



WASHOE COUNTY

Integrity Communication Service

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STAFF REPORT

BOARD MEETING DATE: January 22, 2025

DATE: December 23, 2024

TO: Open Space and Regional Park Commission

FROM: Colleen Wallace Barnum, Park Operations Superintendent
Community Services Department, 328-2181, cwallace@washoecounty.gov

THROUGH: Aaron Smith, Operations Division Director
Community Services Department, 328-2171, aasmith@washoecounty.gov

SUBJECT: Presentation, discussion and possible approval of a Special Event Agreement with Luis Palau Association for the Great Reno Tahoe CityFest to be held at Rancho San Rafael Regional Park, August 23 & 24, 2025. (Commission District 3)

SUMMARY

The Luis Palau Association is interested in bringing a two-day multi-stage music festival to Northern Nevada. They anticipate daily attendance to be between 12,000-15,000 visitors. This is a family friendly event with a family fun zone, action sport demos, main stage concerts, and a message of hope. The stages will be set up in the multi-use pasture along with the family friendly zone. The action sports demo is desired to be set up on the main turf area.

Washoe County Strategic Objective supported by this item: Economic Impacts – Support a Thriving Community

PREVIOUS ACTION

none

BACKGROUND

The Luis Palau Association submitted a special event questionnaire on July 31, 2024. Park staff have met on site with the representatives a few times to discuss the desired use of the park and its facilities. The group plans to have three days of set-up and one day of break down for a total of six days of park use. Based on the number of attendees and our special event policy guidelines, we have requested an on-site and off-site parking plan to accommodate attendees.

Similar to other Special Events, Washoe County will provide minimal staff to assist in planning, monitoring, and cleanup of the event. The agreement provides that the event organizer provides support for the majority of the event logistics including security. This model has proven successful for other large special events within Washoe County's parks such as the Artown Festival of 2021 and the Great Reno Balloon Races.

Based on the changes approved to Chapter 95 of the County Code, the Open Space and Regional Parks Commission will be the final approving body of the Special Event agreement.

FISCAL IMPACT

Should the Commission approve this special event agreement, Washoe County will receive \$45,990 in revenue from the event.

RECOMMENDATION

It is recommended the Open Space and Regional Park Commission approval of a Special Event Agreement with Luis Palau Association for the Great Reno Tahoe CityFest to be held at Rancho San Rafael Regional Park, August 23 & 24, 2025

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be:
"approval of a Special Event Agreement with Luis Palau Association for the Great Reno Tahoe CityFest to be held at Rancho San Rafael Regional Park, August 23 & 24, 2025."



EXECUTIVE SUMMARY



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1. PURPOSE

Local area churches and businesses have invited the Palau Association back to the greater Reno-Tahoe area to host Reno-Tahoe CityFest – a two-day free family friendly event slated for August 2025. The Palau Association has held events worldwide for over 50 years and previously held a festival in Reno in June of 2004. Through this document, we hope to convey a clear and concise outline of the event, including management procedures that will affect how the event will impact the public.

2. EVENT BACKGROUND

The Luis Palau Association has conducted hundreds of events over the past 50 years at the invitation of Christians in various communities around the world. In 1999, LPA developed the outdoor festival model—a family-friendly, multi-stage event featuring a children’s area, action sports demos, a food court and much more.



PREVIOUS US PALAU FESTIVALS

2023	Klamath County Event Center	Klamath Falls, OR
2022	Seaside Park	Bridgeport, CT
2021	Butte Park	Hermiston, OR
2021	Space Coast Daily Park	Melbourne, FL
2019	Downtown Tyler	Tyler, TX
2018	Ah-Nab-Awen Park	Grand Rapids, MI
2018	PK Park	Eugene, OR
2017	Save Mart Center Grounds	Fresno, CA
2015	Central Park	New York, NY
2015	Times Square	New York, NY
2015	Webster Arena	Bridgeport, CT
2015	City Hall Grounds	Elizabeth, NJ
2015	Eisenhower Park	Long Island, NY
2015	St. Mary’s Park	Bronx, NYC
2015	Flushing Meadows	Queens, NYC
2015	Rumsey Playfield	Manhattan, NYC
2014	Cuddy Family Midtown Park	Anchorage, AK
2014	Tanana Valley Fairgrounds	Fairbanks, AK
2012	Cal Expo Grounds	Sacramento, CA
2011	Tempe Town Lake	Tempe, AZ (PHOENIX)
2010	Mission Bay Park	San Diego, CA
2009	North Shore Riverwalk	Little Rock, AK
2009	Yakima Fairgrounds	Yakima, WA
2008	Waterfront Park	Portland, OR
2008	Myrtle Square Mall Grounds	Myrtle Beach, SC
2007	Qwest Center Grounds	Omaha, NE
2007	Downtown Nashville	Nashville, TN
2007	Raymond James Stadium Grounds	Tampa, FL
2006	Eleanor Tinsley Park	Houston, TX
2006	Citrus Bowl Grounds	Orlando, FL
2005	National Mall	Washington DC
2005	Les Schwab Amphitheater	Bend, OR
2004	State Capital Grounds	St. Paul, MN
2004	Rancho San Rafael Regional Park	Reno, NV
2003	Fort Lauderdale Beach Park	Fort Lauderdale, FL
2002	Marymoor Park	Redmond, WA (SEATTLE)
2002	Clinton Square	Syracuse, NY
2002	Broadway at the Beach	Myrtle Beach, SC
2001	Main Beach	Santa Cruz, CA
2001	Ann Morrison Park	Boise, ID
2001	Seaside Park	Bridgeport, CT
2000	Riverfront Park	Portland, OR
1999	Riverfront Park	Portland, OR

3. EVENT INFORMATION

CityFest is a free, two-day, family friendly festival featuring performances by top musicians, action sports demonstrations, a Family Fun Zone, a food court and a positive message presented by Andrew Palau.

3.1 GENERAL EVENT INFORMATION

Event Name: Reno-Tahoe CityFest
Date: August 23 & 24, 2025
Time: 2:00 p.m. – 10:00 p.m.
Venue: Washoe Country Rancho San Rafael Region Park
Expected Attendance: 12,000 per day (in and out)

3.2 DISABLED ACCESSIBILITY

Except for “Working Areas” the site is open to all that attend.

There will be ADA accessible toilets available throughout the venue.

There will also be an area next to the Front of House tent that is designated for handicap and those who are in need of deaf interpretation.

3.3 SANITATION PLAN

We rely on the assistance of local volunteers to help maintain the cleanliness of the festival site during the event. Trash and recycling receptacles will be distributed throughout the festival footprint and large dumpsters will be hired as well. For previous events of this size we have had 100 trash receptacles and 3 – 30 yard dumpsters.

The following restrooms will be contracted for the event:

PUBLIC

- 40 – Restrooms
- 8 – ADA Wheelchair Accessible Restrooms
- 12 – Handwash Stations
- 10 – Hand Sanitizing Stations

BACKSTAGE

- 8 - Restrooms
- 2 - Handwash Stations
- 3 – Hand Sanitizing Stations

HOSPITALITY

- Restroom Trailer (TENTATIVE) or 4 Restrooms
- 2 – Hand Sanitizing Stands

3.4 CONCESSIONS

Palau festivals are alcohol free events. Food and drink concessions will be provided through Washoe County licensed providers.

Catering for crew/staff/musicians and hospitality guests will be provided by a caterer yet to be confirmed.

3.5 SPONSORSHIPS

To make the festival free for the community we recruit corporate sponsors to help fund the event.

