



**SPECIAL EVENT
(TEMPORARY SALES OR
SERVICES LICENSE)
APPLICATION**

WASHOE COUNTY BUSINESS LICENSES

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 people per day of the event. 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 people per day the event unless the event is held on Federal, State, trust, or tribal lands. *If your event will have 100 or more people 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 (1,000 or more 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 Washoe County Regional Parks and Open Space, or held on Federal, State, trust, or tribal lands.
2. **PARK FACILITY.** If utilizing a Washoe County park facility, you must reserve the park in advance. Please call Regional Parks and Open Space at 823-6500.
3. **APPLICATION DEADLINE.** All applications must be submitted at least 30 days in advance of the event.
4. **PROPERTY OWNER APPROVAL.** All applications must include a completed and notarized *Affidavit of Property Ownership and/or Permission to Conduct Event* (attached) form giving permission to set up and provide temporary sales/services on their property.
5. **LICENSING REQUIREMENTS.** All special event (temporary sales or service) licenses are valid for a maximum of 31 days in a calendar year (unless noted otherwise below). 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 seven consecutive days.
 - *Christmas tree sales* are allowed between Thanksgiving Day and December 31st.
 - *Distressed Merchandise sales* are valid for a period of 90 days or less.
 - *Flea Markets and/or Farmer's Markets* may be charged additional booth fees if applicable. Applicants will be required to obtain a registration card from the Sheriff's Office.
 - *Garage and/or Yard Sales* licenses are required only if such sales exceed 72 hours in duration or occur on the same property more than twice in any six month period.
 - *Pumpkin patches* are allowed from October 1st to November 5th.
 - *Seasonal firewood sales* are valid for 90 days between September 1st and March 31st. 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.
 - *Solicitation by a Charitable Organization* licenses are valid for maximum of 90 consecutive days and the license fee is \$75.00. Applicants require a registration card from the Sheriff's Office.
6. **FEES.** The license fee for a temporary sales or service license is \$65.00. An additional fee will be added for the appropriate number of vendor booths (see table below). If intoxicating liquor is proposed to be served, a separate temporary intoxicating liquor license application is required. The temporary intoxicating liquor license fee is \$125.00. The temporary intoxicating liquor license will not be issued until after the approval and issuance of the temporary sales or services license.


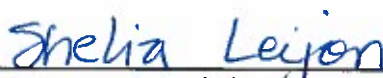
BOOTH FEES			
1-4 booths	\$ 25	50-59 booths	\$ 300
5-9 booths	\$ 50	60-69 booths	\$ 350
10-19 booths	\$ 100	70-79 booths	\$ 400
20-29 booths	\$ 150	80-89 booths	\$ 450
30-39 booths	\$ 200	90-100 booths	\$ 500
40-49 booths	\$ 250	More than 100 booths	\$ 500 plus \$5 for each booth in excess of 100

7. **APPROVALS AND AGENCY SIGN-OFFS.** The applicant will be directed to applicable public agencies for approval. This approval will be recorded by the agency on a sign-off list provided to the applicant. These agencies will contact you separately if more information or changes to the application are required. Untimely return of the information or changes to the application may jeopardize license review and approval. Any food vendors, solid waste disposal, and sanitation needs will require separate permits from the Washoe County Health District (775-328-2434). If any reviewing public agencies have any additional application or permit fees, they will so inform you.

8. **CONDITIONS OF APPROVAL.** One or more of the reviewing public agencies may recommend conditions be attached to the temporary sales or services license. Washoe County Business License will determine which conditions are attached to the license, and issue the license with those conditions. All conditions must be met to the satisfaction of the imposing public agency, and it is the applicant's responsibility to contact the agency for condition compliance. Failure to comply with any pre-event conditions may cause Washoe County to not issue the temporary sales or services license. Failure to comply with during-event conditions may cause Washoe County to take appropriate measures to revoke or suspend the license. Failure to comply with post-event conditions may cause Washoe County to impose more stringent conditions on, or potentially jeopardize the approval of, future temporary sales or services license applications.

9. **ISSUANCE OF LICENSE.** The temporary sales or services license will be issued after all fees have been paid and all necessary approvals, with or without recommended conditions, have been received from reviewing public agencies. The temporary sales or services license receipt demonstrates proof of payment and acts as the temporary sales or service license, if the applicant does not receive the printed Washoe County temporary sales or services license. The license will be sent to the applicant by Email as an attached file. If an Email address is not provided in the application, the license will be sent through U.S. Postal Mail to the applicant's mailing address. **The license or receipt must be displayed prominently at the event and must be available for inspection.** The license is valid only for the temporary sales or services as contained in this application and approved/issued by Washoe County Business License, and not for any other event or location.

All applications must be signed and dated below by the applicant. By signature, the applicant attests an understanding of the application submittal requirements as contained in the General Procedures; understands that conditions may be attached to the temporary sales or services license and will comply with all imposed conditions; and, will not set up nor sell/provide services or products until the temporary sales or services license is approved and issued.



(signature)
(printed name)
 Date: April 17, 2019

**SPECIAL EVENT APPLICATION
Temporary Sales or Services License**

Application date: April 17, 2019

Applicant Information

Applicant's name: Shulin Leijon
Mailing address: 553 Boothill Court TV NV 89451
Street or PO Box City State Zip code
Phone: _____ (Business) 775.832.1330 (Home) 775.762.1091 (Cell)

Event Information

Name of Event: Rotary 2019 July 4th Rubber Duck Race
Sponsor's Name: Rotary Club of Incline Village
Date(s) of Event: July 4, 2019

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

Hours of operation: 12 noon - 1:30pm
Location of Event: Third Creek (north of foot bridge South of Incline
(Aspen Grove)
Assessor Parcel Number(s): _____

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

(If yes, please contact Regional Parks and Open Space at 823-6500 for reservations)

Description of Event: Ducks are released in "heats" of 200 ducks max (depending
on duck sales). Wranglers and netting catch ducks at the
end of the race located no. of the footbridge. Final heat determines
winner
Are you representing a charitable or a not for profit organization? Yes No

If yes, name of organization: Rotary Club of Incline Village

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): purchased numbered ducks (see attached)
When will fee be collected? Pre-sales At entrance

Approximate number of participants and other persons: 82
Approximate number of customers and spectators: 70
Approximate maximum number of persons on any one day of the event: 82
Approximate number of vehicles to be parked at the event: 75

Parking Facilities: Location See attached parking plan Spaces available _____

2019 Rotary July 4th Rubber Duck Race Hosted by Rotary Club of Incline Village

Introduction

For over a decade, The Rotary Club of Incline Village has hosted their signature Rubber Duck Race during the July 4th celebration in Incline Village. Rotary begins selling numbered Rubber Ducks in April at Raley's shopping center and at various events throughout the Village. A maximum of 1200 ducks are sold. The various price points are \$10 for one duck, \$25 for three ducks \$100 for a platinum duck of which a maximum of 100 are sold. The money raised through duck sales provides prize money with the remainder of the funds being used by Rotary to support Rotary's philanthropic programs.

2019 4th of July Rubber Duck Race Overview

Date of the Event: Thursday July 4th 2019

Time of Event: 1200 to 1300

Location of Event: Incline Third Creek adjacent to Aspen Grove, 960 Lakeshore Blvd, Incline Village, NV

Reservations and Advance Ticket Sales:

- At sales locations

Ticket Price: \$10/ ducks, \$25/ 3 ducks and \$100/platinum ducks

Maximum Attendance Projections: 82

Volunteer Assignments and Numbers

- Advance duck sales
- Day of duck setters
- Day of duck wranglers
- Race announcers

Rotary Volunteers are identified by Rotary shirts and name badges. All volunteers are members of Rotary Club of Incline Village.

PARKING, ASPEN GROVE & THIRD CREEK SITE MAP

Parking and Traffic: Historically participants, spectators and guests walk in to the Duck Race. Because the event is held on July 4th the IVGID Parking and Traffic Plan applies. For those who are driving to the event, street parking on Incline Way, parking at the Recreation Center and Overflow Lot is available. Permission has been obtained from IVGID for the use of all parking lots owned by IVGID.

Please see Figures 1, 2, and 3 for parking reference.

A letter from IVGID authorizing the use of the lots and Aspen Grove for the Duck Races is included.

Race Participation and Observation: Ducks are sold in advance at Raley's shopping center and local various events throughout the Village. A maximum of 1000 ducks are sold. Rotary Volunteers facilitate the duck race on Third Creek south of Incline Way and north of the footbridge. The area surrounding Third creek is an IVGID open space

Please see Figures 4 and 5 for detailed maps of Aspen Grove and Third Creek.

SECURITY AND SAFETY

Communication, Medical Aid and Emergency Evacuation:

Medical Aid: There is an AED and First Aid kit located in the Aspen Grove Building. Volunteers will be instructed to call 911 in the event of a Medical Emergency. All volunteers will carry cell phones and walkie-talkies. There is a landline located in the Aspen Grove building.

Emergency Evacuation: In the days leading up to the event Rotary will monitor the weather through NOAA. Should extreme weather be imminent, the decision for event cancellation will be made 24 hours in advance. In the event of an unexpected storm, or emergency event participants who came to the on foot will be directed to shelter in place in the Aspen Grove building. Participants who drove to the event will be advised to shelter in their cars. Should it be determined that the emergency requires evacuation

from the event location, the Incline Village Recreation Center Gym, 980 Incline Way, Incline Village NV 89451 will become an emergency shelter. Volunteers will lead participants to the Rec Center by traveling the pathways on either side of the Village Green, crossing Incline Way and reaching the Rec Center entrance on the east side of the building, via the access road.

Restrooms: Restrooms are located in Aspen Grove (1 male/1 female), on Village Green (2 male/2 female/1 ADA) and in the Aspen Grove parking lot (2 non-gender specific port-a-potties provided by IVGID).

WASHOE COUNTY GAMING PERMIT AND INSURANCE

Gaming License: A copy of the Gaming License is included

Insurance Rider: Rotary Club of Incline Village, covered under the Rotary International, is Self-Insured. A copy of the current Rotary International policy is included in this packet, however it should be noted that a new policy will be provided on July 1, 2019 as Rotary operates on the July 1 – June 30 Fiscal Year.

