CARSON CITY
SPECIAL EVENT PERMIT PACKET

CARSON CITY WELCOMES YOUR SPECIAL EVENT!!!

Special Event Application Contents:

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Special Event Permit Fees (payment is due at the time of application submittal):

Special Event Permit	$53.25 per day
Special Event Permit (Non-Profit)	$21.70 per day
Vendor Fees	$ 2.15 per vendor, per day
Temporary Liquor License (5 days maximum)*	$20.00 per day

Submit your COMPLETED application:

In Person or via Regular Mail to:

Carson City Business License Division
108 E. Proctor Street
Carson City, NV 89701

Via Email to:

specialevents@carson.org

For applications submitted via email, the Business License staff will contact you for application payment.

If you have any questions about this Special Event Application, please feel free to contact us at (775) 887-2105 or specialevents@carson.org.

We look forward to working with you!

	CARSON CITY **SPECIAL EVENT PERMIT APPLICATION** **Thank you for choosing Carson City as the location for your Special Event!**	Special Event Permit No. Date Permit Submitted:

Below, you'll find important information about the special event permitting process.
In addition, you will be prompted by event-specific questions to guide you through completing the application and guide you through any additional requirements that might apply to your event.

PLEASE COMPLETE ALL SECTIONS OF THIS APPLICATION

SECTION 1: WHEN IS A SPECIAL EVENT PERMIT REQUIRED?

If you answer "yes" to any of the questions below, a Special Event Permit is required.

	Yes	No	
1.	☐	☐	Is your event open to the public? *(Free or able to purchase tickets at the door)*
2.	☐	☐	Is your event located on City property?[1] *(Examples: public streets, sidewalks, McFadden Plaza, city courthouse, etc.)*
3.	☐	☐	If yes, will you be utilizing the cities electrical system?
4.	☐	☐	Will your event require the closure of any public streets? *(If yes, please also see Section 5 for information on street closures)*
5.	☐	☐	Does your event include live entertainment? *(Examples: live bands, theatrical shows, etc.)*
6.	☐	☐	Will you be offering merchandise for sale? *(If yes, please also see Section 6 for information on vendors)*
7.	☐	☐	If your event is open to the public, will you be serving or selling food? *(If yes, please also see Section 7 for information on food permit requirements)*
8.	☐	☐	If your event is open to the public, will you be serving or selling alcohol? *(If yes, please also see Section 8 for information on temporary liquor licenses)*
9.	☐	☐	Is your event promoted as a festival, trade show, craft show, car show, motorcycle rally , concert or parade?
10.	☐	☐	Will your event require public safety services to support it? *(Examples: Police, Fire, Emergency Medical Services)*

[1] If your event will be located at a facility owned and operated by the Carson City Parks and Recreation Department, this application may not be required. Please contact the Parks and Recreation Department to determine if this application will be required. For a list of facilities owned by the Carson City Parks and Recreation Department and instructions on how to reserve space, please click the link below.

Reservable Parks Facilities in Carson City

Special Events are regulated by the following sections of the Carson City Municipal Code (CCMC):

CCMC Section 4.04.077 - Special Event Permits
CCMC Section 4.13.240 - Special Event Liquor Permits

Please click the links above to access the applicable sections of the Carson City Municipal Code on the web. At the end of this application, you will be required to sign a statement indicating that you have read and accept the requirements outlined in the code sections above.

SECTION 2: ORGANIZATION AND CONTACT INFORMATION

Business or Organization Name	Type of Business Entity ☐ Commercial ☐ Non-Profit		
Event Organizer Contact Name	Phone		
Email Address	Alternate Phone		
Business Address	City	State	ZIP
Mailing Address	City	State	ZIP

SECTION 3: GENERAL SPECIAL EVENT INFORMATION

Please tell us about the details of your Special Event.

Event Name

Overall Event Start Date and Time	***Overall*** Event Finish Date and Time	Estimated Number of Attendees - **Per Day**
Event Setup Start Date and Time	Event Tear Down Finish Date and Time	Estimated Number of Attendees - **Overall**

For multiple day events, provide the start and finish times for each day:			For multiple day events, provide estimated number of attendees per day:	
Date (Day 1):	Start Time	Finish Time	Day 1:	Estimated Attendees
Date (Day 2):	Start Time	Finish Time	Day 2:	Estimated Attendees
Date (Day 3):	Start Time	Finish Time	Day 3:	Estimated Attendees
Date (Day 4):	Start Time	Finish Time	Day 4:	Estimated Attendees
Date (Day 5):	Start Time	Finish Time	Day 5:	Estimated Attendees

Event Location(s)

Event Description (please attach additional pages if necessary)

Additional General Event Information Required:

1. ☐ Event Site Plan. Please attach a site plan showing the layout of your proposed event including all equipment. (This is **REQUIRED**. Please see Page 11 for an example.)
2. ☐ Daily Event Schedule. Please attach a daily event schedule including start and end times of all associated event activities, including set-up and tear down. (This is **REQUIRED**. Please see Page 12 for an example.)
3. ☐ Private Property Authorization Letter. If your event is being held on private property, please include a letter from the property owner(s) authorizing your event.
4. ☐ Vendor List, if applicable. Please provide a list of vendors selling/serving merchandise, food or liquor at your event. (Please see Section 6 for addition information.)
5. ☐ Liquor Liability Insurance, if applicable. (Please see Section 8 for more information.)
6. ☐ General Liability Insurance, if applicable. (Please see Section 10 for more information.)
7. ☐ Special Event Meeting. A pre-event meeting with City staff may be required depending on the scope of your event. Upon review of your application, City staff will determine the need for a pre-event meeting and will contact you. If you would like to request a pre-event meeting regardless of staff review, please check this box.

SECTION 4: EVENT APPLICATION SUBMITTAL DEADLINES[2]

1. ☐ Events without street closures are required to be submitted at least **30 days prior to the event**.
2. ☐ Events including street closures are required to be submitted at least **60 days prior to the event**.

[2] If submitted after the deadlines above, we will do our very best to accommodate your needs but cannot guarantee the same level of customer service as those applications submitted in a timely manner.

SECTION 5: EVENT STREET CLOSURES[3]

If your event requires street closures, please describe the closures needed here. (Example: Curry Street from Proctor to Spear, Proctor Street from Carson to Curry including entire intersection at Curry and Proctor.)

Streets Proposed for Closure

[3] Please note that most events with street closures will require a pre-event meeting with City staff. Based on the 60-day application deadline, staff will attempt to schedule this pre-event meeting approximately 45 days prior to your event for sufficient coordination time.