Previous event sponsors have included car dealerships, restaurants, sports teams, financial institutions, developers and more. Below are sponsors from are March 2021 Festival in Brevard County, Florida.



4. FESTIVAL DETAILS

It is the desire of the Palau Association to deliver a quality show and experience in each festival city. Because we only hold events in cities to which we have been invited, we hold ourselves to a very high standard.

We want the event to be open and appealing to all. In an effort to do so, we bring in a variety of top national and international Christian performers.

In addition to the music on the main stage, other festival components include:

- Family Fun Stage – a special stage program for families.
- Action Sports – demonstrations by top Skate, BMX and FMX athletes.
- Merchandise Booths – Musician, athlete and speaker merchandise will be available for sale.
- Sponsor Booths – displays by businesses that contribute to the funding of the festival.
- Food Court – a variety of food for every pallet.

4.1 RANCHO SAN RAFAEL REGIONAL PARK

4.1.1 Schedule

LOAD-IN

Wednesday, August 20	Load In	8:00 AM – 5:00 PM
Thursday, August 21	Load In	8:00 AM – 8:00 PM
Friday, August 22	Load In	8:00 AM – 8:00 PM

EVENT DAYS – SATURDAY, AUGUST 23 & SUNDAY, AUGUST 24 (Times subject to shift)

9:00 AM – 2:00 PM	Main Stage Sound Checks
2:00 PM	Festival Begins – Family Fun Zone, Concessions, Merch Areas Open
2:30 PM	Action Sports Demo
3:30 PM	Family Fun Stage Show
4:00 PM	Action Sports Demo
5:30 PM	Family Fun Stage Show
6:15 PM	Main Stage Program Begins

SATURDAY

6:15 PM	Artist 1
6:55 PM	Artist 2
7:30 PM	Andrew Palau
8:45 PM	Artist 3
9:45 PM	END

SUNDAY

6:15 PM	Artist 4
6:55 PM	Artist 5
7:30 PM	Andrew Palau
8:45 PM	Artist 6
9:45 PM	END

LOAD OUT

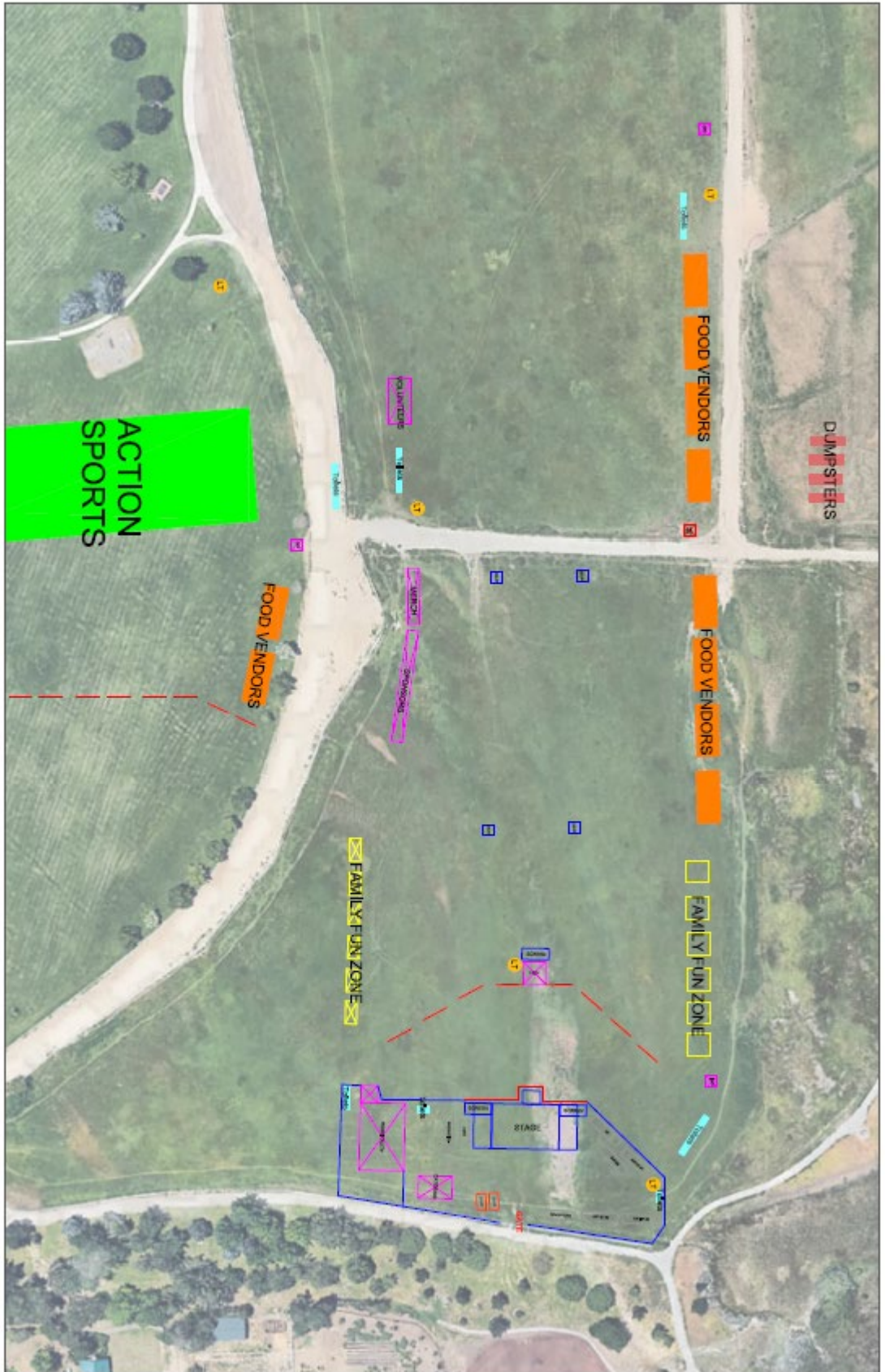
Sunday, August 28	Load Out	10:00 PM – 12:00 AM
Monday, August 29	Load Out	7:00 AM – 7:00 PM