Parking and Aspen Grove Sitemap



Figure 1: Aspen Grove Parking

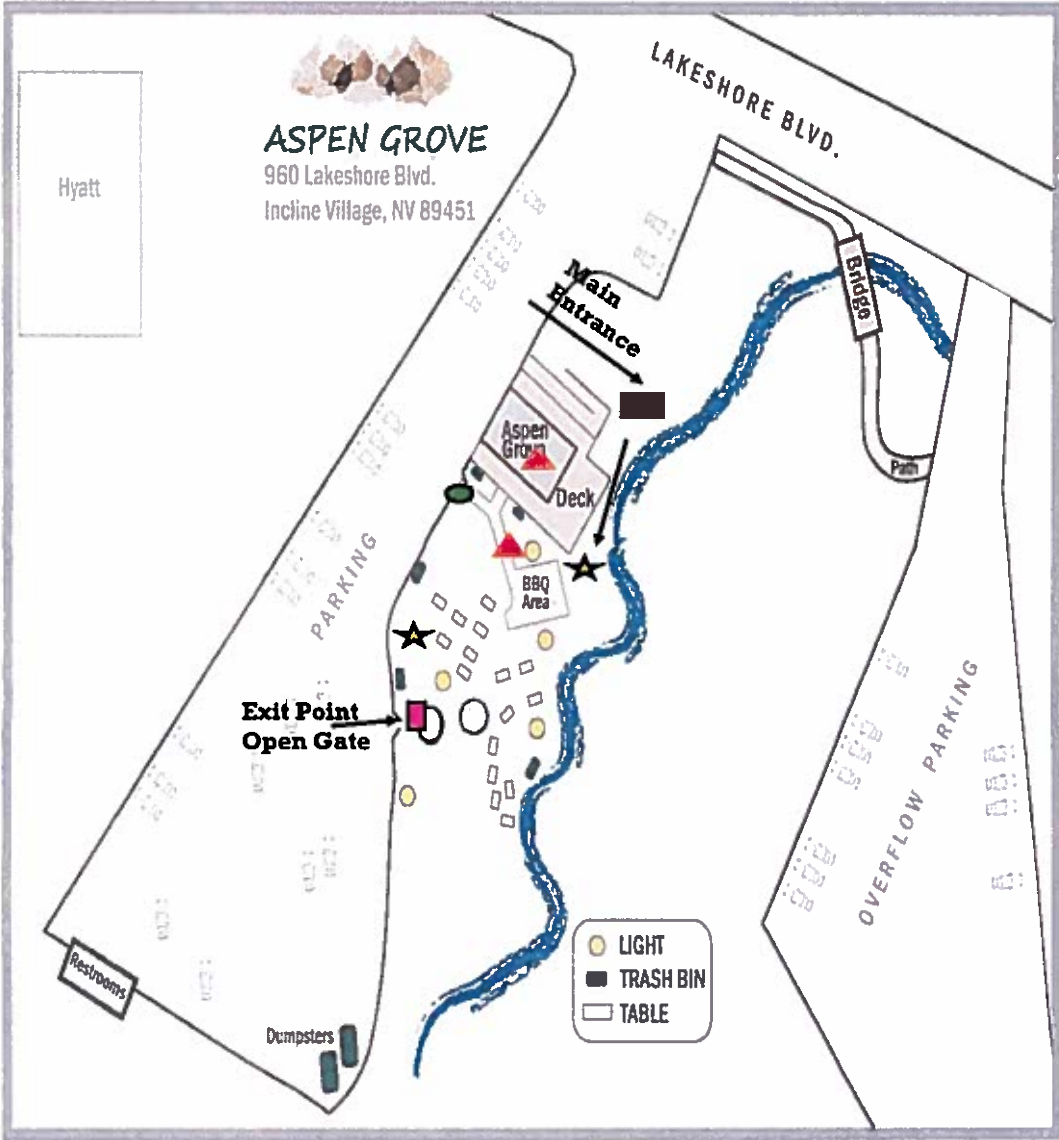


Figure 2: Overflow Parking



Figure 3: Incline Rec Center Parking

ASPEN GROVE



KEY

- Entrance/exit location to the event—gate open
- ▲ Fire Extinguisher locations
- ★ Handwashing stations
- Exit only location—gate closed but accessible
- Exit point (open gate)

Figure 4: Aspen Grove

near Incline Village — Washoe

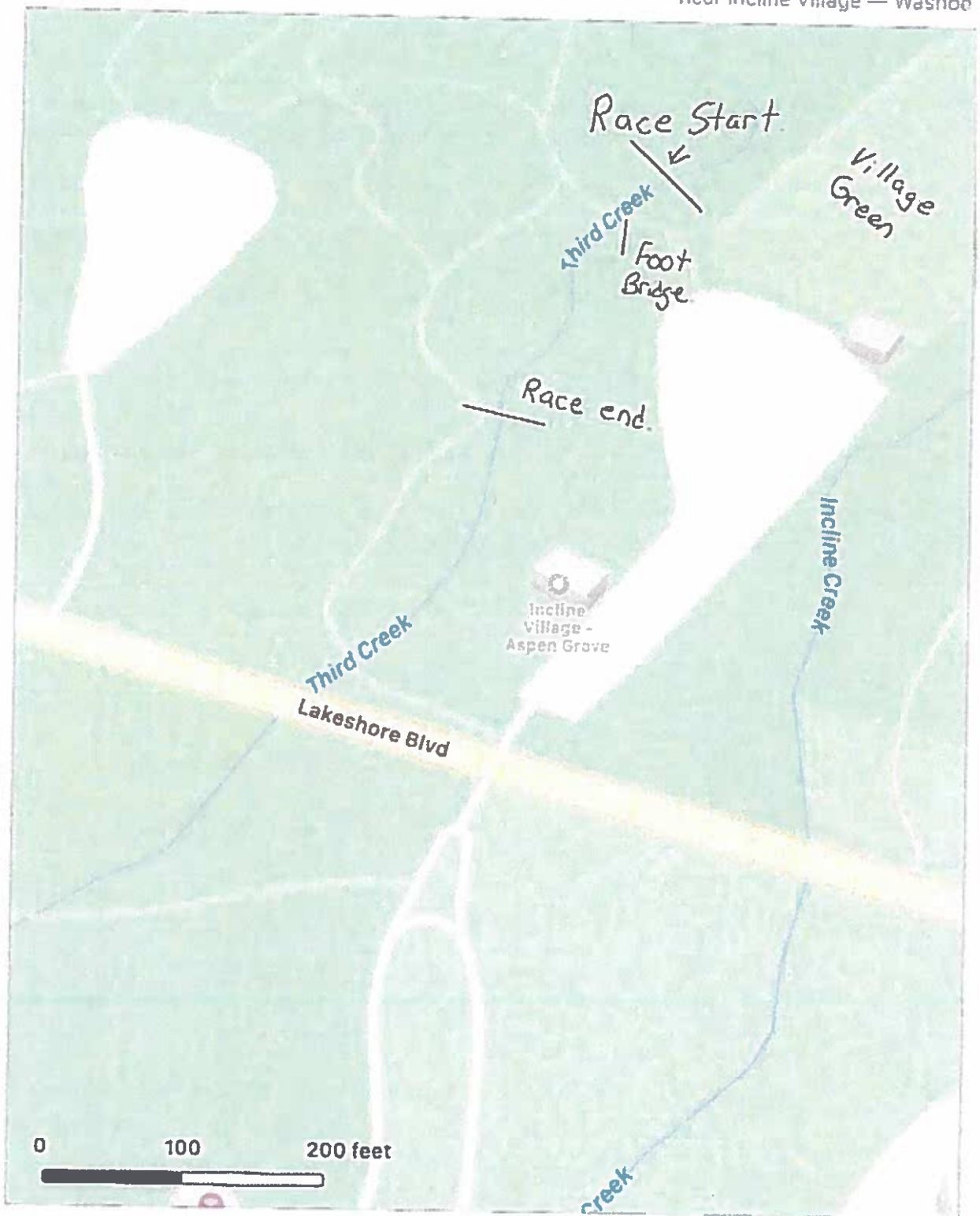


Figure 5: Third Creek

Gaming License & Insurance



SI-FVI SISILAE
Gaming

NEVADA GAMING CONTROL BOARD

1919 College Parkway, P.O. Box 8003, Carson City, Nevada 89702
555 E. Washington Avenue, Suite 2600, Las Vegas, Nevada 89101
3650 S. Pointe Circle, Suite 203, P.O. Box 31109, Laughlin, Nevada 89028
557 W. Silver Street, Suite 207, Elko, Nevada 89801
9790 Gateway Drive, Suite 100, Reno, Nevada 89521
750 Pilot Road, Suite 1, Las Vegas, Nevada 89149

SANDRA D. MORGAN *Chairwoman*
TERRY JOHNSON *Member*
VACANT *Member*

January 29, 2019

Las Vegas
(702) 486-2020
Fax: (702) 486-2230

Mr. Jonathan Smith
Treasurer
Rotary Club of Incline Village
Post Office Box 4945
Incline Village, Nevada 89450

Re: Correspondence #2019-C132
Registration for Charitable Lottery

Dear Mr. Smith:

You are hereby granted permission to conduct your charitable lottery, to be held on July 4, 2019, pursuant to your submitted application.

It is the responsibility of your organization to comply with the provisions of Nevada Revised Statutes 462 and 463 related to charitable lotteries and with all county or local laws pertaining to your event. NRS 462 states the registration of a qualified organization is a revokable privilege and can be suspended. Also, the net proceeds of a charitable lottery must only be expended for the benefit of charitable or nonprofit activities in this state.

In addition, your organization should be aware that tickets or chances for charitable lotteries can be sold only in the primary county where the lottery is operated and in Nevada counties which border on the primary county. Online ticket sales are prohibited.

If you have further questions regarding your application or the operation of your lottery, please contact the Operations Unit of the Enforcement Division, at 555 East Washington Avenue, Suite 2600, Las Vegas, Nevada 89101.

