EVENT NAME Our Lady of Snows Fall Festival

EVENT LOCATION 1125 Lander Street, Reno NV 89509

EVENT DATES AND TIMES

Setup Date	Sept. 12, 2014	Setup Start Time	12:00
Event Start Date	Sept 12, 2014	Event End Date	Sept. 12, 2014
Daily Event Start Time	3:00 pm	Daily Event End Time	7:00 pm
Dismantle Date	Sept. 12, 2014	Dismantle End Time	7-8 pm

EVENT DESCRIPTION

(To be included on the City of Reno's Website Special Events Calendar – maximum of 275 characters)

Fall Festival is a community building event

ON SITE CONTACT Theresa McCrorey **ON SITE NUMBER** 400 6271

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief. I have read, understand and agree to abide by the rules and regulations governing the proposed Special Activity or Event under the Reno Municipal Code. I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Manager or the City Manager's designee. I agree to comply with all other requirements of the City, County, State, Federal Government, and any other applicable entity which may pertain to the use of the event venue and the conduct of the event. I agree to abide by all rules, regulations and permit conditions and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the event to the City of Reno. Such City Services may include, but are not limited to, Police, Fire, Public Works, Parks and Recreation, Business License and/or other necessary services provided by the City of Reno. **Indemnification of the City of Reno.** By signing this application the applicant, and any organization the applicant represents, agrees to indemnify, defend and hold harmless the City and its officers, agents and employees (collectively "Indemnitees") from and against any claim, loss, damage, injury, death and liability of every kind, nature and description (including without limitation, incidental and consequential damages, court costs, attorneys' fees and costs of investigation) that arise directly or indirectly, in whole or in part, from or relating to any conduct of the applicant or the applicant's principals, agents, employees, subcontractors, vendors or invitees pursuant to any permit issued pursuant to this application. City does not waive, and specifically reserves, all of its statutory and common law defenses, including all protections under NRS Chapter 41.

Co- **EVENT COORDINATOR'S SIGNATURE** Theresa McCrorey

Co- **EVENT COORDINATOR'S NAME** Theresa McCrorey

TYPE OF EVENT

See FAQ for clarification of event types

- ☐ Special Activity
- ☐ Special Event – Parks
- ☐ Special Events – Street / Sidewalk Occupancy

EVENT WILL INCLUDE

(check all that apply)

- ☑ Amplified Sound/Multimedia
  Attachment A Required
- ☑ Street/Sidewalk Occupancy
  Attachment B Required
- ☑ Alcohol Service
  Attachment C Required
- ☑ Vendors/Exhibitors
  Attachment D Required
- ☐ Privileged Sales
  Attachment E Required
- ☑ Event Set-Up
  Attachment F Required
- ☑ Park Usage To include Basketball Court
  Attachment G Required
- ☑ Food/Beverage Service
  Contact Washoe County Environmental Health Services (775) 328-2620

This application alone does not authorize a Special Activity or Event. Application must be reviewed by all necessary departments prior to permit issuance. Permit must be on-site during the event and must be shown, upon demand, to any member of the City of Reno Police, Fire, Public Works, Parks and Recreation, Business License Department(s) or City Manager's Office.

HOST ORGANIZATION	Our Lady of Snows	**EVENT COORDINATOR**	Stephanie Kilroy
MAILING ADDRESS	1125 Lander Street Reno 89509	**CITY/STATE/ZIP**	Reno NV 89509
DAYTIME PHONE	775-322-2773	**CELL PHONE** 775-762-8213	**FAX**
WEBSITE	OurLadyofTheSnowsSchool.org	**EMAIL ADDRESS**	OLS@OurLadyofTheSnowsSchool.org
ONSITE CONTACT	Stephanie Kilroy	**CELL PHONE**	775-762-8213
PUBLIC CONTACT	Same as above	**DAYTIME PHONE**	Same as above
FEDERAL TAX ID	88-0338219	☐ **HOST ORGANIZATION IS NON-PROFIT** Proof of current non-profit status must be included with application.	

