



**OUTDOOR
COMMUNITY EVENT
LICENSE APPLICATION**

1001 EAST 9TH STREET, BUILDING A

P.O. BOX 11130

RENO, NEVADA 89520-0027

(775) 328-3733

www.washoecounty.us

OUTDOOR COMMUNITY EVENT LICENSE GENERAL PROCEDURES

Definition: "Outdoor community event" means an assembly of more than 100 and less than 1,000 persons on any one day of the event gathered together for any purpose, at any location, other than a permanent building or permanent installation that has been constructed for and will accommodate the number of persons gathered therein.

1. **APPLICATION.** Complete the form in ink. This application is for events with attendance over 100 and less than 1,000 persons on any one day the event. There is a \$50.00 nonrefundable application fee. Applications will be returned if the application fee is not included. Three paper copies of the application and one electronic pdf file (memory stick or DVD) must be turned in at least 90 days before the event. The application must include all required forms.
2. **APPLICATION DEADLINE.** All applications must be submitted at least 90 days in advance of the event.
3. **LICENSING/PERMIT REQUIREMENTS.** An outdoor community event license is required on any public or private lands in the unincorporated area of Washoe County except for lands managed by the Washoe County Parks Department and state, trust, tribal, and federal lands. All events must meet land use/regulatory zone requirements before the license will be issued. For information on land use/regulatory zone requirements, call (775) 328-6100 with the parcel number(s) of the event. There are special application processes, depending on the size of the event:
 - a. *Events with between 100 and 299 people on any one day of the event.* These events require an outdoor community event license only. The Director of the Planning and Development Division shall approve, approve with conditions, or deny the license.
 - b. *Events with between 300 and 999 people on any one day of the event.* These events shall obtain both an outdoor community event license and an administrative permit. This application shall suffice for the outdoor community event license application and the administrative permit application. No additional fees are required for filing the administrative permit application. The Board of Adjustment shall approve, approve with conditions, or deny the license and permit.
4. **FEES.** The license fee for an outdoor community event is \$350.00 per day plus any booth fees if applicable. If the event is a carnival, circus or tent show the daily license fee is \$300, to a maximum amount of \$4,200, plus booth fees if applicable.

BOOTH FEES			
1-4 booths	\$ 25	50-59 booths	\$ 30
5-9 booths	\$ 50	60-69 booths	\$ 350
10-19 booths	\$ 100	70-79 booths	\$ 400
20-29 booths	\$ 150	80-89 booths	\$ 45
30-39 booths	\$ 200	90-100 booths	\$ 500
40-49 booths	\$ 250	More than 100 booths	\$ 500 plus \$5 for each booth in excess of 100

5. **INVESTIGATION.** The sheriff's office shall conduct a criminal history background check of the applicants (to include partners and corporate officers). Fingerprint impressions may be taken and submitted to the Nevada central repository for criminal history records and the Federal Bureau of Investigation. Fingerprint impressions will be taken after the application is turned in and deemed complete.
6. **CONDITIONS.** All conditions imposed by the Director or the Board of Adjustment for the outdoor community event license and/or the administrative permit must be met before the license will be issued.
7. **APPROVALS.** The application will be reviewed by the appropriate agencies. The application will be approved by the Director of the Planning and Development Division or the Board of Adjustment.
8. **ISSUANCE OF LICENSE.** The outdoor community event license will be issued after all fees have been paid **and** all necessary approvals have been received. The event license must be displayed prominently at the event and **must be** available for inspection. This license is valid only for the event authorized and not for any other event.

OUTDOOR COMMUNITY EVENT LICENSE/PERMIT

Materials required for submittal

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

Application fee

_____ \$50 non-refundable application fee

*\$65 Farmers Market
application fee*

Daily fee(s)

_____ \$350 daily fee plus appropriate booth fees

Carnival, circus or tent show fees

_____ \$300 daily fee (maximum of \$4200) plus appropriate booth fees

_____ Three packets and one electronic pdf file (memory stick or DVD). Each packet shall include the completed application and event plan. The event plan must include:

_____ Site plan showing the arrangement of all facilities; including ingress, egress, parking and camping; and,

Detailed explanations for:

_____ Security and fire protection

_____ Water supply and facilities

_____ Sanitation facilities

_____ Medical facilities and services

_____ Vehicle parking spaces

_____ Vehicle access and on-site traffic control

_____ Communication system

_____ Illuminating the premises (if applicable)

_____ Camping (if applicable)

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

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

_____ Copy of partnership papers (if applicable)

_____ Insurer Information and copy of insurance policy specific to event (copy must be furnished prior to the issuance of the license)

Submission Materials (continued)