Sincerely,

Karl Bennison
Chief of Enforcement

KB/JK

cc: Sandra D. Morgan, Chairwoman
Terry Johnson, Board Member
Vacant, Board Member
Enforcement (Las Vegas/Carson City)
Records and Research Services

Enclosure: Receipt



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/18/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Arthur J. Gallagher Risk Management Services, Inc. 2850 Golf Road Rolling Meadows IL 60008		CONTACT NAME: Ali Sulita PHONE (A/C. No. Ext.): 1-833-3ROTARY FAX (A/C. No.): 630-285-4062 E-MAIL: rotary@ajg.com ADDRESS:	
INSURED All Active US Rotary Clubs & Districts Rotary Club of Incline Village ATTN: Risk Management Dept. 1560 Sherman Ave. Evanston, IL 60201-3698		INSURER(S) AFFORDING COVERAGE INSURER A: Lexington Insurance Company NAIC # 19437 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	


COVERAGES **CERTIFICATE NUMBER: 899307648** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR. LTR.	TYPE OF INSURANCE	ADD'L USER (REQ. WVD)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability Included GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER		015375594	7/1/2018	7/1/2019	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (EA occurrence) \$500,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		015375564	7/1/2018	7/1/2019	COMBINED SINGLE LIMIT (EA accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCLR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$		NOT APPLICABLE			EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			PER STATUTE OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Certificate holder is included as additional insured where required by written contract or permit subject to the terms and conditions of the general liability policy, but only to the extent bodily injury or property damage is caused in whole or in part by the acts or omissions of the insured.

CERTIFICATE HOLDER Washoe County, State of Nevada North Lake Tahoe Fire Protection District Incline Village General Improvement District	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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Authorization Letter



**INCLINE
VILLAGE**
PARKS & RECREATION

April 18, 2019

Rotary Club of Incline Village
PO Box 4945, Incline Village, NV 89450

Re:

Dear Sir or Madam:

Permission is granted by the Incline Village General Improvement District (IVGID) to Rotary Club of Incline Village for the facilitation of the 2019 Rotary July 4th Rubber Duck Race, located on Third Creek, south of Incline Way and south of the footbridge, adjacent to Aspen Grove located at 960 Lakeshore Blvd, Incline Village, NV 89451.

Additionally, IVGID grants permission for participants of the 2019 Rotary July 4th Rubber Duck Race to park in the Aspen Grove, Overflow and Incline Village Recreation Center parking lots.

Proof of current event permit, license and insurance is required no later than June 25, 2019.

Sincerely,



Indra Winqest
Director of Parks & Recreation



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 Park Department and state, trust, tribal, and federal lands. All events must meet land use/regulatory zone requirement 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 fee 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 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
 - Daily fee(s)**
 - \$350 daily fee plus appropriate booth fees
 - Carnival, circus or tent show fees**
 - N/A \$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
 - N/A Illuminating the premises (if applicable)
 - N/A 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)
- N/A 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: April 18, 2019

Applicant Information

Applicant's name: Shelia Leijon
Mailing address: 553 Boothill Ct IV N 89451
Street or PO Box City State Zip code
Phone: 775.832.1330 (Business) N/A (Home) 775.762.1091 (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
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Event Information

Name of Event: Veterans Events 2019 July 3-5
Date(s) of Event: July 3, 4 & 5 Hours of operation: various (see attached)
Location of Event: Village Green, Aspen Grove, Incline Beach
Assessor Parcel Number(s): 127-010-07 - 127-280-01
Description of Event: Flag Raising, Lunch, Tribute & Flag Retirement
All events promote patriotism and honor our Vets and
Active Duty men & women in the armed forces.

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

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

If yes, amount and type of fee(s): for non military participants in L

When will fee be collected? Pre-sales At entrance

Approximate number of participants and other persons: 169

Approximate number of customers and spectators: 165

Approximate maximum number of persons on any one day of the event: 169

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: Various (see attached) Policy number: see attached

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

Address of Insurer: Menath Insurance IV N 89451
Street City State Zip code

Limits of liability: \$1,000,000

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.

For more than 10 years Cornerstone and The Boy Scout as well as KWTB have provided these events

Vendor List

(attach additional sheets if needed)

Name of Vendor

Type of service or product

N/A

**OUTDOOR COMMUNITY EVENT
AFFIDAVIT OF PROPERTY OWNERSHIP
and/or PERMISSION TO CONDUCT EVENT**

STATE OF NEVADA)
) ss:
COUNTY OF WASHOE)

I, INGTD being duly sworn, depose, and say that I am an owner* of property involved in this outdoor community event and I do hereby:

(check appropriate box)

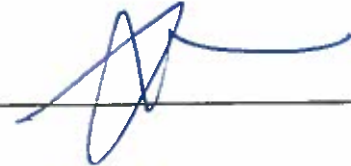
Affirm that I am an applicant for the below named proposed outdoor community event and also own the property or properties on which the event will be conducted

OR

Affirm that I give permission to the applicants for the below named proposed outdoor community event to conduct the event on the following property or properties which I own:

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

Proposed Outdoor Community Event: see attached

Signed 

Subscribed and sworn to before me this 18 day of April, 2019


Notary Public in and for said county and state

My commission expires: Jan. 14, 2021



*Owner refers to the following. Please mark the appropriate box.

- OWNER/JOINT OWNER
- CORPORATE OFFICER/PARTNER
- POWER OF ATTORNEY (Provide copy of Power of Attorney)
- AGENT (Notarized letter from property owner giving legal authority to agent)
- LETTER FROM GOVERNMENT AGENCY WITH STEWARDSHIP

**OUTDOOR COMMUNITY EVENT
STATEMENT OF ASSETS**

As of April 18, 2019

(Describe fully and indicate assets pledged)
(If additional space is required, attached supporting pages or documents)

Current Assets

Cash on hand _____	\$ _____
Cash in safe deposit box _____	\$ _____
Location of Box	
Cash in _____	\$ _____
Name, Bank and Branch	
Cash in _____	\$ _____
Name, Bank and Branch	
Accounts and notes receivable (describe nature of receivable and when due)	\$ _____
_____	\$ _____
_____	\$ _____
Other current assets	\$ _____
_____	\$ _____
_____	\$ _____

Investments

Stocks, Bonds, etc (Market value) (If close held corporation, furnish current balance sheet)

_____	\$ _____
_____	\$ _____
_____	\$ _____

Investments, other than stocks and bonds

_____	\$ _____
_____	\$ _____
_____	\$ _____

Fixed assets

Real estate (Give location, description and fair value of each parcel)

_____	\$ _____
_____	\$ _____
_____	\$ _____

Other assets

Automobiles and other personal property

_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Assets

\$ _____

Print Name

Signature

Date

**OUTDOOR COMMUNITY EVENT
STATEMENT OF LIABILITIES**

As of _____, 20____
(Describe fully, indicate secured liabilities)
(If additional space is required, attached supporting pages or documents)

Current liabilities

Notes payable _____ \$ _____
Name, Bank and Branch _____
Due _____ How secured _____

Notes payable _____ \$ _____
Name, Bank and Branch _____
Due _____ How secured _____

Notes payable _____ \$ _____
Name, Bank and Branch _____
Due _____ How secured _____

Notes payable _____ \$ _____
Name, Bank and Branch _____
Due _____ How secured _____

Other notes payable (indicate name, address and how secured)

_____ \$ _____
_____ \$ _____

Accounts payable \$ _____
Liability for Federal Income Tax (delinquent)..... \$ _____
Provision for current year's Federal Income Tax \$ _____
Provisions for other current taxes \$ _____
Liability for other delinquent taxes..... \$ _____

Mortgages payable (List each mortgage separately, how secured, and monthly payments due thereon)
_____ \$ _____
_____ \$ _____

Other liabilities
_____ \$ _____
_____ \$ _____
_____ \$ _____

Total Liabilities \$ _____

Contingent liabilities (describe)

Print Name Signature Date

**OUTDOOR COMMUNITY EVENT
PERSONAL HISTORY**

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

Name in full: Shelia Ann Leijon
First Middle Last

List ALL other names you have been known by: Shelia Doherty, Shelia Ann Doherty

Residence address: [REDACTED]
Street City State Zip Code

Residence phone: 775.762.1091 Business phone: 775.832.1330

Name of your present business or employer: IVGID

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

Type of business: GID Position: Manager

How long engaged in this business: 15 years

Date of birth: [REDACTED] Age: 65 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.

Shelia Leijon Shelia Leijon
Printed name of applicant Signature of applicant

April 18, 2019
Date

**OUTDOOR COMMUNITY EVENT
CONTRIBUTORS OR INVESTORS LIST**

(List the names and addresses of any person contributing, investing or having an expected financial interest greater than \$500 in producing the event)
(attach additional sheets if needed)

Name

Address

ANCILLARY SERVICES OR ACTIVITIES LIST

(List the names and addresses of any person expected to provide, for consideration, services or activities ancillary to or in conjunction with the event)
(attach additional sheets if needed)

Name

Address

Brimm's Catering	760 Mays Blvd #1	89451
	PO Box 6562	89450

**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 Incline Village on the 18 day of April, 2019.

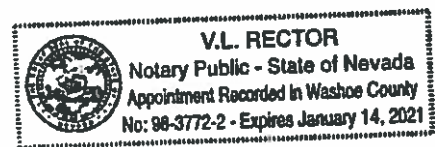
Shelia Leijon
Printed name of applicant

Shelia Leijon
Signature of applicant

Subscribed and sworn to before me this 18TH day of April, 2019

V. L. Rector
Notary Public in and for said county and state

My commission expires: Jan. 14, 2021



**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:

Veterans Events July 3-5, 2019
Name of Event

July 3, 4, 5, 20
Date(s) of Event

Shelia Leijon
Applicant's name (printed)

Shelia Leijon
Applicant's signature

Date: April 18, 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]

