



SPECIAL EVENT
(TEMPORARY SALES OR
SERVICES LICENSE)
APPLICATION

1001 EAST 9TH STREET, BUILDING A

P.O. BOX 11130

RENO, NEVADA 89520-0027

(775) 328-3733

www.washoecounty.us

**SPECIAL EVENT
(Temporary Sales or Services License)
GENERAL PROCEDURES**

Definition: "Special event" means an assembly of less than 100 persons on any one day of the event. A special event license is not required for events held on lands owned or managed by the Washoe County Regional Parks and Open Space Department (for example, established parks). An approved special event will be issued a temporary sales or service business license.

1. **APPLICATION.** Complete the form in ink. This application is for events with attendance less than 100 persons on any one day the event. ***If your event will have more than 100 persons on any one day of the event, you must apply for either an outdoor community event license (100 to 999 persons on any one day of the event) or an outdoor festival license (more than 1,000 persons on any one day of the event).*** These event licenses are not required, however, if your event is being held on lands owned or managed by the Washoe County Regional Parks and Open Space Department, or held on state, trust, tribal, or federal lands
2. **PARK FACILITY.** If utilizing a Washoe County park facility, you must reserve the park in advance. Please call the Regional Parks and Open Space Department at 823-6501.
3. **APPLICATION DEADLINE.** All applications must be submitted at least 30 days in advance of the event.
4. **LICENSING REQUIREMENTS.** All special event (temporary sales or service) licenses are valid for a maximum of 31 days in a calendar year. Event dates must be included as part of the application. Other requirements include:
 - Animal shows, consisting of exhibitions of domestic or large animals, are valid for a maximum time period of 7 consecutive days.
 - Christmas tree sales are allowed between Thanksgiving Day and December 31.
 - Pumpkin patches are allowed from October 1 to November 5.
 - Seasonal firewood sales are valid for 90 days between September 1 and March 31. Seasonal firewood sales cannot be part of a permitted, permanent firewood sales business. Seasonal firewood sales must also meet certain land use and zoning requirements.
5. **FEES.** The license fee for a temporary sales or service license is \$65.00, plus any booth fees if applicable. Additional fees may be required if alcohol is to be served during the event.

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. **APPROVALS AND AGENCY SIGN-OFFS.** The applicant will be directed to applicable agencies for approval. This approval will be recorded by the agency on a sign-off list provided to the applicant. These agencies may charge fees as part of the approval process for inspections or other matters.
7. **ISSUANCE OF LICENSE.** The temporary sales or service license will be issued after all fees have been paid and all necessary approvals have been received. The business license receipt demonstrates proof of payment and acts as the special event (temporary sales or service) license. This license must be displayed prominently at the event and must be available for inspection. The license is valid only for the event authorized and not for any other event.

SPECIAL EVENT APPLICATION

(Temporary Sales or Service License)

Application date: _____

Applicant Information

Applicant's name: _____

Mailing address: _____

Street or PO Box

City

State

Zip code

Phone: _____ (Business) _____ (Home) _____ (Cell)

Event Information

Name of Event: _____

Sponsor's Name: _____

Date(s) of Event: _____

List all dates proposed for the event. Most special event licenses may be issued for 31 calendar days in a year.

Hours of operation: _____

Location of Event: _____

Assessor Parcel Number(s): _____

Will the event be held at a Washoe County Park facility? Yes No

(If yes, please contact the Regional Parks and Open Space Department at 823-6501 for reservations)

Description of Event: _____

Are you representing a charitable or a not for profit organization? Yes No

If yes, name of organization: _____

The primary purpose of the event or activity is:

Charity fundraising

Group fundraising

Program for community benefit

Government activity

Other: _____

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: _____

Approximate number of customers and spectators: _____

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

Approximate number of vehicles to be parked at the event: _____

Parking Facilities: Location _____ Spaces available _____