- _____ Property ownership affidavit and permission to conduct event signed by each property owner(s) and notarized (separate form for each property owner)
- _____ Vendor list
- _____ Statement of Assets
- _____ Statement of Liabilities
- _____ Personal history of all applicants (to include corporate officers and partners)
- _____ Names and addresses of any person contributing, investing or having an expected financial interest greater than \$500 in producing the event
- _____ Names and addresses of any person expected to provide, for consideration, services or activities ancillary to or in conjunction with the event
- _____ Release of claims and authorization to release information signed by each applicant (to include corporate officers and partners) and notarized

OUTDOOR COMMUNITY EVENT APPLICATION

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

Application date: February 26, 2019

Applicant Information

Applicant's name: Lake Tahoe Markets, LLC - Steve Rozier, Manager

Mailing address: P.O. Box 11775, Zephyr Cove, NV 89448
Street or PO Box City State Zip code

Phone: [Redacted] (Business) _____ (Home) _____ (Cell) _____

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

Is the applicant a(n): Corporation Partnership Individual

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

Name	Address	Title

Event Information

Name of Event: Incline Village Farmers Market

Date(s) of Event: Thursday May 23 - August 29 Hours of operation: 3:00 pm - 6:00 pm Every Thursday

Location of Event: 855 Alder Ave. Incline Village

Assessor Parcel Number(s): 132-020-05

Description of Event: Farmers Market

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

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

If yes, amount and type of fee(s): _____

When will fee be collected? Pre-sales At entrance

Approximate number of participants and other persons: Up to 19 Vendors

Approximate number of customers and spectators: 200+

Approximate maximum number of persons on any one day of the event: 299

Will food and/or beverages be served? Yes No

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

Will alcoholic beverages be served? Yes No

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

Will there be live music? Yes No

OUTDOOR COMMUNITY EVENT LICENSE

Insurer Information

(see Insurance, Hold Harmless & Indemnification Requirements)

Name of Insurer: State Farm Insurance Policy number: [REDACTED]

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

Address of Insurer: Erik Watada Agency, PO Box 1429, Zephyr Cove NV 89448
Street City State Zip code

Limits of liability: \$2,000,000 / \$4,000,000

HISTORY OF SIMILAR EVENTS

(attach additional sheets if needed)

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

Incline Village Farmers Market at Tunnel Creek - Summer 2012, 2013, 2014, 2015
Incline Village Farmers Market at Incline Lake Tahoe School
Summer 2016
Washoe County Business License issued for all years

Vendor List

(attach additional sheets if needed)

Name of Vendor	Type of service or product
<u>Fresh Way Fish</u>	<u>Fresh Frozen Seafood</u>
<u>First Fruits Sustainable Farms</u>	<u>Local Honey / Pork</u>
<u>DVA</u>	<u>Produce</u>
<u>Other local / regional Farms</u>	<u>Produce</u>
<u>Other vendors which will vary week to week</u>	

**OUTDOOR COMMUNITY EVENT
PERSONAL HISTORY**

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

Name in full: Steve T Rozier
First Middle Last

List ALL other names you have been known by: Same

Residence address: 299 Elk Point Rd, Zephyr Cove, NV 89448
Street City State Zip Code

Residence phone: _____ Business phone: 775-339-1203

Name of your present business or employer: Lake Tahoe markets

Business address: PO Box 11775 Zephyr Cove, NV 89448
Street City State Zip Code

Type of business: Farmers Market Position: Owner / Manager

How long engaged in this business: 2 yrs

Date of birth: [REDACTED] Age: 45 Place of birth: Iowa

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

Dates From and To	City	State
<u>2007-2011</u>	<u>South Lake Tahoe</u>	<u>CA</u>
<u>2011-2014, 2016-pres</u>	<u>Zephyr Cove</u>	<u>NV</u>
<u>2014-2015</u>	<u>Incline Village</u>	<u>NV</u>

I, the undersigned, have answered all questions in this application and to the best of my knowledge all answers are true and correct. I further understand that disclosure of any false, misleading or incorrect answers could result in the denial of the license. The filing of the application does not authorize the conducting of any event for which a license is required, and any carrying on of such event before a license is issued may also be grounds for denial of a license.

Steve Rozier
 Printed name of applicant


 Signature of applicant

2/26/2019
 Date

**OUTDOOR COMMUNITY EVENT
RELEASE OF CLAIMS**

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

The undersigned has filed with Washoe County Business License an application for outdoor community event license. In consideration of the assurance by the Board of County Commissioners that no vote on said application will be taken except after a deliberate, intensive and thorough investigation of the undersigned, including but not limited to criminal history background, associates and finances, the undersigned does for himself, his heirs, executors, administrators, successors and assigns, hereby release, remise and forever discharge the County of Washoe, Washoe County Sheriff's Office, Washoe County Commission, and Washoe County Business License from any and all manner of actions, causes of action, suits, debts, judgments, executions, claims, and demands whatsoever, known or unknown, in law or equity, which the undersigned ever had, now has or may have, or claim to have against any or all of said entities or individuals arising out of or by reason of the processing or investigation of or other action relating to the undersigned application.