Traffic Control Plans for Street Closures

All streets closures require a traffic control plan. We have several standard traffic control plans available for streets where most events take place. These plans are available for review if you need assistance determining which streets need closure for your event. You may request one of the existing plans be used as-is.

If a traffic plan is not available, the event organizer will need to submit a traffic control plan with their Special Event application.

The following steps will occur as a part of your street closure and traffic control plan process:

1. A pre-event meeting will (in most cases) be held to coordinate appropriate street closures needed.
2. A traffic control plan is required to be submitted for any street closure.
3. City staff will review the traffic control plan with you and make any needed changes.
4. The final traffic control plan will be sent to you and all applicable city departments.
5. Traffic control equipment will be placed by City staff prior to the event start. This will occur as close to your event start as possible to minimize impact to the traveling public, but will also take into account set-up needs for your event.
6. Traffic control equipment will be removed by City staff after the event ends. This will occur as soon as possible after your event ends and tear-down is completed to minimize impact to the traveling public.

Street Closure Signature Sheet

Property owners and/or tenants that will be impacted by the proposed street, sidewalk or parking space closures must be contacted and informed. A Street Closure Signature Sheet must be provided showing the names, addresses and signatures of all affected parties. Please see Page 9 for the blank sheet.

As your exact street closures may be modified based on input from staff, please wait to obtain signatures until after the street closures have been confirmed by City staff. This is intended to ensure that you don't need to obtain additional signatures on a previously completed sheet as a result of street closure modifications. **The Street Closure Signature Sheet is due no later than 15 days prior to your event.**

SECTION 6: VENDORS

	Yes	No	
1.	☐	☐	Does your event include vendors offering merchandise, food or alcohol for sale?

If "yes", please complete the Vendor List located on Page 10 identifying each of your vendors and what product they will be selling. Please refer to Pages 29-32 for the Nevada Department of Taxation Instructions for a One-Time Special Event Permit.

2. Please note that vendors serving food are subject to the requirements outlined in Section 7 (Event Food) and vendors serving alcohol are subject to the requirements outlined in Section 8 (Event Liquor) below.

SECTION 7: EVENT FOOD AND BEVERAGES (SERVING OR SELLING)[4]

	Yes	No	
1.	☐	☐	Will you be serving food or drink at your event?
2.	☐	☐	Is your event open to the public?

If "yes" to both questions above, a Temporary Food Permit issued through Carson City Health and Human Services **MAY** be required depending upon the type of food/drink served. The information below is provided to help you determine if a Temporary Food Permit is required.

Exempt from Temporary Food Permit:

- ☐ Coffee, tea or both, with powdered non-dairy creamer or ultra-pasturized dairy creamer packaged in individual servings. This does not include beverages such as lattes and espresso that are mixed with a dairy product by the vendor during preparation.
- ☐ Commercially prepared acidic beverages including, without limitation, orange juice, lemonade and other similar beverages that are served from the original, properly labeled container without the addition of ice or other regulated food products.
- ☐ Draft beer and other alcoholic beverages that are served without the addition of ice or potentially hazardous food (time/temperature control for safety food). Please note that a Temporary Liquor License is required to serve alcoholic beverages regardless of how the alcohol is served.

Exempt from Temporary Food Permit, Continued:

- ☐ Hermetically sealed (air tight) and unopened containers of nonpotentially hazardous beverages which do not require refrigeration.
- ☐ Hot chocolate prepared without the use of potentially hazardous food (time/temperature control for safety food) or reconstituted dairy products.
- ☐ Non-potentially hazardous prepackaged baked goods, with proper labeling, from an approved source and requiring no on-site preparation.
- ☐ Non-potentially hazardous and unopened prepackaged food from an approved source with proper labeling including, without limitation, honey, jerked meats, potato chips, popcorn and other similar foods. Sampling of these products is not allowed.
- ☐ Produce sold from a produce stand at which no food preparation, breaching (cutting, opening or breaking the produce skin) of produce or product sampling is performed.
- ☐ Food supplements that are offered for sample or sale without the addition of regulated food items. Such food supplements include, but are not limited to, vitamins, minerals, protein powder mixes, energy drinks and herbal mixtures, provided that they are from an approved source.

If the food and/or beverages you would like to serve or sell do not fall within the exempt food and beverage items described above, a Temporary Health Permit is required. Please see Pages 15-20 for the Temporary Health Permit application and instructions as well as a self-inspection checklist for temporary food facilities. Separate submittal of this permit application to the Health and Human Services Division, including the payment of separate fees, will apply.

[4] Regardless of whether a Temporary Food Permit is required, food preparation and handling requirements will still apply. These requirements and other helpful tips are included in this packet on Pages 19-20.

SECTION 8: EVENT LIQUOR (SERVING OR SELLING)

Yes ☐ No ☐ 1. Will you be serving or selling alcohol at your event?

If "yes", who will be responsible for the selling or serving of alcohol?

- ☐ Event Organizer Only (as sole alcohol vendor)
- ☐ Vendors Only (as separate individual vendors each selling or serving alcohol)
- ☐ Both

2. **Liquor Liability Insurance Required When Alcohol is Served or Offered for Sale**
   a. If liquor will be sold, served or dispensed on any property owned by Carson City (including streets and sidewalks), the event organizer or vendor serving the liquor must provide Liquor Liability Insurance 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. A sample insurance certificate has been provided on Page 13 for your reference.
   b. If the event organizer is acting as the sole alcohol vendor, then he/she must provide a certificate of insurance for the liquor liability coverage identified above for the entire event.
      ☐ Insurance Certificate Attached
   c. If several vendors are serving alcohol, each vendor must provide a separate certificate of insurance for the required liquor liability coverage identified above for their individual operation.
      ☐ Insurance Certificates Attached

3. **Purchase of Wholesale Liquor Required**
   Please note that liquor being served at Special Events must be purchased from a wholesale distributor licensed in Nevada. A list of wholesalers with contact information is attached on Page 14 for your use.

SECTION 9: FIRE[5]

	YES	NO	
1.	☐	☐	Will you have a tent larger than 400 square feet with sides?
2.	☐	☐	Will you have a tent larger than 700 square feet without sides?
3.	☐	☐	Will you have any open flames? This includes cooking, candles, bonfires, or any other use of open flames.
4.	☐	☐	Will you have fireworks or any type of pyrotechnics?
5.	☐	☐	Will you have a temporary stage greater than 400 square feet?
6.	☐	☐	Will you have any food trucks at your event (please provide a list of food truck vendors)?