25.271 Unlawful acts. It is unlawful for any licensee, employee, agent or person associated with a licensee to:

1. Unless authorized to do so by Washoe County, conduct, operate, participate in, or provide supplies or services to an event for which a license is required under section 25.265 for which a license has not been issued, or to continue to conduct, operate, participate in, or provide supplies or services to such an event for which a license has been suspended or revoked.
 2. Except for advance ticket sales by mail or similar means, to sell tickets or admit persons to an event for which a license is required under section 25.265 for which a license has not been issued, or to continue to sell tickets or admit persons to such an event for which a license has been suspended or revoked.
 3. Operate, conduct, or carry on an event for which a license is required under section 25.265 in such a manner as to create a nuisance.
 4. Allow any person on the premises of an event for which a license has been issued under section 25.283 to cause or create a disturbance in, around or near any place of the event by offensive or disorderly conduct.
 5. Knowingly allow any person to sell, consume or be in possession of intoxicating liquor while in a place of an event for which a license has been issued under section 25.283, except where such sale, consumption or possession is expressly authorized under chapters 25 and 30 and the laws of the State of Nevada.
 6. Knowingly allow any person in, around, or near an event for which a license has been issued under section 25.283 to use, sell, or be in possession of any controlled substance or dangerous drug.
- [§8, Ord. No. 1099]

25.272 Outdoor community events; license required; application; fees; approval or denial; revocation; unlawful acts.

1. The provisions of this section and the provisions of sections 25.010 to 25.445, inclusive, apply to an application for a license to hold an outdoor community event.
 2. No outdoor community event shall be held or conducted unless the sponsor has first obtained a business license pursuant to this section. An outdoor community event with more than 300 and less than 1000 persons on any one (1) day of the event shall also obtain an administrative permit pursuant to section 110.310.20.
 3. Application for a license to conduct an outdoor community event shall be made to the license division on forms designated by the license division and shall be accompanied by a nonrefundable application fee of \$50 and any other business license fees as set forth in this chapter, which may be refunded in accordance with this chapter if the application is denied or withdrawn. The application shall require the same information required under section 25.273. For those events requiring an administrative permit pursuant to section 2, the license application shall suffice for the administrative permit application and no additional fees are required for filing the administrative permit application.
 4. The director of community development or the board of adjustment shall approve or deny the application. Grounds for denial are the same as those set forth in section 25.281 and notice thereof shall be made in accordance with section 25.279. Approval may include the imposition by the license division of any condition set forth in sections 25.289 to 25.305, inclusive.
 5. The license may be suspended or revoked in the manner provided in section 25.287.
 6. The acts declared unlawful in section 25.271 shall also be unlawful if done during or in conjunction with an outdoor community event.
- [§165, Ord. No. 1138]

25.273 Application and fee.

1. An application to conduct an event for which a license is required under section 25.265 must be made in writing to the license division on forms provided by the division. The license division must receive a complete application at least 90 days prior to commencement of the event. No application shall be processed until the application is deemed complete by the license division. Except as provided in subsection 4, the license application must be accompanied by:

(a) A nonrefundable application fee of \$1,000 for a license required pursuant to subsection 1 of section 25.265, and

(b) Any business license fees as set forth in this chapter, which may be refunded in accordance with this chapter if the application is denied or withdrawn.

2. The application shall contain:

(a) The name, age, residence and mailing address of the person making the application. If the applicant is a partnership, the application must include the names and addresses of the partners, and the partners must join in the application as individual licensees. If the applicant is a corporation, the application must include a certified copy of the articles of incorporation and the names and addresses of the president, vice president, secretary and treasurer thereof, and these officers must join in the application as individual licensees.

(b) A statement of the nature and purpose of the proposed event.

(c) The address and assessor's parcel number or numbers of the place where the proposed event is to be conducted, operated, or carried on. The application must include proof of ownership of the place where the event is to be conducted or a statement signed by the owner indicating his consent for the site to be used for the proposed event.

(d) The date or dates and the hours during which the event is to be conducted.

(e) An estimate of the number of customers, spectators, participants and other persons expected to attend the event for each day it is conducted.

(f) The names and addresses of anyone contributing, investing or having an expected financial interest greater than \$500 in producing the event.

(g) The name and address of any person expected to provide, for consideration, services or activities ancillary to or in conjunction with the festival.

(h) If other than the applicant, the name of a designated event representative who must be on the site of the event during the course of the event and who has authority to bind the applicant.

(i) An event plan in accordance with section 25.275.

(j) A statement covering the history of all similar events conducted, operated, or promoted by the applicant in any location including, at a minimum, event names, types, dates, locations, and permits issued.

3. After the application is submitted with required fees and deemed complete by the license division, the license division must:

(a) Transmit one copy of the application and a copy of the receipt for the application fee to the county clerk; and

(b) Promptly give notice of the application to the sheriff, the district health officer, and other local, regional, state, and federal officers as appropriate, with a request for written recommendations related to their official functions as to the granting of a license and the conditions thereof. The license division may establish a deadline by which recommendations must be received.

4. Upon written application from any executive officer of any local post or unit of any national organization of ex-servicemen, acting in his official capacity, a license shall be issued without charge for a tent show or circus for not to exceed 2 weeks in any calendar year, if the local post or unit is to participate in such show or the proceeds thereof.

[§9, Ord. No. 1099; A. Ord. No. 1138]

25.275 Event plans. Each application submitted under section 25.273 must include fifteen copies of an event plan which must include:

1. A detailed explanation of the applicant's plans to provide security, fire protection, water supply, water facilities, sanitation facilities, medical facilities, medical services, vehicle parking, vehicle access, traffic control and, if the event will operate after dark or if persons will remain overnight, illumination and camping facilities.

2. Provisions and a cost estimate for cleaning up the premises and removing rubbish after the event.

3. A site plan showing the arrangement of all facilities, including those for egress, ingress, parking, and camping.

[§10, Ord. No. 1099]

25.276 Investigation.

1. Upon receiving the notice of the application as provided for in subsection 3(b) of section 25.273, the sheriff shall conduct a criminal history background check of the applicants in accordance with section 25.023 to determine whether cause for denial exists. The reasonable costs of the investigation shall be the responsibility of the applicant and shall be paid to the sheriff in advance.

2. The sheriff shall also conduct an investigation of the history of similar events operated, conducted, or promoted by the applicant to determine the truthfulness of the facts submitted by the applicant and to determine whether those events would have met the standards for outdoor festivals set forth in sections 25.263 to 25.305, inclusive.

3. For a second or subsequent application by an applicant, and provided that the applicant, owner, officer and/or director have not changed, the license division or the sheriff may waive the requirements of subsection 2 of this section and modify the requirements of subsection 1 of this section as follows:

(a) At the discretion of the Sheriff, a criminal history records check need not be processed in accordance with section 25.023, but the Sheriff shall review local police records including, without limitation, warrants and warrants to determine whether cause for denial exists.

[§168, Ord. No. 1138; A. Ord. No. 1383]

25.277 Review procedures: Events for 1,000 or more persons. After an application for an event listed in subsection 1 of section 25.265 is submitted with required fees and deemed complete by the license division:

1. The license division must consult with the county clerk and set the application for public hearing at a regular meeting of the board to occur not more than 30 days after the application is deemed complete.

2. At least 10 days in advance of the hearing, the license division must give notice of the public hearing to the applicant and to affected property owners in the manner set forth in section 110.810.25 for special use permits.

3. Based upon the testimony of witnesses, the evidence presented at the hearing, and the report of the license division, the board must approve the issuance of a license with conditions or deny the application. The board may continue a decision on the application to its next regularly scheduled meeting.

4. If the board denies the application, the license division shall mail written notice of denial to the applicant within 5 working days of the denial. The notice must include a statement of the reasons the application was denied.

[§11, Ord. No. 1099; A. Ord. No. 1138]

25.279 Review procedures: Events for more than 100 but less than 1,000 persons. After an application for an event listed in subsection 2 of section 25.265 is submitted with required fees and deemed complete by the license division, the license division must review the application, following substantially the same procedures set forth in sections 110.808.30 to 110.808.45, inclusive, for administrative permits. The director of community development or, where applicable, the board of adjustment must approve the issuance of a license with conditions or deny the application.

[§12, Ord. No. 1099; A. Ord. No. 1138]

25.281 Grounds for denial. The board, the board of adjustment or the director of community development may deny issuance of a license for any of the following reasons:

1. The proposed event will be conducted in a manner or location not meeting the health, zoning, fire, building or safety standards established by Washoe County or state law.

2. The applicant has knowingly made a false, misleading, or fraudulent statement of material fact in the application for a license or in any other document required pursuant to sections 25.263 to 25.305, inclusive.

3. The applicant or any person connected or associated with the applicant as partner, director, officer, associate or manager, or having a financial interest as described in subsection 2(f) of section 25.273 has previously conducted or been interested in the type of event for which a license is being applied for which resulted in the creation of a public or private nuisance.

4. The applicant or any person associated with the applicant as a partner, director, or officer has been convicted within the past ten (10) years of any of the following crimes:

(a) Involving the presentation, exhibition or performance of an obscene production, motion picture or place, or of selling obscene matter;

(b) Involving lewd conduct;

(c) Involving the use of force and violence upon the person of another;

(d) Involving misconduct with children; or

(e) Involving illegal use of controlled substances or dangerous drugs.

5. The applicant or any person associated with the applicant as a partner, director, or officer has a history of conducting similar events that would not meet the standards established in sections 25.263 to 25.305, inclusive.

[§13, Ord. No. 1099; A. Ord. No. 1138]

25.283 Issuance of license, posting, fee.

1. To make a determination that the conditions of license approval have been met, the license division must receive from the applicant proof of compliance with each condition imposed under section 25.277 or 25.279. Such proof must:

(a) Include executed contracts or agreements with all providers of required services and facilities, or other evidence approved by the director of community development;

(b) Where the sheriff, district health officer, director of community development, fire chief, or other officer has determined the condition, include the written approval or acknowledgement of that person; and

(c) Be received by the license division at least 5 working days prior to commencement of the event.

2. Upon a determination by the license division that the conditions of license approval have been met, and that all applicable fees and deposits have been paid, the license division must issue a license specifying the name and address of the licensee, the kind of festival licensed, and the dates and hours for which operation is authorized. The licensee must post the license in a conspicuous place upon the premises where the event is conducted.