4.1.2 CITYFEST – Full Site Map



4.1.3 CITYFEST – Main Field Zoom

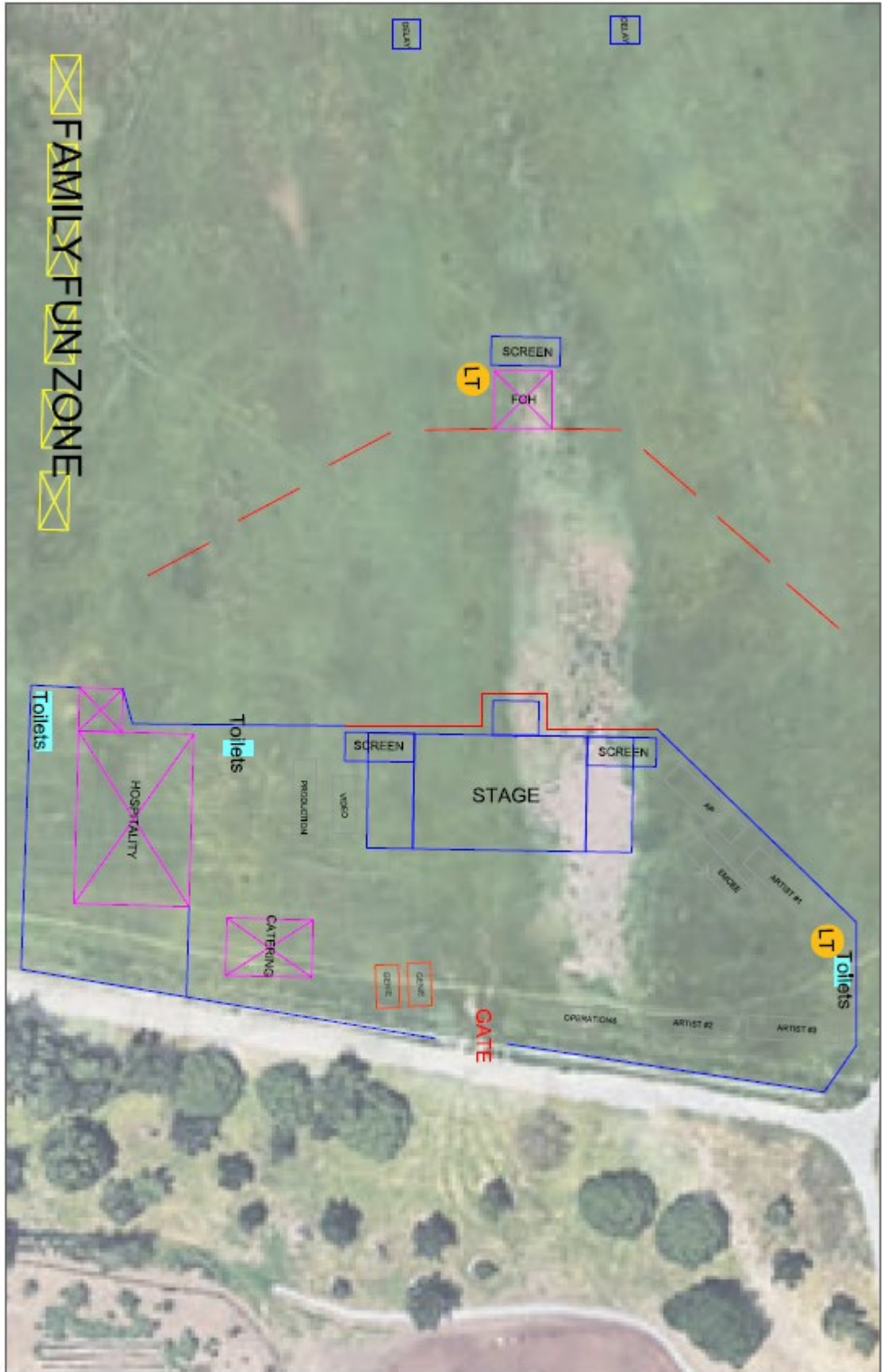
RENO - TAHOE CITYFEST
RANCHO SAN RAFAEL REGIONAL PARK
AUGUST 23 & 24, 2025
MAIN FIELD



Updated January 10, 2025

4.1.4 CITYFEST – Stage Zoom

RENO - TAHOE CITYFEST
RANCHO SAN RAFAEL REGIONAL PARK
AUGUST 23 & 24, 2025
MAIN STAGE



Updated January 10, 2025

5. SECURITY PLAN

Palau Festivals include three levels of security:

Police: The police will only react to issues that specifically need their attention. They will make any arrests if necessary. Otherwise, they are there for presence and to assist with traffic. Quantity of officers hired will be based of recommendation of local police authority.

Hired Security: We will use a hired security company to handle security overnight, front of stage, and in other key areas. In addition to being onsite for the event weekend, security will be hired to watch equipment from set-up through tear-down, and overnight. See **Appendix A** for an example of how hired security hours may be distributed.

Volunteer: We will have a volunteer safety team on site during the event as a visible presence. They serve as additional eyes and ears to assist police and hired security in identifying any potential situations that need to be addressed. They will check credentials in secured areas and be available and visible in the action sports area, Family Fun Zone, and main stage field. Our volunteer, hired, and police forces will communicate via radio. No volunteer will be asked to detain any individual causing a disturbance. They will call for police assistance.

Volunteer Security will staff the following areas:

- Zone 1 - Back Stage
- Zone 2 - Immediate Front of stage
- Zone 3 - Main stage crowd and food court
- Zone 4– Family Fun Zone
- Zone 5 - Action Sports

Things to watch for:

- Unattended Bags
- Suspicious packages, boxes, etc.
- Coolers left unattended
- People who do not fit or stand out in the crowd
- Disruptive protesters that may not have a permit to protest

There are three areas that will be restricted access “Working Areas”:

Backstage – Fenced with six foot tall construction fencing and privacy screen.

VIP - Fenced with six foot tall construction fencing and privacy screen.

Action Sports – Perimeter pedestrian barricade to keep spectators off course.

5.1 CREDENTIALS

All event staff, crew and volunteers that will need to access “Working Areas” will be required to display a festival credential. For full credential plan overview see **Appendix B**.

6. MEDICAL

An ambulance will be hired to be onsite during the event. There will also be a staffed first aid tent.

7. PARKING & TRANSPORTATION

With the number of attendees expected for the event, both internal and external parking options will be needed for the festival.

Due to the length and nature of the festival there is a turnover in crowd throughout the course of the day. Families will come for the first part of the day and leave around dinner time (6:00pm) while a new group of attendees will start arriving between 6:30pm and 8pm. There is a 30-40% turnover in crowd during that window.

Through our promotional efforts we will encourage carpooling as well as share the parking options available to event attendees.

Following is a brief overview of the parking allocations. A more in-depth plan is to come.

7.1 ONSITE PARKING

With the assistance of Park staff 1,567 spaces have been identified within the park with an additional 600 plus available at the NE corner of the park near the May Arboretum Greenhouse (At the corner of N McCarran Blvd and N Sierra St).

7.1.1 PERMITTED PARKING

Paved and grass parking areas within the park footprint will be reserved for those with event permits. These permits will be distributed to event staff, crew, donors, sponsors, committee members and volunteers. A parking pass will be required for access to this parking area and will be distributed prior to the event. Passes will be verified prior to entry to the park.