If you have answered "yes" to any of the questions above, a separate, no cost permit from the Carson City Fire Department **MAY** be required. Please call (775) 887-2210 for more information. Please note the following general requirements applicable to events with fire components and permits through the Fire Department:

1. For open flames, please be prepared to provide the following information to the Fire Department:
   a. If you are cooking:
      Detail on cooking appliances and fuel you will be using (i.e. LPG, wood, electric, etc.)
      Detail on cooking equipment location regardless of whether it is inside or outside.
      Detail on fire extinguishers on site (i.e. type, size, location, etc.)
   b. If you are using candles, you will be asked to provide the following information
      Provide detail on candle type, size and location
      Lit candles can't be passed hand to hand
   c. If you are having a bonfire:
      Provide detail on the bonfire location and expected number of attendees. A site plan will be required.
      Standby fees may apply for this activity.
   d. If you are using a portable heater:
      Provide detail on the type of heater and whether it is electric, LPG or kerosene.

2. Fireworks and pyrotechnics can only be done by a Nevada licensed pyrotechnician. Please refer to Section 18 of the Fire Prevention Planning Guide for Special Events on Page 27 for a checklist of what must be provided to the Fire Department. Standby fees may apply for these activities.

[5] Fire Department requirements apply to your event regardless of whether a separate Fire Department permit is required. Please refer to the Fire Prevention Planning Guide for Special Events on Pages 21-27 for additional information.

SECTION 10: GENERAL LIABILITY INSURANCE AND INDEMNIFICATION

1. **General Liability Insurance Required.**
   If your event will be held on any portion of property owned by Carson City (sidewalks, streets, etc.), you are required to provide general liability insurance coverage for the specific dates of your event. This coverage is required to name the "City of Carson City, its officers, employees and agents" as Additional Insured for a minimum of $1,000,000 per occurrence. The policy must be obtained from an insurance carrier licensed to do business in the State of Nevada. A sample insurance certificate has been provided on Page 28 for your reference.
   ☐ Insurance Certificate Attached

2. **Hold Harmless and Indemnification.**
   A Hold Harmless and Indemnification Agreement is required as a part of this Special Event Permit. Please complete the agreement on the following page as a part of your application process.
   ☐ Hold Harmless Agreement Completed and Signed by Authorized Party

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 permitee 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 is 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 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 _____

SECTION 11: ACKNOWLEDGMENTS AND SIGNATURES

I have read and understand/accept the requirements related to this event as stated in this permit application and in Carson City Municipal Code, Sections 4.04.077 and 4.13.240. I further understand that issuance of my special event permit may be contingent upon my acceptance of additional reasonable conditions determined by City staff upon review of my application.

Signature: _____ Date: _____

Print Name: _____

☐ **Please check here if you are willing to attend a post-event meeting with City staff to provide feedback on how we can make your event experience better. (If box is checked, we will contact you to set up a meeting at your convenience.)**

OFFICE USE ONLY

Permit Fees	**FEE**	**Permit Checklist**
Event Permit Fee		Vendor List ☐
Event Permit Fee (Non-Profit)		Authorization Letter from Property Owner ☐
Vendor Fees		Event Layout/Site Plan ☐
Temporary Liquor License Fee		Daily Event Schedule ☐
TOTAL FEES DUE:		Street Closures ☐
Payment Type:		Pre-Event Meeting Required ☐
Received By: / Date:		Street Closure Signature Sheet (15 days prior) ☐
Staff Notes:		Liquor Liability Insurance (if applicable) ☐
		General Liability Insurance Certificate ☐
		Separate Health Permit Required ☐
		Separate Fire Permit Required ☐

Carson City Special Event
Street Closure Signature Sheet

Event Name			
Event Date(s)			
Proposed Closures (Include Streets, Sidewalks and/or Parking Spaces)			
Closure Start Date:		**Closure Start Time:**	
Closure End Date:		**Closure End Time:**	

Event Organizer Instructions: All property owners and/or tenants impacted by a street, sidewalk or parking space closure(s) as a result of your event **MUST** be contacted and informed of the proposed closure(s). As a part of this contact, you must provide a copy of your City-approved Event Site Plan and Event Schedule to the property owners and/or tenants for their information. If additional sheets are needed, please photocopy this form.

Property Owner/Tenant Instructions: By signing this form, you are acknowledging you have been notified of the event and associated street, sidewalk or parking space closure(s) outlined above and have been given a copy of the Event Site Plan and Event Schedule for this event. Your signature does not indicate your approval of the event, but serves as proof that you are aware of the event and its associated closures.

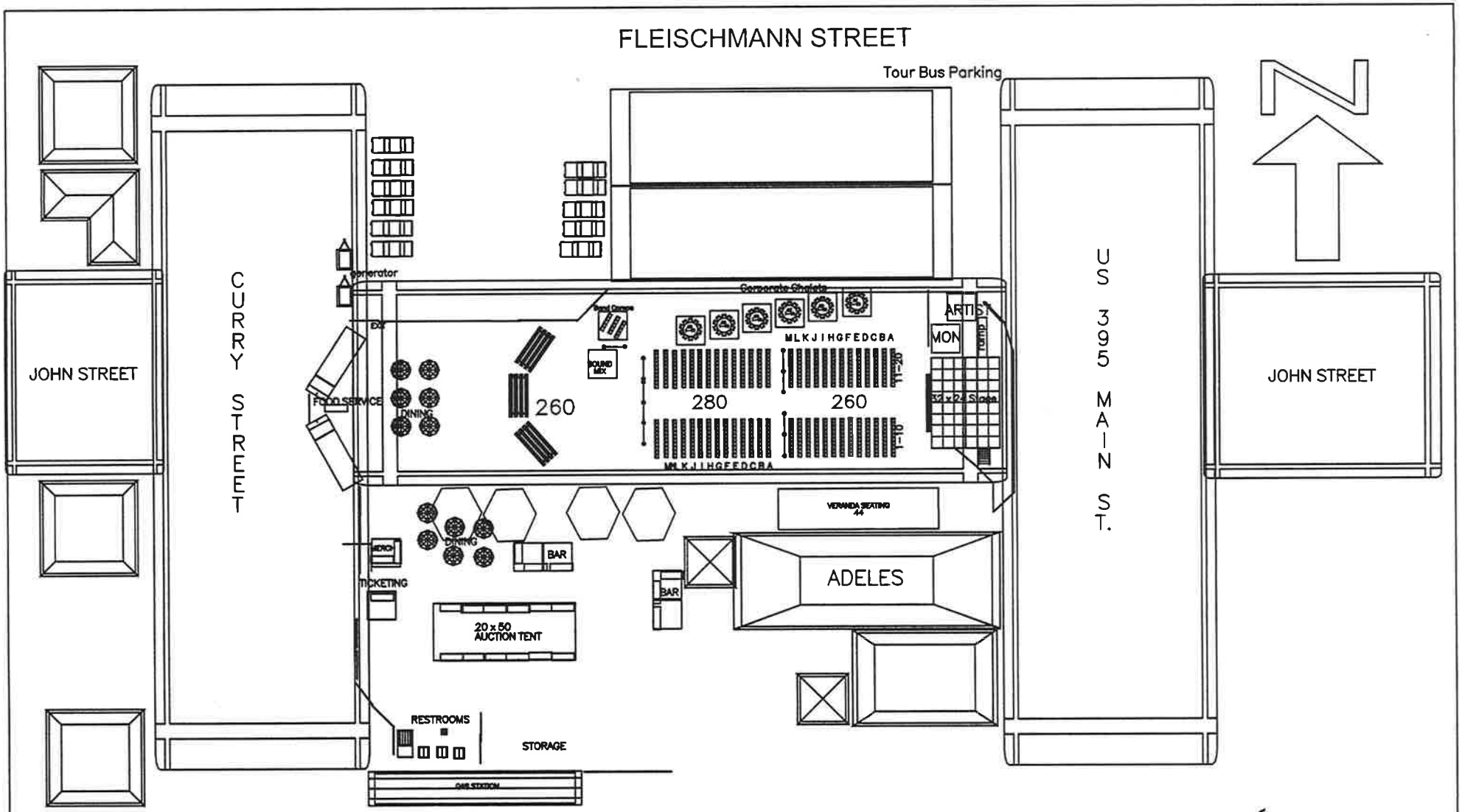
	Property Owner/Tenant	**Property Address Affected**	**Property Owner/Tenant Signature**
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Carson City Business License Division