ANTICIPATED ATTENDANCE: **DAILY** 300 **TOTAL** 300

☑ **OPEN TO THE PUBLIC** ☑ **ADMISSION WILL BE CHARGED $** 12 for Dinner

↓ FOR CITY OF RENO OFFICE USE ONLY ↓

Application Processing Fee* 0-49 Vendors	☐ $103.00			
Application Processing Fee* 50+ Vendors	☐ $258.00		**DATE ENTERED**	
Temporary Vendor Business License	☐ $ 15.00 x ____		**FAX TO**	
Temporary Alcohol Permit, 1 Booth/Day	☐ $ 55.00 x ____			☐ Fire
Temporary Alcohol Permit, Add'l Booth/Day	☐ $ 22.00 x ____			☐ Zoning
Fire Inspection	☐ $111.00			☐ Health
Additional Fire Permits	☐ TBD Refer to "FD" Section		☐ Complete ☐ Incomplete	
City Service Fee	☐ TBD Actual Cost of City Services		**Reason Incomplete:**	
Late Fee	☐ TBD Refer to Reno Municipal Code			
Application fees must be paid at the time the application is submitted and are not refundable under any circumstances				
	TOTAL FEES		**INTIALS**	
	TOTAL PAID			

FIRE DEPARTMENT

1. Provide a site plan of set up:

To ensure appropriate review of your event, it is preferred that you submit computer assisted drawings (CAD) of your event site plan. This is applicable for both moving routes and fixed venues. If CAD plans are not submitted, your site plan should be produced in a clear and legible manner. Site plans should be submitted in an 8 ½" x 11" or 8 ½" x 14" standard format. Your event site plan must include the following items:

- An outline of the entire event venue including the names of all streets or areas that are a part of the venue and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel.
- The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
- The provision of minimum twenty foot (20') emergency access lanes throughout the event venue, with the exception of Virginia Street between First and Fifth Streets where twelve foot (12') emergency access lanes are required. Intersections with all side streets must remain open and minimum twenty-eight foot (28') emergency access lanes are maintained on Second and Fourth Streets.
- The location of first aid facilities and, if applicable, the location of ambulances.
- The location and dimensions of all stages, platforms, scaffolding, bleachers, grandstands, seating with aisle spacing, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers and dumpsters, and other temporary structures.
- A detail or close-up of the food booth and cooking area configuration including booth identification of all vendors cooking with flammable gases, fryers, and/or barbeque grills.
- Generator locations and/or source of electricity.
- Placement of vehicles and/or trailers.
- Exit locations for outdoor events that are fenced and/or locations of exits within tents and tent structures.
- Identification of all event components that meet accessibility standards.
- Any other related event components not listed above.

A Fire Inspector will review the submitted plans for the special event. Upon final approval of the floor plan the Inspector will return a copy to the promoter indicating all applicable fees not collected at time of application and any special requirements.

2. Fire Inspection:

A Fire Inspector will inspect the facility during set-up to determine compliance with these requirements. In the event fire and life safety violations are found, the applicant will be given one opportunity for compliance. Failure to adhere to these requirements may result in citation, delay of opening, or closure of the event. The organization holding the event is responsible for making all vendors aware of the Reno Fire Department guidelines listed in Attachment F, as well as all requirements noted on any issued permits.

3. Additional Information:

Will you be using any of the following? Check all that apply:

- ☐ **Flammable or compressed gases**
- ☐ **Fire lane or hydrant obstruction**
- ☑ **Cooking vendors**
- ☐ **Exit obstructions**
- ☑ **Temporary electrical wiring**
- ☐ **Indoor vehicle display**
- ☐ **Dust or spark production**
- ☐ **Bleachers**
- ☑ **Loose seats/chairs over 200**
- ☐ **Fenced area or building to be occupied by 50 or more people**

<u>Separate Permit Requirements:</u>

One or more of the following activities ($85)

☑ **Open flame devices**

Open flame devices include decorative devices, cooking devices, and theatrical open flame performances.

☑ **Canopies in excess of 400 square feet**

Canopy – A structure, enclosure, or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter.

☐ **Tents in excess of 200 square feet**

Tent – A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.

☐ **Indoor demonstration cooking**

Pyrotechnic activity ($225)

☐ **Pyrotechnics**

Pyrotechnic composition – A chemical mixture that produces visible light displays or sounds through a self-propagating, heat-releasing chemical reaction which is initiated by ignition.

For Additional Information Contact:

Reno Fire Department
775-334-2300
775-334-3826 FAX
RFDSpecialEvents@reno.gov

INSURANCE, TERMS AND CONDITIONS

General Liability Insurance

Special Event applicants must provide a policy of general liability insurance for the specific dates of the event naming the "City of Reno, its officers, employees, and agents" as an Additional Insured. The policy must be obtained from a carrier licensed to do business in the State of Nevada.

Minimum general liability insurance limits are as follows:

1. Combined single limit of $1,000,000 per occurrence.
2. Automobile liability insurance limits are $1,000,000 combined single limits (only required for events involving production vehicles such as carnivals).

These terms and conditions are not to be changed by any words added by Event Organizer. Any change in terms must be agreed to by the City, in writing.

Certificate of Insurance is required at least 30 days before the event.