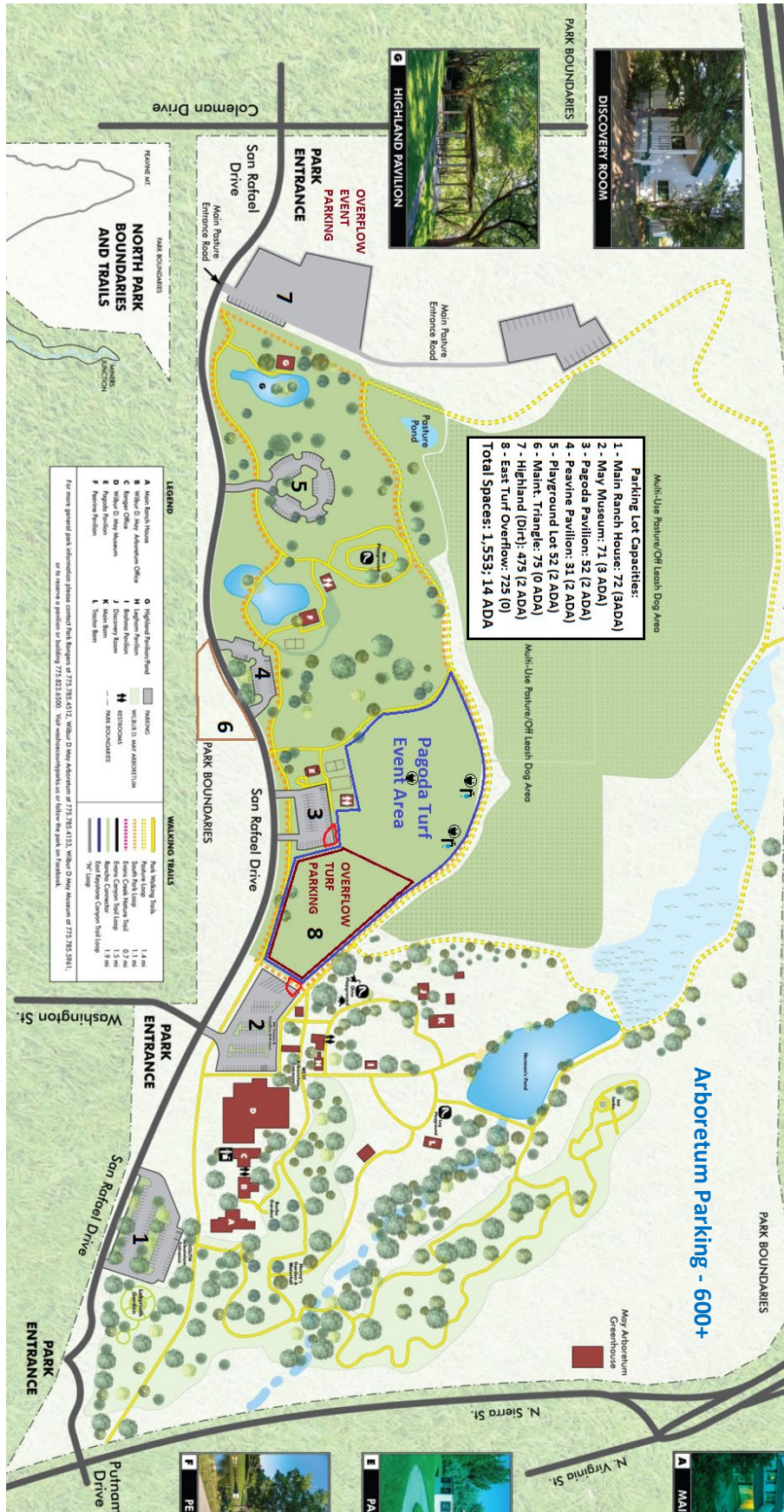
7.1.2 ACCESIBILITY PARKING

Specific paved lots within the park boundaries will be assigned to those who have disability/handicap placards.

7.1.3 PUBLIC PARKING

General public parking will be allowed in the Highland parking area and the NE Arboretum parking areas. These areas have previously been used by the Great Reno Balloon Race as paid reserved parking areas. We do not plan to charge for these areas.

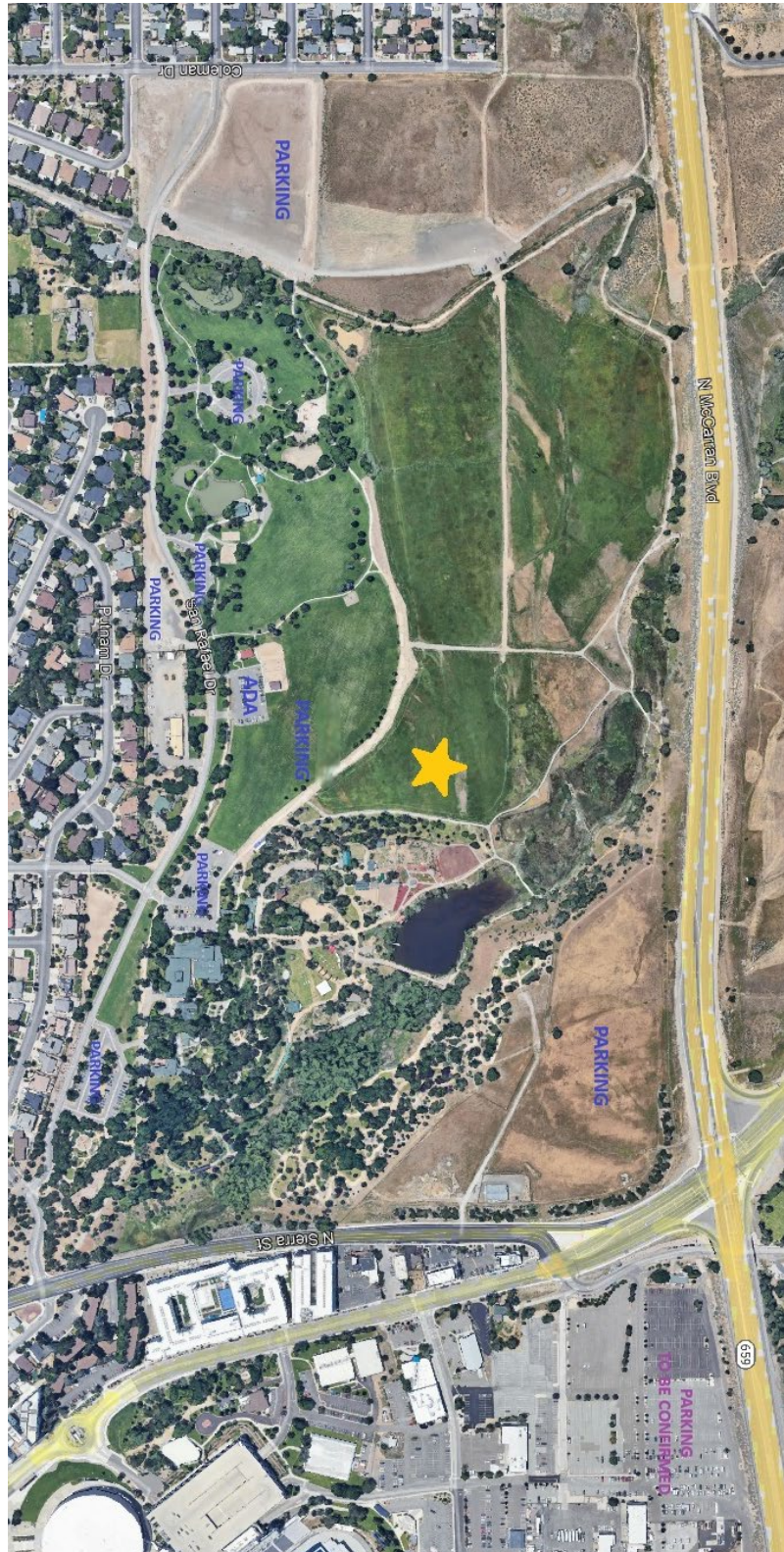
7.1.4 PARKING MAP – Internal Parking Areas



7.2 OFFSITE PARKING

Contact will be made with the University of Nevada Reno regarding the use of their Blue and Green lots at the SE Corner of N McCarran Blvd and N Sierra St.

7.2.1 Parking Map – Internal and External Parking Areas



8. MEDIA/PR

Specific event details will start being promoted starting in April 2025 through local churches and pre-festival events.

The public advertising campaign will begin 6 to 8 weeks prior to the event.

A majority of the advertising for the festival will be down through grassroots activities. There will be banners, posters, invitation pieces distributed through area churches and businesses.

In addition to the grassroots plan there will also be a local media buy. Previous buys have included:

- Billboards
- Radio Ads
- Newspaper

9. CONTINGENCY PLANS

Palau Festivals are rain or shine events subject to event attendee and performer safety.

9.1 MASS EVACUATION PLAN

If a mass evacuation arises from an authority such as Homeland Security, Local Police or County, the following procedures will need to be strictly adhered to.