108 E. Proctor St.
Carson City, Nevada 89701
(775) 887-2105

Vendor List

Vendor	Selling/Serving		
	Merchandise	Food	Liquor



Green House Project
Concert under the Stars
2016 Layout

John Street 1112 No. Carson Street Between Main c

Date: 4/25/16
Project: GHP 2016
Owner: Carson City GreenHouse
Designed by: John Procaccini

SAMPLE EVENT SITE PLAN

SAMPLE EVENT SCHEDULE

Operational Schedule

Friday June 17
5 a Expo Area Streets are Closed
5:15a Expo area set up begins (tents go up,, vendors begin setting up)
Noon Expo Opens
3:00p Capitol 15 Fun Ride Begins (police escort out)
3:30p Criterium Course Streets are Closed
3:30p Coned safety lane on ingress for returning 15mile riders
6:30p Pro Women Criterium Begins (warm up laps begin at 6p) Police Stationed for Traffic Control)
7:15p Pro Men Criterium Begins
7:30p Community Ride (start time could change to 6p)

Saturday June 18
7:30a Expo Opens
7:30a Capitol 50 starts (Police escort out to dirt road at Kings Canyon)
8:45a Capitol 35 Starts (Police escort out to dirt road at Kings Canyon)
10:30a Coned safety lane on ingress for returning riders
11:30a Riders begin finishing
2:30-4:30p Slow Ride

Sunday June 19th
8:30a Pro Men Start (Police escort out to dirt road at Kings Canyon)
8:40a Pro Women Start (Police escort out to dirt road at Kings Canyon)
9a Kids Ride (Police stationed)
10a Slow Ride Championship
10:30a Coned safety lane on ingress for returning riders
10:50a Pro Men (Police escort in from beginning of pavement on Winnie Ln to finish line) *Estimated finishing time
11:20a Pro Women ((Police escort in from beginning of pavement on Winnie Ln to finish line) *estimated finishing time
3p Bike Lane Cones pulled and expo closes and expo tear down begins
6p Roads reopen

SAMPLE LIQUOR LIABILITY INSURANCE CERTIFICATE

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): Current Date

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Agent, Broker or Carrier Contact Information
Name and Address of Producing Broker or Agent	PHONE (A/C, No, Ext): / FAX (A/C, No):
	E-MAIL ADDRESS:
	INSURER(S) AFFORDING COVERAGE / NAIC #
	INSURER A : Full Name of Insurance Company / ######
INSURED: Full Name and Address of Company (must match company name on contract or other written agreement, including DBA when applicable)	INSURER B :
	INSURER C :
	INSURER D :
	INSURER E :
	INSURER F :

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	✓ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ✓ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ✓ POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y		Policy Number Include Liquor Liability in this section if coverage is provided under the General Liability coverage form or applicable endorsements.	Effective Date of Policy	Expiration Date of Policy	EACH OCCURRENCE $ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) $ 100,000 MED EXP (Any one person) $ PERSONAL & ADV INJURY $ GENERAL AGGREGATE $ PRODUCTS - COMP/OP AGG $ Liquor Liability $ 1,000,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS			INFORMATION ONLY			COMBINED SINGLE LIMIT (Ea accident) $ BODILY INJURY (Per person) $ BODILY INJURY (Per accident) $ PROPERTY DAMAGE (Per accident) $ $
	☐ UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION $						EACH OCCURRENCE $ AGGREGATE $ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N ☐ **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					☐ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT $ E.L. DISEASE - EA EMPLOYEE $ E.L. DISEASE - POLICY LIMIT $
	Liquor Liability			Policy Number	Effective Date	Expiration Date	Each Common Cause: $1,000,000 Aggregate Limit: $2,000,000

Include evidence of Liquor Liability coverage here if purchased under separate policy than General Liability.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

SAMPLE WORDING ONLY
Certificate Holder, including its officers, employees and agents, are included as Additional Insureds under General Liability as their interests may appear with respect to the operations of the Named Insured at (Event Name) held at (Event Location) scheduled for (Event Dates to include set-up and tear-down). Policy form (or endorsement ###### is attached confirming additional insured status.