AUTHORIZATION TO RELEASE INFORMATION

As an applicant for an outdoor community event license with Washoe County Business License, I am required to furnish information for use in determining my qualifications. In this connection, I authorize release of any and all information of a confidential or privileged nature.

I hereby release you, your organization and others from liability or damage, which may result from furnishing the information requested. This release will expire 180 days after the date signed.

I, the undersigned, have read this release and understand all its terms; I execute it voluntarily and with full knowledge of its significance.

IN WITNESS WHEREOF, I have executed this release at Douglas County, NV on the 26 day of February, 2019.

Steve Rozier
Printed name of applicant

[Signature]
Signature of applicant

Subscribed and sworn to before me this 26th day of February, 2019

[Signature]
Notary Public in and for said county and state

My commission expires: 4/22/20



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

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

INDEMNIFICATION & HOLD HARMLESS

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

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

INSURANCE REQUIREMENTS

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

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

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

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

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

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

Incline Village Farmers Market
Name of Event

Thursdays - May 23 -
Date(s) of Event August 29, 2019

Steve Rozier - Lake Tahoe Markets, LLC
Applicant's name (printed)

[Signature]
Applicant's signature

Date: February 26, 2019

**OUTDOOR COMMUNITY EVENT
(Outdoor Festivals)
WASHOE COUNTY CODE CHAPTERS 25 & 110**

EXTRACT FROM WASHOE COUNTY CODE CHAPTER 25

25.013 Definitions. (extract, definitions for Outdoor Festivals only)

14. "Outdoor community event" means an assembly of more than 100 and less than 1000 persons on any 1 day of the event gathered together for any purpose, at any location, other than a permanent building or permanent installation that has been constructed for and will accommodate the number of persons gathered therein.

15. "Outdoor festival" means an assembly of 1,000 or more persons on any 1 day of the event gathered together for any purpose, at any location, other than a permanent building or permanent installation that has been constructed for and will accommodate the number of persons gathered therein.

25.263 Definitions. As used in sections 25.263 to 25.305, inclusive:

1. The terms "outdoor community event" and "outdoor festival" have the meanings ascribed to them in section 25.013.

2. "Carnival" means a traveling business providing commercial entertainment consisting of sideshows, concessions, rides, games of chance, and other amusements. When held outdoors, a carnival is a type of outdoor festival or outdoor community event.

3. "Circus" means a traveling business providing commercial performances by acrobats, trained animals, clowns, jugglers, and others within a tent or arena. When held outdoors or in a tent, a circus is a type of outdoor festival or outdoor community event.

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

[§4, Ord. No. 1099; A. Ord. No. 1138]

25.265 License required for certain outdoor events. In addition to complying with the general provisions of this chapter, a person must secure a license in accordance with sections 25.263 to 25.305, inclusive, to operate or conduct:

1. An outdoor festival including, without limitation, an outdoor circus, carnival, or other outdoor entertainment event for 1000 or more persons on any one (1) day of the event for which an outdoor festival license is required pursuant to sections 110.310.15 and 110.310.20 inclusive.

2. An outdoor community event. The license is in addition to any administrative permit granted pursuant to section 110.310.15.

[§5, Ord. No. 1099; A. Ord. Nos. 1138, 1260]

25.267 License valid for one event only. A license issued under sections 25.263 to 25.305 is valid only for the event authorized and not for any other event.

[§6, Ord. No. 1099]

25.269 Applicability. A person must secure a license under section 25.283 to conduct or operate any outdoor event listed in section 25.265 proposed to take place on public or private lands in the unincorporated area of Washoe County, except for lands managed by the Washoe County Parks Department and state, trust, tribal, and federal lands.

[§7, Ord. No. 1099]

TERM SHEET

Parties:	Washoe County Community Services (WCCSD) 1001 E. 9 th Street, Reno, NV 89520-0027 Steve Rozier, Lake Tahoe Markets, LLC PO Box 11775, Zephyr Cove, NV 89448
Purpose/Objective:	Lake Tahoe Markets to hold a Farmers Market every Thursday Starting date May 23, 2019 through August 29, 2019 845 Alder Avenue, Incline Village, Nevada 89451 Reservation time (1:00 p.m. to 7:00 p.m.) includes setup, takedown and cleanup. The Market will be open to the public 3:00 p.m. to 6:00 p.m.
Lease Term:	May 23, 2019 through August 29, 2019
Permitted Use:	Local food for sale and activities
Location:	845 Alder Avenue, Incline Village, Nevada 89451 The location of the Market to be in the upper parking lot in front of the library/service center. The lower lot in front of the service center is to be reserved for Forest Service vehicles and library staff vehicles.
Parking:	The lower and upper lots in front of the library will be available for library patrons and Market attendees.
Required Facility Use Insurance:	\$1M General Liability and \$1M Auto Liability to be on file with WCCSD.
Fees:	Application Fee – Waivered \$65.00 special event fee, plus the vendor/booth fees (estimating 19 booths = \$100).
Hold Harmless Agreement	A Facility Use Hold Harmless Agreement to be signed and on file with WCCSD.

