



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

WASHOE COUNTY BUSINESS LICENSES

1001 EAST 9TH STREET

RENO, NEVADA 89512

(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: _____

SPECIAL EVENT APPLICATION
Temporary Sales or Services License

Application date: _____

Applicant Information

Applicant's name: _____

Mailing address: _____

Street or PO Box

City

State

Zip code

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

Event Information

Name of Event: _____

Sponsor's Name: _____

Date(s) of Event: _____

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

Hours of operation: _____

Location of Event: _____

Assessor Parcel Number(s): _____

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

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

Description of Event: _____

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

If yes, name of organization: _____

The primary purpose of the event or activity is:

Charity fundraising

Group fundraising

Program for community benefit

Government activity

Other: _____

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

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

When will fee be collected? Pre-sales At entrance

Approximate number of participants and other persons: _____

Approximate number of customers and spectators: _____

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

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

Parking Facilities: Location _____ Spaces available _____

SPECIAL EVENT APPLICATION
Temporary Sales or Services License
AFFIDAVIT OF PROPERTY OWNERSHIP
and/or PERMISSION TO CONDUCT EVENT

STATE OF NEVADA)
) ss:
COUNTY OF WASHOE)

I, _____ being duly sworn, depose, and say that I am an owner* of property involved in this temporary sales or services license application and I do hereby:

(check appropriate box)

Affirm that I am an applicant for the proposed temporary sales or services license application and also own the property or properties on which the sales or services will be conducted;

OR

Affirm that I give permission to the applicants for the proposed temporary sales or services license to conduct the sales and services on the following property or properties which I own:

Assessor Parcel Number(s): _____

Physical Address: _____

Signed _____

Subscribed and sworn to before me this _____ day of _____, 20__

Notary Public in and for said county and state

My commission expires: _____

*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 (Attach notarized letter from property owner giving legal authority to agent)
- LETTER FROM GOVERNMENT AGENCY WITH STEWARDSHIP