- I. All communications and directions will come from and through the Homeland Security local advisor and/or the Local City officials and Police departments if the need arises for a mass evacuation.
- II. If there is a credible threat such as a bomb scare, biological, chemical threats or other such emergencies that may arise, the key people will be contacted and convened to communicate the plan of evacuation.
- III. The local authorities, Palau senior staff, Hired Security Captain, and head of security for the festival will meet in the security trailer to execute the communication process for evacuation.
- IV. Once an announcement is formulated and agreed upon, that announcement and evacuation direction will be taken to each of the following areas for execution.
 1. Main Stage
 2. Action Sports Stage

A spokesman for the homeland security or sheriff department will be designated to make the evacuation announcement from each designated stage listed above. They should work at keeping the crowd calm and not instill any words of panic and stay to the script that has been ironed out by the local authorities.

- V. All staff, volunteers, and production people will need to help with the evacuation process by directing the flow of people to the designated evacuation sites. The staff and contract help have the responsibility to put the needs of the crowd first and foremost paying particular attention to the needs of handicapped and disabled and families with children.
- VI. The public or staff should not go to vehicles that are on site and leave unless directed to do so. The public will probably be first directed to major buildings in the area as a holding place until an all clear is given by the local authorities.
- VII. The public may be directed to fully disperse and go back to their cars. The same would apply as stated in point V. and we would follow the same process in evacuating the entire event area.

10. CONTACTS

10.1 PERSONNEL CONTACTS

NAME	ROLE	PHONE	EMAIL
Randal Burtis	Festival Director	360.339.2913 (C)	Randal.Burtis@palau.org
Carey Hart	Director of Ministry Operations	503.614.1548 (O) 503.962.9903 (C)	Carey.Hart@palau.org
Scott Kraske	CFO/Controller	503.614.1500 (O) 503.962.0910 (C)	Scott.Kraske@Palau.org

10.2 ONSITE COMMUNICATION

To facilitate quick communication between necessary event staff and additional agencies, there will be radios distributed to key personnel. ***(SUBJECT TO CHANGE PRIOR TO EVENT)***

Radio Channel List:

Channel	Description
Channel 1	Operations
Channel 2	Security, First Aid, Lost Child
Channel 3	Production
Channel 4	Artist, Artist Transportation
Channel 5	Volunteers, Clean Up, Greeters, Parking
Channel 6	Festival Friends
Channel 7	Family Fun Zone
Channel 8	Action Sports
Channel 9	Merchandise
Channel 10	Hospitality, Sponsors
Channel 11	Prayer
Channel 12	Power
Channel 13	Private

APPENDIX A – HIRED SECURITY HOURS (EXAMPLE)

SPACE COAST CITYFEST - MARCH 2021
SECURITY LABOR - HOURS

DATE	POSITION	TYPE	DESCRIPTION	QTY	START	STOP	HOURS HIRED	Location
3/3/2021	Equipment Watch	Hired	Make sure people stay off equipment	1	12:00 PM	8:00 PM	8	Area Behind Main Stage
Wednesday								
	Overnight (8 PM - 8 AM)	Hired	Equipment Watch - Make sure people stay off equipment	2	8:00 PM	8:00 AM	24	Stage
3/4/2021	Main Stage	Hired	Make sure people stay off equipment	1	8:00 AM	8:00 PM	12	Main Stage
Thursday	Field East	Hired	Make sure people stay off equipment	1	12:00 PM	8:00 PM	8	Field East
	Field West	Hired	Make sure people stay off equipment	1	12:00 PM	8:00 PM	8	Field West
	Overnight (8 PM - 8 AM)	Hired	Equipment Watch - Make sure people stay off equipment	3	8:00 PM	8:00 AM	36	Distribute thru venue
3/5/2021	Main Stage	Hired	Make sure people stay off equipment	1	8:00 AM	8:00 PM	12	Broadway Ave
Friday	Field East	Hired	Make sure people stay off equipment	1	8:00 AM	8:00 PM	12	Field East
	Field West	Hired	Make sure people stay off equipment/out of tents	1	8:00 AM	8:00 PM	12	Field West
	Roamer	Hired	Roaming and Breaking	1	8:00 AM	8:00 PM	12	Roamer
	Overnight (8 PM - 8 AM)	Hired	Stage Watch - Make sure people stay off equipment	1	8:00 PM	8:00 AM	12	Stage
	Overnight (8 PM - 8 AM)	Hired	Field East - Make sure people stay out from underneath tents and off equipment	1	8:00 PM	8:00 AM	12	Field East
	Overnight (8 PM - 8 AM)	Hired	Field West - Make sure people stay out from underneath tents and off equipment	1	8:00 PM	8:00 AM	12	Field West
	Overnight - Roamers	Hired	Rotate between all venues	1	8:00 PM	8:00 AM	12	Roaming
3/6/2021	Security Supervisor	Hired	Supervisor	1	10:00 AM	10:00 PM	12	Supervisor
Saturday	Roamer #1	Hired	Used to break guards and extra security	1	12:00 PM	10:00 PM	10	Roamers
	Roamer #2	Hired	Used to break guards and extra security	1	12:00 PM	10:00 PM	10	Roamers
	Action Sports - #1	Hired	Watch fence line	1	8:00 AM	6:00 PM	10	Action Sports
	Action Sports - #2	Hired	Watch fence line	1	3:00 PM	10:00 PM	7	Action Sports
	Back Stage Entrance - Front Fence Line	Hired	Watch	1	12:00 PM	10:00 PM	10	Front Fence Line
	Back Stage Entrance - Behind Stage	Hired	Watch	1	12:00 PM	10:00 PM	10	Behind Stage
	Front of Stage - Crush Barrier #1	Hired	Crowd control - behind crush barrier	1	3:00 PM	10:00 PM	7	Main Stage
	Front of Stage - Crush Barrier #2	Hired	Crowd control - behind crush barrier	1	3:00 PM	10:00 PM	7	Main Stage
	Front of Stage - In Crowd #1	Hired	Front of Stage Crowd Control - in crowd	1	3:00 PM	10:00 PM	7	Main Stage
	Front of Stage - In Crowd #2	Hired	Front of Stage Crowd Control - in crowd	1	3:00 PM	10:00 PM	7	Main Stage
	Overnight - Roamers	Hired	Roamer	1	10:00 PM	8:00 AM	10	Roamers
	Overnight (10 PM - 8 AM)	Hired	Stage Watch - Make sure people stay off equipment	1	10:00 PM	8:00 AM	10	Stage
	Overnight (10 PM - 8 AM)	Hired	Backstage - Make sure people stay off and out of equipment	1	10:00 PM	8:00 AM	10	Backstage
	Overnight (10 PM - 8 AM)	Hired	Field East - Make sure people stay out from underneath tents and off equipment	1	10:00 PM	8:00 AM	10	Field East
	Overnight (10 PM - 8 AM)	Hired	Action Sports - Keep people out of tents and off equipment	1	10:00 PM	8:00 AM	10	Action Sports
3/7/2021	Security Supervisor	Hired	Supervisor	1	10:00 AM	10:00 PM	12	Supervisor
Sunday	Roamer #1	Hired	Used to break guards and extra security	1	12:00 PM	10:00 PM	10	Roamers
	Roamer #2	Hired	Used to break guards and extra security	1	12:00 PM	10:00 PM	10	Roamers
	Action Sports - #1	Hired	Watch fence line	1	8:00 AM	6:00 PM	10	Action Sports
	Action Sports - #2	Hired	Watch fence line	1	3:00 PM	10:00 PM	7	Action Sports
	Back Stage Entrance - Front Fence Line	Hired	Watch	1	12:00 PM	10:00 PM	10	Front Fence Line
	Back Stage Entrance - Behind Stage	Hired	Watch	1	12:00 PM	10:00 PM	10	Behind Stage
	Front of Stage - Crush Barrier #1	Hired	Crowd control - behind crush barrier	1	3:00 PM	10:00 PM	7	Main Stage
	Front of Stage - Crush Barrier #2	Hired	Crowd control - behind crush barrier	1	3:00 PM	10:00 PM	7	Main Stage
	Front of Stage - In Crowd #1	Hired	Front of Stage Crowd Control - in crowd	1	3:00 PM	10:00 PM	7	Main Stage
	Front of Stage - In Crowd #2	Hired	Front of Stage Crowd Control - in crowd	1	3:00 PM	10:00 PM	7	Main Stage
	Overnight - Roamers	Hired	Roamer	1	10:00 PM	8:00 AM	10	Roamers
	Overnight (10 PM - 8 AM)	Hired	Stage Watch - Make sure people stay off equipment	1	10:00 PM	8:00 AM	10	Stage
	Overnight (10 PM - 8 AM)	Hired	Backstage - Make sure people stay off and out of equipment	1	10:00 PM	8:00 AM	10	Backstage
	Overnight (10 PM - 8 AM)	Hired	Field East - Make sure people stay out from underneath tents and off equipment	1	10:00 PM	8:00 AM	10	Field East
	Overnight (10 PM - 8 AM)	Hired	Action Sports - Keep people out of tents and off equipment	1	10:00 PM	8:00 AM	10	Action Sports
3/8/2021	Main Stage	Hired	Make sure people stay off equipment	1	8:00 AM	5:00 PM	9	Main Stage
Monday	Field West	Hired	Make sure people stay off equipment	1	8:00 AM	5:00 PM	9	Field West
TOTAL HOURS							504.00	

