

HILL PLANNING, Inc.
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MEMO

Date: June 8, 2021 **HAND DELIVERED**

To: Mojra Hauenstein, Director of Planning and Building

CC: Dianne Severance, SNC

From: Kristina Hill, Planning Consultant

Subject: Sierra Nevada University (formerly "College"), Tahoe Forum Outdoor Community Event Application

Sierra Nevada University (SNU) is proposing to host speaker Sir Richard Branson, at their campus at 999 Tahoe Blvd., in Incline Village on Saturday, September 18, 2021. Enclosed please find the above referenced application including the following items (3 copies and 1 electronic pdf file):

- Completed Outdoor Community Event License Permit Application form with notarized signed owner affidavit
- \$400 Filing fee
- Administrative permit application with supplemental information
- Site Plan Showing SNC property, access, parking, buildings + 8.5" x 11 reductions (3)
- Floor / Seating Plan, Attachment A
- Certificate of Liability Insurance, Attachment B
- Aztec Tent Disclaimer, Attachment C
- Evacuation plan, Attachment D
- Certificate of Flame Resistance, Attachment E
- Parking Exhibit, Attachment F
- USB port

Project Description:

- The event is from 2 p.m. to 4 p.m.
- No food or beverages will be provided
- Lighting for the stage and sound for the microphone are set up by Moonlighting and Sound and will be plugged in at nearby Campbell Friedman Hall (student housing) laundry facility
- The stage is 24" off the ground
- Celebrations Party Rentals is supplying the open air tent structure that will cover the stage
- The participants will be shaded by sections of fabric hung over support beams
- The partial tent covering the stage is to be placed in the lawn/open space adjacent to the rear of Campbell Friedman Hall (refer to reduced site plan attached) on the lawn area. The stage will face Campbell Friedman Hall and the participants will be seated on the lawn between the Hall and the stage. The lawn is approximately 1,000 s.f.
- Approximately 800 people are anticipated to attend

- 600 people will be seated outside (refer to seating layout attached which includes 10 handicap/wheelchair seats within 100' of parking, attached) and 200 people will be watching via live stream in classrooms and meeting rooms on campus
- Of the attendees approximately 50 live on campus
- Parking will be available at the following locations: Total approximately 500 spaces:
 - Main Campus; 311 spaces
 - Cornerstone Church; 70 spaces
 - IVGID Rec Center; 60 spaces (SNC students have been directed to park at this location)
 - Country Club Drive and Incline Way Rights of Way; approximately 60 spaces
 - Ridesharing and alternative forms of transportation will be encouraged on noticing media of the event
- Parking attendants will be on site to direct attendees to available parking venues
- There is no charge for the free event
- Restroom facilities will be provided on campus at Patterson Hall as well as Prim Library on campus as follows:

Patterson Hall

1 ada F/M first floor
 4 women second floor
 3 men second floor

Prim Library

6 woman first floor
 6 men first floor
 6 woman third floor
 6 men third floor

Tasks to be Completed Prior to Issuance of Permit:

- Call Before You Dig will mark all utilities
- Lumos Engineering will perform the uplift test
- NLTFPD will inspect and sign off
- Washoe Co. inspector will review, sign and issue the permit prior to the event.

The proposed event is similar but smaller in size to SNC's 2017 and 2019 Tahoe Forums, with speakers Steve Wozniak and Maye Musk respectively, which accommodated approximately 1,000 attendees and had 4 tent/canopy structures.

Any additional fees will be paid by the college upon request.

OUTDOOR COMMUNITY EVENT LICENSE/PERMIT

Materials required for submittal

- Fees – check(s) made payable to “Washoe County” \$400
- 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
- NA Medical facilities and services
- Vehicle parking spaces
- Vehicle access and on-site traffic control
- Communication system
- N/A Illuminating the premises (if applicable)
- NA Camping (if applicable)
- NA Cleanup and rubbish removal plan and cost estimates to return the event site to its pre-event condition *performed by SNU*
- N/A Certified copies of articles of incorporation filed in Nevada (if applicable)
- N/A Copy of partnership papers (if applicable)
- Insurer Information and copy of insurance policy specific to event (copy must be furnished prior to the issuance of the license)

Submission Materials (continued)

✓ Property ownership affidavit and permission to conduct event signed by each property owner(s) and notarized (separate form for each property owner)

N/A Vendor list

N/A Statement of Assets

N/A Statement of Liabilities

✓ Personal history of all applicants (to include corporate officers and partners) *refer to project description*

N/A Names and addresses of any person contributing, investing or having an expected financial interest greater than \$500 in producing the event

N/A Names and addresses of any person expected to provide, for consideration, services or activities ancillary to or in conjunction with the event

N/A 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: 6-8-2021

Applicant Information

Applicant's name: Kristina Hill
Mailing address: P.O. Box 6139 Incline Village NV 89450
Street or PO Box City State Zip code
Phone: 775) 544-4345 (Business) _____ (Home) _____ (Cell)
Email: tahoehills@att.net

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
<u>Kristina Hill</u>		

Event Information

Name of Event: Tahoe Forum
Date(s) of Event: Sept. 18 Hours of operation: _____
Location of Event: Sierra Nevada University
Assessor Parcel Number(s): 127-040-10
Description of Event: Speaker series featuring Sir Richard Branson.
Approx. 800 attendees

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

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

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

When will fee be collected? Pre-sales At entrance

Approximate number of participants and other persons: 10
Approximate number of customers and spectators: 600 outside & 200 inside
Approximate maximum number of persons on any one day of the event: 800

Will food and/or beverages be served? Yes No

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

Will alcoholic beverages be served? Yes No

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

Will there be live music? Yes No

OUTDOOR COMMUNITY EVENT LICENSE

Insurer Information

(see Insurance, Hold Harmless & Indemnification Requirements)

Name of Insurer: _____ Policy number: _____

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

Address of Insurer: _____
Street City State Zip code

Limits of liability: _____

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.

see project description.

Vendor List

(attach additional sheets if needed)

NONE

Name of Vendor

Type of service or product

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

STATE OF NEVADA)
) ss:
COUNTY OF WASHOE)

I, Dr. Rob Valli 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)

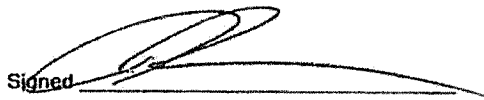
Affirm that I am an applicant for the below named proposed outdoor community event and also own the property or properties on which the event will be conducted

OR

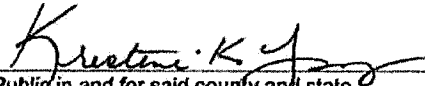
Affirm that I give permission to the applicants for the below named proposed outdoor community event to conduct the event on the following property or properties which I own:

Assessor Parcel Number(s): _____

Proposed Outdoor Community Event: Siebens Barz SNH Tahoe Forum

Signed 

Subscribed and sworn to before me this 1 day of June, 2021


Notary Public in and for said county and state

My commission expires: July 8 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