

OUTDOOR COMMUNITY EVENT APPLICATION

1001 EAST 9TH STREET, BUILDING A

P.O. BOX 11130

RENO, NEVADA 89520-0027

(775) 328-3733

www.washoecounty.us

OUTDOOR COMMUNITY EVENT 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. Five (5) copies of the application and one electronic pdf and other required forms must be turned in at least 90 days before the event.
2. **APPLICATION DEADLINE.** All applications must be submitted at least 90 days in advance of the event.
3. **LICENSING/PERMIT REQUIREMENTS.** 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, if required. An outdoor community event license is required on any public or private lands in the unincorporated area of Washoe County except for lands managed by the Washoe County Parks Department and state, trust, tribal, and federal lands. There are special application processes, depending on the size of the event:
 - a. *Events with between 100 and 299 people on any one day.* These events require an outdoor community event license. The Director of Community Services Department or the Board of Adjustment shall approve, approve with conditions, or deny the license.
 - b. *Events with between 300 and 999 people on any one day.* These events shall obtain both an outdoor community event license and an administrative permit from Washoe County Community Services Department. The Director of Community Services or 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 \$4200, plus booth fees 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 Community Services or the Board of Adjustment.
8. **ISSUANCE OF LICENSE.** The outdoor community event license will be issued after all fees have been paid and all necessary approvals have been received. The event license must be displayed prominently at the event and must be available for inspection. This license is valid only for the event authorized and not for any other event.

OUTDOOR COMMUNITY EVENT LICENSE/PERMIT

Materials required for submittal

- _____ Fees – check(s) made payable to "Washoe County"
 - _____ \$50 non-refundable application fee
 - _____ \$350 daily fee plus appropriate booth fees
Carnival, circus or tent show fees
 - _____ \$300 daily fee (maximum of \$4200) plus appropriate booth fees
- _____ Five (5) packets and one electronic pdf. 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
 - NR _____ Illuminating the premises (if applicable)
 - NR _____ Camping (if applicable)
 - _____ Cleanup and rubbish removal plan and cost estimates
- _____ Property ownership/permission signed and notarized by property owner(s)
WILL BE FURNISHED BY THE CITY OF INCLINE VILLAGE
- _____ Copy of insurance policy specific to event (must be furnished prior to the issuance of the license)
WILL BE SUPPLIED PRIOR TO EVENT
- _____ Certified copies of articles of incorporation filed in Nevada (if applicable)
- _____ Copy of partnership papers (if applicable)
- _____ Financial statement of the company
- _____ Personal history of all applicants (to include corporate officers and partners)

Submission Materials (continued)

- _____ 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 signed and notarized for each applicant (to include corporate officers and partners)
- _____ Insurance, Hold Harmless & Indemnification Requirements signed by applicant

OUTDOOR COMMUNITY EVENT APPLICATION

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

Application date: 11/12/2015

Applicant Information

Applicant's name: CURTIS W BECK

Mailing address: 1725 MARY RD ACTON CA 93510
Street or PO Box City State Zip code

Phone: 916 938 9393 (Business) _____ (Home) _____ (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

Event Information

Name of Event: INCLINE VILLAGE FINE ART FESTIVAL

Date(s) of Event: 8/13-14/15 Hours of operation: 10 AM - 5 PM

Location of Event: PRESTON FIELD 700 TANGOR BLVD INCLINE VILLAGE

Assessor Parcel Number(s): _____

Description of Event: A FINE ART EXHIBIT AND SALE WITH APPROX 39 ARTISTS

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

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: 42

Approximate number of customers and spectators: 500

Approximate maximum number of persons on any one day of the event: 500

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

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.

AS PART OF WEST COAST ARTISTS, I HAVE PRODUCED OVER 100 EVENTS OVER THE PAST 5 YEARS. ON MY OWN NOW, I WILL BE PRODUCING SHOWS/EVENTS AS OWNER OF CWB EVENTS

Vendor List

(attach additional sheets if needed)

Name of Vendor

Type of product

TBA

OUTDOOR COMMUNITY EVENT
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 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: _____

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

**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

CWB EVENTS

1725 MARY RD AGONIA OH 93570

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

NONE

**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 LANCASTER NV on the 16th day of NOVEMBER, 2015.

CURTIS W BECK
Printed name of applicant

[Signature]
Signature of applicant

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

See attachment
Notary Public in and for said county and state

MC
My commission expires: _____

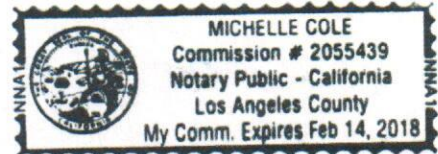
CALIFORNIA JURAT
(CALIFORNIA GOVERNMENT CODE § 8202)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA)
COUNTY OF Los Angeles)

Subscribed and sworn to (or affirmed) before me on this 16th day of Nov, 2015
by Curtis W. Beck _____, proved to me on the basis of
(Name of Signer(s))
satisfactory evidence to be the person(s) who appeared before me.

Michelle Cole
Signature of Notary Public (Notary Seal)



ADDITIONAL OPTIONAL INFORMATION

Description of Attached Document

Title or Type of Document: Release of Claim Document Date: 11/16/15

Number of Pages: 1 Signer(s) Other Than Named Above: None

Additional Information: _____

**OUTDOOR COMMUNITY EVENT
INSURANCE, HOLD HARMLESS AND INDEMNIFICATION REQUIREMENTS**

Pursuant to Washoe County Code §25.303, any applicant for a Washoe County outdoor community business license must ensure the following requirements are met to the satisfaction of the Washoe County Risk Management Division before the outdoor festival business 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:

INCLINE VILLAGES FINE ART FESTIVAL 8/13-14/16
Name of Event Date(s) of Event

CURTIS BECK 
Applicant's name (printed) Applicant's signature

Date: 11/16/15

Incline Village Fine Art Festival
Preston Field

August 13-14, 2016

Event Plan

The Incline Village Fine Art Festival is planned for August 13-14, 2016. The location will be Preston Field, Incline Village, NV. The event will consist of approximately 40 artists, 2 food trucks (one each day) and acoustic entertainment (no amplification, no stages). Each artist will set up their own 10' x 10' canopy in which they will display their original artwork over the two days.

