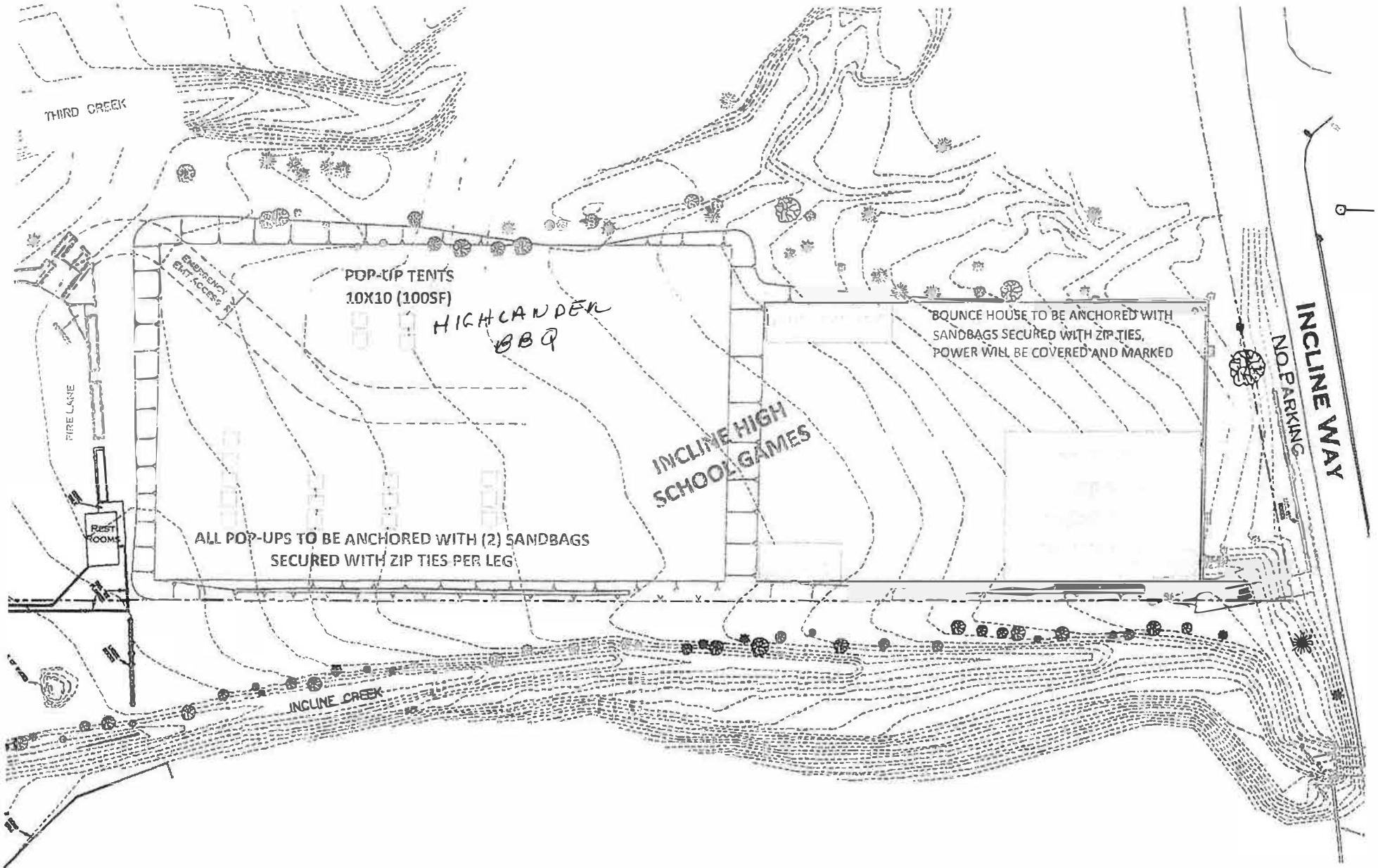
This license certifies that the name above has paid the required fees to the license collector of Washoe County and is hereby authorized to conduct business and is subject to the provisions of law.