CERTIFICATE HOLDER

Carson City Consolidated Municipality
City of Carson City, NV
201 N. Carson St.
Carson City, NV 89701

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Signature of Authorized Representative

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LIST OF WHOLESALERS AS OF SEPTEMBER 17, 2021

1000098702	CAPITAL BEVERAGES INC	2333 FAIRVIEW DR	CARSON CITY	NV	897015858	7758822122
1042469202	BALIN BEVERAGE CO LLC	405 WESTERN RD UNIT 9	RENO	NV	895068699	7036263905
1017671460	CROOKED WINE COMPANY LLC	255 BELL ST # 101	RENO	NV	895035352	7753423879
1006141200	ENCORE BEVERAGE	8521 WHITE FIR ST UNIT C2	RENO	NV	895238975	7752401526
1000480240	JOHNSON BROTHERS OF NV INC	8521 WHITE FIR ST	RENO	NV	895238979	7026431752
1033853380	NEVADA WHOLESALERS LLC	4058 S MCCARRAN BLVD BLDG A	RENO	NV	895027525	7752403352
1038133009	NV DISTRIBUTORS LLC	3515 AIRWAY DR STE 210	RENO	NV	895111850	7757504033
1037685547	RENO WINE DISTRIBUTOR	300 E PARR BLVD	RENO	NV	895121010	9092688576
1033593885	SOUTHERN GLAZERS WINE AND SPIRITS OF NEVADA	1170 S ROCK BLVD STE 100	RENO	NV	895027155	3056254171
1018530380	BREAKTHRU BEVERAGE NEVADA RENO LLC	100 DISTRIBUTION DR	SPARKS	NV	894415206	7753313400
1041516207	BROTHERS DISTRIBUTING LLC	260 FREEPORT BLVD STE 21	SPARKS	NV	894316248	8312121586
1000244261	MORREY DISTRIBUTING CO INC	1850 E LINCOLN WAY	SPARKS	NV	894348944	7753526000
1001274997	NEW WEST DISTRIBUTING INC	325 E NUGGET AVE STE 101	SPARKS	NV	894315856	7753555500
1000606147	REGENCY WINES NEVADA	10 GREG ST STE 124	SPARKS	NV	894316232	7028899463
1033593885	SOUTHERN GLAZERS WINE AND SPIRITS OF NEVADA	250 LILLARD DR	SPARKS	NV	894348983	3056254171
1017835217	SUMMIT SPIRITS & WINE	1625 E PRATER WAY	SPARKS	NV	894348969	7025675007
1038053919	TAVERN CRAFT LLC	1775 DEMING WAY	SPARKS	NV	894316581	7757425495
1038053919	TAVERN CRAFT LLC	1775 DEMING WAY	SPARKS	NV	894316581	7757425495
1001930240	VIN SAUVAGE LLC	712 SPICE ISLAND DR	SPARKS	NV	894317101	7022125600

Application for a Temporary Event Food Permit

Email Application to: **eh@carson.org**

Permits and Fees are NON-Transferrable and NON-Refundable

Carson City Health and Human Services Environmental Health Division

900 E Long St Carson City, NV 89706

Phone: 775-887-2190 ext. 80029 Gethealthycarsoncity.org

Permitted and Non-Permitted Food Vendors/Operators must submit this application to our Health Department for each event at least ***5 BUSINESS DAYS PRIOR TO THE DAY OF THE EVENT.***

STOP **All fields on this form MUST be filled in.** STOP

***THESE FORMS ARE NOT YOUR PERMIT,* you will receive your health permit the day of your event after the inspector's visit.**

Event Information

Event Name:	Event Start Date:	Event End Date:	Event Start Time:	Event End Time:

Event Address:	City:	State:	Zip:

Event Coordinator Name:	Event Coordinator Contact Number:	Event Coordinator Email:

Business/Vendor Information

Business Name (DBA):	IRS Non-Profit Tax ID # (If Applicable)

Name of Person in Charge (must be present at the event):	Person in Charge Contact Number:	Person in Charge Contact Email:

Business Address:	City:	State:	Zip:

All Dates Business/Vendor Plans to Attend Event:	Vendor Start Time on first day of event

Permitting Information (Check all that you **currently** have)

Not Applicable (Non-Annually Permitted) ☐

☐ **Carson City Annual Health Permit**
☐ **Douglas County Annual Health Permit**
☐ **Other Health Jurisdiction (MUST PROVIDE COPY OF PERMIT)**
State and Health Authority: _____
☐ **State or County Approved Cottage Food (MUST PROVIDE APPROVAL LETTER)**

Food/Beverage Storage & Preparation

COTTAGE FOOD Not Applicable ☐

Will Food/Beverage Items be Prepared and/or Stored Off-Site Before the Event? (ANSWER BELOW)

◯ **YES.** Fill out the following information for the location at which the food/ beverage items will be prepared and/or stored prior to the event:

Name: _____
Address: _____

Is the facility in Carson or Douglas County *(Select One):*

◯ **Yes** ◯ **No. Attach a copy of the facility's valid health permit**

Food Prep Begins: (Date and Time): ____/____/____ ____:____ *(AM/PM)*

Food Prep Ends: (Date and Time): ____/____/____ ____:____ *(AM/PM)*

How will food items be kept hot or cold during transport:

_____

Length of Transportation Time (minutes or hours): ___:___ *(hours/minutes)*

◯ **NO. My food/beverage items will not be stored and/or prepared off-site.** I understand that I am required to purchase all food and beverage items/ingredients the day of the event. Food must **NOT** be stored or prepared at home.

By initialing below, I acknowledge that I may be asked to verify purchasing dates of food/beverage items at the time of inspection. Failure to provide proof of purchase may result in further enforcement action, including permit suspension.

Food Prep Begins: ____/____/____ ____:____ *(AM/PM)*

Applicant Initials: _____

Food to be Served (Vendors are encouraged to also attach menu)

All Food/Beverage Menu items (Be specific and include Ice):	Sourced/Purchased from:

Est Rev 09/2025

Food/Beverage Holding & Equipment

Not applicable (All food is pre-made and samples are served pre-packaged) ☐

Food booth Construction (Choose One): ◯ Canopy ◯ Trailer ◯ Mobile Vehicle ◯ Other: _____

Handwashing Type in Booth *(Choose One)*:
- ◯ Plumbed Sink
- ◯ Gravity Flow Container
- ◯ Self- Contained Portable Unit

Utensil/Equipment Washing Type *(Choose Two):*
- ◯ Plumbed 3 -Compartment Sink
- ◯ 3-Tub System Located Inside Booth
- ◯ Adequate Supply of Clean Utensils for Daily Operation (prior approval required)

Sampling Methods and Equipment: *(If Applicable)*
- ◯ Tongs
- ◯ Gloves
- ◯ Other: _____
- ◯ Toothpicks
- ◯ Not Sampling

What type of surface sanitizer will you be using ? ◯ Quaternary Ammonium ◯ Bleach ***No other sanitizer will be approved to use at temporary events***

COTTAGE FOOD applicants continue to APPLICANT ACKNOWLEDGEMENT

ALL Cold-Holding Equipment: (if ice, must have adequate amount to fully cover all foods)

