



# WASHOE COUNTY

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## STAFF REPORT

BOARD MEETING DATE: February 25, 2020

**DATE:** January 24, 2020

**TO:** Board of County Commissioners

**FROM:** Julee Olander, Planner, Planning and Building Division  
Community Services Department, 775.382.3627,  
[jolander@washoecounty.us](mailto:jolander@washoecounty.us)

**THROUGH:** Mojra Hauenstein, Arch., AICP, Planner, Division Director, Planning  
& Building Division, Community Services Department, 328-3619,  
[mhauenstein@washoecounty.us](mailto:mhauenstein@washoecounty.us)

**SUBJECT:** Public hearing: Approve an Outdoor Festival Business License application (pursuant to Washoe County Code Chapter 25 and related provisions) and associated license conditions submitted by Austin Gavlak for Powabunga 2020, a music and arts festival, from March 20, 2020 to March 22, 2020 at the Tahoe Biltmore Lodge & Casino (APN: 123-053-02) on SR 28 primarily in the parking lot area. Live outdoor music will be played from 4pm to 10pm on March 20 and from 3pm to 10pm on March 21 and March 22.

Event set-up is proposed on March 19, 2020 and take-down and dismantling is proposed to occur on March 23, 2020. Event organizers estimate 3,000 spectators per day. If approved, authorize the Director of the Planning and Building Division, Community Services Department to issue the license when all pre-event conditions have been met, including but not limited to conditions on parking, security, lighting, hours, alcoholic beverage and food consumption, ingress and egress, temporary restroom facilities, fire safety, and whether to waive a performance bond. (Commission District 1.)

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### **SUMMARY**

Consideration of the Outdoor Festival Business License application for Powabunga 2020 event. Based on the testimony and evidence presented at the hearing, to include the report of reviewing agencies, the Board of County Commissioners (Board) may approve the issuance of the business license with conditions or deny the business license application.

Washoe County Strategic Objective supported by this item: Safe, secure and healthy communities.

### **PREVIOUS ACTION**

AGENDA ITEM # \_\_\_\_\_

No previous action, this is a new outdoor festival event located in Washoe County.

## **BACKGROUND**

### **GENERAL EVENT BACKGROUND**

The applicant describes Powabunga 2020 as a three-day world class music and art festival with a variety of musical groups with local and international artists. The event organizer estimates a maximum of 3,000 people a day, with 100 event participants and support members. Music will be played on Friday (March 20<sup>th</sup>) from 4 PM to 10 PM and on Saturday and Sunday (March 22<sup>nd</sup> & 23<sup>rd</sup>) 3 PM to 10 PM and artwork will be located in various places on the site during the event.

The event is being held at the Tahoe Biltmore Lodge & Casino at 5 State Route 28, Crystal Bay. The event will be located in the parking lot behind the main building. The entrance to the event will be off Reservoir Road and patrons will be searched by a contracted private security company. The security company will also manage security for the event and oversee and implement the event security plan. If needed, the security company will notify the sheriff to assist in any manner needed.

The event organizers indicate that the attendees will be primarily young active professionals between the ages of 25 and 35. The event cost is \$149 for the whole weekend or \$59 for a single day. Tickets can be purchased online or at the event.

Alcohol will be served at the event in specified areas. Identification verification will be required and once verification is established a tamper proof wristband will be attached to the verified patron. If the server deems the wristband has been tampered with, the patron will need to show identification or service will be denied. Food will also be available in identified areas by local food vendors who are licensed by Washoe County Health District.

The event organizers will encourage all patrons to carpool or take alternative transportation to the site. There are 500 parking spaces on the site and an area will be dedicated for shuttles and rideshare. The organizer has worked with Tahoe Truckee Regional Transit (TART) to add additional lines and extend run times. Event staff will be encouraged to carpool or to use alternative modes of transportation to the event. There will be a traffic control team to assist with traffic onsite and direct patrons to available shuttles and other transportation modes.

The event organizers contract with Sani-Hut Company to provide port-o-lets, VIP bathrooms, water supply, sanitation facilities, grey water disposal for food vendors and provide large scale trash removal. The event organizer will ensure lighting meets required codes. The organizers will have radios on the site and will manage communication on the site for any emergencies, security and other needs.

### **OUTDOOR FESTIVAL BUSINESS LICENSE**

Outdoor Festival business licenses are granted under the provisions of Washoe County Code (WCC) Chapter 25 (Business License Ordinance). An Outdoor Festival Business License is granted by the Board after a public hearing. This event qualifies as an outdoor festival because more than 1,000 people (participants and spectators) will attend the event

during a single day [WCC Section 25.265(1)] and the event is being held on private lands in the unincorporated County (WCC Section 25.269). Applications are accepted by Washoe County Business License staff and reviewed for completeness before setting the required public hearing date [WCC Section 25.277(1)] and distributing the application for comment. The applicant waived the 30-day public hearing date requirement, as set forth in State Law and within WCC Section 25.277(1), to allow staff adequate time to complete a comprehensive review of the application (see the Waiver and Consent included as part of the application in Attachment D).

Copies of the application were provided to the County Clerk and the following reviewing agencies: Community Services [Planning & Building Division (Building Program, Business License and Code Enforcement), and Engineering & Capital Projects Division (Traffic)], Health District (Environmental and Medical/Health), Risk Management, Sheriff's Office, and the North Lake Tahoe Fire Protection District [WCC Section 25.273(3)]. Comments received from reviewing agencies are summarized in Attachment B. Notice of the public hearing was provided to the applicant and affected property owners in accordance with the provisions of WCC Section 25.277(2). Staff will provide a copy of the notice and a list of persons notified if requested.

WCC Section 25.305 requires a performance security from any Outdoor Festival business license applicant. The performance security instrument (i.e., surety bond, letter of credit, certificate of deposit, cash bond or other similar instrument) is to be approved by the District Attorney's Office and the amount is to be determined by business license staff. The amount of the performance security is to cover costs of fulfilling specified conditions of license approval including, without limitation, removing debris, trash, and/or other waste from the event site. The event will be conducted entirely on the Tahoe Biltmore Lodge & Casino, private property, and the property owner has provided permission for the event to be conducted on the property. Additionally, the applicant has provided a written statement as part of the application (Attachment D) guaranteeing the cleanup of the site to pre-event status. Therefore, staff does not recommend the imposition of a performance security to ensure clean-up of the event site. Staff proposes a pre-event condition to waive the required performance security and a post-event condition to require total clean-up of the site.

The license conditions contained in this staff report as Attachment B are for consideration by the Board when reviewing the license application. During the public hearing on the application, the Board should base any decisions on the testimony of witnesses, evidence presented at the public hearing, and this staff report. The Board must either approve the issuance of an Outdoor Festival business license with conditions or deny the application [WCC Section 25.277(3)]. The appropriate grounds for denial of the application are outlined in WCC Section 25.281, which staff can provide if needed. Although the Board may continue a decision on the application to its next regularly scheduled meeting, staff recommends that the County Commission decide on the license during the February 25<sup>th</sup> public hearing, if at all feasible, to allow the applicant sufficient time to meet any and all imposed pre-event conditions prior to the proposed event set-up start date of March 19<sup>th</sup>.

Should the Board approve the outdoor festival business license application with associated license conditions (Attachment B), staff recommends that the applicant provide Washoe County Business License with proof of compliance for each applicable pre-event condition by March 16, 2020. This time frame should provide sufficient time for the applicant to comply with all pre-event conditions (prior to the event set-up

completion date of March 19, 2020) and to issue the license prior to the event start date (March 20, 2020). The proposed Board motion includes authorization for event set-up to begin on March 19, 2020.

Washoe County business license staff will issue the outdoor festival business license, under the signature of the Planning & Building Division Director, only after determination that all pre-event conditions have been met and that all applicable fees have been paid (WCC Section 25.283).

### **FISCAL IMPACT**

On January 10, 2020, the applicant paid the required non-refundable \$1,000 application fee and the daily fee of \$350 [WCC section 25.273(1)(a)] totaling \$1,050. The fees were deposited and accounted for in the County's General Fund Permits & Licenses (105402), General Business License revenue account (421101). In addition, \$125 for a temporary liquor license was paid and accounted for in the General Fund Permits & Licenses (105402), Liquor License revenue account (421200).

### **RECOMMENDATION**

It is recommended that the Board approve the Outdoor Festival Business License application with the license conditions included as Attachment B for Powabunga 2020, scheduled to be held March 20<sup>th</sup> to 22<sup>nd</sup> at the Tahoe Biltmore Lodge & Casino (APN: 123-053-02) and further authorize the Director of the Planning & Building Division, Community Services Department, to issue the license when all pre-event conditions have been met.

### **POSSIBLE MOTION**

Should the Board agree with staff's recommendation, a possible motion would be:

“Move to approve an Outdoor Festival Business License application for Powabunga 2020 substantially in the form attached to the staff report with the license conditions included as part of the staff report for this item and to further authorize the Director of the Planning & Building Division, Community Services Department, to issue the license when all pre-event conditions have been met.”

- Attachments:
- A. Outdoor Festival Business License
  - B. Outdoor Festival Business License Conditions for the Powabunga 2020
  - C. Agency Comments/Conditions
  - D. Powabunga 2020 Outdoor Festival Business License Application

cc: Austin Galvik, PO Box 523, Eagle, CO 81631, Email: austin@fullsendvail.com



**WASHOE COUNTY**  
**COMMUNITY SERVICES DEPARTMENT**  
**Planning and Building Division**  
**Business License**

1001 EAST 9<sup>TH</sup> STREET  
 RENO, NEVADA 89512  
 PHONE (775) 328-3733  
 FAX (775) 328.6133

Attachment A

OUTDOOR FESTIVAL BUSINESS LICENSE

Austin Gavlak  
 PO Box 523  
 Eagle, CO 81631

The applicant, Austin Gavlak for Powabunga 2020, has met the pre-event conditions imposed by the Washoe County Board of County Commissioners pursuant to the provisions of Washoe County Code, sections 25.263 to 25.307 inclusive. Those pre-event conditions, plus the during-event and post-event conditions imposed by the Washoe County Board of County Commissioners, are attached to this license.

This Outdoor Festival Business License is valid for the hours of 7:00 a.m. until 11:00 p.m. from March 19, 2020 through March 23, 2020. Event staff is permitted on the event site for preparation and set-up between the hours of 7:00 a.m. and 9:00 p.m. on March 19, 2020. Additionally, event staff is permitted on the event site for take-down and event dismantle between the hours of 7:00 a.m. and 8:00 p.m. on March 23, 2020.

The event will be held on March 20<sup>th</sup> to March 22<sup>nd</sup>, on March 20<sup>th</sup> the hours will be from 4pm to 10 p.m. and on March 21<sup>st</sup> and 22<sup>nd</sup> from 3pm to 10 p.m. at the Tahoe Biltmore Resort & Casino.

All during-event and post-event conditions imposed by the Board must be satisfied and/or completed as part of this Outdoor Festival Business License. All implementation and compliance plans as conveyed to the Board on February 25, 2020, are hereby incorporated by reference and shall be posted on site for verification of the Outdoor Festival business license requirements.