Fax to:
775-326-5150 – Special Events - Parks
775-334-2097 – Special Events - Street/Sidewalk Occupancy

Indemnification of the City of Reno. As a further condition of this permit, the permitee shall indemnify, defend and hold harmless the City and its officers, agents and employees (collectively "Indemnitees") from and against any claim, loss, damage, injury, death and liability of every kind, nature and description (including without limitation, incidental and consequential damages, court costs, attorneys' fees and costs of investigation) that arise directly or indirectly, in whole or in part, from or relating to any conduct of the permitee or the permitee's principals, agents, employees, subcontractors, vendors or invitees related to or arising out of the permitted event. City does not waive, and specifically reserves, all of its statutory and common law defenses, including all protections under NRS Chapter 41.

Any and all questions regarding insurance should be directed to:
Risk Management Division
c/o City Attorney's Office
1 East First St. – 3rd Floor
Reno, NV 89505
775-334-3838

DISPOSAL AND RECYCLING PLAN

Will you be using existing, City-owned trash receptacles at your event?

☐ Yes.

Note that you will be required to empty these receptacles frequently throughout the course of your event. Plastic bags must be used to line the trash receptacles. City staff will not service the receptacles during your event, other than during activities designated as Special Event – Parks.

☑ No.

Describe refuse removal plan: Using School's dumpster

Other than during Special Event – Parks, event organizers are required to manage recycling at all Reno Special Events (Park Staff manages recycling at Special Events – Parks)**.**

Method and types of recyclable material collection:

☐ cans ☑ plastic bottles ☐ paper materials ☐ cardboard ☐ other

Describe recycling plan if event is not taking place in a City park:

Trash cans will be labeled for plastic bottle recycling.

How will you promote recycling at your event?

Emails to be sent to school, promoting recycling.

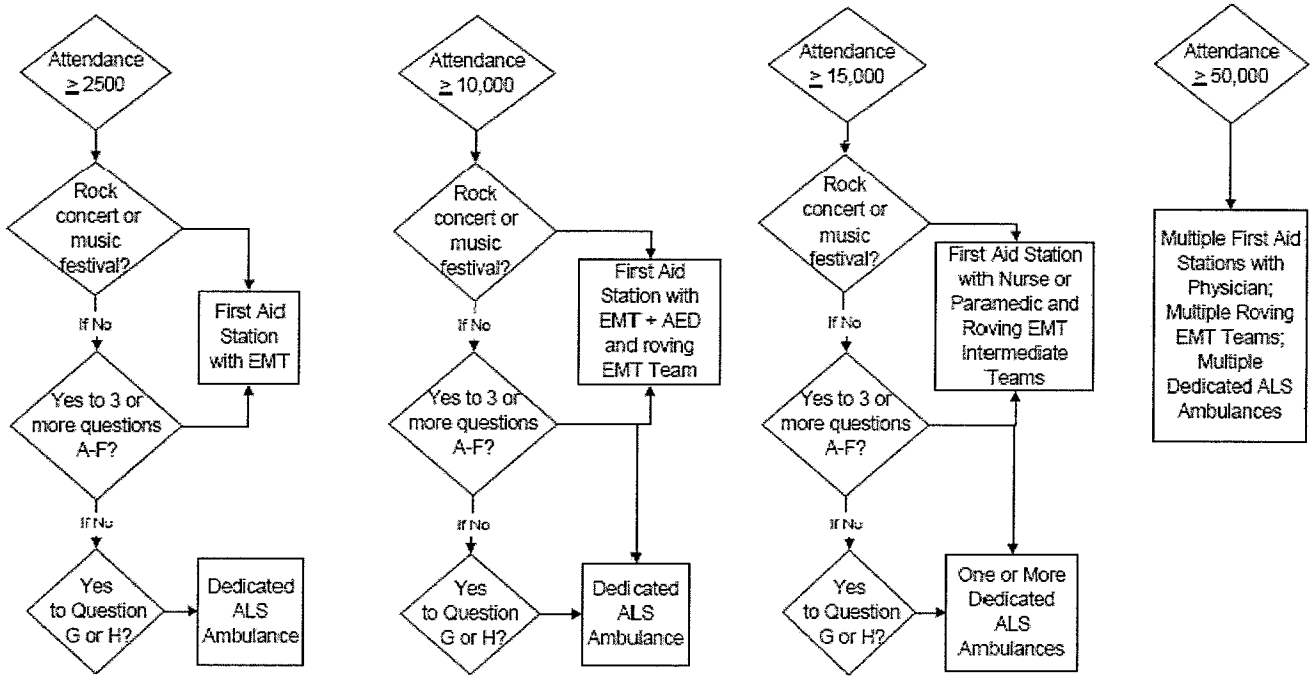
ACCESSIBILITY PLAN

As an event organizer, you are required to comply with all City, County, State and Federal Accessibility requirements to your event. All temporary venues, related structures, and outdoor sites for special events shall be accessible to seniors and persons with disabilities. If a portion of the area cannot be made accessible, an alternate area shall be provided with the same activities that are in the inaccessible areas. It cannot, however, be offered only to patrons with disabilities. Accessibility provisions may include parking, rest rooms, telephone, and clear path of travel, transportation, signage, accessible vendors and booths.