ALL Hot-Holding Equipment:

ALL Cooking and Reheating Equipment:

Where is your water coming from:

Stem-Type Food Thermometer Available? (0-220 Degrees F): ◯ Yes ◯ No

Wastewater Disposal Provided by *(Choose One):* ◯ Event Coordinator ◯ Booth Operator
Name of Responsible Party: _____
Wastewater Disposal: ◯ Sanitary Sewer ◯ Holding Tank

Garbage Disposal Provided by *(Choose One):* ◯ Event Coordinator ◯ Booth Operator
Name of Responsible Party: _____
Garbage Disposal: ◯ Covered Trash Cans ◯ Dumpsters

Restrooms Provided for events longer than 4 hrs *(Choose One):* ◯ Event Coordinator ◯ Booth Operator
Name of Responsible Party: _____
Restroom Facility Type: ◯ Portable Toilets ◯ Indoor Toilets

Applicant Acknowledgement

Review the following Terms and Conditions for Operation of a Temporary Food Establishment. Initial and then sign and print your name at the bottom of this section. By initialing and signing, the applicant acknowledges that failure to adhere to these terms and conditions may result in further enforcement action, including permit suspension and temporary establishment closure.

_____ I understand that my application is **NOT** a Temporary Event Permit. I will receive my Temporary Event Permit at the time my Temporary Event Food Establishment is inspected by the Health Authority.

_____ I understand that failure to comply with food safety may result in further enforcement action, including assessment of re-inspection fees and/or closure of my Temporary Event Food Establishment.

_____ I acknowledge that interfering with the Health Authority's ability to perform their duties is a violation of Nevada Revised Statute (NRS) 446.885(3) and intimidating behavior against a public officer is a violation of NRS 199.3300 (Intimidating a public employee). I understand these behaviors include, but are not limited to threats of violence, abusive language, unwarranted physical contact; and that partaking in these behaviors may result in a closure of my Temporary Food Establishment.

_____ **I understand that my permit is NOT APPROVED until I have been successfully inspected by a Health Inspector** at the above- mentioned event regarding the operation of my Temporary Event Food Establishment.

_____ I understand that annually permitted establishments may not need an inspection at temporary events and are still authorized to sell.

_____ I hereby consent to inspection by the HEALTH DEPARTMENT and acknowledge that issuance and retention of this permit is contingent upon satisfactory compliance with local temporary food service requirements.

By signing below, I certify that I am the owner or authorized representative of this business and that all statements made on this application are true to the best of my knowledge.

Applicants Signature: _____ **Applicant Printed Name:** _____ **Date:** ___ /___/___

Payment and Fees

*Non-profit organizations that operate in Carson City, **who provide** a non-profit tax id# are not charged Event Fees.*
*Non-profit organizations that operate in Douglas County, **who provide** a non-profit tax id# are charged Non Profit Event Fees.*
Late fees will be assessed on ALL late applications submitted 5 business days before any event.

Carson City

Event Duration	Event Fee	Late Fee
1 day	$ 25.00	$ 25.00
2-7 days	$ 50.00	$ 35.00
8-14 days	$ 75.00	$ 40.00
Farmer's Market	$ 75.00	$ 40.00

Douglas County

Establishment Type	Event Fee	Late Fee
Non-profit	$ 25.00	$ 25.00
For Profit	$ 50.00	$ 25.00
Farmer's Market	$ 114.00	$ 25.00

COTTAGE FOOD UNPACKAGED SAMPLING PAYS FEES AS STATED ABOVE

MAKE YOUR PAYMENT ONLINE! Scan our QR code to be taken to our Online payment website.

Est Rev 09/2025

Temporary Food Event- Food Safety Basics

Carson City Health and Human Services Environmental Health Division
900 E Long St Carson City, NV 89706
Phone: 775-887-2190 ext. 80029 Gethealthycarsoncity.org

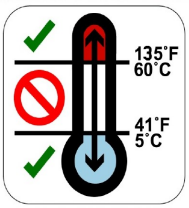
Food Source:

- All food, including ice, must be from an approved permitted source, i.e., restaurant or grocery store.
- Prepared food **MUST** be from your commercial kitchen or from another permitted food business.
- Cooking and assembly may take place on-site.
- **NO FOOD PREPARED AT HOME** *(Exceptions may be granted for pre-approved "Cottage Food")*
- All water to be used for cooking **MUST** come from an approved source ,i.e., restaurant, grocery store, or permitted establishment.

Covered and Protected:

- Overhead covering required when outdoors.
- Ensure food containers all have lids or are otherwise covered to protect from weather and pest.
- Grills and deep fryers may be extended pass overhead covering to comply with fire code.

Monitor Food Temperatures:



- Use a calibrated metal stem thermometer to verify safe temps. (thermometer should range 0°F-200°F)
- Make sure previously cooked foods are **reheated ≥ 165°F before** putting them into a warmer.
- Store Cold Foods **≤ 41°F**
  - ⇒ Ice chests may be used to keep items cold. Ice inside **CANNOT** be used for consumption if it's being used to keep food items cold.
- Store Hot Foods **≥ 135°F**
  - ⇒ Gas or electric hot holding units are preferred.
- Cook meats to appropriate minimum temps:
  - ⇒ Raw Chicken **≥ 165°F**
  - ⇒ Raw Hamburger or Other Ground Meat **≥ 155°F**
  - ⇒ Whole Muscle Beef, Pork, or Fish **≥ 145°F**

NO Push-Button Spout

Approved Flip Spout

Handwashing Station:

- Minimum of 5 gallon container with free-flowing flip spout (NOT push-button)
- Liquid hand Soap
- Single-Use Towels (secured so they don't blow away)
- Catch bucket for wastewater
- Trash container for used paper towels
- Wastewater/Greywater CANNOT be dumped on ground or in sewer. (HANDWASHING only can be dumped down sanitary sewer)

