EVENT NAME Reno Gay Pride

EVENT LOCATION Wingfield Park

TYPE OF EVENT

See FAQ for clarification of event types

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

EVENT DATES AND TIMES

Setup Date	8-16-14	Setup Start Time	7:00 AM
Event Start Date	8-16-14	Event End Date	8-16-14
Daily Event Start Time	11:00 AM	Daily Event End Time	6:00 PM
Dismantle Date	8-16-14	Dismantle End Time	8:00 PM

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 *Attachment G Required*
- ☒ Food/Beverage Service *Contact Washoe County Environmental Health Services (775) 328-2620*

EVENT DESCRIPTION

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

Reno Gay Pride Celebrates Diversity in Northern Nevada with the 18th Annual Gay Pride Festival in Wingfield Park on August 16, 2014. Everyone is invited: www.RenoGayPride.com

ON SITE CONTACT Robert Robinson **ON SITE NUMBER** 775-232-8800

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.

EVENT COORDINATOR'S SIGNATURE [signature]

EVENT COORDINATOR'S NAME Robert Robinson

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.

SE104717

HOST ORGANIZATION	Reno Gay Pride	**EVENT COORDINATOR**	Bob Robinson
MAILING ADDRESS	PO Box 677	**CITY/STATE/ZIP**	Reno, NV 89504
DAYTIME PHONE	775-232-8800	**CELL PHONE** 775-232-8800	**FAX** 877-301-5774
WEBSITE	www.RenoGayPride.com	**EMAIL ADDRESS**	Info@RenoGayPride.com
ONSITE CONTACT	Bob Robinson	**CELL PHONE**	775-232-8800
PUBLIC CONTACT	Bob Robinson	**DAYTIME PHONE**	775-232-8800
FEDERAL TAX ID	27-0715922	☒ **HOST ORGANIZATION IS NON-PROFIT** Proof of current non-profit status must be included with application.	

ANTICIPATED ATTENDANCE: **DAILY** 3,000 **TOTAL** 3,000

☐ **OPEN TO THE PUBLIC** ☒ **ADMISSION WILL BE CHARGED $** 5

↓ FOR CITY OF RENO OFFICE USE ONLY ↓

Application Processing Fee* 0-49 Vendors	☑ $103.00	103		
Application Processing Fee* 50+ Vendors	☐ $258.00		**DATE ENTERED**	03/31/14
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	111		☐ 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	TBD			
TOTAL PAID	214		**INTIALS**	

RECEIVED

MAR 31 2014

City of Reno
Business License Div.

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**
- ☐ **Fenced area or building to be occupied by 50 or more people**
- ☐ **Exit obstructions**
- ☐ **Temporary electrical wiring**
- ☐ **Indoor vehicle display**
- ☐ **Dust or spark production**
- ☐ **Bleachers**
- ☐ **Loose seats/chairs over 200**

Separate Permit Requirements:

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:

Park Staff

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:

How will you promote recycling at your event?

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.

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
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.

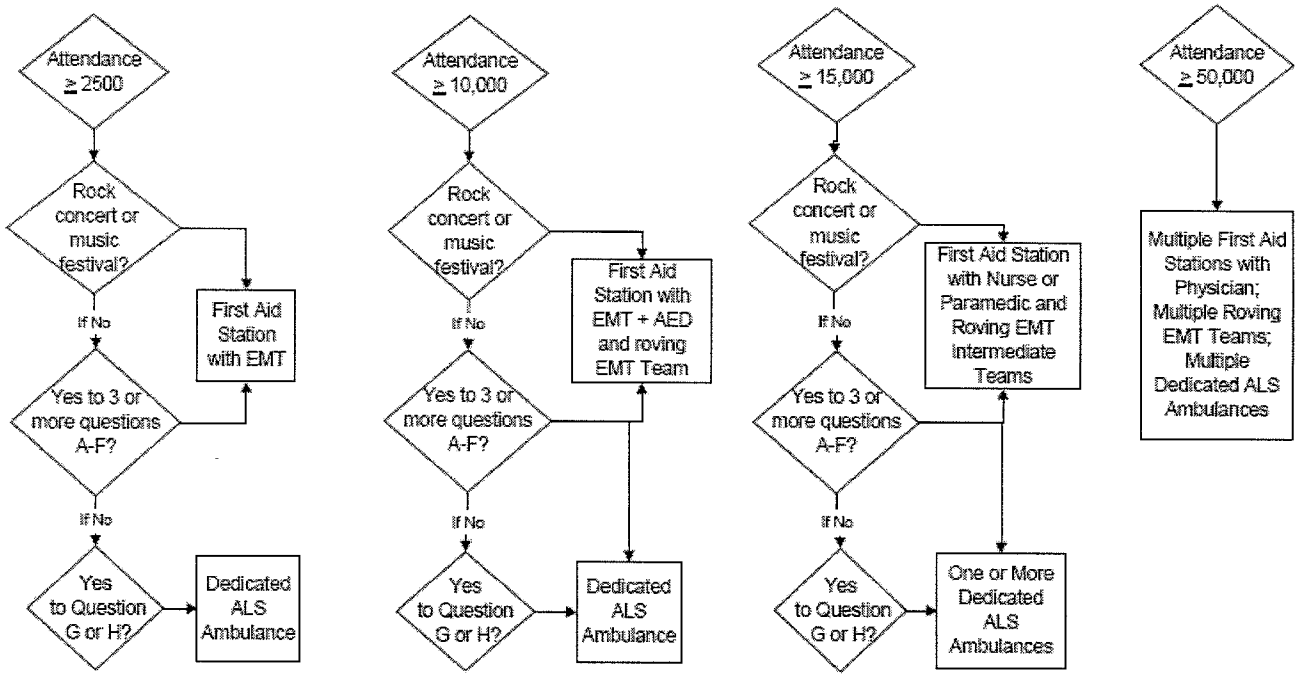
Renown Regional Medical Center
Attn: Emergency Department Manager
1155 Mill St
Reno, NV 89502
775-982-4100

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

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

Northern Nevada Medical Center
Attn: Emergency Department Manager
2375 E. Prater Way

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

Print Form

SPECIAL EVENT & ACTIVITY PERMIT APPLICATION
ATTACHMENT A

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 Reno Gay Pride **Event Date** 8-18-14

Time Start 11 AM **Time End** 6 PM

Type of Event Gay Pride Festival

Event Location Wingfield Park

Type of Amplification or Multimedia
- [x] Voice/Speech
- [ ] DJ/Music/Karaoke
- [x] 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 _____

Approved by _____

SPECIAL ACTIVITY/EVENT ALCOHOL SERVICE PERMIT

Application Date: 4-27-2011 **Event Date:** 8-20-2014 **Name of Event:** Reno Gay Pride

Event Location(s): Wingfield Park **Liquor License Name/Number** Harrah's Reno

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. 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.

4. 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.

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

6. 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.

7. 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.

8. 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**