3. The board hereby delegates to the director of community development the authority to determine whether an applicant has met the conditions of license approval. The applicant or his agent may appeal a decision of the director under this subsection in substantially the same manner as set forth in section 110.808.45 for administrative permits.

[§14, Ord. No. 1099]

25.285 Revocation of license: Cause. The board may revoke or further condition any license issued pursuant to section 25.283 when any of the following causes exists:

1. The licensee fails to pay to the license division any of the fees or deposits required under sections 25.263 to 25.305, inclusive.

2. The licensee, his employee or agent fails to fulfill any of the conditions of approval or to maintain required facilities pursuant to sections 25.263 to 25.305, inclusive, or to comply with any provision of any contract for police protection or other services.

3. The licensee allows the event to be conducted in a manner that violates any law or regulation established by Washoe County or the State of Nevada.

4. The licensee allows the festival to be conducted in a disorderly manner or knowingly allows any person to remain on the premises of the event while under the influence of intoxicating liquor or any controlled substance or dangerous drug.

5. The licensee, his employee or agent is convicted of any of the offenses enumerated under subsection 4 of section 25.281.

6. The licensee fails to provide the required number of facilities or personnel by reason of admitting persons in excess of the number estimated in the application.

[§15, Ord. No. 1099]

25.287 Suspension and revocation of outdoor community event or outdoor festival license: Procedures.

1. Whenever the continued operation of the event constitutes an imminent threat to the public health or safety, a license issued under section 25.283 is subject to immediate suspension by the license division, sheriff, chief of the responsible fire protection agency, or district health officer as set forth in this section.

A license issued under section 25.283 is also subject to immediate suspension by the license division or sheriff when any of the causes listed in section 25.285 exist.

2. Any person may file with the license division, sheriff, chief of the responsible fire protection agency, or district health officer a petition for suspension or revocation of the license of any licensee.

3. Whether initiated by petition or otherwise, the procedures for suspension and revocation shall be those set forth in sections 25.0380 through 25.0387, inclusive, except as follows:

(a) The causes for revocation are set forth in 25.285; and

(b) The license division may modify the time schedules set forth in subsections 4 and 6 of section 25.0381 if the event is scheduled to commence before the hearing would be held, or request a special hearing pursuant to NRS 244.090 if the event has not commenced and reasonable notice is possible.

[§16, Ord. No. 1099; A. Ord. No. 1138, 1336]

25.289 Licensing conditions: Generally.

1. For an event for which a license is required under section 25.265, the board, the board of zoning adjustment, or the director of community development must establish conditions that must be met prior to the issuance of a license.

2. Conditions imposed under subsection 1 of this section shall be imposed pursuant to Washoe County's general police power as necessary under all the circumstances for the protection of the health, welfare, safety and property of local residents and persons attending festivals in the county, and may include, without limitation, the conditions specified in sections 25.291 to 25.305, inclusive.

3. The licensee must meet conditions imposed under this section at the licensee's expense.

[§17, Ord. No. 1099; A. Ord. No. 1138]

25.291 Licensing conditions: Police protection. A licensee must employ sheriff's deputies or other police protection, to include private security firms or agencies, as necessary for the public health, safety, and welfare. The sheriff shall determine the numbers and types of officers or security personnel necessary to preserve order and protect persons and property in and around the place of the festival.

[§18, Ord. No. 1099]

25.293 Licensing conditions: Food, water, sanitation, garbage disposal, and medical services.

1. A licensee must provide on the premises of the festival as necessary for the public health, safety, and welfare:

(a) An ample supply of potable water for drinking and sanitation purposes;

(b) A minimum supply of water meeting federal government standards;

(c) Except as provided in subsection 3 of this section, flush-type water closets, lavatories and drinking facilities, and related sewage and drainage systems;

(d) Food concessions or facilities to feed adequately the number of persons expected to attend, considering the event's location, expected attendance, access to and capacity of existing facilities, and distance from public eating places or like establishments;

(e) Sanitation facilities for the sole use of employees of the food concessions or operations;

(f) Trash receptacles;

(g) Removal of trash and refuse;

(h) Emergency medical treatment facilities; doctors, nurses, and other aides needed to staff such facilities; and medical supplies, drugs, ambulances and other equipment, considering the expected attendance, expected ages of attendees, duration of planned events, possibility of exposure to inclement weather and outdoor elements, and availability of other facilities; and

(i) Traffic lanes and other adequate space designated and kept open for access and travel of ambulances, helicopters, and other emergency vehicles to transport patients or staff to appropriate treatment facilities.

2. The district health officer shall determine the types, amounts, numbers, locations, and required quality of supplies, facilities, and services required under subsection 1 of this section.

3. Where flush-type water closets cannot be made available for the persons in attendance, the district health officer may allow the use of portable chemical toilets, which shall be emptied and recharged as necessary pursuant to procedures established by the district health officer. [§19, Ord. No. 1099]

25.295 Licensing conditions: Access, traffic, parking, camping, and illumination.

1. A licensee must provide on the premises of the festival as necessary to protect the public health, safety, and welfare:

- (a) Adequate parking space for persons attending by motor vehicle;
- (b) Adequate ingress and egress to festival premises and parking areas, including necessary roads, driveways, and entranceways to insure the orderly flow of traffic into the premises from a road that is part of or connects with a state or county highway;
- (c) An adequate access way for fire equipment, ambulances, and other emergency vehicles;
- (d) Traffic guards under the employ of the licensee to insure orderly traffic movement and relieve traffic congestion in the vicinity of the event;
- (e) Camping facilities and overnight areas, if necessary, that meet all applicable county and state requirements; and
- (f) Electric illumination of occupied areas, if a licensee will conduct an event after dark or allow persons to remain on the premises after dark.

2. For the purposes of this section, "adequate parking space for persons attending by motor vehicle" means a separate parking space for every two persons expected to attend by motor vehicle, individually and clearly marked, and not less than 12 feet wide and 20 feet long.

3. The director of community development shall consult with the director of public works and the county building officer, and shall determine the necessary parking, ingress, egress, access, traffic, camping, overnight, and illumination facilities and services required under subsection 1 of this section.

[§20, Ord. No. 1099]

25.297 Licensing conditions: Hours of operation. A license issued under section 25.283 must include as a condition the dates and hours of event operation approved by the board, the board of adjustment, or the director of community development.

[§21, Ord. No. 1099]

25.299 Licensing conditions: Fire protection.

1. A licensee must provide adequate fire protection, first aid equipment, and fire extinguishing equipment to protect the public health, safety, and welfare. If the event is to be conducted in a hazardous area as determined by the chief or chiefs of the responsible fire protection agency or agencies, considering all relevant factors, including without limitation the event location and nature, the nature of the surrounding area, and probable weather conditions, a licensee must employ fire guards and must remove flammable vegetation and other fire hazards.

2. The chief or chiefs of the responsible fire protection agency or agencies:

- (a) Shall determine the necessary numbers and types of equipment and personnel required under subsection 1 of this section;
- (b) May determine that an event is proposed in a hazardous fire area;
- (c) Shall approve the suitability of fire guards required to be employed by the licensee; and
- (d) Shall determine the manner and quantity of flammable vegetation and other fire hazards that must be removed.

[§22, Ord. No. 1099]

25.301 Licensing conditions: Financial ability to meet conditions. A licensee must provide proof of the financial ability of the applicants to meet the conditions of the license.

[§23, Ord. No. 1099]

25.303 Licensing conditions: Indemnification and insurance.

1. A licensee must indemnify, hold harmless, and defend the county, its agents, officers, servants and employees and the board, and any other public agencies involved, and their agents, officers, servants and employees, from and against any and all losses, injuries, or damages of any nature whatsoever arising out of, or in any way connected with such event, except such losses, injuries, or damages arising out of the sole negligence of the county or any other public agency involved.

2. A licensee must purchase and provide evidence of insurance coverage in an amount based on the liability exposure or potential losses created by the event.

3. The county risk manager shall determine the form, amount and type of evidence of insurance coverage required under subsection 2 of this section.

[§24, Ord. No. 1099]

25.305 Licensing conditions: Performance security.

1. A licensee must post a performance security in the form of surety bond, letter of credit, certificate of deposit, cash bond in favor of the county, or other instrument approved by the district attorney. The amount of the security shall be adequate to cover the costs of fulfilling specified conditions of license approval including, without limitation, the costs of removing debris, trash or other waste from, in and around the premises of the event.

2. As soon as practicable after completion of the event for which a license is issued under section 25.283, the license division shall inspect the event site and determine whether conditions of approval for which the licensee posted a performance security have been fulfilled.

3. If the license division determines that the conditions of license approval for which the licensee posted a performance security have been fulfilled, the division must promptly cause the release of the security. If the license division determines that the conditions of approval for which the licensee posted a performance security have not been fulfilled, the license division shall recommend to the district attorney that the security be forfeited and used to achieve compliance.

4. The license division shall determine the type and amount of performance security required under subsection 1 of this section.

[§25, Ord. No. 1099; A Ord. No. 1275]

EXTRACT FROM WASHOE COUNTY CODE CHAPTER 110

Section 110.310.15 Allowed Temporary Uses and Structures. Temporary uses and structures shall be subject to all the regulations as would be applied to a permanent principal or accessory use located in the same regulatory zone, except as otherwise provided by the regulations of this article. The following temporary uses and structures shall be allowed as specified by the provisions of this section and Chapter 25 of the Washoe County Code. The duration and frequency of temporary uses is established in this section and Chapter 25 of Washoe County Code. The Director of Community Development may impose additional restrictions on the frequency and duration of a temporary use.

(a) through (c) omitted

(d) **Circuses, Carnivals and Other Outdoor Entertainment Events.** Excluding activities and events occurring in a permanent entertainment facility, the temporary provision of games, eating and drinking facilities, live entertainment, animal exhibitions, or other similar activities in a tent or other temporary structure. Section 110.310.20, Circuses, Carnivals or Other Outdoor Entertainment Events, provides additional regulations.