KEY

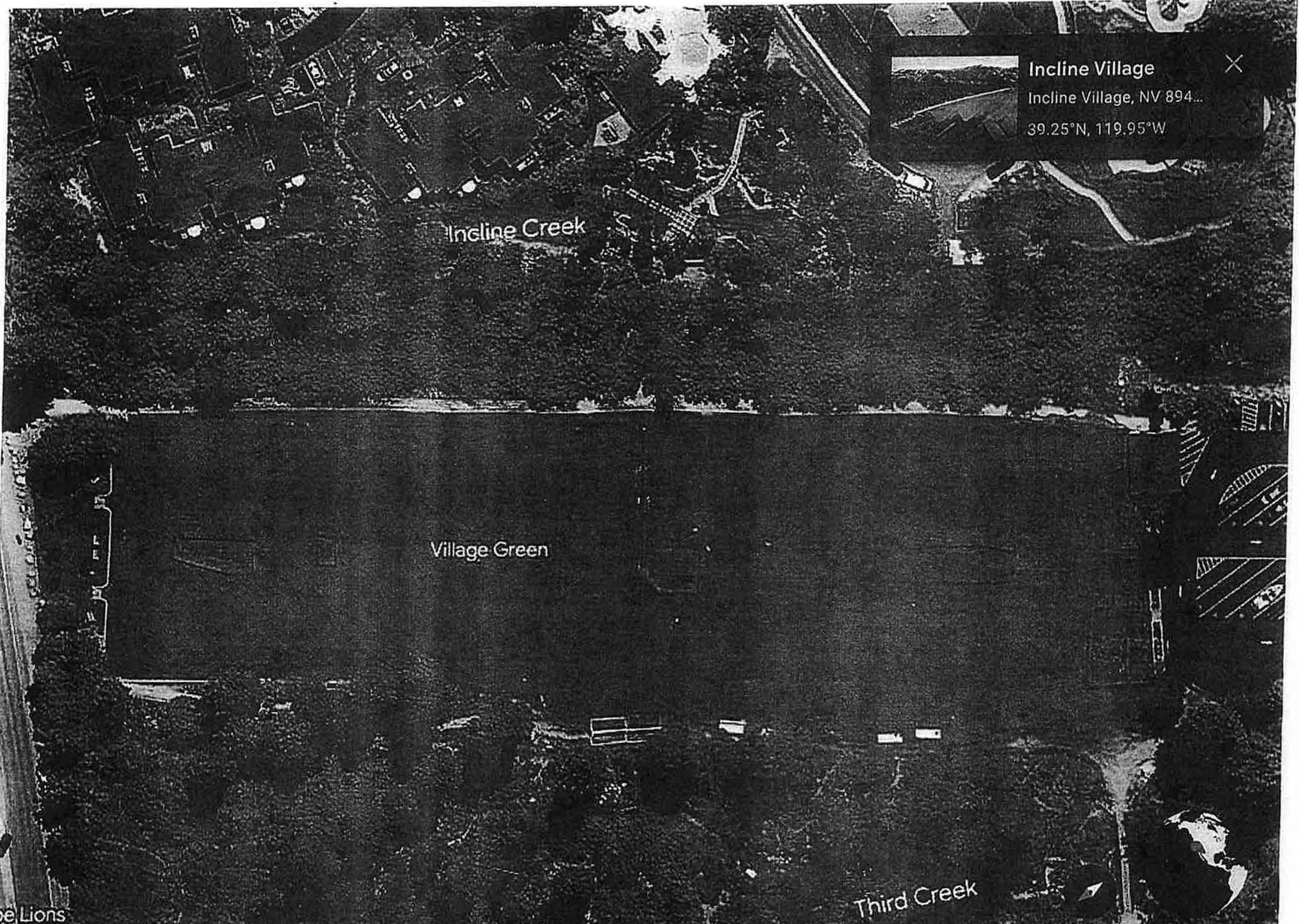
- I Entrance/exit location to the event-gate open
- * Fire Extinguisher locations
- Handwashing stations
- CI) Exit only location-gate closed but accessible
- D Exit point (open gate)