**THIS LICENSE MUST BE POSTED IN A CONSPICUOUS PLACE UPON THE PREMISES WHERE THE OUTDOOR FESTIVAL IS CONDUCTED.**

\_\_\_\_\_

Director

\_\_\_\_\_

Date



**INTEGRITY**



**EFFECTIVE COMMUNICATION**



**QUALITY PUBLIC SERVICE**

## **LICENSE CONDITIONS**

### **1. Washoe County Planning Department**

Staff contact: Julee Olander, 775-328-3727, [jolander@washoecounty.us](mailto:jolander@washoecounty.us)

#### ***Pre-event condition***

1. The applicant will submit the Release of Claims and Statement of Asset forms.
2. Staff recommends waiving the required performance security.
3. Prior to March 19, 2020, the applicant will provide the Planning and Development Division with the necessary documentation that all pre-event requirements have been met to obtain an Outdoor Festival Business License.

#### ***During event condition***

Event staff will set-up on March 19, 2020, between the hours of 7:00 a.m. and 8:00 p.m.

#### ***Post-event condition***

Event staff is allowed to take-down and dismantle between the hours of 7:00 a.m. and 8:00 p.m. on March 23, 2020 and required to clean-up the site.

### **2. Washoe County Building Department**

Staff contact: Dan Holly, 775-328-2027, [dholly@washoecounty.us](mailto:dholly@washoecounty.us)

#### ***Pre-event condition***

The applicant will obtain any necessary building permits.

### **3. Incline Village General Improvement District (IVGID)**

Staff contact: Tim Buxton, 775-832-1246, [tim\\_buxton@ivgidcounty.us](mailto:tim_buxton@ivgidcounty.us)

#### ***Pre-event condition***

Any structures requiring the insertion of large stakes into the ground will require locating all utility lines before any work begins.

### **4. Nevada State Department of Transportation**

Staff contact: Alex Wolfson, Traffic & Operations Engineering, 775- 834-8365, [awolfson@dot.nv.gov](mailto:awolfson@dot.nv.gov)

#### ***Pre-event conditions***

1. The applicant will post that pedestrian crossings of SR-28 shall only be done at designated crosswalks.
2. The applicant will review with other law enforcement agencies and others to assess if additional temporary traffic control mechanisms are needed to monitor traffic and pedestrians needs and safety.
3. The applicant will submit a site plan showing all locations of temporary lighting. Lighting will be provided for any areas where traffic control personnel are on foot or high numbers of pedestrian activity.

#### ***During event conditions***

1. The applicant will accommodate all event-related parking thru on-site parking, rideshare, shuttles, and other means without using public right of ways.

2. The applicant will post that parking along the shoulder of SR-28 is prohibited. Placing no parking signage along State Route 28 for the duration of the event.
3. The applicant will place special event related signage along SR-28 for the purposes of providing motorists with a warning that there may be increased traffic in the area and guidance as to where they can park.
  - a. The applicant must acquire a Temporary Occupancy Permit from the NDOT District II Permits Office for any signage placed within state right of way. The Permits Office can be reached at (775) 834-8330.
  - b. All signage must conform to NDOT's standards for temporary traffic control.
  - c. Per Nevada Revised Statute 410, signage in state right of way is not allowed to contain advertising of any sort. For example, the signs must say "EVENT PARKING" instead of "POWABUNGA PARKING". This also includes vendor signage.

***Post-event conditions***

The applicant will remove all traffic or any signage that has been installed for the event along roadways.

**5. Washoe County Health District:**

Staff contact: Jackie Lawson, Emergency Medical Services (EMS), 326-6051,  
[jlawson@washoecounty.us](mailto:jlawson@washoecounty.us)

***Pre-event conditions:***

1. Identify locations for a landing zone for an air ambulance and the ingress/egress information for EMS units.
2. Include the first aid station(s) on the event map.
  - This should also be provided to staff prior to the event.
3. Send event information to the Emergency Department Managers at Incline Village Community Hospital notifying the hospital of the event dates.
4. NRS during-event conditions:
  1. Provide at least one first aid station at the site of the special event.
    - The first aid station should have an AED and biological waste containers (red bags for waste and appropriate sharp containers).

***During event conditions:***

1. Handicap accessible Sani-Huts with hand washing stations should be supplied next to or near the first aid station.
2. Hand washing stations for the first aid station personnel should be separate from general public facilities.
  - The first aid station(s) should be marked with visible signage and highlighted on course maps distributed to the public.
3. An area large enough to accommodate air ambulance medical evacuations should be designated and communicated with the EMS provider.
4. All medical response personnel should be equipped with two-way radios to communicate with staff.
  - A designated channel should be dedicated to first aid communications.

***Post-event conditions:***

1. Summary data of medical contacts should be provided to EMS Program staff within 30 days after the event.

- Number of patients treated on site.
- Number of patients known to have been transported to a medical facility by private vehicle, ambulance, or other means.
- Listing of individual types of illnesses or injuries seen.

6. **Risk Management**

Doreen Teasley, Senior Risk Management Analyst, 775-328-2660,  
[dertell@washoecounty.us](mailto:dertell@washoecounty.us)

***Pre-event condition***

The applicant shall have their insurance carrier name Washoe County as an additional insured and provide a copy of the endorsement that provides this coverage.

7. **North Lake Tahoe Fire District**

Staff contact: Jennifer Donohue, Interim Fire Marshall, 775-831-0351 x8127,  
[jdonohue@washoecounty.us](mailto:jdonohue@washoecounty.us)

***Pre-event condition***

1. Applicant shall obtain an NLTFPD Special Event Permit (site specific and fire code review comments pending that submittal, applicant -Eric Pilcher, notified of requirement on 1/6/2020)
2. Applicant shall list NLTFPD as an additional insured (page 13)
3. If utilizing NLTFPD when/where medical standby is required by NRS, applicants shall contract services (with NLTFPD) a minimum 60 days prior to the event to ensure adequate NLTFPD staffing levels.

8. **Access, Traffic and Parking (Community Services Department, Engineering & Capital Projects Division):**

Staff Contact: Mitch Fink, Community Services, Engineering and Capital Projects Division, 775-328-2050, [mfink@washoecounty.us](mailto:mfink@washoecounty.us)

***Pre-event conditions***

- a. Wassou Road, Reservoir Road and Stateline Road are Washoe County streets. The event site map shows the north half of Stateline Rd. and Wassou Road, between Stateline Road and Reservoir, being enclosed by fencing for the event. A request for a road closure for Wassou Road is required.
- b. Provide a map showing the sign placement locations and an updated event site map, based on these conditions.
- c. All signs and sign supports shall be crashworthy and meet MUTCD requirements.
- d. Any flaggers required shall be ATSSA certified.
- e. Provide a map showing where the shuttle pick locations are and the locations of parking for people utilizing the shuttle service.
- f. Proposed properties for event parking shall have a letter provided by the property owner stating approval for this item.
- g. Provide lighting for any unlit pedestrian crosswalks.



***During-event conditions***

- a. Stateline Road shall remain open to local traffic a road closure is not allowed.
- b. “No Event Parking” signage shall be provided on the road shoulders for Stateline Road, Reservoir Road, Wassou Road and Lakeview Avenue, for at least 1,000 ft. away from the event.

\*\*\*\* END OF CONDITIONS\*\*\*\*

## Olander, Julee

---

**From:** Holly, Dan  
**Sent:** Tuesday, January 14, 2020 11:29 AM  
**To:** Olander, Julee  
**Subject:** Re: Agency review- Powabunga 2020

Hi Julee: I only see a reference to "tents" on the site plan but not a lot of supporting information. If the applicant intends to install tents then we will need them submit plans and obtain permits prior to the event. Thank You,

---

**From:** Olander, Julee <JOlander@washoecounty.us>  
**Sent:** Monday, January 13, 2020 2:12 PM  
**To:** Rodriguez, Odalys <ORodriguez@washoecounty.us>; Holly, Dan <DHolly@washoecounty.us>; Fink, Mitchell <MFink@washoecounty.us>; Dayton, Brittany <BDayton@washoecounty.us>; English, James <JEnglish@washoecounty.us>; Rubio, Wesley S <WRubio@washoecounty.us>; Tim Buxton <tim\_buxton@ivgid.org>; Jennifer Donohue <jdonohue@nltfpd.net>; Ertell, Doreen <DErtell@washoecounty.us>; Gil, Donald <DGil@washoecounty.us>  
**Cc:** Lloyd, Trevor <TLloyd@washoecounty.us>; Emerson, Kathy <KEmerson@washoecounty.us>; Giesinger, Chad <CGiesinger@washoecounty.us>  
**Subject:** Agency review- Powabunga 2020

Attached is the application for Powabunga 2020 an outdoor festival to be held 3/20-22 at the Tahoe Baltimore parking lot area. This is a tight turn around – I'm trying to take it to the Board of county Commissioners on 2/25- this is an event of 1,00 people. I need comments/conditions by **1/23**. Let me know if that is an issue or if you have any questions.

Thank you,



**Julee Olander**  
Planner | Community Services Department- Planning & Building Division  
[jolander@washoecounty.us](mailto:jolander@washoecounty.us) | Office: 775.328.3627 | Fax: 775.328.6133  
1001 E. Ninth St., Bldg A., Reno, NV 89512



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**From:** [Buxton, Tim](#)  
**To:** [Olander, Julee](#)  
**Subject:** RE: Agency review- Powabunga 2020  
**Date:** Thursday, January 16, 2020 8:22:09 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)

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Boss,

**IVGID supports the festival with the only comment.**

1. Will the proposed tent(s) structures be inserting any stakes into the ground?
2. Any structures requiring the insertion of large stakes into the ground would require utility line locations before any work begins.

Thanks,

Tim Buxton  
IVGID Chief Inspector  
1-775-832-1246 work  
1-775-354-5664 cell  
Working days Tuesday – Friday  
Working Hours- 7:00am to 5:30pm  
**Gung Ho!**

---

**From:** Olander, Julee <JOlander@washoecounty.us>  
**Sent:** Monday, January 13, 2020 2:13 PM  
**To:** Rodriguez, Odalys <ORodriguez@washoecounty.us>; Holly, Dan <DHolly@washoecounty.us>; Fink, Mitchell <MFink@washoecounty.us>; Dayton, Brittany <BDayton@washoecounty.us>; English, James <JEnglish@washoecounty.us>; Rubio, Wesley S <WRubio@washoecounty.us>; Buxton, Tim <tim\_buxton@ivgid.org>; Jennifer Donohue <jdonohue@nltpd.net>; Ertell, Doreen <DErtell@washoecounty.us>; Gil, Donald <DGil@washoecounty.us>  
**Cc:** Lloyd, Trevor <TLloyd@washoecounty.us>; Emerson, Kathy <KEmerson@washoecounty.us>; Giesinger, Chad <CGiesinger@washoecounty.us>  
**Subject:** Agency review- Powabunga 2020

Attached is the application for Powabunga 2020 an outdoor festival to be held 3/20-22 at the Tahoe

Baltimore parking lot area. This is a tight turn around – I’m trying to take it to the Board of county Commissioners on 2/25- this is an event of 1,00 people. I need comments/conditions by **1/23**. Let me know if that is an issue or if you have any questions.