The City of Reno has the following checklist which is intended to serve as a planning guideline and may not be inclusive of all City, County, State and Federal Disability Access requirements. It is important that you plan for the safe arrival and departure of event attendees, participants, and vendors.

- Accessibility parking and/or shuttle accommodations will be provided for this event.
- There will be a clear path of travel for accessibility purposes throughout the event.
- A minimum of 10% of portable restrooms provided at the event will be accessible.
- All food, beverage and vending areas will be accessible.
- If an information center is located at the event, attendants will be available to assist disabled individuals.

EMS COVERAGE ANALYSIS FLOW CHART



QUESTIONS

A. High-risk activities such as sports, racing, etc.?
B. Environmental hazards or extremes of heat or cold?
C. Average age of crowd less than 25 or greater than 50?
D. Crowd includes large numbers of persons with acute or chronic illnesses?
E. Crowd density presents challenges for patient access or transfer to ambulance ?
F. Alcohol to be sold at the event, or a history of alcohol or drug use by the crowd at prior events?
G. Past history of significant number of patient contacts at the event or patients transported to area hospitals?**
H. Event greater than 5 miles from the closest hospital?

DEFINITIONS

First Aid Station: Fixed location on site staffed by at least one Emergency Medical Technician or a person with a higher skill level capable of providing emergency medical care within their proscribed scope of practice.

Roving EMT Team: team of two or more personnel at the basic or EMT Intermediate level with treatment supplies to provide emergency medical care.

Dedicated ALS Ambulance: An Advanced Life Support ambulance staffed by a Paramedic and Intermediate EMT, or personnel with a higher skill level, and capable of providing transport of patients, but which will immediately respond back to the event site.

** Significant means the number of patient contacts is ≥ .7% of the total number of attendees, or transport rate to hospital by ambulance or private vehicle is ≥ 15% of total patient contacts

EMERGENCY MEDICAL SERVICES

The City of Reno has adopted the Washoe County District Board of Health's Suggested Guidelines for Emergency Medical Services (EMS) for Mass Gatherings. The general guideline for any mass gathering event larger than 2,500 people per day is access to an Advanced Life Support (ALS) ambulance within eight (8) minutes or one (1) dedicated ALS ambulance, and on-scene medical personnel of various levels suitably equipped, which may vary depending upon the factors evaluated.

The EMS Coverage Analysis Flow Chart on the following page is provided to serve as a guideline for determining the appropriate EMS coverage for your event. Proof of EMS coverage will be required for any event with attendance of 2,500 or more people per day. For events with a daily attendance of less than 2,500, the Host Organization shall provide REMSA with an ingress/egress plan for the event and are encouraged to have an on-site First Aid station staffed by an EMT.

REMSA
Alan Tom, Special Events Coordinator
450 Edison Way
Reno, NV 89502-4117
775-858-5700 x153 | FAX 775-858-5720
atom@remsa-cf.com

In addition to the above requirements, the Host Organization shall also provide notification of the event details to the medical centers listed below. The notification must include the location, dates/times of the event, the nature of the event, the number of attendees anticipated per day, and Host Organization contact information should the medical center require additional information. The notification shall be provided to the medical centers no less than thirty (30) days prior to the event.

Renown Regional Medical Center
Attn: Emergency Department Manager
1155 Mill St
Reno, NV 89502
775-982-4100 | FAX 775-982-5555

Renown South Meadows Medical Center
Attn: Emergency Department Manager
10101 Double R Blvd
775-982-7000 | FAX 775-982-7146

Saint Mary's Regional Medical Center
Attn: Emergency Department Manager
235 W 6th St
Reno, NV 89503
775-770-3000 | FAX 775-770-3490

Northern Nevada Medical Center
Attn: Emergency Department Manager
2375 E. Prater Way
775-331-7000 | FAX 775-356-4943

CITY OF RENO
SOUND AMPLIFICATION/MULTIMEDIA PERMIT

- Amplified sound/multimedia is permitted at Special Events and Special Activities only with a Sound Amplification Permit.
- It is the policy of the City of Reno to allow amplified sound/multimedia between the hours of 8:00 a.m. and 10:00 p.m or after a park closing hour, whichever occurs first. The decibel range will be no louder than 75 decibels at the outermost boundaries of the event.
- Per Reno Municipal Code (RMC) Section 8.23.085: It shall be unlawful to use sound amplification devices or sound equipment in any parks and recreation facilities in excess of 50 decibels measured within 50 feet from the location of the sound amplification device or sound equipment, without first obtaining a permit in accordance with RMC section 8.23.075. Even with a permit, sound amplification device or sound equipment shall not exceed 75 decibels at the boundaries of the permitted area. Violation of this section is a misdemeanor.
- The City of Reno encourages event organizers to ensure that amplified sound/multimedia content is family-friendly, particularly at outdoor events held on public property.