Figure 4: Aspen Grove



COMMUNITY FAIR 2024 -
SCALE 1"=20'0" MARCH 2024





Incline Village ✕
 Incline Village, NV 894...
 39.25°N, 119.95°W

Incline Creek

Village Green

Third Creek

oe Lions

Google Earth

Imagery date: 6/8/18–newer

40 m

Camera: 2,283 m 39°14'30"N 119°56'38"W 1,907 m

La. risat / Copernicus

WADMIN24-0005

EXHIBIT D

.../data=CkAaPhI4CiUweDgwOTk2ZmYwNmQyNTEExNjU6MHg2ZDY1MTQ5Zn...

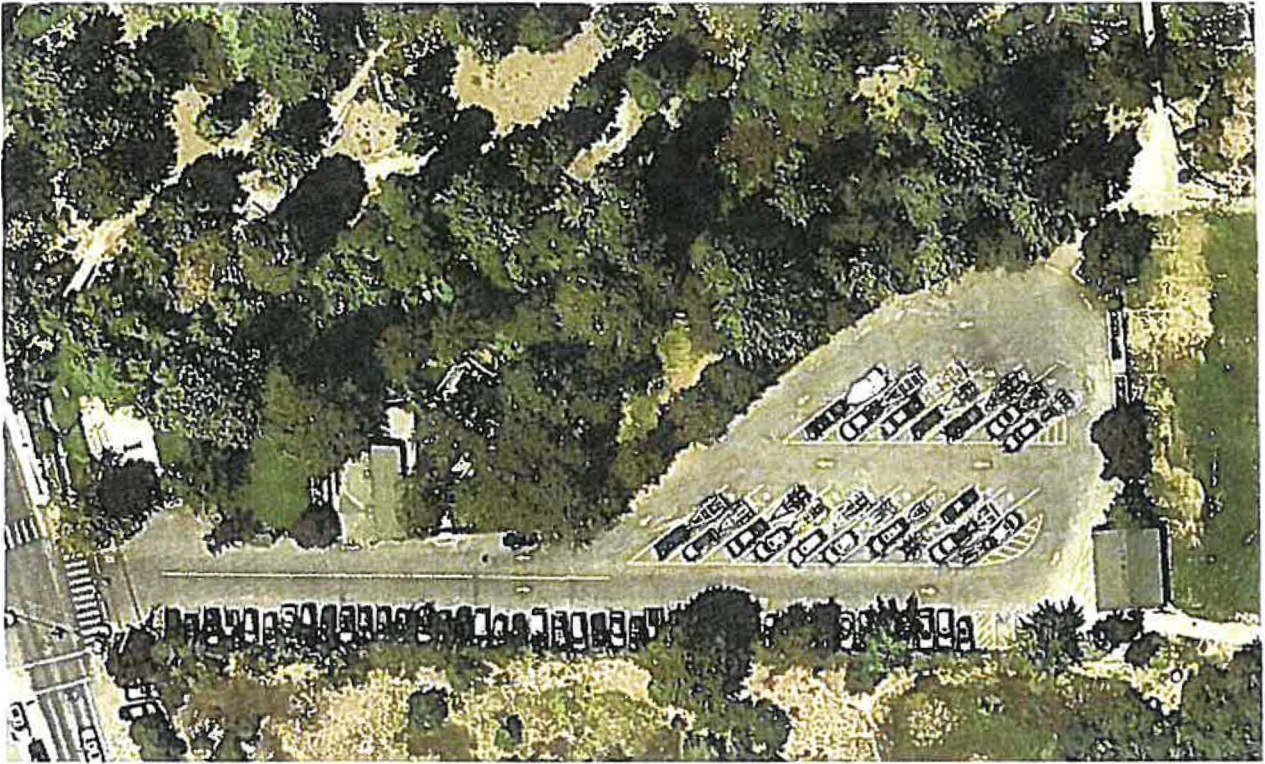


Figure 3: Aspen Grove Parking



Figure 4: Overflow Parking

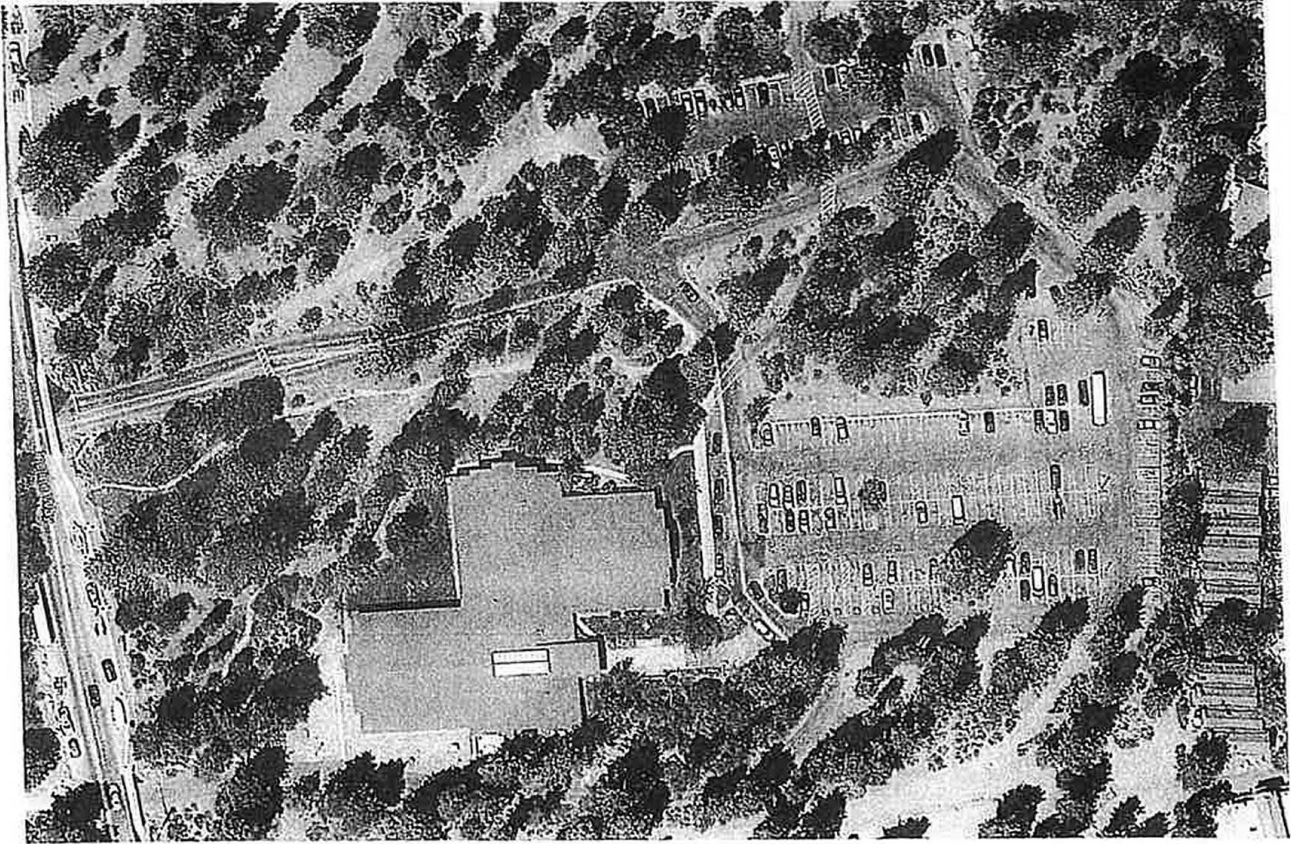


Figure 3: Incline Rec Center Parking

**OUTDOOR FESTIVAL LICENSE
(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 festival" 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 festival" 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 festival.

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 festival.

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

[§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 festival. 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 festivals; 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 festival.

2. No outdoor festival shall be held or conducted unless the sponsor has first obtained a business license pursuant to this section. An outdoor festival 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 festival 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 festival.

[§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 festival 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.