The canopies will remain set up overnight, and there will be overnight security provided to watch over the displays.

Given the number of artists, Preston Field has ample parking for the event, has permanent toilets and hand washing facilities, and potable water available to patrons of the event. An Information/First Aid station will be set up in case of emergency.

The hours of the event be from 10 am until 5 pm. Daylight hours only, so there is no need for night time illumination. All members of the staff will have cell phones for communication. No overnight camping will be approved for Preston Field.

CWB Events will have additional toilets, a hand wash station, and a dumpster delivered to the property. Trash receptacles will be disbursed throughout the event, and will be emptied as necessary.

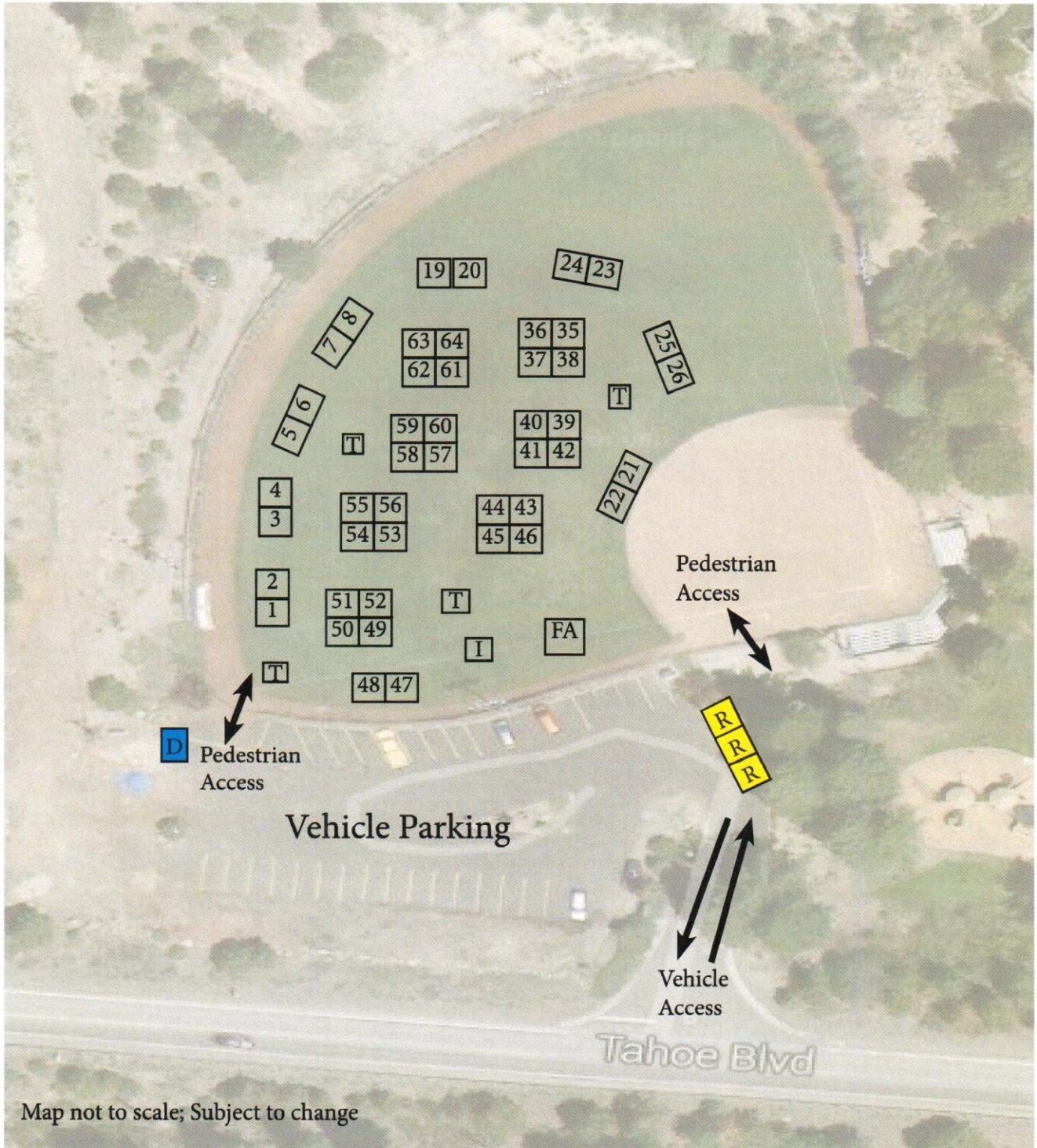
Each food truck will be licensed, and be equipped with a fire extinguisher.

Admission and parking are free to the public.

Upon completion of the event, the artists will break down their displays beginning at 5 pm on Sunday, August 14th, and will be gone by 9 pm. The grounds will be cleaned and left in an orderly fashion.

It has been our experience that patrons of the event stay for approximately one hour and leave, therefore the parking that is available at Preston Field is more than sufficient for the traffic that is expected.

Incline Village Fine Arts Festival Preston Field - 700 Tahoe Blvd Incline Village NV



Map not to scale; Subject to change

R = Restroom D = Dumpster T = Trash Bin FA= First Aid I= Info

CWB Events 916-936-9393

info@cwbevents.com