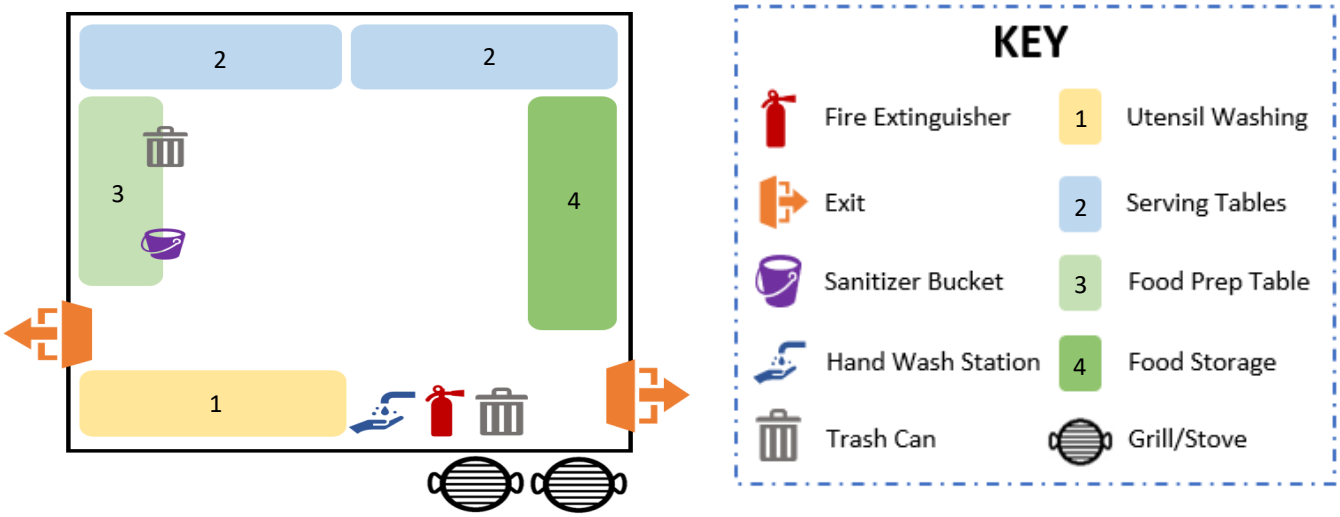
No Bare Hand Contact:

- Use clean gloves or utensils to avoid touching ready-to-eat foods with bare hands.
- Wash hands before putting on gloves.
- Change gloves often.

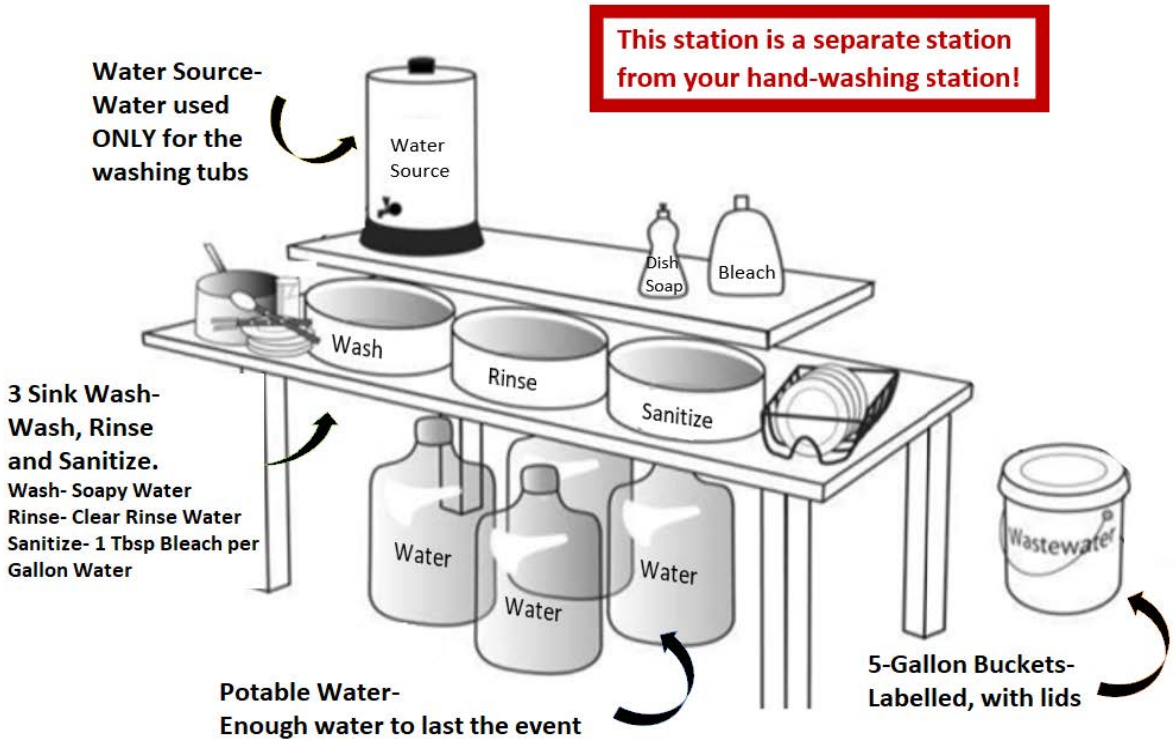
Washing/Sanitation and Utensils:

- 3 Bin Wash/Rinse/Sanatize setup is required if you do not have a permitted Commissary Kitchen.
- Food service utensils must be washed, rinsed and sanitized in a three step approved method (see images below) or have enough utensils for daily operations. (Utensils must be changed out every 2 hours)
- Cloth sanitizing towels must be stored in sanitizing bucket with proper mix of 100 parts per million (ppm) of chlorine solution. (1Tbsp of bleach per gallon of water)
- Test strips should be available for testing.

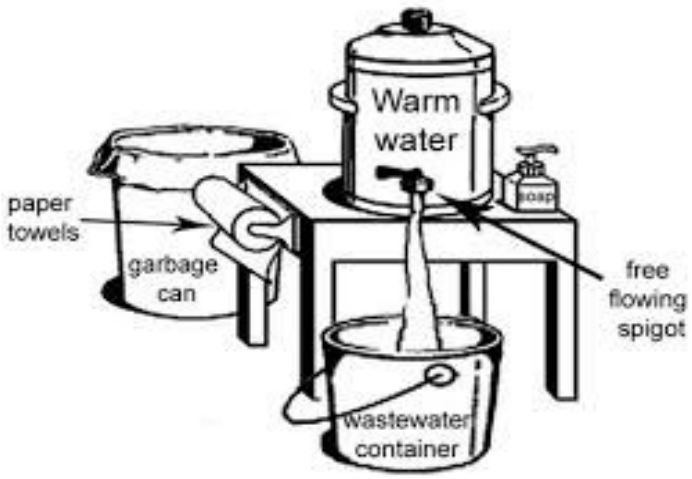
Sample Suggested Set Up Under Canopy



Suggested Utensil Washing Set Up



Sample Suggested Set Up For Hand Washing



Fire Prevention Planning Guide
For
Special Events

This guide outlines the fire safety requirements found in the 2012 International Fire Code (IFC) with Northern Nevada Amendments. The Carson City Fire Department (CCFD) is committed to insuring safety for all vendors and participants at community events and have created this guide for your use. Utilizing information in this guide will help you host an organized event with minimal last minute disruptions to correct code violations.

