

**THE FOLLOWING ITEMS MUST BE COMPLETED AND ACCOMPANY YOUR APPLICATION FOR A  
CARSON CITY TEMPORARY LIQUOR PERMIT:**

- Provide a Liquor Liability Insurance binder naming Carson City as additionally insured in the amount of \$1,000,000 (if applicable)(example attached)
- Permit Hold Harmless and Indemnification Agreement

**Applications need to be submitted 30 working days prior to the event to guarantee permit approval.**

**SUBMIT COMPLETED APPLICATION TO THE FOLLOWING ADDRESS:**

Carson City Business License Division  
108 E. Proctor St.  
Carson City, NV 89701  
(775) 887-2105

Fee required for a Temporary Liquor Permit:

Temporary Liquor License (5 days maximum) \$ 20.00/day

**Liquor must be purchased from a licensed State of Nevada Wholesale Distributor.**

**Insurance Terms and Conditions**

**Liquor Liability Insurance**

If liquor will be sold, served, or dispensed in any portion of Carson City's right-of-ways or on the sidewalk, the vendor serving the alcohol must provide liquor liability coverage naming the "City of Carson City, its officers, employees, and agents" as an Additional Insured for a minimum of \$1,000,000 per occurrence. If the event organizer is going to act as the alcohol vendor, then he must provide the liquor liability coverage. If several vendors are serving alcohol, each vendor must provide a certificate of insurance for the required liquor liability coverage, naming the "City of Carson City, its officers, employees, and agents" as Additional Insured. The policy must be from a carrier licensed to do business in the State of Nevada.



**CARSON CITY TEMPORARY LIQUOR APPLICATION**

Permit #:

Incomplete or illegible applications will not be accepted.

Submittal Date:

1	Business or Organization Name			2	Business Phone Number	
	3	Name of Event Organizer			4	Event Organizer Phone Number
5		Email Address				
6	Business Address	City	State	Zip Code		
7	Mailing Address	City	State	Zip Code		
8	Event Address					
9	Date and Time Event Begins		Date and Time Event Ends			
10	Event Description					
11	I have read and accept all conditions and requirements in regards to this event as stated in CCMC Section 4.13.240.					
Applicant's Signature		_____		Date		_____
<b>OFFICE USE ONLY</b>						
<b>Permit Fees</b>		<b>FEE</b>		<b>Permit Checklist</b>		
Temporary Liquor License				Copy of Liquor Liability Insurance		
<b>TOTAL FEES DUE:</b>						
Payment Type						
Received By		Date				

**CARSON CITY SPECIAL EVENTS  
PERMIT HOLD HARMLESS & INDEMNIFICATION AGREEMENT**

I, the undersigned, submit this hold harmless agreement as part of my request to be issued a special event permit for the dates of \_\_\_\_\_ to \_\_\_\_\_ and from the hours of \_\_\_\_\_ to \_\_\_\_\_ in the name of the following event: \_\_\_\_\_.

The provisions of this agreement apply to me, my entity, group or organization and our invitees and/or guests ("permittee"). I agree to abide by all applicable rules and regulations relating to this permit. Failure to do so may result in the revocation of this permit.

I agree to defend, protect, indemnify and hold Carson City, it's officers, employees and agents free and harmless from and against any and all claims, damages, expenses, loss or liability of any kind or nature whatsoever arising out of or resulting from, the alleged acts or omission of permittee, it's officers, agents or employees in connection with the permitted event or activity; and I agree, at my own cost, risk and expense, to defend any and all claims or legal actions that may be commenced or filed against the City, it's officers, agents or employees, and that I will pay any settlement entered into and will satisfy any judgement that may be rendered against the City, it's officers, agents or employees as a result of the alleged acts or omissions of permittee or permittee's officers, agents or employees in connection with the uses, events or activities under the permit.

I agree to give Carson City prompt and timely notice of any claims or suits instituted which may directly or indirectly affect Carson City or its officers, agents or employees.

I agree to reimburse Carson City for any expenses incurred in responding to or defending any claims or suits, including the reasonable value of any services rendered or time spent by City officers, agents or employees in responding to or defending such claims or suits.

I also agree to obtain and maintain a policy of General Liability Insurance (Occurrence Form) in the amount of \$1,000,000 from an insurance carrier with an AM Best Rating, admitted to do business in the State of Nevada and to maintain this policy in full force during the term of this permit. I agree to name Carson City, its officers, agents and employees as additionally insured on this policy and accompanying endorsement page. This insurance policy must provide liability coverage for the activities of vendors and entertainers participating in the special event. If coverage is excluded for any vendor or entertainer, proof of insurance for the vendor or entertainer must be provided through additional insurance policies, also naming Carson City, its officers, agents and employees as the additional insured. Proof of insurance policies covering the permittee and/or vendors and entertainers must be submitted to Carson City at least seven (7) business days in advance of the event. Proof of coverage must be provided in the form of a Certificate of Insurance with the endorsement page. Carson City's acceptance of an insurance certificate does not relieve me of liability nor will the amount of insurance limit my responsibility.

I certify that I have the authority to enter into this agreement on behalf of the entity or organization described below and that I am executing this agreement on its behalf.

Authorized Party \_\_\_\_\_ Organization \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_