(e) through (o) omitted

Section 110.310.20 Circuses, Carnivals or Other Outdoor Entertainment Events. A circus, carnival or other outdoor entertainment event may be permitted in all regulatory zones for a period not to exceed ten (10) days. Adequate parking and restroom facilities shall be provided for the expected attendance. An event that will have a combination of between three hundred (300) and nine hundred ninety-nine (999) participants and spectators on any one (1) day of the event shall obtain an administrative permit prior to the event. An administrative permit or outdoor festival license shall not be required for events held at or in facilities designed for such events. These facilities include auditoriums, convention facilities, stadiums and parks, but does not extend to ancillary support areas, such as parking lots, if the event is to be held on or in those ancillary support facilities. An event that will have a combination of more than one thousand (1,000) participants and spectators on any one (1) day of the event shall obtain an outdoor festival license as specified in Chapter 25 of the Washoe County Code, instead of an administrative permit.

2019 July 3rd, 4th and 5th Veterans Events
Hosted by the Cornerstone Community Church
Facilitated in part by Boy Scouts Troop 37

JULY 3, 2019

Introduction

Since 2014, Cornerstone Community Church has hosted the Veterans Lunch honoring our veterans and active duty personnel. For more than a decade, Boy Scouts Troop 37 has facilitated a Ceremonial Flag Raising to kick off the July 4th Celebrations.

Ceremonial Flag Raising Overview

On July 3rd, 2019 as a fitting start to the 2019 July 4th events Boy Scouts Troop 37 will raise the United States Flag on the Bob Wheeler Flaggpole located on the Village Green (south).

Date of the Event: Wednesday, July 3, 2019

Time of Event: 1130 to 1200

Location of Event: Village Green (south), 960 Lakeshore Blvd., Incline Village, NV

Veterans Recognition Lunch Overview

On July 3rd Cornerstone in collaboration with Brimm's Catering will provide veterans and active duty military with a free lunch. Family and friends of the vets and the public are invited to attend for a fee of \$15. The Veterans' Recognition Lunch provides us with an opportunity to join our American Heroes for lunch to thank them for their service. Advance reservations and prepayment are suggested. Limited seating for vets and active duty and a limited number of general public tickets will be available the day of the event.

2019 Veterans Recognition Lunch Overview

Date of the Event: Wednesday, July 3, 2019

Time of Event: 1200 to 1300

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

Reservations and Advance Ticket Sales:

- In person - Incline Village Recreation Center, 980 Incline Way, Incline Village NV
- By phone - 775.832.1310

Ticket Price: \$15.00

Maximum Attendance Projections: 175

Menu: Sliders, fruit salad, potato salad, bagged chips, cookies, lemonade, iced tea and Tahoe tap water.

Cornerstone Community Volunteer Assignments and Numbers

- Luncheon Setup Team: 4
- Check In Desk and Onsite Ticket Sales: 6
- Greeters: 4
- Luncheon Serving Team: 4
- Luncheon Food & Beverage Runners: 4
- Luncheon Cleanup: 5

Cornerstone Community Church Volunteers will be identified by nametags. All volunteers are members of Cornerstone Community Church.

PARKING, REGISTRATION AND ASPEN GROVE SITE MAP

Parking and Traffic: Historically Veterans and guests of the Veterans Recognition Lunch walk in to the event from another event. Because the event is the sole event being held at Aspen Grove on July 3, 2019, standard traffic flow pertains. For those who are driving to Aspen Grove, street parking on Incline Way, parking at the Recreation Center and Overflow Lot is available. Permission has been obtained from IVGID for the use of all parking lots owned by IVGID.

Please see Figures 1, 2, and 3 for parking reference.

A letter from IVGID authorizing the use of the lots and Aspen Grove for the Veterans Recognition Lunch Event is included.

Tickets, Reservations, Registration and Entrance: Advance Reservations and Tickets for the Veterans Recognition Lunch are made/sold at the Incline Village Recreation Center, 980 Incline Way, Incline Village, NV or by calling the Recreation Counter at 775.832.1310. A limited number of tickets will be sold on the day of the lunch at the entrance. Four volunteers will check preregistered guests in while two volunteers will take payment at the door.

- There is one entrance point to the event — at the front of Aspen Grove Building. Guests will be allowed to exit from this point. The entrance point will have open gates at all times, guarded by registration tables that are staffed with volunteers during the entire event.
- The forward gate bordering the parking lot will be kept closed, but accessible for exiting during the event. It is an exit-only gate for emergency purposes. This gate will also be staffed by a volunteer to ensure no guests attempt entrance to the event through this gate.
- The rear gate bordering the parking lot will be kept open during the event. It is an exit-only gate which will be staffed by a volunteer to ensure no guests attempt entrance to the event through this gate.

Please see Figure 4 for detailed map of Aspen Grove.

SECURITY AND SAFETY

Fire Extinguishers: One K and one ABC Fire Extinguisher and approved by the NLTFPD, will be available at the event. One will be located in the Aspen Grove building; the second will be next to the BBQ area.

Security, Communication, Medical Aid and Emergency Evacuation: Registration tables at the entrance to Aspen Grove will be staffed during the lunch. Cornerstone Community Church Board Members will have cell phones to access emergency first responders with them at all times. With 27 volunteers identified by Volunteer nametags,

guests are able to easily identify individuals who are at the event to provide any assistance needed.

Medical Aid: There is an AED and First Aid kit located in the Aspen Grove Building. Volunteers will be instructed to call 911 in the event of a Medical Emergency.

Emergency Evacuation: In the days leading up to the event CCC and BST 37 will monitor the weather through NOAA. Should extreme weather be imminent, the decision for event cancellation will be made 24 hours in advance. In the event of an unexpected storm, or emergency event participants who came to the on foot will be directed to shelter in place in the Aspen Grove building. Participants who drove to the event will be advised to shelter in their cars. Should it be determined that the emergency requires evacuation from the event location, the Incline Village Recreation Center Gym, 980 Incline Way, Incline Village NV 89451 will become an emergency shelter. Volunteers will lead participants to the Rec Center by traveling the pathways on either side of the Village Green, crossing Incline Way and reaching the Rec Center entrance on the east side of the building, via the access road.

Food Handling: Guests at The Veterans Recognition Lunch will be served a lunch prepared by Brimm's Catering in their offsite catering kitchen. The prepared food is then transported from the catering kitchen to Aspen Grove, a five-minute drive, in Brimm's refrigerated truck. Brimm's staff plates the food onsite and guest are served lunch via a buffet line. Runners replenish food supplies. Food handlers are required to wear gloves at all times and use tongs. There are two handwashing stations on site, one next to the BBQ area and the second near the fixed tables.

Restrooms: Restrooms are located in Aspen Grove (1 male/1 female), on Village Green (2 male/2 female/1 ADA) and in the Aspen Grove parking lot (2 non-gender specific port-a-potties provided by IVGID).

HEALTH PERMIT AND INSURANCE

Health: Cornerstone Community Church applied and paid for a food permit on April 18, 2019. Application included.

Insurance Rider: Through Menath Insurance a \$1,000,000 special events insurance rider

quote naming IVGID, Washoe County and NLTFPD additionally insured has been requested. The CCC Certificate of Insurance is pending. The Boy Scouts of America are self-insured. A copy of the Boy Scouts Troop 37 Insurance is included in the packet.