Thank you,



**Julee Olander**

**Planner | Community Services Department- Planning & Building Division**

[jolander@washoecounty.us](mailto:jolander@washoecounty.us) | Office: 775.328.3627 | Fax: 775.328.6133

1001 E. Ninth St., Bldg A., Reno, NV 89512



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**From:** [Wolfson, Alexander](#)  
**To:** [Olander, Julee](#)  
**Cc:** [Smaltz, Tara](#); [District II Permits DL](#)  
**Subject:** RE: Agency review- Powabunga 2020  
**Date:** Friday, January 17, 2020 3:47:42 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)

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Julee,

My apologies on that. Here are my comments with the questions and conditions separated:

Questions:

-

1. The event says there will be a parking fee communicated to all patrons. Where will the fees be collected? Will there be a parking fee for those who park at the Crystal Bay Club?
2. Is there a dedicated spot for turnarounds on Reservoir Road?
3. Looking through the documents, there seemed to be several different numbers cited for the amount of patrons that may attend. Could the organizer please clarify this?

Conditions:

1. The event shall be able to accommodate all event-related parking thru on-site parking, rideshare, shuttles, and other means without using public right of ways.
2. Applicant shall inform all event participants that parking along the shoulder of SR-28 is prohibited. Based on input from law enforcement and other entities, applicant may be required to place no parking signage along State Route 28 for the duration of the event.
3. Applicant shall place special event related signage along SR-28 for the purposes of providing motorists with a warning that there may be increased traffic in the area and guidance as to where they can park.
  - a. The applicant must acquire a Temporary Occupancy Permit from the NDOT District II Permits Office for any signage placed within state right of way. The Permits Office can be reached at (775) 834-8330. There is no fee for this permit.
  - b. All signage must conform to NDOT's standards for temporary traffic control.
  - c. Per Nevada Revised Statute 410, signage in state right of way is not allowed to contain advertising of any sort. For example, the signs must say "EVENT PARKING" instead of "POWABUNGA PARKING". This also includes vendor signage.
4. Applicant shall inform all event participants that pedestrian crossings of SR-28 shall only be done at designated crosswalks. Based on input from law enforcement and other entities, applicant may be required to provide additional temporary traffic control to monitor traffic and pedestrians.

5. Applicant shall show all locations of temporary lighting on their site plan. Within state right of way, temporary lighting shall be provided for any areas where traffic control personnel are on foot or high numbers of pedestrian activity.
  - a. It is also recommended that applicant provide temporary lighting for these conditions outside of state right of way; however, this is outside of NDOT's jurisdiction to enforce.

Thank you again for the opportunity to provide comments.

**Alex Wolfson**

Office: (775) 834-8365

Cell: (775) 301-8150

---

**From:** Olander, Julee <JOlander@washoecounty.us>  
**Sent:** Friday, January 17, 2020 3:17 PM  
**To:** Wolfson, Alexander <AWolfson@dot.nv.gov>  
**Cc:** Smaltz, Tara <TSmaltz@dot.nv.gov>; District II Permits DL <Dist2Permits@dot.nv.gov>  
**Subject:** RE: Agency review- Powabunga 2020

Alex,

Some of these are questions- which I will forward to the applicant. Others seem to be conditions that you need the applicant to comply with. Can you please separate the questions for the conditions. For example you can condition the applicant to not allow traffic to que from Reservoir onto State route 28. Let me know if you have any questions.

Thank you,



**Julee Olander**

**Planner | Community Services Department- Planning & Building Division**

[jolander@washoecounty.us](mailto:jolander@washoecounty.us) | Office: 775.328.3627 | Fax: 775.328.6133

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**From:** Wolfson, Alexander <AWolfson@dot.nv.gov>  
**Sent:** Friday, January 17, 2020 2:57 PM  
**To:** Olander, Julee <JOlander@washoecounty.us>  
**Cc:** Smaltz, Tara <TSmaltz@dot.nv.gov>; District II Permits DL <Dist2Permits@dot.nv.gov>  
**Subject:** RE: Agency review- Powabunga 2020

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Hi Julee,

NDOT District II staff have reviewed the proposed event at the Tahoe Biltmore and have the following comments for your consideration:

1. The event says there will be a parking fee communicated to all patrons. Where will the fees be collected? Will there be a parking fee for those who park at the Crystal Bay Club? These questions will be important based off comment #2.
2. NDOT requests that the applicant be mindful of event traffic queueing on Reservoir Road towards SR-28, and have a plan in place to keep traffic moving on Reservoir and not affect operations on SR-28. Is there a dedicated spot for turnarounds on Reservoir Road?
3. Looking through the documents, there seemed to be several different numbers cited for the amount of patrons that may attend. Could the organizer please clarify this?
4. NDOT recommends that locations of temporary lighting be shown on the site plan.
  - a. To ensure safety of event staff and patrons, it is recommended that lighting be used at all locations where traffic control staff will be on foot and areas of high pedestrian crossing
5. NDOT recommends that the event organizer place special event related signage along SR-28 for the purposes of providing motorists with a warning that there may be increased traffic in the area and guidance as to where they can park. This may also
  - a. The applicant must acquire a Temporary Occupancy Permit from the NDOT District II Permits Office for any signage placed within state right of way. The Permits Office can be reached at (775) 834-8330. There is no fee for this permit.
  - b. All signage must conform to NDOT's standards for temporary traffic control.
  - c. Per Nevada Revised Statute 410, signage in state right of way is not allowed to contain advertising of any sort. For example, the signs must say "EVENT PARKING" instead of "POWABUNGA PARKING". This also includes vendor signage.
6. NDOT requests that the applicant inform all event participants that pedestrian crossings of SR-28 shall only be done at designated crosswalks. This would be the traffic signal between the Tahoe Biltmore and Crystal Bay Club.
  - a. This may require additional temporary traffic control to monitor traffic and pedestrians
7. The event shall be able to accommodate all event-related parking thru on-site parking, rideshare, shuttles, and other means without using public right of ways.
  - a. NDOT requests that the applicant inform all event participants that parking along the shoulder of SR-28 is prohibited, and vehicles would be subject to tow-away due to how narrow the shoulder is.
  - b. Based on input from law enforcement and other entities, this may require that the applicant place temporary no parking signs along SR-28.

Thank you for the opportunity to provide comment. Feel free to contact me if you need any additional information or clarification on the comments.

**Alex Wolfson, P.E.**

Traffic and Operations Engineering

Nevada Department of Transportation | District 2

**Office:** (775) 834-8365 | **Mobile:** (775) 301-8150

**Address:** 310 Galletti Way Sparks, Nevada 89431

**Email:** [awolfson@dot.nv.gov](mailto:awolfson@dot.nv.gov)

Emergency Medical Services (Washoe County Health District):  
(Staff contact: Jackie Lawson, 326-6051, [jlawson@washoecounty.us](mailto:jlawson@washoecounty.us))

Pre-event recommendations:

- 1) Identify locations for a landing zone for an air ambulance and the ingress/egress information for EMS units.
- 2) Include the first aid station(s) on the event map.
  - This should also be provided to staff prior to the event.
- 3) Send event information to the Emergency Department Managers at Incline Village Community Hospital notifying the hospital of the event dates.

NRS during-event conditions:

- 1) Provide at least one first aid station at the site of the special event.
  - The first aid station should have an AED and biological waste containers (red bags for waste and appropriate sharp containers).

During-event recommendations:

- 1) Handicap accessible Sani-Huts with hand washing stations should be supplied next to or near the first aid station.
- 2) Hand washing stations for the first aid station personnel should be separate from general public facilities.
  - The first aid station(s) should be marked with visible signage and highlighted on course maps distributed to the public.
- 3) An area large enough to accommodate air ambulance medical evacuations should be designated and communicated with the EMS provider.
- 4) All medical response personnel should be equipped with two-way radios to communicate with staff.
  - A designated channel should be dedicated to first aid communications.

Post-event recommendations:

- 1) Summary data of medical contacts should be provided to EMS Program staff within 30 days after the event.
  - Number of patients treated on site.
  - Number of patients known to have been transported to a medical facility by private vehicle, ambulance, or other means.
  - Listing of individual types of illnesses or injuries seen.



Thank you,



**Julee Olander**

Planner | Community Services Department- Planning & Building Division

[jolander@washoecounty.us](mailto:jolander@washoecounty.us) | Office: 775.328.3627 | Fax: 775.328.6133

1001 E. Ninth St., Bldg A., Reno, NV 89512



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---

**From:** Ertell, Doreen <[DErtell@washoecounty.us](mailto:DErtell@washoecounty.us)>

**Sent:** Thursday, January 23, 2020 3:02 PM

**To:** Olander, Julee <[JOlander@washoecounty.us](mailto:JOlander@washoecounty.us)>

**Subject:** FW: Agency review- Powabunga 2020

Hi Julee,

I have reviewed the documents. They have not provided the certificate of insurance naming Washoe County as an additional insured. The event is not approved by Risk Management without the certificate.

Thank you,  
Doreen



**Doreen Ertell**

Risk Management

[dertell@washoecounty.us](mailto:dertell@washoecounty.us) | Office: 775.328-2660

1001 E. Ninth St., Building D

Reno, NV 89512



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**From:** Olander, Julee <[JOlander@washoecounty.us](mailto:JOlander@washoecounty.us)>

**Sent:** Monday, January 13, 2020 2:13 PM

**To:** Rodriguez, Odalys <[ORodriguez@washoecounty.us](mailto:ORodriguez@washoecounty.us)>; Holly, Dan <[DHolly@washoecounty.us](mailto:DHolly@washoecounty.us)>; Fink, Mitchell <[MFink@washoecounty.us](mailto:MFink@washoecounty.us)>; Dayton, Brittany <[BDayton@washoecounty.us](mailto:BDayton@washoecounty.us)>; English, James <[JEnglish@washoecounty.us](mailto:JEnglish@washoecounty.us)>; Rubio, Wesley S <[WRubio@washoecounty.us](mailto:WRubio@washoecounty.us)>; Tim Buxton <[tim\\_buxton@ivgid.org](mailto:tim_buxton@ivgid.org)>; Jennifer Donohue <[jdonohue@nltfpd.net](mailto:jdonohue@nltfpd.net)>; Ertell, Doreen <[DErtell@washoecounty.us](mailto:DErtell@washoecounty.us)>; Gil, Donald <[DGil@washoecounty.us](mailto:DGil@washoecounty.us)>



**WASHOE COUNTY**  
**COMMUNITY SERVICES DEPARTMENT**  
**Engineering and Capital Projects**

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**INTEROFFICE MEMORANDUM**

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**DATE:** January 24, 2020

**TO:** Julee Olander, Planner, Planning and Building Division

**FROM:** Mitchell Fink, Engineering and Capital Projects Division

**SUBJECT: OUTDOOR FESTIVAL LICENSE APPLICATION  
 POWABUNGA**

---

**GENERAL PROJECT DISCUSSION**

Washoe County Engineering staff has reviewed the above referenced application prepared by Austin Gvalak. The Engineering and Capital Projects Division recommends approval with the following conditions.

1. Wassou Road, Reservoir Road and Stateline Road are Washoe County streets. The event site map shows the north half of Stateline Rd. and Wassou Road, between Stateline Road and Reservoir, being enclosed by fencing for the event. A request for a road closure for Wassou Road is required.
2. Stateline Road shall remain open to local traffic a road closure is not allowed.
3. "No Event Parking" signage shall be provided on the road shoulders for Stateline Road, Reservoir Road, Wassou Road and Lakeview Avenue, for at least 1,000 ft. away from the event.
4. Provide a map showing the sign placement locations and an updated event site map, based on these conditions.
5. All signs and sign supports shall be crashworthy and meet MUTCD requirements.
6. Any flaggers required shall be ATSSA certified.
7. Provide a map showing where the shuttle pick locations are and the locations of parking for people utilizing the shuttle service.
8. Proposed properties for event parking shall have a letter provided by the property owner stating approval for this item.
9. Provide lighting for any unlit pedestrian crosswalks.