Event Name Our Lady of Snows Fall Festival **Event Date** 9/12/14

Time Start 3:00PM **Time End** 7:00PM

Type of Event Festival For Parish, school and surrounding neighbors

Event Location 1125 Lander Street Reno, NV 89509

Type of Amplification or Multimedia
- [x] Voice/Speech
- [x] DJ/Music/Karaoke
- [ ] Live Music (Band)
- [ ] Other _____

- By filing this permit I agree to take all steps reasonably necessary to resolve complaints about my use of amplified sound / multimedia and to ensure compliance with the provisions of the Ordinance.
- The applicant and this permit must be in the immediate area of the sound amplifying equipment during any testing or use.
- This permit does not grant permission to disturb the peace or violate RMC 8.12.020 or 8.23.085.
- This permit must be in the possession of the person operating the sound amplification/multimedia equipment and must be shown, upon demand, to any member of the City of Reno Police, Fire, Public Works, Parks and Recreation, Business License or City Manager's office/department.
- This permit does not authorize a Special Activity or Event.

Signature of Applicant Therese McCrory

Approved by _____

B

SPECIAL EVENT & ACTIVITY PERMIT APPLICATION
ATTACHMENT B
ROUTE MAP/USE OF PUBLIC RIGHT-OF-WAY

For purposes of this application, Public Right-Of-Way is defined as any public street, road, sidewalk, bridge, alley or other pathway used for vehicular and/or pedestrian passage.

If your event is a parade, procession, foot race or involves any other type of moving route, please provide a detailed route map indicating the start and finish locations, direction of travel and any aid stations or other setup along the route.

Please note that event signs, posters, flags or other materials may NOT be hung from, attached, or otherwise affixed to any permanent public sign, post, fixture or to any temporary sign, barricade, or other type of equipment placed or provided by the City of Reno to close a street, provide a secure event perimeter, or otherwise accommodate the event.

STREET CLOSURES OR RESTRICTIONS

Applications requesting a street closure or restriction must be submitted at least 90 days prior to the date of the event.

Please indicate any of the following street locations your event will involve by selecting as many of the below that apply:

VIRGINIA STREET	Closure Date & Time	Re-Open Date & Time
Liberty St to Ryland St		
Ryland St to Pine St		
Pine St to Court St		
Court/State St to Mill St		
Mill St to First St		
First St to Second St		
Second St to Commercial Row		
Commercial Row to Third St		
Third St to Plaza St		
Plaza St to Fourth St		
Fourth St to Fifth St		
Fifth St to Sixth St		

OTHER DOWNTOWN STREETS		Cross Street		Cross Street	Closure Date & Time	Re-Open Date & Time
Arlington Ave	from		to			
Lake St	from		to			
Wells Ave	from		to			
Center St	from		to			
Sierra St	from		to			
First St	from		to			
Second St	from		to			
Commercial Row	from		to			
Third St	from		to			
Plaza St	from		to			
Fourth St	from		to			
Fifth St	from		to			
Sixth St	from		to			

If your event involves a location other than or in addition to those listed on the previous page, select the right- of-way impediment(s) that applies to your event.

- [x] One-block street closure Location: 1125 Lander Street Date(s)/Time(s): Sept. 12, 2014 : 12:00 - 8 PM
- [ ] Lane closure Location (incl direction): _____ Date(s)/Time(s): _____
- [ ] Sidewalk occupancy Location: _____ Date(s)/Time(s): _____
- [ ] Other closure or use of public right-of-way (describe): Date(s)/Time(s): _____

- [ ] ReTRAC Plaza*– East (between Sierra St & Virginia St) Date(s)/Time(s): _____
- [ ] ReTRAC Plaza*– West (between West St & Sierra St) Date(s)/Time(s): _____

**Maximum uniform load is 125 pounds per square foot.*

STREET CLOSURE PRESS RELEASE

If your event involves a street or sidewalk closure or restriction of any kind, you must prepare and attach to this permit application a draft press release indicating which streets will be impacted, for what days and times and suggested alternate routes. This release must have a contact name and phone number should the media require additional information. See attached letter

PARKING / SHUTTLE

While special events are a benefit to local residents, they can also severely impact traffic, parking and disrupt citizens' ability to travel around their hometown.