APPENDIX B – CREDENTIAL PLAN

Credential Types

Any abuser of these credentials will lose it. This plan is put into practice to ensure a safe, secure, and quality show.

1. **Crew:** this credential identifies Production Vendors and LPA crew.
 - Access: All Areas
 - Groups receiving pass: Production Vendors, Stagehands, LPA Crew
 - Distribution: Production Manager will distribute crew badges to production vendors. Operations Director will distribute to appropriate staff.

2. **Artist:** The talent will be allowed on stage or performance area
 - Access: Stage, Action Sports Area, Artist Trailers, Artist Catering
 - Groups receiving pass: Artists, Artist Guests, Speakers
 - Distribution: Artist will receive credentials on site from Laurie Anderson. Volunteer workers will receive credentials from Artist Hospitality Captain. Speakers will receive credentials from Program Assistant

3. **Backstage:** These credentials give access to all restricted access areas EXCEPT the main stage.
 - Access: Backstage, Action Sports Area, Hospitality
 - Groups receiving pass: Staff, Key Volunteers, Artist Transportation, Artist Hospitality, non-stage essential Crew
 - Distribution: Operations Director will distribute to Staff. Volunteer workers will receive credentials from Backstage Host. Production Manager will distribute to non-stage essential Crew.

4. **Media:** These credentials do not give media access anywhere unless escorted by a member with an Escort credential.
 - Access: None, unless escorted with appropriate credential
 - Groups receiving pass: Media, Television & Radio
 - Distribution: All Media passes will be distributed by Jay Fordice.

5. **Hospitality:**
 - Access: Hospitality Area
 - Groups receiving pass: Hospitality VIPs, Volunteers / Staff working in the area, PC Guests, NGA Guests, Future City Delegates.
 - Distribution: Local donors and sponsors will receive from the Festival Office. PC Guests will receive from Anne Scofield. GNE Guests will receive from Heather Zimny. Future City Delegates will receive from Jen Hall.

6. **Escort:**
 - Access: Backstage, side of stage and allows them to escort those with “Guest” badges into all areas.
 - Groups receiving pass: LPA Development Reps/staff, GNE staff, Festival Directors
 - Distribution: Operations Director

7. Guest:

- Access: Guest credentials can only be used when escorted by a staff member with an “Escort” badge. Anyone who is not being escorted will be asked to give up badge.
- Groups receiving pass: LPA Development Reps/staff, GNE staff, Festival Directors
- Distribution: Operations Director

CREDENTIAL PLACARD - SAMPLE

LIMITED ACCESS



AGREEMENT

THIS AGREEMENT, made effective as of this ____ day of _____, 20 ____, by and between Luis Palau Association, an Oregon non-profit corporation, hereinafter “Promoter,” and the County of Washoe on behalf of its Community Services Department, hereinafter “County.”

WITNESSETH

WHEREAS, Promoter desires to hold an event called “Greater Reno-Tahoe CityFest” hereinafter “Event,” a which will involve approximately 2 days of live performances and spectator participation; and

WHEREAS, County owns and operates a public park facility known as Washoe County Rancho San Rafael Regional Park, hereinafter “Park,” which is suitable for the needs of Promoter; and

WHEREAS, County is willing to allow Promoter to use a portion of the Park for the Event from August 23 & 24, 2025; and will need the park on August 20-22 for set-up and August 25 for breakdown.

NOW THEREFORE, the parties agree as follows:

1. Right to Use Park. Promoter shall have the exclusive right to use that portion of the Park designated on the map attached hereto as “Exhibits A & B” (map), as “Reserved Area,” for the purpose of holding the Event upon the conditions set forth herein. It is acknowledged that other portions of the Park may be used simultaneously by other parties and the Promoter’s use shall not interfere with such other use.
2. Access and Parking. Promoter will be allowed to set up two stages, set up sound and lighting equipment, set up an action sports area, and provide spectator viewing and parking only on those areas designated as “Reserved Area” on the map.

Parking for spectators and Promoter’s staff and volunteers will be restricted to those areas in the event map attached hereto as Exhibit “C” which have been designated as parking areas by the Director or designee of the Community Services Department, hereinafter “Director.” In addition, promoter shall provide County an off-site parking plan as the anticipated number of attendees exceeds parking capacity in the park.

Only Promoter and its participants will be allowed access to the Park at times when the Park is otherwise closed for the purpose of ingress and egress to the Reserved Area, provided

that uniformed security is posted at the Park during such times. The Director may, at their discretion, require an identification card or other type of pass to be issued by Promoter to participants in this Event. Access to the park outside of normal park hours (8:00 a.m.-9:00 p.m.) by other than the Promoter and its participants is prohibited.

Promoter shall have responsibility for and control over the location and manner in which permitted fencing or other barriers are placed around or within the Reserved Area which is set forth in the event map attached hereto as Exhibits "A & B," and which the location and type thereof has been approved by the Director. Without limiting the Director's power to disapprove, approval may be denied if the proposed use would present a safety hazard or would unreasonably interfere with the use of other areas of the Park by persons not involved with the Event.

3. Rules and Regulations. The promoter and all participants of the Event must comply with all general park rules and regulations created by the Washoe County Community Services Department or set forth in Washoe County Code. In addition to the general park rules and regulations, the following rules will apply during the events:

- a. Glass bottles or containers are prohibited.
- b. Posted park speed limits must be adhered to.
- c. All access in and out of the park after normal park hours will be limited to the Sierra Street gate only. Spectators must make every reasonable effort to enter and exit the park quietly and respectfully.

4. Responsibilities of Promoter. Promoter shall obtain all necessary licenses and permits required by applicable agencies to conduct the Event and shall provide written proof of such licenses and permits to the Department prior to commencement of the Event. Applicant shall meet with the Washoe County Community Services Department to determine the licenses and permits required by that agency. Promoter shall provide restrooms and sanitary facilities as are required by the Northern Nevada Public Health.