**Cc:** Dwayne Smith, P.E.  
 Jennifer Heeran, P.E.



**INTEGRITY**



**EFFECTIVE  
 COMMUNICATION**



**QUALITY  
 PUBLIC SERVICE**

## Olander, Julee

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**From:** Barboza, Sandra  
**Sent:** Tuesday, January 14, 2020 1:21 PM  
**To:** Olander, Julee  
**Subject:** FW: Agency review- Powabunga 2020  
**Attachments:** Personal History Washoe - Eric Pilcher.pdf; Powabunga 2020 - Team Work History.pdf; Powabunga California User Manual 2020.pdf; Powabunga Tahoe Sitemap.pdf; Powabunga Tahoe Supporting Doc.pdf; Powabunga Tahoe Transportation Plan.pdf; Powabunga, LLC.pdf; Powabunga\_Washoe\_Application.pdf; property owner affidavit.pdf; Release of Claims.pdf; Town of Vail Letter of Recommendation.pdf

Good Afternoon Julie-

The Organizer states The Washoe County Sheriff's Office will have officers in surrounding areas as well as in the festival venue.

We will have units in the Incline Village area but not in the festival venue unless we are contracted to do so.

If there is an emergency- we will assist- with or without a contract.

Thank you

Sandra Barboza, Lieutenant  
Washoe County Sheriff's Office  
Patrol Division  
Incline Village, NV  
Office: 775-832-4114  
Cell: 775-357-3508  
[Sbarboza@washoecounty.us](mailto:Sbarboza@washoecounty.us)

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**From:** Gil, Donald <DGil@washoecounty.us>  
**Sent:** Tuesday, January 14, 2020 12:54 PM  
**To:** Barboza, Sandra <SBarboza@washoecounty.us>  
**Subject:** FW: Agency review- Powabunga 2020

Sandra,

Can you review this please and provide any comments or concerns back to Julee this week. Just remember the official response you send back to her will be part of the public record for that actual board item. If you have any legitimate security / traffic concerns that are not addressed in their plan feel free to bring them up though.

Thanks,

don

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**From:** Olander, Julee <[JOlander@washoecounty.us](mailto:JOlander@washoecounty.us)>  
**Sent:** Monday, January 13, 2020 2:13 PM  
**To:** Rodriguez, Odalys <[ORodriguez@washoecounty.us](mailto:ORodriguez@washoecounty.us)>; Holly, Dan <[DHolly@washoecounty.us](mailto:DHolly@washoecounty.us)>; Fink, Mitchell <[MFink@washoecounty.us](mailto:MFink@washoecounty.us)>; Dayton, Brittany <[BDayton@washoecounty.us](mailto:BDayton@washoecounty.us)>; English, James <[JEnglish@washoecounty.us](mailto:JEnglish@washoecounty.us)>; Rubio, Wesley S <[WRubio@washoecounty.us](mailto:WRubio@washoecounty.us)>; Tim Buxton <[tim\\_buxton@ivgid.org](mailto:tim_buxton@ivgid.org)>; Jennifer Donohue <[jdonohue@nltfpd.net](mailto:jdonohue@nltfpd.net)>; Ertell, Doreen <[DErtell@washoecounty.us](mailto:DErtell@washoecounty.us)>; Gil, Donald <[DGil@washoecounty.us](mailto:DGil@washoecounty.us)>  
**Cc:** Lloyd, Trevor <[TLloyd@washoecounty.us](mailto:TLloyd@washoecounty.us)>; Emerson, Kathy <[KEmerson@washoecounty.us](mailto:KEmerson@washoecounty.us)>; Giesinger, Chad <[CGiesinger@washoecounty.us](mailto:CGiesinger@washoecounty.us)>  
**Subject:** Agency review- Powabunga 2020

Attached is the application for Powabunga 2020 an outdoor festival to be held 3/20-22 at the Tahoe Baltimore parking lot area. This is a tight turn around – I'm trying to take it to the Board of county Commissioners on 2/25- this is an event of 1,00 people. I need comments/conditions by **1/23**. Let me know if that is an issue or if you have any questions.

Thank you,



**Julee Olander**  
Planner | Community Services Department- Planning & Building Division  
[jolander@washoecounty.us](mailto:jolander@washoecounty.us) | Office: 775.328.3627 | Fax: 775.328.6133  
1001 E. Ninth St., Bldg A., Reno, NV 89512



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**From:** [Jennifer Donohue](#)  
**To:** [Olander, Julee](#)  
**Cc:** [austin@fullsendvail.com](mailto:austin@fullsendvail.com); [pilcher@moesoriginalbbq.com](mailto:pilcher@moesoriginalbbq.com); [RSommers](#)  
**Subject:** RE: Agency review- Powabunga 2020  
**Date:** Wednesday, January 22, 2020 8:33:41 AM  
**Attachments:** [image025.png](#)  
[image026.png](#)  
[image027.png](#)  
[image028.png](#)  
[image029.png](#)

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[**NOTICE:** This message originated outside of Washoe County -- **DO NOT CLICK** on **links** or open **attachments** unless you are sure the content is safe.]

NLTFPD Comments/Conditions for Powabunga 2020:

1. Applicant shall obtain an NLTFPD Special Event Permit (site specific and fire code review comments pending that submittal, applicant -Eric Pilcher, notified of requirement on 1/6/2020)
2. Applicant shall list NLTFPD as an additional insured (page 13)
3. If utilizing NLTFPD when/where medical standby is required by NRS, applicants shall contract services (with NLTFPD) a minimum 60 days prior to the event to ensure adequate NLTFPD staffing levels

Thank you,  
Jen



**Jennifer Donohue**  
**Interim Fire Marshal**

Office: [775.831.0351](tel:775.831.0351) x8127 | Cell: [775.434.4555](tel:775.434.4555)  
Email: [jdonohue@nltfpd.net](mailto:jdonohue@nltfpd.net)  
[866 Oriole Way | Incline Village | NV 89451](#)



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**From:** Olander, Julee <[JOlander@washoecounty.us](mailto:JOlander@washoecounty.us)>

**Sent:** Monday, January 13, 2020 2:13 PM

**To:** Rodriguez, Odalys <[ORodriguez@washoecounty.us](mailto:ORodriguez@washoecounty.us)>; Holly, Dan <[DHolly@washoecounty.us](mailto:DHolly@washoecounty.us)>; Fink, Mitchell <[MFink@washoecounty.us](mailto:MFink@washoecounty.us)>; Dayton, Brittany <[BDayton@washoecounty.us](mailto:BDayton@washoecounty.us)>; English, James <[JEnglish@washoecounty.us](mailto:JEnglish@washoecounty.us)>; Rubio, Wesley S <[WRubio@washoecounty.us](mailto:WRubio@washoecounty.us)>; Tim Buxton <[tim\\_buxton@ivgid.org](mailto:tim_buxton@ivgid.org)>; Jennifer Donohue <[JDonohue@nltfpd.net](mailto:JDonohue@nltfpd.net)>; Ertell, Doreen <[DErtell@washoecounty.us](mailto:DErtell@washoecounty.us)>; Gil, Donald <[DGil@washoecounty.us](mailto:DGil@washoecounty.us)>

**Cc:** Lloyd, Trevor <[TLloyd@washoecounty.us](mailto:TLloyd@washoecounty.us)>; Emerson, Kathy <[KEmerson@washoecounty.us](mailto:KEmerson@washoecounty.us)>; Giesinger, Chad <[CGiesinger@washoecounty.us](mailto:CGiesinger@washoecounty.us)>

**Subject:** Agency review- Powabunga 2020



# **OUTDOOR FESTIVAL LICENSE APPLICATION**

1001 EAST 9TH STREET, BUILDING A  
RENO, NEVADA 89512

(775) 328-3733  
[www.washoecounty.us](http://www.washoecounty.us)

## OUTDOOR FESTIVAL LICENSE GENERAL PROCEDURES

**Definition:** "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

1. **APPLICATION.** Complete the form in ink. This application is for events with attendance over 1,000 persons (spectators and participants) on any one day of the event. There is a \$1,000.00 nonrefundable application fee. Applications will be returned if the application fee is not included. Three paper copies of the application plus an electronic pdf file (memory stick or DVD) of the application 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 REQUIREMENTS.** An outdoor festival license is required on any public or private lands in the unincorporated area of Washoe County except for lands managed by the Washoe County Regional Parks and Open Space; and, state, trust, tribal, and federal lands. All events must meet land use/regulatory zone requirements 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.
4. **BONDS.** The outdoor festival license will not be issued until the applicant has agreed to hold harmless, and has submitted evidence of sufficient insurance to indemnity, the County of Washoe, and their employees, agents and contractors for any and all liability for damages, injury, loss or expense caused or occasioned by reason of an act, or failure to act on the part of the applicant, the sponsoring organization, their agents and employees throughout the event. Additional bonds or letters of credit may be required.
5. **FEES.** The license fee for an outdoor festival 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 fees if applicable.

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

6. **INVESTIGATION.** The Sheriff's Office shall conduct a criminal history inquiry 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. A local police records check may be substituted for the criminal history inquiry for applicants with prior approved outdoor festival license(s) for the same type of event.
7. **CONDITIONS.** All pre-event conditions imposed by the Washoe County Board of County Commissioners (BCC) for the outdoor festival license must be met before the license will be issued.
8. **APPROVALS AND AGENCY SIGN-OFFS.** The application will be reviewed by the appropriate agencies, to include Building and Safety, the District Attorney's Office, Engineering, Health District, fire agency, the Sheriff's Office, and other agencies as appropriate. The application will be approved by the BCC at a public hearing.
9. **ISSUANCE OF LICENSE.** The outdoor festival license will be issued after all fees have been paid and all required pre-event conditions are met. The outdoor festival 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 FESTIVAL LICENSE

## Materials required for submittal

\_\_\_\_\_ Fees – check(s) made payable to “Washoe County”

### **Application fee**

\_\_\_\_\_ \$1,000 non-refundable application fee

### **Daily fee(s)**

\_\_\_\_\_ \$350 daily fee plus appropriate booth fees

*Carnival, circus or tent show fees*

\_\_\_\_\_ \$100 daily fee (maximum of \$1,400) plus appropriate booth fees

\_\_\_\_\_ Three packets plus an 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

\_\_\_\_\_ Vehicle access and on-site traffic control

\_\_\_\_\_ Communication system

\_\_\_\_\_ Illuminating the premises (if applicable)

\_\_\_\_\_ 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), History of similar events, and Vendor list

### 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)
- \_\_\_\_\_ Statement of Assets
- \_\_\_\_\_ Statement of Liabilities
- \_\_\_\_\_ Personal history of all applicants (to include corporate officers and partners)
- \_\_\_\_\_ 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
- \_\_\_\_\_ Insurance, Hold Harmless & Indemnification Requirements signed by applicant
- \_\_\_\_\_ Waiver and Consent to Extend Mandated Public Hearing Date signed by applicant



### OUTDOOR FESTIVAL LICENSE APPLICATION

(Requires a non-refundable \$1,000 application fee)

Application date: 12/04/2019

#### Applicant Information

Applicant's name: Austin Gavlak

Mailing address: PO Box 523 Eagle, CO 81631  
Street or PO Box City State Zip code

Phone: 817.542.4965 (Business) \_\_\_\_\_ (Home) \_\_\_\_\_ (Cell)

Email: austin@fullsendvail.com

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
Austin Gavlak	PO Box 523 Eagle, CO 81631	Founder
Eric Pilcher	PO Box 384 Tahoe City, CA 96145	Partner
Alex Ballesteros	PO BOX 523 EAGLE, CO 81631	Partner

#### Event Information

Name of Event: Powabunga

Date(s) of Event: 03/20/20 - 03/22/20 Hours of operation: 2PM-10PM

Location of Event: Tahoe Biltmore Resort & Casino

Assessor Parcel Number(s): \_\_\_\_\_

Description of Event: Three day world class music and art festival at the Tahoe Biltmore Lodge & Casino.