How do you intend to lessen the impact of your event (traffic/parking) on local businesses and residents?

Church parking lot, School parking lot, Street parking along Plumas Park has been sufficient.

Where will event participants park?

Church parking lot, School parking lot, Street parking along Plumas Park Church/Parish Center parking.

August 10, 2014

Our Lady of the Snows
Reno, NV 89509

Subject: Our Lady of the Snows Parish and School Fall Festival
Friday, September 12, 2014

Dear Property Owner/Tenant:

Our Lady of the Snows Parish and School are having their 8th annual Fall Festival on Friday, September 12th, 2014. The event schedule is for a "street fair" and barbeque from 3:00 PM to 7:00 PM.

In order to have the event, an application to close Lander Street between Monroe and Walker has been presented to the City of Reno, Special Events in the Mayors' Office. Part of the application process is to give our neighbors notice of the event and the street closure. This is the portion of Lander Street between the school and the park. It is normally closed during the week when school is in session.

If you have concerns or questions, please contact the Church Office at 323-6894, or you may express your questions by writing to us at: The Fall Festival Committee, Our Lady of the Snows, 1138 Wright St., Reno, NV 89509. If you desire to express your concerns to the City, you may contact the Special Event Office at 785-5876.

Sincerely,

Lisa Shumard
Fall Festival Committee
Our Lady of the Snows Parish and School

IMPACTED NEIGHBOR NOTIFICATION

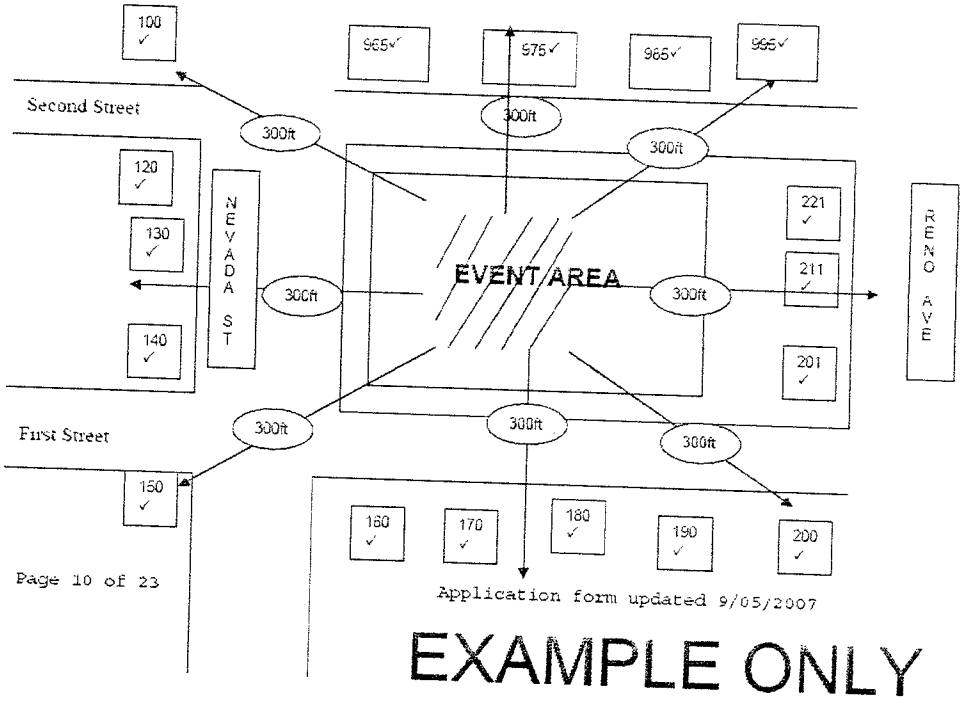
Reno Municipal Code 5.13.140 (b) requires that the Event Organizer notify all residences and businesses within any street closure or lane restriction area and within a 300 foot radius of the outer perimeter of the event involving a street closure or lane restriction (as marked by fencing or entrance table indicated on the Site Plan submitted with this application). The Event Organizer shall obtain signatures of those so notified of the upcoming event. Such signatures do not denote approval but solely signify notification. A diagram of the notification area shall be submitted with the signature sheet. The signatures of notification, the notification letter and the notification diagram shall be submitted to the City's Special Event Program Manager no less than thirty (30) days prior to the Special Event. Failure to complete and submit the Impacted Neighbor Notification by this deadline may result in denial of the Special Event Permit.