Parking and Aspen Grove Sitemap



Figure 1: Aspen Grove Parking



Figure 2: Overflow Parking

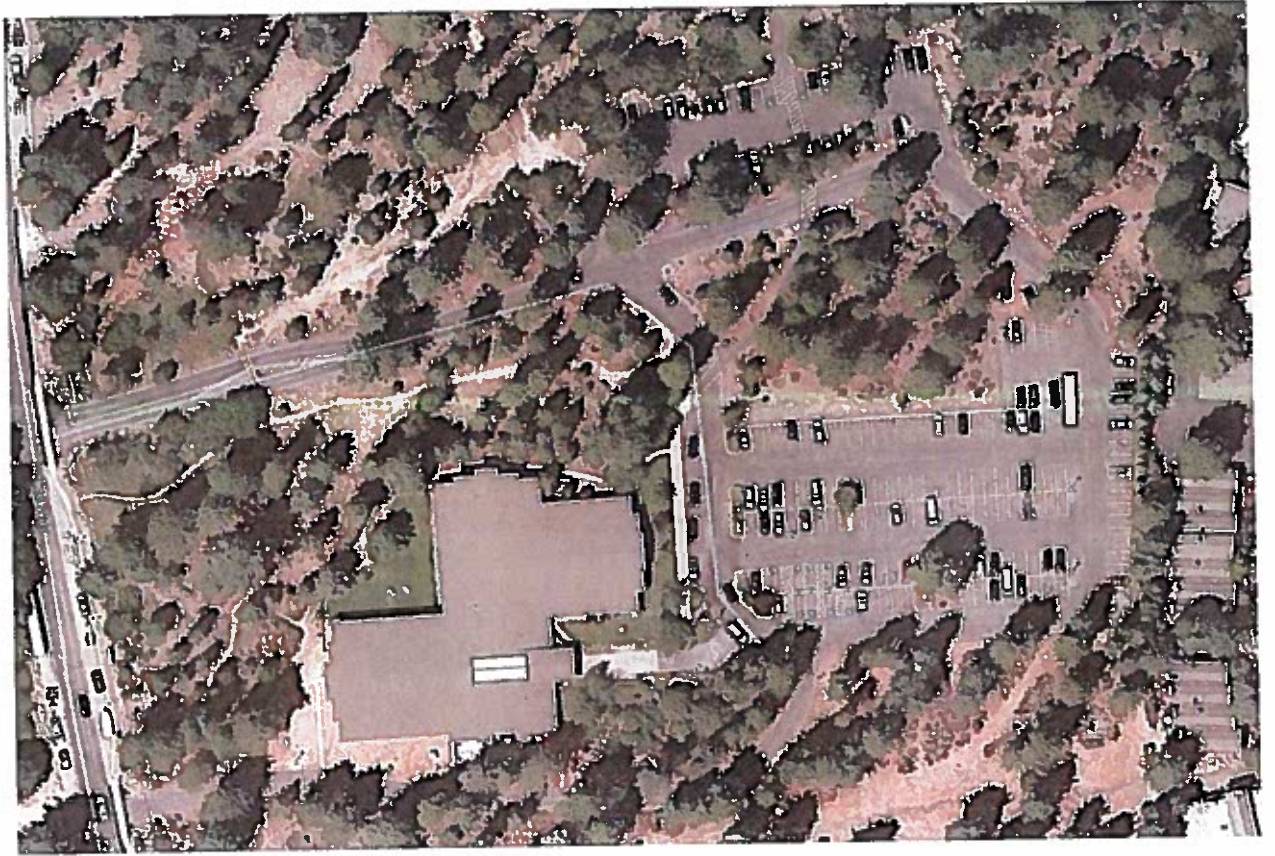
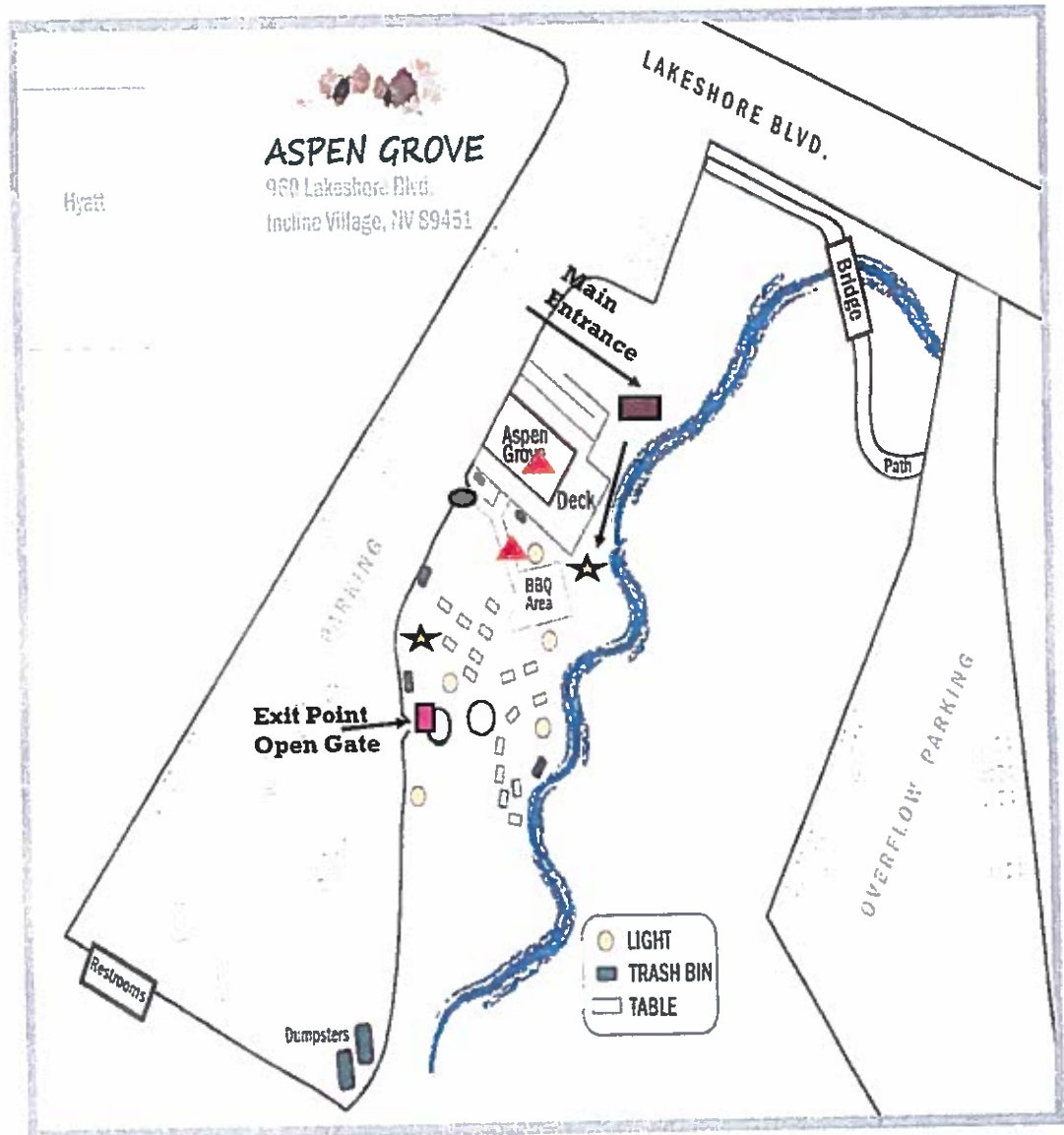


Figure 3: Incline Rec Center Parking

ASPEN GROVE



KEY

- Entrance/exit location to the event—gate open
- ▲ Fire Extinguisher locations
- ★ Handwashing stations
- Exit only location—gate closed but accessible
- Exit point (open gate)

Figure 4: Aspen Grove

JULY 4th 2019

Introduction

Since 2014, Cornerstone Community Church has hosted the Veterans Tribute on Incline Beach. Cornerstone collaborates with Brimm's Catering to provide veterans, active duty military personnel and one guest with lunch following the Para Rescue Jumpers Training Mission Demonstration (PJ Demo). The Veterans Tribute provides an opportunity to honor our American Heroes with Reserved Seating to view the PJ Demo and a social lunch as a token of our appreciation for their service. The seating for the Veterans Tribute on Incline Beach is limited to 100 chairs, as approved by the IVGID Board of Trustees. Advance reservations are required.

2018 Veterans Tribute Overview

Date of the Event: Thursday, July 4, 2019

Time of Event: 1230 to 1430

Location of Event: Incline Beach, 967 Lakeshore Blvd., Incline Village, NV

Reservations:

- In person - Incline Village Recreation Center, 980 Incline Way, Incline Village NV
- By phone - 775.832.1310

Ticket Price: Free to Veterans, Active Duty and one (1) Guest

Maximum Attendance Projections: 100 first come, first serve

Menu: Mini Croissant Sandwiches, bagged chips, cookies, lemonade, iced tea and Tahoe tap water.

AGENDA

1215	Welcome
1225	National Anthem
1230	Introduction of Veterans
1300	Demonstration Narrative

1330 Reception Lunch
1400 Conclusion

Cornerstone Community Church Volunteer Assignments and Numbers

- Chair Set Up: 2
- Luncheon Setup: 1
- Greeters: 1
- Luncheon Serving Team: 1
- Luncheon Food & Beverage Runners: 1
- Luncheon Cleanup: 1
- Chair Breakdown: 2

Cornerstone Community Church Volunteers will be identified by nametags. Volunteers are members of Cornerstone Community Church.

PARKING, REGISTRATION AND INCLINE BEACH SITE MAP

Parking and Traffic: Historically participants of the Veterans Tribute walk to the event from various parking areas. Because the event is being held on Incline Beach on July 4, 2019, the Washoe County approved Special Events Parking and Traffic Plan pertains. For those who are driving to Incline Beach, street parking, parking in the Incline Beach lot, parking at the Recreation Center and Overflow Lot is available. Permission has been obtained from IVGID for the use of all parking lots owned by IVGID. A letter from IVGID authorizing the use of the lots and Incline Beach for the Veterans Tribute Event is included.

Please see Figures 1, 2, 3 and 4 for parking reference.

Reserved Seating Setup: At 0400 on July 4 two volunteers, who are granted access to Incline Beach to set up the Veterans Tribute reserved Seating area. An area 200' x 70' is cordoned off with patriotic flags secured to standing trees which provide a natural barrier. One hundred folding chairs are set up along with a 4' refreshment table.

Reservations and Entrance: Advance First Come First Serve Reservations for the 100 seats at the Veterans Tribute are made through the Incline Village Recreation Center, in person at 980 Incline Way, Incline Village or by calling the Recreation Counter at 775.832.1310. The Greeter will check guests in, referring to the reservation list provided

by IV Parks & Rec. at the Reserved Seating area on Incline Beach.

Following the PJ Demo and Vets Tribute Luncheon the chairs and Reserved Seating will be cleared and open to beach goers.

Please see Figure 5 for Reserved Seating area

SECURITY, COMMUNICATION AND SAFETY

Security, Communication, Medical Aid and Emergency Evacuation: The reserved area on Incline Beach will be staffed with a volunteer during the tribute and lunch. The volunteer will have a cell phone with them at all times to access emergency first responders. Additionally, WCSO, IVGID and NLTFPD will have an increased presence on Incline Beach due to the high attendance for the July 4th holiday.

Medical Aid: There will be a First Aid station on Incline Beach in addition to IVGID lifeguards and a NLTFPD Engine Company stationed next door at Ski Beach.

Emergency Evacuation: In the days leading up to the event Cornerstone will monitor the weather through NOAA. Should extreme weather be imminent, the decision for event cancellation will be made 24 hours in advance. In the event of an unexpected storm, or emergency event participants who came to the on foot will be directed to shelter in place in the Aspen Grove building. Participants who drove to the event will be advised to shelter in their cars. Should it be determined that the emergency requires evacuation from the event location, the Incline Village Recreation Center Gym, 980 Incline Way, Incline Village NV 89451 will become an emergency shelter. Volunteers will lead participants to the Rec Center by crossing Lakeshore Blvd., traveling on the pathways on either side of the Village Green, crossing Incline Way and reaching the Rec Center entrance on the east side of the building, via the access road.

Food Handling: Guests at The Veterans Tribute Lunch will be served a lunch prepared by Brimm's Catering in their offsite catering kitchen. The prepared food is transported from the catering kitchen to the Incline Beach Snack shop, a five-minute drive, in Brimm's refrigerated truck. Volunteers are required to wear gloves at all times and use tongs. There is a handwashing stations in the Incline Beach Snack Shop.

Restrooms: There are plumbed restroom facilities on Incline Beach with 3 male and 3 female stalls in each gender specific restroom. Additionally, IVGID will provide a bay of port-a-potties to accommodate the increased attendance at Incline Beach for the July 4th celebration.

HEALTH PERMIT AND INSURANCE

Health: Cornerstone Community Church applied and paid for a food permit on April 19, 2019. A copy of the application is included in the packet.

