

**OUTDOOR
COMMUNITY EVENT
LICENSE APPLICATION**

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

(775) 328-3733

www.washoecounty.us

**TahoeberFest Community Event Celebration 2023
September 30, 2023 at Aspen Grove/Village Green
Hosted by the Incline Village/Crystal Bay Veterans Club
(IV/CB Vets Club)**

Introduction

The Incline Village/Crystal Bay Veterans Club, an entity of the Incline Village General Improvement District (IVGID) has taken over the implementation of an annual TahoeberFest event. The Veterans' Club has taken over the event as a community event and fundraiser to support local veterans, veteran support efforts and JROTC scholarships.

2023 Veterans TahoeberFest Overview:

Date of the Event: Saturday September 30, 2023

Time of Event: 10:00am to 4:00pm

Location of Event: 960 Lakeshore Blvd, Incline Village, NV 89451

Attendance Projections: 600-800 during the six-hour event

Menu: Incline Spirits & Cigars will be responsible for typical Oktoberfest style foods; ie. Bratwurst, pretzels, and beer etc. Other outside vendors may choose to participate in this event and will provide the appropriate licenses and permits.

Alcoholic Beverage Service:

Incline Spirits & Cigars is responsible for the station serving beer, wine, root beer soda and Tahoe tap water. The appropriate permits and regulations are followed and met by the licensee above.

Minors Attending the Event: At registration, guests are required to show ID to determine if they are of drinking age. Those under the age of 21 years will receive one color wristband. To those guests 21 years and older, a different color wristband will be issued. Staff MUST check attendees' wrist bands to ensure they are 21 years of age before serving alcohol. Outside vendors will comply with the same requirements.

Board Member Assignments:

IVGID liaison to the event – Jennifer Moore, IVGID Parks & Recreation Supervisor
Approximately 20 Veterans Club Board & Club members will be responsible for collecting money at the admission gates, issuing/affixing appropriate wristbands, and overseeing operations of the event.

Volunteer Assignments:

Approximately 20 volunteers will greet people, clear plates, wipe tables, and keep the area clean for a steady flow of new diners, and resupply condiments.

Volunteer Clearance:

Volunteers are verified by IVGID Parks & Recreation through a formal volunteer screening process. All volunteers sign a liability waiver.

PARKING, REGISTRATION AND DIAMOND PEAK SKI RESORT SITE MAP

Parking and Traffic: Attendees will walk, bike or drive to the event. There is ample parking at Village Green, over flow parking lot, and the beach parking lot across the street.

- There are a few entrances to the event. One could enter from Incline Way or from Lakeshore Blvd.
- Guests will enter and exit from these points. The entrance points will remain open during the event assisted by volunteers.

HEALTH AND LIQUOR PERMIT AND INSURANCE

Health: The IV/CB Veterans Club received their Health Permit on April 15, 2023. A copy of the application is included. (To be updated in July 2023)

Liquor: IVGID's Aspen Grove Liquor License number is W030300Q-LIC

(Expires 4/1/2023) This one will be updated.

Business License: IVGID's Aspen Grove Business License is W17326A-LIC

(Expires 1/31/2024)

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

OUTDOOR COMMUNITY EVENT LICENSE/PERMIT

Materials required for submittal

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

Application fee

\$50 non-refundable application fee

Daily fee(s)

\$350 daily fee plus appropriate booth fees

Carnival, circus or tent show fees

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

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

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

Detailed explanations for:

Security and fire protection

Water supply and facilities

Sanitation facilities

Medical facilities and services

Vehicle parking spaces

Vehicle access and on-site traffic control

Communication system

Illuminating the premises (if applicable)

Camping (if applicable)

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

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)

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
- N/A _____ 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 LICENSE GENERAL PROCEDURES

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

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

BOOTH FEES			
1-4 booths	\$ 25	50-59 booths	\$ 300
5-9 booths	\$ 50	60-69 booths	\$ 350
10-19 booths	\$ 100	70-79 booths	\$ 400
20-29 booths	\$ 150	80-89 booths	\$ 450
30-39 booths	\$ 200	90-100 booths	\$ 500
40-49 booths	\$ 250	More than 100 booths	\$ 500 plus \$5 for each booth in excess of 100

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

OUTDOOR COMMUNITY EVENT APPLICATION

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

Application date: 5-17-2023

Applicant Information

Applicant's name: Incline Village General Improvement District (IVGID)

Mailing address: 893 Southwood Blvd. Incline Village, NV. 89451
Street or PO Box City State Zip code

Phone: 775.832.1302 (Business) — (Home) 650.619.2555 (Cell)

Email: JLM @ IVGID. org

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

Is the applicant a(n): Corporation Partnership Individual Gov't Agency

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

Name Address Title

N/A

Event Information

Name of Event: Tahoeber Fest

Date(s) of Event: 9/30/23 Hours of operation: 10 am - 4 pm

Location of Event: 960 Lakeshore Blvd, Incline Village, NV. 89451

Assessor Parcel Number(s): 127-010-07

Description of Event: Outdoor Community OktoberFest to include: Food, Beverages,

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

Will an admission fee be charged for your event? Yes No
If yes, amount and type of fee(s): \$40 Adults, \$20 kids, Designated Drivers

When will fee be collected? Pre-sales At entrance

Approximate number of participants and other persons: 600-800

Approximate number of customers and spectators: 600-800

Approximate maximum number of persons on any one day of the event: 600-800

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: Nevada Public Agency Ins. Pool Policy number: #NPAIP2022023

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

Address of Insurer: 201 South Loop St. #102 Carson City, NV. 89701

Street

City

State

Zip code

Limits of liability: Casualty - \$10m per event / \$10m annual aggregate

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.

none - new event

Vendor List

(attach additional sheets if needed)

Name of Vendor

Type of service or product

Incline Spirits & Cigars

Brats, Beer & Wine

OUTDOOR COMMUNITY EVENT

PERSONAL HISTORY

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

Name in full: Jennifer Moore
First Middle Last

List ALL other names you have been known by: Jennifer Watkins

Residence address: [Redacted]
Street City State Zip Code

Residence phone: [Redacted] Business phone: 775.832.1302

Name of your present business or employer: Incline Village General Improvement Dist.

Business address: 893 Southwood Blvd, Incline Village, NV. 89451
Street City State Zip Code

Type of business: Government Position: Recreation Supervisor

How long engaged in this business: 9+ years

Date of birth: [Redacted] Age: [Redacted] Place of birth: [Redacted]

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

Jennifer Moore
Printed name of applicant

[Handwritten Signature]
Signature of applicant

5/17/23
Date