We will be bringing in a variety of international music producers, some of which are grammy winners. This event will be 18+, but our primary attendees will be young active professionals between ages 25 and 35. We will be working with a plethora of artists, both local and international, to bring in large art installations for the week of the event.

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

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

If yes, amount and type of fee(s): \$149 weekend / \$59 single day

When will fee be collected?  Pre-sales  At entrance

Approximate number of participants and other persons: 100

Approximate number of customers and spectators: 9000

Approximate maximum number of persons on any one day of the event: 3000 per day

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 FESTIVAL LICENSE**  
**AFFIDAVIT OF PROPERTY OWNERSHIP**  
**and/or PERMISSION TO CONDUCT EVENT**

STATE OF NEVADA            )  
  ) ss:  
COUNTY OF WASHOE        )

This has been sent in by the Biltmore (venue)

I, \_\_\_\_\_ being duly sworn, depose, and say that I am an owner\* of property involved in this outdoor festival and I do hereby:

(check appropriate box)

Affirm that I am an applicant for the below named proposed outdoor festival 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 festival to conduct the event on the following property or properties which I own:

Assessor Parcel Number(s): \_\_\_\_\_

Proposed Outdoor Festival: \_\_\_\_\_

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 FESTIVAL LICENSE STATEMENT OF LIABILITIES

As of January 4, 2020

(Describe fully, indicate secured liabilities)  
(If additional space is required, attached supporting pages or documents)

**Current liabilities**

Notes payable \_\_\_\_\_ \$ 0  
Name, Bank and Branch \_\_\_\_\_

Due \_\_\_\_\_ How secured \_\_\_\_\_

Notes payable \_\_\_\_\_ \$ 0  
Name, Bank and Branch \_\_\_\_\_

Due \_\_\_\_\_ How secured \_\_\_\_\_

Notes payable \_\_\_\_\_ \$ 0  
Name, Bank and Branch \_\_\_\_\_

Due \_\_\_\_\_ How secured \_\_\_\_\_

Notes payable \_\_\_\_\_ \$ 0  
Name, Bank and Branch \_\_\_\_\_

Due \_\_\_\_\_ How secured \_\_\_\_\_

Other notes payable (indicate name, address and how secured)  
\_\_\_\_\_  
\_\_\_\_\_ \$ 0

Accounts payable ..... \$ 0

Liability for Federal Income Tax (delinquent) ..... \$ 0

Provision for current year's Federal Income Tax ..... \$ 0

Provisions for other current taxes ..... \$ 0

Liability for other delinquent taxes ..... \$ 0

Mortgages payable (List each mortgage separately, how secured, and monthly payments due thereon)  
\_\_\_\_\_ \$ 0  
\_\_\_\_\_ \$ 0

Other liabilities  
\_\_\_\_\_ \$ 0  
\_\_\_\_\_  
\_\_\_\_\_ \$

**Total Liabilities** ..... \$ 0

Contingent liabilities (describe)  
\_\_\_\_\_  
\_\_\_\_\_

Austin Gavlak  
\_\_\_\_\_  
Print Name

  
\_\_\_\_\_  
Signature

Jan 4 2020  
\_\_\_\_\_  
Date

## OUTDOOR FESTIVAL LICENSE PERSONAL HISTORY

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

Name in full: Luis Alejandro Ballesteros  
First Middle Last

List ALL other names you have been known by: Alex Ballesteros

Residence address: [REDACTED]  
Street City State Zip Code

Residence phone: 602.882.4900 Business phone: \_\_\_\_\_

Name of your present business or employer: Optimum Events

Business address: 725 Chambers Ave. Unit 11A Eagle, CO 81631  
Street City State Zip Code

Type of business: Event Entertainment Position: Director of Operations

How long engaged in this business: 5 years

Date of birth: [REDACTED]

List cities in which you have lived during the last ten years:

Dates From and To	City	State
2010-2017	Vail	CO

2010-2014	Oak Bluffs	MA
-----------	------------	----

2014	Kings Beach	CA
------	-------------	----

2009	San Diego	CA
------	-----------	----

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 information 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.

Luis Alejandro Ballesteros  
Printed name of applicant

Luis Alejandro Ballesteros  
Signature of applicant

12/04/2019  
Date



This was mailed in ahead of this submission

**OUTDOOR FESTIVAL LICENSE  
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 festival license. In consideration of the assurance by the Washoe County 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 a criminal history inquiry, 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 Board of County Commissioners, Washoe County Sheriff's Office, 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 festival 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, having read this release and authorization and understanding all its terms, execute the release and authorization voluntarily and with full knowledge of its significance.

IN WITNESS WHEREOF, I have executed this release/authorization at \_\_\_\_\_ on the \_\_\_\_\_ day of December, 2019.

Austin Gavlak  
\_\_\_\_\_  
Printed name of applicant

\_\_\_\_\_  
Signature of applicant

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public in and for said county and state

My commission expires: \_\_\_\_\_



## OUTDOOR FESTIVAL LICENSE INSURANCE, HOLD HARMLESS AND INDEMNIFICATION REQUIREMENTS

Pursuant to Washoe County Code section 25.303, any applicant for a Washoe County outdoor festival license must ensure the following requirements are met to the satisfaction of the Washoe County Risk Management Division before the outdoor 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 the 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 the COUNTY and assume all costs, expenses and liabilities of any nature to which the 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 the APPLICANT or its agents concerning the event.

### INSURANCE REQUIREMENTS

The COUNTY requires that the 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 the APPLICANT, its agents, representatives, or employees. The cost of all such insurance shall be borne by the 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. The 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 the COUNTY with a certificate of insurance that identifies the 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 festival license application, but must be furnished prior to the issuance of the license.**

I hereby agree to the all of the provisions stated above:

Powabunga Musci + Arts Festival	03/20/20 - 03/22/20
Name of Event	Date(s) of Event
Austin Gavlak	
Applicant's name (printed)	Applicant's signature
Date: 12/04/2019	

## OUTDOOR FESTIVAL LICENSE

Memorandum for:

Office of the Washoe County Clerk  
1001 East 9<sup>th</sup> St. Bldg A – 1<sup>st</sup> Floor  
Reno, Nevada

Subject: Waiver and Consent to Extend Mandated Public Hearing Date before the Washoe County Commission for Outdoor Festival License Application

Nevada Revised Statutes (NRS) 244.3544 and Washoe County Code (WCC) section 25.277 require the County Clerk to set a public hearing date before the Washoe County Board of County Commissioners for an outdoor festival license application no later than 30 days after the application is deemed complete and application fees are received. These two regulations also require that specific County agencies review the application and provide written reports to the Board of County Commissioners, to include recommendations on the license and conditions if appropriate.

The mandated review by County agencies on the license application is of utmost importance to both Washoe County and the applicant, to ensure that the festival is conducted in a manner that protects public health, safety and welfare. To this end, the undersigned license applicant agrees to waive the 30 day public hearing time limit imposed by NRS 244.3544 and WCC section 25.277.

As the undersigned license applicant, I agree to extend the required Board of County Commissioners public hearing date to occur no more than 90 days after the application is deemed complete and application fees are received, and no less than 15 days prior to the date when the outdoor festival is proposed to commence.

Attest:

License Applicant



\_\_\_\_\_  
Signature

Jan 4 2020

\_\_\_\_\_  
Date

Austin Gavlak

\_\_\_\_\_  
Printed Name

Powabunga, LLC

\_\_\_\_\_  
Representing

**OUTDOOR FESTIVAL LICENSE  
(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 festival" 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 festival" 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 festival.

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 festival.

4. "Tent show" means a traveling business providing music, lectures, or entertainment in a tent, and is a type of outdoor festival or outdoor festival.

[§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 festival. 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 festivals; 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 festival.

2. No outdoor festival shall be held or conducted unless the sponsor has first obtained a business license pursuant to this section. An outdoor festival 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 festival 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 festival.

[§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 festival 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.

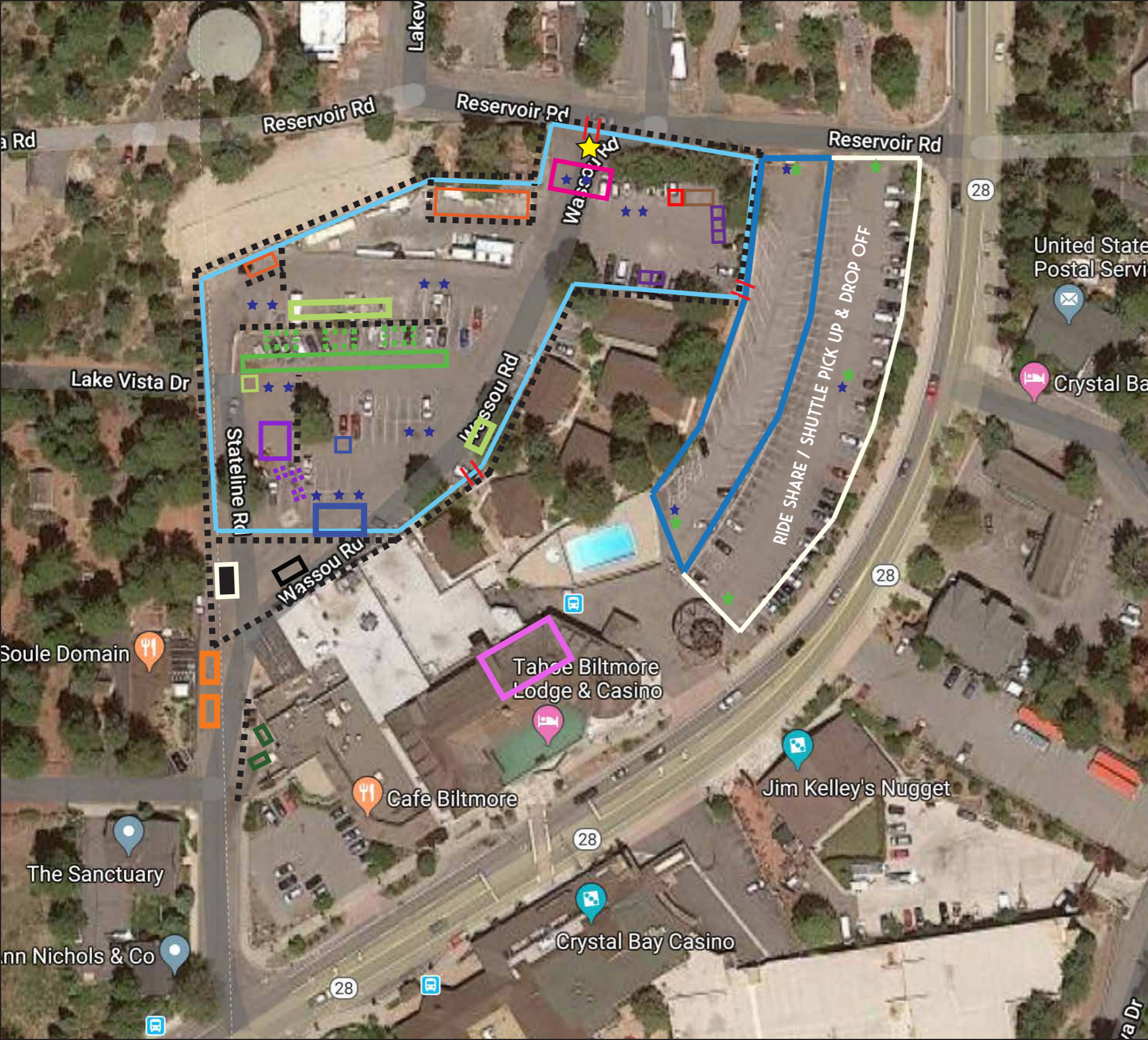
(a) through (c) omitted

(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.