Lake Tahoe Markets agrees to operate in accordance with all State of Nevada, Washoe County and Incline Village regulations and laws pertaining to its operation and to abide by the following policies:

A Facility Use Application is to be completed and on file with WCCSD. All uses and proposed uses are to comply with the Washoe County Facilities Use Policy.

All facility rules and regulations must be followed at all times.

Insurance certificates must be received and accepted by the Department no later than 14 days prior to the event. For reservations made less than 14 days prior to the event, insurance certificates must be received and accepted by WCCSD within 48 hours prior to the start time of the event.

All uses and proposed uses are to comply with the Outdoor Community Events application, completed by Lake Tahoe Markets, accepted and approved by WCCSD, and to be on file with WCCSD.

License will be revoked if any events violate any Department or Washoe County policy, or any local, state or federal law, are prohibited.

Cancellation/Termination of Event

1. Reservations may be cancelled by WCCSD before the event for failure to meet conditions and terms of the permit.
2. A reservation may be cancelled before, or terminated during the event, for any of the following reasons:
 - a. Information provided on the Facility Use Permit differs greatly from the actual event.
 - b. Member(s) of the group is in violation of local, state or federal laws or ordinances.
 - c. Department or Washoe County Policy is violated.
 - d. Imminent danger to staff and/or guests.
 - e. Authorities order an evacuation of the facility area.
 - f. Hazardous weather conditions.

Dave Solaro, Director
Washoe County
Community Services Department



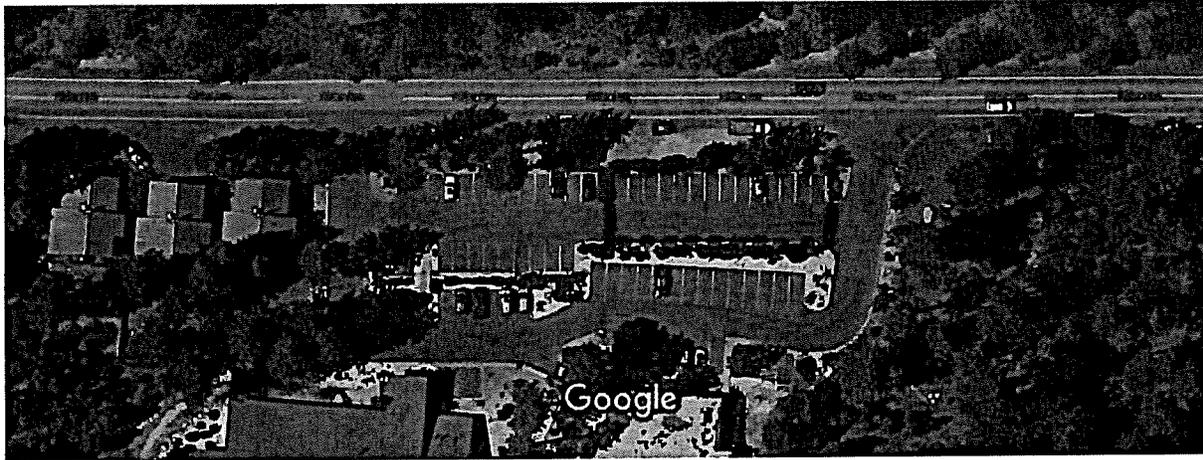
Steve Rozier
Lake Tahoe Markets, LLC

Date

3/13/2019

Date

Google Maps



Incline Village Farmers Market
(see area designated in red)

845 Alder Avenue, Incline Village, NV
Location of the Market to be in the upper lot
in front of the old library/service center.

The lower lot in front of the service center is to be reserved
for Forest Service vehicles and library staff vehicles.

LAKE TAHOE MARKETS
PO BOX 11775
ZEPHYR COVE, NV 89448

April 2, 2019

Odalys Rodriguez
Office Assistant III
Washoe County Community Services Department
1001 E. Ninth Street, Building A
Reno, NV 89512

Dear Ms. Rodriguez,

Per your conversations with Steve Rozier, enclosed please find Lake Tahoe Markets' check for \$100 for booth fees. It is my understanding that the application has been approved and booth fee payment is the last step in the process.

Thank you for your assistance.

Sincerely,



Jill Rozier
Lake Tahoe Markets