



Washoe County Community Services Department SPECIAL EVENT QUESTIONNAIRE

Date: 10/23/15

NAME OF GROUP: Shadow Industries LLC / CrossReno

MAILING ADDRESS: 820 Stoker Ave Reno, NV 89503

CONTACT PERSON: Teal Stetson-Lee PHONE (W): 888-285-8640^{Ext 3} (C): 970-764-5866

ALT. CONTACT PERSON: Michelle Quevedo PHONE (W): 888-285-8640^{Ext 1} (C): 775-329-3888

EMAIL ADDRESS: tstetsonlee@shadowwindco.com

REQUESTED PARK: Rancho San Rafael Regional Park

SPECIFIC AREA: Whole park (except for the Arboretum)

DATE(S)/HOURS OF REQUESTED EVENT: (Parks open at 8:00 am daily. Earlier entry requires prior approval)

Actual event date(s):	<u>10/1-10/2</u>	Set up:	<u>9/27-9/30</u>	Take down:	<u>10/3</u>
	<u>2016</u>				
	Date(s)		Date		Date
	<u>5:00am-8:00pm</u>		<u>8:00am-7:00pm</u>		<u>8:00am-6:00pm</u>
	Time		Time		Time

Event Title or Activity Title: CrossReno Cyclocross Event & Music Festival

Specific details - list all activities: _____

Cyclocross racing, live music, running race, food/merchandise vendors, kids activities

Number of portable amusement structures (bounce house, rock climbing wall etc): 5-10

Primary purpose of your event or activity: Community Festival/Race

Anticipated number of participants: 500 Spectators: 2000 Vehicles: 300

Will admission fees be charged for your event? Yes No Amount \$ _____

If yes, when will fees be collected? Presales At event Both

Will food be served to the general public? Yes No

**If Yes, Contact Washoe County Health Department, (775) 328-2400, Environmental Health at (775) 328-2436 for necessary food permits.

**If food is SOLD, contact Washoe County Planning Division, Business License & Code Enforcement at (775) 328-3733.

Number of vendors: 10-30

**Group is responsible to ensure vendors brought in for their event have the proper licenses, certificates, and permits to operate.

Will alcoholic beverages be sold? Yes No

**If Yes, contact Washoe County Planning Division, Business License & Code Enforcement at (775) 328-3733.



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Will amplified sound equipment be used? Yes No
**If yes, prior approval is required

Will your activity be advertised to the public? Yes No
If yes, by what means? Website, Social media, radio, flyers, PR publications

Any special requests or comments? _____

Additional Information:

- Some events may require medical support or emergency response planning. For requirements contact Truckee Meadows Fire Protection District at (775) 326-6005
- A Certificate of Liability Insurance naming Washoe County as an additional insured will be required. The amount of insurance is determined by the size and nature of the event.

I hereby submit my request to conduct the above activity. I am aware that fees and deposits are due upon approval on this event (exceptions require special approval). I understand that submitting this form does not indicate approval. In most cases an in person meeting with the appropriate staff member is required to review event details, logistics, scheduling and other needs. The event is confirmed only by the issuance of a Washoe County Use Permit.

To the best of my knowledge, the answers to the above questions are true and accurate. Any falsification of the above information is cause for cancellation of my reservation. I understand that any change in the information provided must be reported to Washoe County Community Services Department immediately. Failure to do so may result in cancellation of my reservation.

Paul Stata - Lee
Signature

10/23/15
Date