Promoter will be responsible to protect the Park and keep the Reserved area clean throughout the Event and, at the conclusion of the Event, will return the Reserved area to its original condition, normal wear and tear excepted.

Promoter shall be responsible to coordinate the parking layout, ingress, and egress for the spectators as well as an off-site parking plan.

Promoter shall be responsible for assigning locations for spectators.

Promoter shall be responsible for any and all setup and breakdown associated with the Event.

Promoter shall provide a uniformed security guard at the Sierra Street park entrance gate from 8:30 p.m. until all spectators and Promoter's staff and volunteers have left the Park, daily during the duration of the event to control unauthorized entrance to the park.

Promoter shall be fully responsible for the security of their equipment, structures, supplies, vehicles and trailers throughout the set up and take down stages for the Event and during the Event itself, and will provide uniformed security to the extent necessary during the Event.

All Promoter improvements required for the successful completion of the Event shall be Promoter's responsibility and must be authorized in writing by the Director or designee.

Promoter will be responsible to inspect the area of the Park being used by it before it accepts said area from County. Promoter will either notify County of any such hazard(s), and/or take steps to eliminate such hazards which it is reasonably able to fix when presented to it in said area during the inspection. If Promoter is able to, it will take steps to eliminate such hazards presented to it which are necessary to adequately protect Promoter's users of said portion of the Park, without affecting that portion of the Park's normal use. If hazard(s) are identified by Promoter during its initial inspection, it will take reasonable steps to protect its users of said portion of the Park from hazards by either the installation of barricades, coverings, or warning signs. Inspection of and acceptance of the area of the Park being used for the Event by Promoter, without first providing notice to County of said hazard, constitutes waiver of any subsequent claim(s) related to the condition of that area of the Park being used by Promoter, for which Promoter knew about without first notifying County, or which they could have reasonably discovered during the initial inspection of the Park prior to acceptance of the area of the Park.

Promoter shall provide dumpsters and trash receptacles as deemed necessary and agreed by County.

Promoter shall be responsible for arranging for recycling collection services for participants and spectators. The following items will be collected:

Beverage containers - plastic bottles, aluminum cans

Packaging material - cardboard boxes, boxboard, and clean paper

Promoter agrees to arrange for portable recycling containers next to trash cans, and

service the containers as necessary. Appropriate signage for vendors and attendees should be set up to provide notice of where to place recyclables.

Promoter shall provide the necessary ample lighting as deemed necessary for safe use of the Reserved Area. County shall provide services as outlined in Section 4 of the Agreement. In the event it becomes necessary for County to provide additional services not otherwise described herein, or if County provides any additional services requested by Promoter, Promoter agrees to pay County its customary charge for such services.

Promoter shall only permit 15,000 or fewer spectators for each daily event.

Promoter shall be responsible for ensuring that all Event spectators are aware and comply with the rules and regulations outlined in Section 3 in addition to the general park rules and regulations.

Promoter will provide sound monitoring services at regular intervals throughout the scheduled events. The maximum amplified sound level will be 100 decibels at the Coleman Street and Washington Street entrances to the park. The sound must be measured at least once during practice sessions and no less than two other times during the scheduled amplified performances. Findings shall be documented and a report provided to Department within 30 days of the completion of the event.

Promoter shall not commence any setup before 8:00 a.m. on Wednesday, August 20, 2025.

Promoter shall remove, or have removed, from the park all equipment, vehicles, trailers, and/or other event items prior to 9:00 p.m. on Monday, August 25, 2025. If Promoter does not have all equipment, vehicles, trailers, and/or other event items removed by 9:00 p.m. on Monday, August 25, 2025, a fee of \$500.00 will be charged as a late fee. An additional \$500.00 will be charged per day each day thereafter until all equipment, vehicles, trailers, and/or other event items are removed and cleanup is complete.

5. Services by Parks. County shall provide the following assistance:

Ranger Patrol provided by Parks from its staff, as are reasonably available during the event.

6. Advertising and Promotion. Promoter will be solely responsible for any advertising or promotion of the Event, provided that any advertising or promotion shall refer to the location as “Washoe County's Rancho San Rafael Regional Park.”

7. Indemnification and Insurance. County has established specific indemnification and insurance requirements for organizations using County facilities or property. Indemnification and hold harmless clauses are intended to assure that the organization accepts and is able to pay for the loss or liability related to its activities.

Attention is directed to the insurance requirements below. It is highly recommended that the Promoter confer with their respective insurance carriers or brokers to determine in advance of the availability of insurance coverage and notification requirements as prescribed and provided for herein.

a. Indemnification Agreement: Promoter agrees to hold harmless, indemnify, and defend County, its officers, officials, agents, employees, and volunteers from any loss or liability, financial or otherwise resulting from any claim, demand, suit, action, or cause of action based on bodily injury including death, personal injury, or property damage to property of others and to Promoter's property caused by any action, either direct or passive, the omission of, failure to act, or negligence on the part of Promoter, its employees, volunteers, agents, representatives, contractors, or subcontractors arising out of the use of the Park premises or by those other(s) who are specifically identified as being under the direction, supervision, or invitation of Promoter.

In the event of a lawsuit against the County, its officers, officials, agents, employees, or volunteers who are not otherwise being defended by Promoter and/or Promoter's insurance carrier, Promoter shall reimburse County at the conclusion of litigation for costs, , including but not limited to court costs, attorney's fees, and County personnel time, in having to defend such actions, unless litigation determines that County was solely negligent, and/or had engaged in intentional tort(s). Reimbursement for the time actually spent by County's in-house Counsel in having to defend County in said action, shall be charged at the rate which would be charged by private counsel for their services.

b. General Requirements: Promoter shall purchase Industrial Insurance and General Liability as described below. The cost of such insurance shall be borne by the Promoter.

c. Industrial Insurance: It is understood and agreed that there shall be no Industrial

Insurance coverage provided for Promoter by the County. As Promoter has no employees, it is their intent not to purchase Industrial Insurance. Promoter is to require all subcontractors to provide industrial insurance coverage and agrees to hold harmless, indemnify, and defend County from and against any claim filed by any Promoter employee or volunteer which would have been covered by Industrial Insurance, had it been in place.

d. Minimum Limits of Insurance:

i. General Liability: \$2,000,000 combined single limit per occurrence \$2,000,000 annual aggregate for bodily injury, personal injury and property damage. The limit provided by this policy will be dedicated to this event and any aggregate limit will not be eroded by any other extent loss or party. Coverage shall not be less than equivalent to the above form except upon prior written approval by County's Risk Management Division. All liability coverage shall be on an "occurrence" basis.

e. Deductibles and Self-Insured Retentions: Any deductibles or self-insured retentions must be declared to and approved by the County's Risk Management Division, in writing. 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 executing the underlying agreement. Any changes to the deductibles or self-insured retentions made during the term of this Agreement or during the term of any policy must be approved by the County's Risk Manager prior to the change taking effect.

f. Other Insurance Provisions: The policies are to contain, or be endorsed to contain, the following provisions:

i. The County, its officers, officials, employees and volunteers are to be covered as insureds as respects: liability, arising out of the activities performed by or on behalf of Promoter, including the insured's general supervision of Promoter; products and completed operations of Promoter; premises owned, occupied or used by Promoter; or automobiles owned, leased, hired or borrowed by Promoter. The coverage shall contain no special limitations on the scope of protection afforded to the County, its officer,

officials, employees or volunteers.

ii. Under the property damage coverage provided by the Promoter's insurance contract, it is understood that with respect to damage to County property by Promoter or by others under its direction, supervision, auspices, or invitation, it will be covered by the policy without regard to the County being an insured and the operation care custody and control exclusion.

iii. The full limits of liability provided by this policy including any general aggregate limit will apply separately to this event.

iv. Promoter's insurance coverage shall be primary insurance as respects as to County, its officers, officials, employees, and volunteers. Any insurance or self- insurance maintained by County, its officers, officials, employees, or volunteers shall be excess to Promoter's insurance and shall not contribute with it in any way.

v. Any failure to comply with reporting provisions of the policies shall not affect coverage provided by the Promoter to County, its officers, officials, employees or volunteers.

vi. Promoter's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

vii. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled or not renewed by either party, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to County.

g. Verification of Coverage: Promoter shall furnish County with original endorsements effecting coverage and with certificates for all insurance required by this contract. The endorsements and certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by County thirty (30) days prior to the event. County reserves the right to require complete certified copies of all required insurance policies at any time.