# POWABUNGA 2020 LAKE TAHOE



	LIQUOR BOUNDARY		SECURITY
	SCRIM FENCE		ARTIST TOUR BUS
	MAIN ENTRANCE		FOOD/CRAFT VENDOR
	EMERGENCY EXIT		MERCH / INFO BOOTH
	BOX OFFICE		ART INSTALLATION
	STAGE / FOH		PORTOS (ADAs: 8'x8' / Regular: 4' x 4' / VIP 8'x 28')
	BAR		MCU / FIRE / EMS
	BAR STORAGE		PARKING
	VIP TENT		HEATER
	VIP TABLE		RUBBISH
	PRODUCTION		PRODUCTION
	TRAFFIC CONTROL		ON-SITE MEDICAL

**V3 : UPDATED 01.06.20**

### OUTDOOR FESTIVAL LICENSE AFFIDAVIT OF PROPERTY OWNERSHIP and/or PERMISSION TO CONDUCT EVENT

STATE OF NEVADA )  
 ) ss:  
COUNTY OF WASHOE )

I, Tyler Gaffaney being duly sworn, depose, and say that I am an owner\* of property involved in this outdoor festival and I do hereby:

(check appropriate box)

Affirm that I am an applicant for the below named proposed outdoor festival 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 festival to conduct the event on the following property or properties which I own:

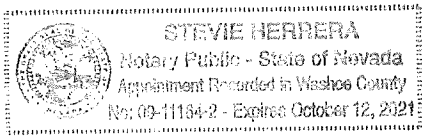
Assessor Parcel Number(s): 123-053-02

Proposed Outdoor Festival: Powabunga

Signed [Signature]

Subscribed and sworn to before me this 18 day of DECEMBER, 2019  
BY TYLER GAFFANEY.

[Signature]  
Notary Public in and for said county and state



My commission expires: 10/12/21

\*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 FESTIVAL LICENSE 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 festival license. In consideration of the assurance by the Washoe County 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 a criminal history inquiry, 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 Board of County Commissioners, Washoe County Sheriff's Office, 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 festival 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, having read this release and authorization and understanding all its terms, execute the release and authorization voluntarily and with full knowledge of its significance.

IN WITNESS WHEREOF, I have executed this release/authorization at Aspen, CO on the 31 day of December, 2019.

Austin Gavlak  
Printed name of applicant

[Signature]  
Signature of applicant

Subscribed and sworn to before me this 31st day of December, 2019

[Signature] Pitkin County, Colorado  
Notary Public in and for said county and state

My commission expires: 4-24-2022



## OUTDOOR FESTIVAL LICENSE PERSONAL HISTORY

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

Name in full: ERIC GRIFFING PILCHER  
First Middle Last

List ALL other names you have been known by: \_\_\_\_\_

Residence address: [REDACTED] CARNELIM BAY CA 96140  
Street City State Zip Code

Residence phone: 334-412-5576 Business phone: \_\_\_\_\_

Name of your present business or employer: MOE'S ORIGINAL BBQ / MOUNTAIN SLICE

Business address: 700 N. LAKE BLVD TAHOE CITY CA 96145  
Street City State Zip Code

Type of business: RESTAURANT Position: OWNER

How long engaged in this business: 7 YEARS

Date of birth: [REDACTED]

List cities in which you have lived during the last ten years:

Dates From and To	City	State
<del>2009-2010</del> 2009-2010	ORANGE BEACH	AL
2010-2011	BOULDER	CO
2011-2014	VAIL	CO
2014-PRESENT	TAHOE CITY	CA

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 information 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.

ERIC PILCHER  
 Printed name of applicant

[Signature]  
 Signature of applicant

12/16/19  
 Date

## **POWABUNGA**

**MARCH 20-22, 2020**

**TAHOE BILTMORE LODGE & CASINO CONCERT VENUE**

**NEVADA APPLICATION SUPPORTING DOCUMENT V1 01.06.20**

### **SECURITY // FIRE PROTECTION // POLICE // MEDICAL**

Powabunga will work with Silver Spear Security to provide festival security management services to oversee and implement the security plan. Private Security will be responsible for all on site rule festival enforcement. Law Enforcement will also patrol and respond upon request by Security, to address any violation of the law and/or a disorder. If Security notifies law enforcement of a crime or other event where an arrest is made, the reporting guard will need to provide the Arresting Officer with their identifying information to include full legal name, address, phone number, etc. for possible summons to court. Washoe County Sheriff's Department will have officers in surrounding areas as well as in the festival venue. Fire protection will be provided by North Lake Tahoe Fire Protection District, firefighters and a fire engine will be present on-site. A member of each department: Tahoe Search and Rescue, security, police, fire, and the festival production team will be present in the Mobile Command Unit (MCU) on-site for proper protocol on communication and emergency response procedures.

In case of a medical emergency, staff member will stay with patron/patient until medical personnel arrives. Response teams will be controlled by medical dispatch and patient will be transported to the core hospital - Incline Village Community Hospital - Incline Village, NV.

If required, additional Fire Department and Sheriff's Department resources will respond to the event and be directed to arrive at the vehicle entrance at 5 NV-28, Crystal Bay, NV 89402.

### **VEHICLE ACCESS // VEHICLE PARKING // ON-SITE TRAFFIC CONTROL**

We will have an internal traffic control team and staff locations are noted on venue map. We will have additional private shuttle support and we have been in communication with TART to have their existing routes have additional runs as well as later runs.

We will have on-site parking, parking available at Crystal Bay Casino Parking Garage and will work with other private shuttle and parking services to provide easy venue access for patrons.

### **COMMUNICATION SYSTEM**

#### **Priority Radio Channels**

- **Security** - To request a security response and/or reach the Safety Dispatcher.
- **Medical** - For reporting a medical emergency.
- **Operations** - For venue operations.
- **Production** - Sound, Lighting, Stage.
- **Concessions** - Food and beverage concessions.

### **FENCING // TENTING**

Camelot Rentals will provide our fence, scrim panels, tents, ballast, etc. All rentals will meet county building engineering specs and regulations.

## **ILLUMINATING THE PREMISES**

Sunbelt Rentals will be our primary lighting, power, and heavy equipment provider. We will work with the Washoe County Sheriff's Department and County Building officials to ensure that we have the proper lighting in the venue and surrounding areas.

## **WATER // SANITATION**

Sani-Hut Company, Inc. will partner with Powabunga to provide port-o-lets, VIP bathrooms, water supply, sanitation facilities, grey water disposal for food vendors, etc. for all festival operations. Sani-Hut will also provide large scale trash removal for the venue.

## **SUSTAINABILITY // VENUE CLEAN-UP**

Powabunga will partner with Waste Free Earth (WFE) to produce a Green Event. WFE has a great track record in providing World Class sustainability compliance and we are confident that we will comply with the most current rules and regulations. The community and local environment are important facets to the Powabunga team and we will strive to achieve the highest diversion rate possible while producing this event. Returning the venue to its pre-event condition will be priority number one.

## **VENDOR LIST**

Powabunga will handle food and beverage concessions and merchandise sales in house. We have experience in managing and operating these outlets for over 100 live events.

Food Vendors:

Mountain Slice Pizza

Men Wielding Fire BBQ

Manna International Street Food (Vegan + Vegetarian)



## Powabunga Tahoe Transportation Plan

- We have 500 parking spots on site, there will be a parking fee communicated to all patrons to encourage people to think about carpooling with a designated sober driver, or even better take advantage of ride shares and public transit.
- We have been in communication with TART to add additional lines and extend run times on existing lines
- We have blocked off a part of the parking lot to create dedicated lanes for shuttles and rideshare programs like Uber and Lyft.
- We have talked about working with a pilot program for the town funded ride share

More details to follow here, but getting everyone here and back home safely is a top priority for our organization

**POWABUNGA**  
**NORTH LAKE TAHOE**  
**MARCH 20-22**

**USER MANUAL**

## EVENT OVERVIEW

### HOURS OF OPERATION

#### Box Office

Friday March 20: 12PM-9PM  
Saturday March 21: 12PM-9PM  
Sunday March 22: 12PM-9PM

#### Venue

Friday March 20: 4PM-10PM  
Saturday March 21: 3PM-10PM  
Sunday March 22: 3PM-10PM

### STAFF CHECK IN

#### Check-In and Staff Entry

- All staff members are required to check in when arriving to Homewood, or a pre-arranged check-in site (TBD).
- You'll receive your credentials when you check in. Credentials will consist of one or more of the following: laminate, wristband, a vehicle pass and/or meal tickets.
- Your wristband will be scanned and validated upon entry. All bags are subject to search.

### DAY STAFF PARKING

#### Staff Parking

All staff will be directed to carpool and shuttle in where possible. Only vehicles that absolutely need access for load in and load out, artist transportation, etc. will be allowed to park in the production area and all vehicles will be credentialed.

### CREDENTIALS

Be responsible and keep it safe and secure. All passes are NON-TRANSFERABLE and any abuses of credentials will result in confiscation of pass and removal from site. Do NOT hand off your pass to anyone.

CREDENTIAL	ENTRY	ACCESS
GALAXY (Laminate)	Everywhere...	All access all the time; CAN escort up to TWO patrons with festival credentials
MEDIA (Laminate)	MAY enter through Festival Main Entrance or ANY Working Entrance.	Working All Access; Backstage; VIP access
ARTIST (Laminate)	MAY enter through Festival Entrances or ANY Working Entrance.	Artist Village; backstage; VIP access
Working VIP (Wristband)	MAY enter through Festival Entrances or VIP Entrance.	VIP; GA access
Working (Wristband)	MAY enter through Festival Entrances.	GA access

#### Stage/Photo Pit Access

- Stage and backstage access is not an option for working staff, unless you actually work on stage.

- The barricade area in front of the stage (aka: pit or photo pit) is restricted to security personnel and photographers ONLY. It is NOT a place to hang and watch the show.

## **GENERAL OPERATIONS**

### **Trash and Recycling**

An event of this size produces A LOT of trash. We will have a dedicated refuse team that will be handling the waste and recycling management. Our goal is to divert as much waste as possible from the landfill by creating a system for both patrons and staff that makes it easier to recycle than to just throw everything in the "trash." With a little cooperation from all the staff, our team will ensure that the site is kept clean throughout the festival and that we divert as much waste from the landfill as possible.