The Event Organizer shall leave a notification letter with each signer. This letter shall include the following information:

1. Event name
2. Dates and times of event
3. Brief description of the event
4. Any closure areas
5. Name and phone number of event contact with authority should they have issues during the event
6. Where attendees will be parking

In addition, the Event Organizer shall comply with all additional requirements imposed by the City with respect to notification and approval by residents and businesses affected by the Special Event. Under certain circumstances where events may generate extremely large crowds, loud noise or parking issues, staff may require additional notification time/signatures/outreach.

Special Events Notification Diagram Example – Check (✓) everyone you notified. List the addresses of the surrounding properties.



IMPACTED NEIGHBOR NOTIFICATION SIGNATURE SHEET

(MUST be completed at least 30 days prior to the event)

Event Name: Our Lady of Snows Fall Festival

Event Date: 9-12-2014

Anticipated Number of Attendees: 350

Event Location: 1125 Lander St., Reno NV 89509

Name	Address	Business Name	Do you have any special issues? *(Please state)*

Address	Street	City	State	Zip
570	Monroe St.	Reno	NV	89509
580	Monroe St.	Reno	NV	89509
590	Monroe St.	Reno	NV	89509
620	Monroe St.	Reno	NV	89509
630	Monroe St.	Reno	NV	89509
540 #A	Monroe St.	Reno	NV	89509
540 #B	Monroe St.	Reno	NV	89509
540 #C	Monroe St.	Reno	NV	89509
540 #D	Monroe St.	Reno	NV	89509
1005	Lander St.	Reno	NV	89509
1006	Lander St.	Reno	NV	89509
1010	Lander St.	Reno	NV	89509
1019	Lander St.	Reno	NV	89509
1030	Lander St.	Reno	NV	89509
1035	Lander St.	Reno	NV	89509
1203	Lander St.	Reno	NV	89509
1207	Lander St.	Reno	NV	89509
1208	Lander St.	Reno	NV	89509
1212	Lander St.	Reno	NV	89509
1215	Lander St.	Reno	NV	89509
1215 1/2	Lander St.	Reno	NV	89509
1216	Lander St.	Reno	NV	89509
1218	Lander St.	Reno	NV	89509
1220	Lander St.	Reno	NV	89509
1115	Wright St	Reno	NV	89509
1125	Wright St	Reno	NV	89509
1135	Wright St	Reno	NV	89509
1137	Wright St	Reno	NV	89509
655	Walker St	Reno	NV	89509
655A	Walker St	Reno	NV	89509
505	Walker St	Reno	NV	89509
575	Walker St	Reno	NV	89509
625	Walker St	Reno	NV	89509
665	Walker St	Reno	NV	89509
675A	Walker St	Reno	NV	89509
675B	Walker St	Reno	NV	89509

SPECIAL ACTIVITY/EVENT ALCOHOL SERVICE PERMIT

Application Date: 3/31/2014 **Event Date:** 9/12/2014 **Name of Event:** Our Lady of Snows Fall Festival

Event Location(s): 1125 Lander St., Reno NV 89509 **Liquor License Name/Number** Beaujolais 101390

ALCOHOL/VENUE SERVICE REQUIREMENTS

1. Outdoor alcohol sales/service is limited to beer, wine and commercially premixed beverages only. On-site mixing of beverages containing hard liquor/spirits is prohibited at events held on City of Reno property.

2. For events held on City of Reno property, all alcoholic beverages will be served in plastic or paper containers that do not exceed 16 oz. **Alcohol vendor must keep any glass containers that are used in their booth space and must recycle them properly at the end of the event.**

3. For events held in downtown Reno, all alcoholic beverages will be served in custom plastic or paper containers that do not exceed 16 oz. and have the event logo and date imprinted on them. Wristbands must be issued after proof of age is checked.

4. Alcohol sales, consumption and possession will be restricted within a defined and designated Special Event or Activity Area. A sober responsible adult of at least 21 years of age will be assigned to each alcohol sales or distribution point. Security and/or Event Personnel are responsible for checking the identification of patrons to ensure alcoholic beverages are not sold or furnished to minors or grossly intoxicated person(s). Security personnel will be posted at the entrance(s) and exit(s) to the defined alcohol venue to control the activity as described above.

5. A method of defining the boundaries of the designated alcohol zone is required. The purpose of defining the alcohol zone is to restrict the possession and consumption of alcohol to a defined area for participants, vendors and the public. Alcohol zone boundaries can be established via the creation of "beer gardens" or other clearly defined event boundaries. Event alcohol boundaries may be delineated by the usage of fencing, steelcades, barricades, signage, or security personnel as approved by the committee. Posting of signage indicating **"No Alcohol Beyond This Point"** or similar wording is required.