Insurance Rider: CCC has purchased through Menath Insurance a \$1,000,000 special events insurance rider naming IVGID and Washoe County additionally insured. A copy of the Certificate of Insurance is included in this packet.

Parking and Incline Beach Sitemap



Figure 1: Aspen Grove Parking



Figure 2: Overflow Parking



Figure 3: Incline Rec Center Parking



Figure 4: Incline Beach Parking



Figure 5: Incline Beach

JULY 5, 2019

Introduction

Since 2005, during the July 4th holiday week, it has been the tradition for Boy Scout Troop 37 of Incline Village, NV to carry out a flag retirement ceremony to properly dispose of US flags, which have exceeded their service life. The event is sponsored by the Incline Village/Crystal Bay Veterans Club.

In the past, this ceremony was held on the beach and hosted by the Hyatt. However, due to high water levels, there is insufficient space to hold the ceremony at that venue. As a result, the 2017 ceremony was moved to the upper tier and north end of the Village Green. The 2019 ceremony will again be held on the north end of the lower tier of the Village Green.

Flag Retirement Overview

Date of the Event: Friday July 5, 2019

Time of the Event: Dusk approximately 2000 – 2100

Location of the Event: Lower Tier of the Village Green (north), 960 Lakeshore Blvd, Incline Village, NV

2018 Flag Retirement Event Program:

- Welcome, brief remarks – Vets and Boy Scouts
- Pledge of Allegiance – All – led by scouts
- National Anthem
- Scouts tell the various bits about “Old Glory” – Boy Scouts
- Scouts do the flag presentation - now it's displayed for all to see... and remains so until the retirement – Boy Scouts
- I Am the Flag poem recitation
- Single flag retirement – Boy Scouts
- Bagpipes – Sean Cunningham
- Teach flag folding – Boy Scouts
- When all flags are folded, invite participants to say something about their flag
- Taps - Sean Cummings

Fire Pit Construction and Safety Procedures:

The ceremony will involve the construction of a fire pit on which will be built a small campfire suitable for the burning of flags. The fire pit will be constructed on the lower tier of the Village Green with a minimum clearance of 25' to any combustible material. An area of 25' surrounding the pit will be cordoned off using traffic cones and caution tape to prevent spectators from sitting in the area. Present within the 25' cordon area will be roughly 8 service flags – one for each branch of the military, a US, a Nevada state, and a Boy Scout Troop 37 flag. All will be placed in weighted stands and be placed a minimum of 6' behind the fire so that even if they fall over, they will fall well behind the fire. Also within the cordon area will be a powered speaker, a microphone and a microphone stand, as well as dozens of flags to be retired.

The fire pit will be constructed as follows:

- Base:** Large tarp, folded over twice to form four base layers.
- Perimeter:** Wood walls constructed of interlocking 2x4 and 2x6 wood members which are roughly 8' in length and 6-8" high. The result will be an 8' x 8' x 8" pit.
- Fill:** Sand. The sand will be transported from the beach and will fill the pit to the top, providing 8" of insulation above the tarp.
- Screen:** Roughly 1" under the top layer of sand will be placed a 4' x 4' section of 1/2 wire mesh grate which is used to capture the burned ashes upon completion of the event.
- Other:** Two 5 lb 2A:BC fire extinguisher with current service tags will be present within 10' of the fire for emergency use, if needed. Additionally, two 5 gallon buckets of water will also be present to extinguish the fire upon completion.

Please see Figures 1 and 2 for reference.

The campfire will be constructed using pine needles as tinder, thin pine kindling and split pine logs as the primary fuel. The logs will be split so as to provide for a minimal burn time for the fire as the ceremony rarely lasts more than 45 minutes. The fire will be ignited using matches only – no lighter fluid or other combustible liquids will be used.

The only items to be burned in the pit are flags to be retired. Flags are typically constructed of nylon, polyester and cotton. Some flags will undoubtedly have metal grommets present which will be sifted from the debris when the fire is fully extinguished.

The actual fire will be confined to roughly a 3' x 3' space in the center of the fire pit. The flames on the fire should at no time be no higher than 3' – and only that high when the honor flag is placed on the fire. Thereafter, the flames should not exceed 2' in height.

The fire will be lit with enough time to start the ceremony at 2000. The exact timing cannot be determined with any accuracy.

At the start of the ceremony, guests will be invited to move to an area no closer than 10' of the fire pit. During the ceremony, Scouts and adult Scout leaders only will be permitted inside this perimeter. However, the final act of the ceremony is to invite members of the community to bring their own flags up to retire, i.e. throw into the fire. All activity around the fire will be monitored constantly by adult Scout leaders and senior Boy Scouts.

Upon completion of the event, a crowd typically remains for roughly 30 minutes. During that time, the Scouts will extinguish the fire using sand and water as needed. Once the fire is 'cold out', the burned logs and ashes will be transferred to a metal burn barrel (bottom 1/3 of a metal barrel) along with the wire mesh and removed from the site. The Scouts will assist IVGID personnel in shoveling the sand into a ATV for return to the beach. The Scouts will remove the wood pit materials and the tarp and clean up accordingly to BSA Leave No Trace principles, i.e. as good or better than its original condition. The only remaining evidence will be some compressed grass.

It is understood that if the winds exceed 15 mph, the flag retirement ceremony will be canceled due to safety concerns. A borrows anemometer is used to make this determination.

Parking and Traffic:

Historically, most spectators of the Flag Retirement walk to the event. Because the event is the sole Red White and Tahoe Blue Event held on the Village Green on July 5, 2019, standard traffic flow pertains. For those who are driving to the Village Green, Aspen Grove Parking, street parking on Incline Way, parking at the Recreation Center and the Overflow Lot is available. Permission has been obtained from IVGID for the use of all parking lots owned by IVGID.

Please see Figures 3, 4 and 5 for reference.

A letter from IVGID authorizing the use of the lots and Aspen Grove for the Flag Retirement Event is included.

Attendance Projections: 100 spectators, facilitators and volunteers

Security, Communication, Medical Aid and Emergency Evacuation:

Security and Communication: There will be two IVGID staff members at the event covering Security. Staff from NLTFPD will also be present. IVGID staff and event volunteers will have cell phones and will be advised to call 911 in the event of an emergency.

Medical Aid: There is an AED and First Aid kit located in the Aspen Grove Building which is adjacent to the Village Green. Staff and volunteers will be instructed to call 911 in the event of a Medical Emergency.

Emergency Evacuation: In the days leading up to the event BST37 will monitor the weather through NOAA. Should extreme weather be imminent, the decision for event

cancellation will be made 24 hours in advance. In the event of an unexpected storm, or emergency event participants who drove to the event will be advised to shelter in their cars. Those who came on foot will be directed to shelter in place in the Aspen Grove building. Should it be necessary to evacuate the event location participants will be directed to the Incline Village Recreation Center Gym, 980 Incline Way, Incline Village NV 89451 will become an emergency shelter. Volunteers will lead participants to the Rec Center by traveling the pathways on either side of the Village Green, crossing Incline Way and reaching the Rec Center entrance on the east side of the building, via the access road.

Restrooms: Restrooms are located in Aspen Grove (1 male/1 female), on Village Green (2 male/2 female/1 ADA) and in the Aspen Grove parking lot (2 non-gender port-a-potties provided by IVGID).

Insurance: A copy of the BSA Insurance Rider is included in this packet.

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

Fire Pit Construction and Sitemap

Figures 1 and 2



Figure 1: Fire pit from prior year's ceremony



Figure 2: Site Map

Parking Sitemaps



Figure 3: Aspen Grove Parking



Figure 4: Overflow Parking



Figure 5: Rec Center Parking



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/24/18

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER MHB, a Marsh & McLennan Agency, LLC company 8144 Walnut Hill Lane, 16th Fl Dallas TX 75231	CONTACT NAME: Jane Passino PHONE (A/C, No, Ext): 972-770-1600 E-MAIL ADDRESS: Jane.Passino@mhb.com	FAX (A/C, No): 972-770-1699
	INSURER(S) AFFORDING COVERAGE	
INSURED BSALFLCA Boy Scouts of America, National Council and All of its affiliates and subsidiaries Nevada Area Council #329 500 Double Eagle Court Reno, Nevada 89521	INSURER A: Old Republic Insurance Company NAIC # 24147	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 860427139 # 2445 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL SUBROGATION	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y	MWZY312833	3/1/2018	3/1/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTIONS					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Certificate holder is named as an additional insured by virtue of a written or oral contract or by the issuance/existence of a permit or certificate of insurance but only with respect to operations by or on behalf of the Insured, or to facilities of, or facilities used by the Insured and then only of the limits of liability specified in such contract for the event specified herein.

Event: Eagle Scout Court of Honor Date: May 12, 2018 Unit #: Troop 37

Leader: Michael Sheldon Phone #: 650-280-2801 Leader: Jeff Collins Phone #: 530-362-1130

CERTIFICATE HOLDER Parasol Tahoe Community Foundation 948 Incline Way Incline Village, NV 87451	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	--

Authorization Letter



PARKS & RECREATION

April 18, 2019

Cornerstone Community Church
300 Country Club Blvd
Incline Village, NV 89451

Re: Cornerstone Community Church

- 2019 July 3rd Veterans Lunch at Aspen Grove, 960 Lakeshore Blvd.
- 2019 July 4th Veterans tribute on Incline Beach, 967 Lakeshore Blvd.

Boy Scout Troop 37

- 2019 July 3rd Flag Raising on Village Green (south), 960 Lakeshore Blvd.
- 2019 July 5th Flag Retirement on Village Green (north) 960 Lakeshore Blvd.

Dear Sir or Madam:

Permission is granted by the Incline Village General Improvement District (IVGID) to Cornerstone Community Church (CCC) and Boy Scout Troop 37 for the facilitation of the aforementioned events at the designated locations.

Additionally, IVGID grants permission for participants of these events to park in the Aspen Grove, Overflow and Incline Village Recreation Center parking lots.

Proof of current event permit, license and insurance is required no later than June 25, 2019.

Sincerely,

Indra Winquest
Director of Parks & Recreation



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