### **Here are a few things that you can do to help us keep the venue clean and green:**

- Use provided receptacles for trash and recycling - set an example for all patrons.
- All #1 and #2 plastic, glass, tin, aluminum, clean paper, paperboard and cardboard can be recycled. All materials can be placed single stream into one bin.
- Please discard any food waste and plates, utensils, etc. with food residue.
- Cardboard must be collapsed and stacked for recycling. A red recycling dumpsters is located near staff catering.
- Report overflowing receptacles to refuse team on the CLEAN-UP channel.
- Keep trash and recycling bags at your workstation.
- Utilize the dumpsters throughout the site for the disposal of waste from your work area. Please note which dumpsters are for which material so we do not contaminate any loads of recycling.
- Keep your workstation and campsite clean, pick up litter.

Thanks in advance for your help in keeping the festival clean.

## **FOOD VENDORS**

Powabunga will feature two to four local food vendors which will be contracted for the event. All food vendors will have current Place County health department licenses and frequently operate in high volume temporary event settings.

## **MEALS**

Staff will be given meal tickets that they can redeem at any of our food vendors. All vendors are aware of the process and will provide a full priced menu item in exchange for the ticket. We will highly recommend and enforce as much as possible that all staff eat before the venue opens.

## **TRAFFIC CONTROL**

### **ADDITIONAL VEHICLES**

We will work diligently with TART and police and fire departments to make sure that shuttles and traffic control plans are set in to place well in advance.

### **RIDE SHARE**

We will partner with a rideshare company and will have preferred access and possibly some branding at the pick-up and drop off location.

## **DAY PARKING**

All patrons and staff will be directed to shuttle in. We will have some production parking and premium patron parking available on site.

## **RADIOS**

### **Signing Out Your Radio**

- Radios will be available from the production trailer in the Festival Operations Compound.
- Once you sign out your radio, you are responsible for making sure it is not lost, stolen, or broken.
- It will need to be recharged each evening. To do that, simply slide the battery off and place it in the charger. Take your battery to the Radio Trailer to trade it out for a fresh one.

### **Priority Communication Channels**

- **Security** — To request a security response and/or reach the Safety Dispatcher.
- **Medical** — For reporting a medical emergency.
- **Chat** — Talk channel for extended conversations.

### **Radio Communication Guidelines**

- Only one user at a time can talk on any given radio channel.
- Check your frequency to make sure you are on the right one.
- Listen first to make sure the channel is clear. Don't interrupt.
- Firmly press the switch and hold it down tightly while you are talking.
- Speak clearly, use a well-modulated pace and volume, and be concise.
- Release the switch and wait for a response.
- Watch your language and be careful with sensitive information — you never know who may be overhearing the conversation.

### **To Report a Medical Emergency**

- Roll to the Medical channel and speak clearly and calmly.
- Be prepared to provide accurate location and brief description of situation.
- Allow time for response from the dispatcher and stay on the channel!
- If possible, please wait until help arrives.
- Don't be a hero — wait for medical personnel and allow them to remedy the situation.
- Do not speak to the media regarding safety/emergency stats or incidents. All media communications must come through Full Send Productions.

## **VENUE INFORMATION BOOTH**

A patron Info Center will be staffed and located in the venue. The venue center will consist of a 10x10 tent with staff to assist with patron needs, including lost and found items. For Family Reunification needs, Staff will follow the procedures listed below:

### **Lost Child Scenario**

1. Upon notification by parent of lost child, an Event Lead will be called to the appropriate center.
2. Event Lead will travel with parent to last known location of child.
3. After 10 minutes, if the child has not been located, a description of child will be messaged out to all Security radio channels. \*No names are to be announced over the radio.\*

### **Lost Parent Scenario**

1. Upon notification by child or patron of lost parent, an Event Lead will be called to the appropriate

center.

2. Event Lead will travel with child to last known location of parent.
3. After 10 minutes, if the parent has not been located, a description of parent, including name, will be messaged out on the "SECURITY" radio channels.

## **SECURITY**

### **SECURITY PLAN**

Festival security staff will consist of private non-commissioned security guards who are licensed and certified in the state of California. Powabunga will hire a vendor to provide festival security management services to oversee and implement the security plan. Private Security will be responsible for all on site rule festival enforcement. Law Enforcement will also patrol and respond upon request by Security, to address any violation of the law and/or a disorder. If Security notifies law enforcement of a crime or other event where arrest is made, the reporting guard will need to provide the Arresting Officer with their identifying information to include full legal name, address, phone number, etc. for possible summons to court.

### **VENUE ENTRY / EXITS**

A list of prohibited items will be posted on the website and each festival entrance. No weapons or alcoholic beverages are permitted. The contracted private security company will do all patron searches. Empty hydration packs are permitted. We will have a no bag policy in place, and are hoping to use clear bags to provide an option for patrons.

### **STAGE AREAS AND BACK OF HOUSE**

The festival grounds are general admission for all patrons. A barricade will be installed in front of the stage to create some space between the patrons and the stage. Security staff is also utilized at various checkpoint gates, where back of house workers enter and exit the venue, to control and monitor access. Authorized staff members are instructed to display appropriate badges and/or wristbands to security for their inspection to gain access.

### **ALCOHOL SERVICES**

In compliance with the State of California, Placer County, and Homewood, the following measures will be implemented for the alcoholic beverage operations:

**Hours of service:** Friday, 4:00pm-10:00pm, Saturday and Sunday 3:00pm-10:00pm.

**Identification:** Certified servers will be hired to sell, serve and verify each purchaser and consumer of alcoholic beverages. ID verification will take place at each point of sale where a potential purchaser must present proper ID. Once proper ID has been verified, a Tyvek tamper-proof wristband will be attached to the person. Each time a person attempts to purchase alcohol while on festival grounds, they must present the wristband. The wristband will be inspected to ensure it is attached properly to the individual and must not be disturbed in any manner. If a server deems the wristband has been tampered with, service will be denied, and they will instruct the patron to present ID and be reissued another wristband.

Security response teams will be responsible for surveying the grounds to identify possible underage drinkers during their routine patrol. No alcoholic beverages will be allowed to be taken outside the fenced area of the venue.

### **SAFETY PLAN**

Powabunga Music + Art Festival will take place March 20-22, at Homewood Mountain Resort (Tentatively). The goal of the Event Safety Plan is to consolidate all information to ensure proper planning and coordination between the festival organizer, select staffing providers, North Lake Tahoe services, and various County entities. The Event Safety Plan describes the responsibilities of key event staff and county officials in the event of an emergency.

The event is subject to multiple types of emergency situations including, but not limited to, weather, fire, civil disturbance, and outbreak. Should any emergency be elevated from a Festival Safety Emergency to a Public Safety Emergency, the agency whose area of specialization is required will take command. For example, if a fire breaks out on property the Fire Department will take command.

Procedures for Police, Fire Department, and Emergency Medical Services are updated regularly and may be referenced in the Festival Safety Plan, though not detailed. In the event of a potential emergency, a Command Post will be established at the Festival Operations trailer on site and a course of action will be determined by the Powabunga Team. All public information will be released by the Event Spokesperson at an appropriate location.

The Powabunga Safety Team will be made up of the following persons, who will report to the Festival Dispatch/Command Post in the event of an emergency:

- |                     |   |                      |
|---------------------|---|----------------------|
| • Austin Gavlak     | Producer / Co-Festival Director / Spokesperson    | Cell: (817) 542-4965 |
| • Alex Ballesteros  | Producer / Co-Festival Director                   | Cell: (602) 882-4900 |
| • Eric Pilcher      | Producer / Festival Operations                    | Cell: (334) 412-5576 |
| • Stephen Wright    | Festival Operations                               | Cell: (970) 401-0215 |
| • Mackenzie Dunster | Festival Operations                               | Cell: (781) 640-4080 |
| • Tucker Wilde      | Production Director                               | Cell: (774) 278-0441 |
| • TBD               | Site Manager                                      | Cell: TBD            |
| • TBD               | Security Director                                 | Cell: TBD            |
| • TBD               | Festival Operations / Artist Relations            | Cell: TBD            |
| • TBD               | Director of Credentials / Box Office / Volunteers | Cell: TBD            |
| • TBD               | EMS   | Cell: TBD            |
| • TBD               | Police Department                                 | Cell: TBD            |
| • TBD               | Fire Department                                   | Cell: TBD            |

The Safety Team will take the necessary steps, as detailed within this plan, to ensure the safety of all persons in the event of an emergency. The Team will also determine what steps are needed to make the event ready for operation following the emergency.

## **TEAM RESPONSIBILITIES DURING EMERGENCY**

### **1. Festival Directors**

- A. Staff Command Post
- B. Liaise with team to determine existing threat level and determine next steps
- C. Inform all city services of situation and determine next steps

### **2. Police Department Personnel**

- A. Staff Command Post
- B. Direct vehicular and pedestrian traffic to facilitate evacuation to determined location(s)
- C. Shift/remove barricades as instructed
- D. Set up advance teams and communications at evacuation sites, if needed
- E. Provide support with evacuation procedures and maintain order
- F. Direct bomb threat operations

### **3. Fire Department Personnel**

- A. Staff Command Post
- B. Provide support with evacuation procedures and maintain order
- C. Maintain fire control
- D. Direct hazardous materials operations

4. **Medical Personnel**

- A. Establish requirements for triage
- B. Patient treatment
- C. Transport injured persons as needed

5. **Production Team**

- A. Manage stage operations and vendors
- B. Inform stage managers of situation and discuss next steps
- C. Secure production equipment
- D. Shut down electricity as required, ensuring all announcements have been made prior to disconnect

6. **Operations/Site Team**

- A. Manage site operations and vendors
- B. Inform site crew and Food/ Art/ Bar management of situation and discuss next steps
- C. Secure site equipment
- D. Prepare and facilitate fence openings at Emergency Exit points if needed

7. **Credential/Box Office Director**

- A. Manage Entry/ Exit gates / Box office staff and equipment
- B. Inform gate staff and Box office staff of situation and discuss next steps
- C. Secure Box Office area and scanning equipment at gates
- D. Clear all infrastructure from exits as if end of show and assist with exiting
- E. Reset and prep for re-entry (if possible)

8. **Security Director**

- A. Manage security operations and vendors
- B. Inform Security agents, guards and gate staff of situation and discuss next steps
- C. Maintain contact with event staff during evacuation to:
  - a) Assist and direct patrons to nearest exit
  - b) Report any injuries of staff or patrons to supervisor

**LEVELS OF EMERGENCY SITUATIONS AND ACTIONS**

Producers of the event will have the authority to authorize an information alert and/or an emergency alert. Two levels of emergency situations will be utilized.

**Information Alert** requires information distribution and serves as an advanced warning towards approaching inclement weather. The information alert doesn't typically require any action by event staff, vendors or the public. **Emergency Alert** requires action by most, if not all, people at the event.

**INFORMATION ALERT – APPROACHING WEATHER**

- **Situation:** If rain or other weather is moving toward the area, which may or may not impact the event, an information alert is issued by the Event.
- **Action:** If this situation occurs, the following will take place.



- Festival will notify Emergency Team members of the specific situation and message an information notice only. Typically, no action is required.
- An ALL CALL transmission will go out to all radio users informing them of the alert in a clear and succinct manner. Updates will be messaged out every 30 minutes until the alert is waived off.