6. Alcohol sales will cease one (1) hour prior to the scheduled daily end time of the event.

7. It is understood that it is a violation of this special event alcohol permit if minors are in possession of alcohol, sales of alcohol to minors occur, and/or gross intoxication of participants is permitted, and/or operations are conducted without proper licensing. The Police, Fire, Public Works, Parks and Recreation and Business License Departments, the City Manager and/or his designee may direct that all alcohol sales within the event be terminated for the remainder of the event or other corrective action be taken, as deemed necessary.

8. Any changes or additions to the conditions above will only be made in writing, and agreed to by both parties in advance of the event.

9. If applicant(s) fails to comply with all local laws, terms and conditions of this agreement, the City may terminate the alcohol sales/service and/or prohibit the event from being held.

Signature of Liquor License Holder **Date** 3/31/14

FOR POLICE DEPARTMENT USE ONLY

Wristbands Required ☐ Yes ☐ No
Custom Cup Required ☐ Yes ☐ No
Hand Stamp Required ☐ Yes ☐ No
Required ID Check Performed at Alcohol Service Location ☐ Yes ☐ No
Authorized Number of Alcohol Service Locations/Beer Gardens _____
Locations _____
Signage Required _____ ☐ Yes ☐ No
Type of Alcohol Zone Boundary Designation _____
Event Closure Time _____ **Alcohol Sales Must Stop At** _____

Approval of this event will require that the promoter hire uniformed Security personnel from a licensed City of Reno security agency. Volunteer staff can assist with overseeing the event. ☐ Yes
This event requires uniformed Reno Police Officers, an estimate will be provided prior to the event through the Special Events permit process. ☐ Yes
No uniformed security required due to the size and nature of the event. ☐ Yes
Minimum Uniformed Security Officers Required _____ **Volunteer Security Minimum** _____
Additional Comments:

RPD Review By:

- This permit must be in the possession of the person coordinating the Special Activity or Event and must be shown, upon demand, to any member of the City of Reno Police, Fire, Public Works, Parks and Recreation, Business License or City Manager's office/department.
- This permit does not authorize a Special Activity or Event.

IMPORTANT RULES/GUIDELINES

- Alcohol purchased inside a casino, bar, or liquor store may not be consumed outside.
- Alcohol vendors must apply wristbands to patron's wrist after confirming he/she is 21 years old or over.
- Alcohol vendors will serve alcohol in approved plastic cups only. No other container is acceptable.

D

SPECIAL EVENT & ACTIVITY PERMIT APPLICATION
ATTACHMENT D

VENDOR AND EXHIBITOR INFORMATION

Please submit an initial vendor list with application.
A final list of vendors and exhibitors is due at least fifteen (15) days prior to the activity/event.

A vendor is any business, enterprise, trade, occupation, calling, profession, vocation, or activity engaged in, conducted or carried on by any person, his agent or employee for the purpose of direct or indirect gain, benefit or advantage within the city. This includes, but is not limited to the sale of goods, services, food and beverages or the disbursement of flyers, samples or other advertising materials.

As the Event/Activity Organizer, I understand it is my responsibility to:

- Collect and submit all State or other entity-required, taxes and fees.
- Ensure all vendors and exhibitors have a valid annual City of Reno business license, OR
- Pay for temporary licensing fees for unlicensed vendors and exhibitors.
- Ensure that all food and/or beverage vendors obtain and display special food vending permits from the Washoe County Health Department.*

**Note: Food permit applications can be obtained from the Washoe County Health Department, Environmental Services. More information on food vending permits may be obtained by calling 775.328.2620.*

Event Name Our Lady of Snows Fall Festival **Event Date** Sept. 12, 2014

Number of Vendors/Exhibitors 2

Use the following page (and additional pages if necessary) to indicate the vendors/exhibitors participating in your activity.

- Food and beverage vendors, vendors selling merchandise and all exhibitors who will be advertising need to be listed.
- Individual non-profit vendors/exhibitors that will be present also need to be listed; however, if proof of their non-profit status is included, then temporary vendor fees will not apply.

VENDOR/EXHIBITOR LIST

A final list of vendors and exhibitors is due at least fifteen (15) days prior to the activity.

BUSINESS NAME	ITEM(S) OR TYPE OF PRODUCT	BUSINESS PHYSICAL ADDRESS	CITY OF RENO BUSINESS LICENSE #
Top Hat	bounce house, climb wall, popcorn, party rental	1345 West 4th Street #C Reno, NV	
Womens Auxiliary - OLS Parish	cookbooks, Christmas ornaments + cards	Our Lady of Snows Parish 1138 Wright St, Reno NV 89509	