8. Termination. County shall have the right to terminate this Agreement and require immediate vacation of the premises in the event Promoter fails to comply with all the terms of this Agreement or any applicable federal, state, county or city laws, ordinances or rules.

9. Governing Law and Venue. The Agreement shall be governed by the laws of the State of Nevada, both as to interpretation and performance. Any lawsuit arising out of this Agreement shall be brought in the Second Judicial District for the State of Nevada. County does not waive and intends to assert any and all applicable NRS Chapter 41 liability limitations.
10. Attorney Fees. In the event either party is required to bring legal action to enforce the provisions of this Agreement, the prevailing party shall also recover reasonable attorneys' fees and costs of suit.
11. Assignment. This Agreement shall be binding upon the parties, their representatives, successors and assigns. No assignment or transfer of this Agreement or any part thereof shall occur unless mutually agreed upon in writing by both parties.
12. Modification. This Agreement may be modified in writing and signed by both parties.
13. Severability. Each paragraph and provision of the Agreement is severable, and if one or more paragraphs or provisions of the Agreement are declared invalid, the remaining paragraphs and provisions of this Agreement will, if possible, remain in full force and effect.
14. Entire Agreement. This Agreement and referenced exhibits incorporated herein constitutes the entire agreement between the parties with regard to the subject matter herein and supersedes all prior agreements, both written and oral, and all other written and oral communications between the parties.
15. Renewal. In the event the promoter successfully performs and complies with all the conditions of this Agreement, and the County determines that holding the event is in the best interest of the County, the Purchasing and Contracts Manager shall have the right to renew this agreement, with possible revisions including, but not limited to, applicable dates and fees, as specified by the County for future years of 2026 through 2029. Promoter and County have the right to not renew the agreement and discontinue the following year's festival based on the festival performance of the current year. The party that does not want to renew the agreement should notify the other party in writing no later than three months after the festival ending of the current year.
16. Payment to County. Promoter will pay \$45,990 for the event. Payment is due in full no later than May 20, 2025, 90 days prior to event start date.
17. Authority. Promoter represents and warrants that the signature block below for Lessee

accurately describes Promoter 's current ownership, partnership, agencies or representatives and capacities, that each such entity, including Promoter, has by proper action pursuant to each entity's respective formation documents duly authorized the execution of this Agreement or duly delegated such authority to a lawful representative, and that there exists no contractual or legal impediments to the execution and performance required hereunder by Promoter.

18. Waiver. Any failure on the part of either party to take action against the other for any breach of covenant herein shall not be construed to constitute a waiver of any other or subsequent breach.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the day and year first above written.

WASHOE COUNTY, NEVADA

Luis Palau Association

By _____
Open Space and Regional Park
Commission Chair

By _____
Carey Hart
Luis Palau Organization

STATE OF NEVADA)
)ss
COUNTY OF WASHOE)

On the ____ day of _____, 2025, Carey Hart personally appeared before me, a Notary Public, and acknowledged to me that he executed the above instrument for the purpose therein contained.

Notary Public



Washoe County Community Services Department

Regional Parks and Open Space

Special Event Questionnaire

WILL FOOD OR ALCOHOL BE SERVED OR PRESENT AT YOUR EVENT? YES NO

WILL FOOD BE? CATERED FOOD TRUCK OTHER *Potentially food vendors using tents*

WILL ALCOHOL BE? CATERED FOOD TRUCK OTHER

WILL FOOD BE SERVED/SOLD TO THE PUBLIC? YES NO

****IF YES, CONTACT WASHOE COUNTY HEALTH DISTRICT, ENVIRONMENTAL HEALTH SERVICES AT (775) 328-2434 AND WASHOE COUNTY BUSINESS LICENSE AT (775) 328-3733 FOR NECESSARY PERMITS. COPIES OF PERMITS MUST BE PROVIDED TO PARKS RESERVATIONS PRIOR TO THE EVENT**

WILL VENDORS BE PRESENT DURING THE EVENT? YES NO

TYPE OF VENDORS: FOOD MERCHANDISE ALCOHOL OTHER:

****CONTACT WASHOE COUNTY BUSINESS LICENSE (775) 328-3733 FOR NECESSARY PERMITS. COPIES OF PERMITS MUST BE PROVIDED TO PARKS RESERVATIONS PRIOR TO THE EVENT. GROUP IS ALSO RESPONSIBLE TO ENSURE VENDORS HAVE THE PROPER LICENSES, CERTIFICATES, AND PERMITS TO OPERATE IN WASHOE COUNTY.**

WILL YOU BE HAVING ANY TENTS OVER 400 SQUARE FEET IN SIZE? YES NO

IF YES: NUMBER OF TENTS: 3 SQUARE FEET OF TENT(S): 20x30 = 600, 20x40 = 800, 40x60 = 2400

WILL AMPLIFIED SOUND EQUIPMENT BE USED? YES NO (PRIOR APPROVAL IS REQUIRED)

IF YES, WHAT TYPE: RADIO/BOOMBOX/PHONE MICROPHONE OTHER: *Most recently we have used a Adamson line array system - concert style sound.*

WILL YOUR EVENT BE ADVERTISED TO THE PUBLIC? YES NO

IF YES, BY WHAT MEANS? *The event will be publicized through local churches and paid media campaign including radio advertising, billboards and print.*

SPECIAL REQUESTS NOT LISTED ON THIS QUESTIONNAIRE:

Additional Information/Requirements:

- Some events may require medical support or emergency response planning. For requirements contact Truckee Meadows Fire Protection District EMS Division at (775) 326-6000.
- A Certificate of Liability Insurance naming Washoe County as an additional insured in the amount of \$1,000,000 will be required and Due 30 Days Prior to the Event.
- Cleanup Crews, Parking Crews, Portable Restrooms, Handwash Stations, Dumpster, Additional Trash Receptacles and Liners May Be Required.
- If a reservable facility, other than requested, must be blocked from reservations to accommodate this event, the rental fee will be included in the amount due for your event.

I hereby submit my request to conduct the above Event/activity.

- I have read the Terms and Conditions and Cancellation Policy on the Washoe County Parks website. https://www.washoecounty.us/parks/rentals_and_permits/reservable_facilities/index.php
- I understand that fees and deposits are due upon approval of this event.
- 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 Parks 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 request/reservation.
- Any change in the information provided must be reported to Washoe County Parks immediately. Failure to do so may result in cancellation of my request/reservation.

Carey Hart

SIGNATURE (REQUIRED)

DATE