### **INFORMATION ALERT – EVENT DELAY (CODE GREEN)**

- **Situation:** If moderate rain/snow will likely occur at event site or other non-threatening issue causes a delay in performance, an Information Alert will be issued by the Event.
- **Action:** If this situation occurs, the following will take place:
  - Command Post will be established.
  - Emergency Team will determine the course of action and craft an Information notice.
  - Command Post will notify Production Manager to have stage manager(s) make a weather delay announcement on affected stages.
  - Production and Site Managers will secure electrical equipment as required.
  - If required, an ALL CALL transmission will go out to all radio users informing them of the alert in a clear and succinct manner. Updates will be messaged out every 30 minutes until the alert is cancelled.

### **EMERGENCY ALERT – DANGER ALERT (CODE YELLOW)**

- **Situation:** If winds in excess of 30 mph exist 30 minutes away from the event site or another situation presents itself and a localized evacuation is imminent, an Emergency Alert will be issued by the Event. Localized evacuation requires patrons AND event staff to be a minimum of 150 feet from all free-standing structures (stages, scaffold towers, large tents, and trees).
- **Action:** If this situation occurs the following will take place:
  - Command Post will be established.
  - Emergency Team will determine the course of action and craft an Emergency notice.
    - Course of action must provide location of safe gathering areas
    - Proper communication to event staff for an organized evacuation
    - Clear guidelines on process and execution of evacuation
  - An ALL CALL transmission will go out to all radio users informing them of the alert in a clear and succinct manner. Updates will be messaged out every 15 minutes until the alert is cancelled.
  - Production Manager will direct staging vendors to implement wind action plans at each stage and have stage managers make Weather Alert announcements on all stages.
  - Food/ Art/ Bar vendors should secure equipment, merchandise and displays immediately after receiving the Emergency Alert. Specific attention should be paid to signs and other items which can blow loose and become a dangerous projectile... Patrons should NOT be permitted to seek shelter in Vendor tents.
  - Patrons AND event staff will be escorted, at a minimum of 150 feet, from any stages, scaffold towers and large tents and will be directed to safe areas by event staff. Specifically, Security housing and Show Field Market tents, must be cleared of all persons and are NOT to be utilized as shelter.
  - All Event Staff and Emergency Team must report to Command Post (by radio or cell phone) that all areas have been secured and await further instruction.

### **EMERGENCY ALERT - EMERGENCY EVACUATION (CODE RED)**

- **Situation:** If a potentially severe storm (to include high winds, lightning and/or hail) or another potentially dangerous situation is predicted to affect event site, an Emergency Alert will be issued by the Command Post.

- **Action:** If this situation occurs the following will take place.
  - Command Post will be established.
  - Emergency Team will determine need for site evacuation and craft an Emergency Alert.
    - Course of action must provide designated evacuation corridors and destinations.
    - Proper communication to event staff for an organized evacuation.
    - Clear guidelines on process and execution of evacuation.
  - An ALL CALL transmission will go out to all radio users informing them of the alert in a clear and succinct manner. Updates will be messaged out every 15 minutes until the alert is waived off.
  - Production Manager will direct staging vendors to implement wind action plans at each stage and have stage managers clear their respective areas.
- Food/ Art/ Bar vendors should secure equipment, merchandise and cash immediately after receiving the Emergency Alert. ALL Front of House staff will be required to leave the site and assist by encouraging others to do so. Designated staff meeting points will be determined and messaged to all staff in advance of event.
- Patrons will be directed to the nearest exit by event staff and directed to the nearest designated meeting point relative to the proximity of the emergency and location of exit.
- Police will direct vehicular and pedestrian traffic according to their assigned stations.
- Event staff with radios are required to message to all persons within their department verbally and will report to Command Post (by radio or cell phone) when evacuation is complete.

## **ANNOUNCEMENTS TO PATRONS**

**1. Event Delay** - "We have been informed that light to moderate snow/rain is on its way to this area. We are not expecting a severe storm, but we may delay the event temporarily due to weather. Please hang tight."

**2. Danger Alert** - "We have received warning from the National Weather Service (agency reporting) that a potentially dangerous storm is possibly on its way to this area within the next \_\_\_ hour (correct timeline). Tonight's activities have been postponed. Please clear away from the stage and follow direction from event staff. Thank you for your patience and cooperation. Once again, please step away from the stage."

**3. Event Evacuation** - "We have received warning from the National Weather Service (agency reporting) that a potentially dangerous storm is possibly on its way to this area. We have been asked by the police/fire department to evacuate the event site. Please clear away from trees and any structure and calmly head to the nearest exit and follow direction from event staff and police. The event will reopen as soon as the storm has passed and conditions are safe. Once again, calmly head to the nearest exit. Thank you for your cooperation"

## **GENERAL INSTRUCTIONS**

- A. All personnel must remain on their assigned radio channel unless directed by command post.
- B. Command Post is to make status announcements on all radio channels in use as needed at least every 30 minutes during an Information Alert and every 15 minutes during Emergency Alert.
- C. Do not talk on the radio unless you have something to report or ask relating to the emergency. Do not ask for weather reports. The Command Post will keep you informed as information becomes available. Do not report weather conditions you can't personally see. Do not report information from outside sources.
- D. Report to your assigned area (assigned by your supervisor).
- E. Report to Command Post (by radio) or your supervisor once your assignment has been carried out.
- F. Report to Command Post (by radio) when your area has been evacuated and secured for weather. This can be completed as you are going to a shelter.
- G. Do not go to Command Post unless instructed.

- H. Report any damage to equipment, injuries or dangerous situations you encounter after the emergency is over.

## **COMMAND POST ANNOUNCEMENTS**

The Command Post will make announcements on all event radio channels at the direction of the Emergency Team to declare an Information Alert or Emergency Alert. Because the general public may hear these announcements, care should be taken to communicate only the required information in a calm manner.

### **ALL CALL Radio Transmission should be as follows:**

"Command Post to all units, stand by for an announcement..."

"Command Post to all units, we are currently under an Information Alert / Emergency Alert..."

"Please report to your area of responsibility and provide the following information to vendors, entertainment, etc. in your assigned areas..."

## **WEATHER MONITORING**

The festival utilizes an online weather monitoring subscription to receive weather updates for any potential severe weather threats. This includes forecasts as well as hourly updates in the event severe weather is expected to move into the area during the festival.

## **HIGH WIND ACTION PLAN**

The stage maintains a high wind action plan tailored to its structure. Certain actions will be triggered by observed (or predicted) wind speeds, which include, but are not limited to, removal of soft goods and scrims, lowering of video and audio, raising or lowering lighting trusses and evacuation process. The necessary labor will be on hand as well to carry out the plan. Meeting with the stage manager, stage-specific vendors and stagehand labor will ensure that all necessary actions are understood at every stage prior to doors opening.

## **MEDICAL PLAN**

The goal of the festival medical staff is to provide quality and safe medical care to the patrons, staff, volunteers, and performers and to reduce the potential for serious/life threatening injuries. Direct coordination is imperative with all county services organizations, local hospitals, event organizer and the provider to ensure the goal is achieved.

## **MEDICAL EMERGENCIES**

**All requests for medical assistance must be communicated to medical dispatch via staff radio on the "MEDICAL" channel.** Medical response will be determined by dispatching the closest available medical team to the location of person needing attention.

### Medical Incident Reporting Procedure

- A staff member or security shall stay with the patient at all times until care is transferred to medical personnel.
- Contact medical dispatch and relay the nature of the injury and location of the injured person. When possible try to provide the closest section map location or landmark.
- Communicate patient information only to medical personnel. Do not violate HIPAA laws by relaying information to anyone outside of the above personnel.
- Public health concerns will be directed to CA Department of Health.

## **SERVICES PROVIDED**

EMS will have an ambulance and team members on site. In the case of an emergency, the patient will be transported to Vail Health Hospital. Response teams and ambulances will be controlled by medical dispatch.

## **CORE HOSPITAL**

1. Incline Village Community Hospital – Incline Village, NV.

## **FREE WATER STATION**

Powabunga is planning to install a temporary water serving unit in the event area. The unit has multiple water service points.

## **COORDINATED SUPPORT**

If required, additional Fire Department and Police Department resources will respond to the event. Additional paramedic units will be directed to arrive at the vehicle entrance.

## **POWABUNGA 2020**

### **HISTORY OF SIMILAR EVENTS**

#### **Team Experience**

2014

- Electric Forest - On-Site Tech Support (Merchandise POS)
- SnowGlobe - Bar Operations (Director of Operations)

2015

- Bonfire Block Party - Festival Production (Director of Operations)
- LOCKN' - Bar Operations (Director of Operations)
- WinterWonderGrass CA + CO - On-Site Tech Support (Bar POS)
- California Roots - Bar Operations (Director of Operations)
- Buku - Merchandise Operations (Director of Operations)
- CounterPoint - Merchandise Operations (Director of Operations)
- SnowGlobe - Bar Operations (Director of Operations)

2016

- Bonfire Block Party - Festival Production (Director of Operations)
- LOCKN' - Bar Operations (Director of Operations)
- Pemberton Music Festival - General Store Operations Manager
- California Roots - Bar Operations (Director of Operations)
- Buku - Merchandise Operations (Director of Operations)
- SnowGlobe - Bar Operations (Director of Operations)

2017

- Bonfire Block Party - Festival Production (Director of Operations)
- LOCKN' - Bar Operations (Director of Operations)
- California Roots - Bar Operations (Director of Operations)
- Levitate - Bar Operations (Director of Operations)
- Mempho - Bar Operations (Director of Operations)

2018

- Coachella - Catering Production Manager (Budget Control + Staffing)
- Bonfire Block Party - Festival Production (Director of Operations)
- LOCKN' - Bar Operations (Director of Operations)
- California Roots - Bar Operations (Director of Operations)
- Levitate - Bar Operations (Director of Operations)
- Mempho - Bar Operations (Director of Operations)

2019

- Powabunga - Festival Production (Operating Partner)
- Bonfire Block Party - Festival Production (Director of Operations)
- California Roots - Bar Operations (Director of Operations)
- Levitate - Bar Operations (Director of Operations)
- Borderland - Bar Operations (Director of Operations)
- SnowGlobe - Bar Operations (Director of Operations)



75 South Frontage Road West  
Vail, Colorado 81657  
vailgov.com

**Economic Development Office**  
970.479.2454  
970.479.2157 fax

12/4/19

To Whom It May Concern:

The Town of Vail Economic Development Department and the Commission on Special Events is responsible for permitting events that are held in the Town of Vail, as well as supporting select events through financial support. This letter is to express the intention of the Town of Vail to partner with Austin Gavlak and Full Send Productions on the 2020 Powabunga Event.

Austin and his team applied for and received funding for the first-year event in 2019. They were awarded \$45,000 and challenged with a tough time line to complete all the permit review processes. They were able to meet the deadlines and expectations of the town to successfully permit and execute the event. We were pleased with the event production and outcome.

For 2020, the event was awarded \$79,790 plus additional in-kind value. This increase in funding was strong vote of confidence from the Commission on Special Events as it was the highest funding amount awarded by the CSE to an event this year. We have already begun reviewing the event plan and permit with Austin and are looking forward to another great event.

If you have any questions about the commitment of the Town of Vail regarding the event please reach out anytime.

Thanks

Jeremy Gross  
Special Event Coordinator  
970.477.3551  
jgross@vailgov.com