This guide summarizes fire safety requirements to be used by event promoters and/or permit applicants. This guide is a tool to be used by an event planner to prepare your Fire Prevention Permit Application and to advise vendors of the fire safety requirements for the event. In CCFD review of the permit application you may be advised of necessary additions and/or requirements that must be met before the event occurs.

Not all sections of this pamphlet apply to every event. You only need to be concerned with the sections that cover the activities in your event. An example is tents. If you event doesn't involve a tent, you can disregard that section.

The 2012 International Fire Code applies to all events permitted or unpermitted.

When is a Fire Prevention Permit required in addition to the City Special Event Permit?
A permit is required when any of the following are proposed to operate

- TENT (10'x10' pop up style tents are exempt)
- USE OF OPEN FLAME
- PYROTECHNICS/FIREWORKS

How do I apply for a permit?

- City Special Event Permit applications can be obtained at the Special Event/Business License Office located in the Carson City BRIC at 108 E. Proctor Street in Carson City or from the City's website at http://www.carson.org under the Business License page.
- Call the CCFD Fire Prevention Division at 775-887-2210 to apply if your event requires a fire department permit if you are using pyrotechnics, open flames, or large tents. See section 14 of the guide for more info on tents.

When will I receive my fire department permit?

- You will be contacted by a fire inspector to schedule a fire inspection for your fire permit prior to the opening of your event. There may be additional inspections conducted in the duration of the permit to confirm continued compliance with conditions as approved.
- Once your fire inspection is complete and any violations corrected you will be issued your Fire Prevention Permit. Your permit will only be valid during dates listed on the permit. An extension of the permit may only be granted by request with possible additional inspections by CCFD.
- Your permit must be posted on-site for the duration of your event.
- Any permit issued may be suspended or revoked by CCFD if the conditions of the permit have been violated OR any false statement or misrepresentation of information provided in the application or plans from which the permit issuance was based were made.

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9. Exiting and Aisle Widths
10. Portable Fire Extinguishers
11. Flame Retardants and Fire Resistive Materials
12. Propane (LPG) Use
13. Exhibit Booths and Sales Displays
14. Tents and Canopies
15. Tents and Canopies used for Cooking
16. Vehicle Display and/or Parking
17. Fenced events-Beer Gardens and Concerts
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Section 1 Outside event Site & Seating Plans

☐ Planners with events that require a permit must attach a scaled and detailed floor or site plan to the permit application.

The plans must show the following (if applicable):

- Location and width of all stages, platforms, physical structures, fences, exit doors, aisles in large exhibitor areas, and the main event aisle ways.
- Seating arrangement-including any tables and chairs.
- Location, size, and identification number of exhibits, booths, cooking booths, and other display spaces.
- Location and size of propane (LPG) containers and/or helium tanks.
- Location and width of the fire lanes and the location of fire hydrants.
- Distance from tents to property lines, fences, and structures.
- Location of fire extinguishers, egress lighting, and exit signs.
- Description of decorations (i.e. draping, balloons, misc. decorations, etc.)
- Vehicle layout (for vehicle displays)
- Location of dumpsters and waste receptacles.
- Designated smoking areas (if provided)

Section 2 Candles, Heaters and Open Flames

☐ Candles, heaters and other open flame devices add ambience and comfort to a special event but must be used with extra caution. Listed below are safe permitted uses of candles, heaters and open flames. **The use of open flame requires a separate fire department permit.**

- Hand held candles shall not be passed from one person to another while lighted.
- Flammable liquid (canned heat) used for food preparation is limited to 1 oz. containers or 1 quart containers with a controlled pouring device that limits flow to 1 oz. serving.
- If food preparation is being done at a table where guests are seated, a wet towel must be readily available to smother a possible fire or cool a burn.
- Use approved liquid or solid fuel non-spill containers for decorative lighting. Secure to prevent overturning. Decorative shades must be non-combustible.
- Class I and II flammable liquids (i.e. kerosene and gasoline) and propane shall not be used for decorative or lighting purposes indoors of in tents or under canopies.
- Only electrically powered portable heating equipment with high limit/tip-over protection may be used in buildings, tents and canopies.
- Patio/umbrella type heaters (gas or electric) are allowed for outside venues as long as they maintain clearance from combustibles per listing and are secured to prevent tipping. Must be located at least 5' from buildings and exits or exit discharges.

Section 3 Combustible Materials

- ☐ Combustible merchandise being displayed should be limited to a reasonable quantity.
- ☐ Waste materials, such as empty cardboard boxes and packing materials, must be removed from the exhibit area daily.

Section 4 Cooking & Food Warming Equipment

☐ If cooking is approved for your event, you must use an approved appliance and provide adequate number and type of fire extinguishers. A minimum 2A: 10 BC portable fire extinguisher and wet towel are to be available in each cooking area. A Type K portable fire extinguisher must be available if deep fat frying or woks are used. Additional requirements must be met for cooking in tents, canopies or booths see Section 15.

- Gas fired appliances shall be placed on a non-combustible surface. If the manufacturer's instructions require the equipment to be vented to the outside, it must be done.
- Propane/butane is prohibited to be used indoors
- Multi-well deep fat frying equipment is prohibited unless an approved self-contained hood, ventilation, and suppression system is provided.
- Single-well cooking equipment using cooking oils shall:
  1. Have lids for immediate use to cover and smother a fire
  2. Be limited to 288 sq. inches of cooking surface
  3. Be placed on a non-combustible surface
  4. Be separated from other single-well cooking equipment by a minimum horizontal distance of 2 ft.

*****Any cooking device that is indoors, in a trailer, and/or in a combustible booth and creates grease-laden vapors shall be provided with an approved hood and extinguishing system, or be the type with a self-closing lid or other form of self-extinguishment approved by CCFD.**
All hood ventilating systems are required to be installed in accordance with the International Mechanical Code and be cleaned prior to the start of the event and as often as needed to prevent the build-up of grease during the event.

Section 5 Decorative Materials Decorative materials are typically used to make a sales area more appealing to customers. Many of the combustible items used such as wood lath, decorative fabric and plastic or foam signs, are a fuel source for fast developing fires. The following requirements apply to indoor decorative materials:

- Combustible decorative materials, excluding table covers, shall be flame resistant. Wood less than 1/4" thick shall be treated with a flame-retardant coating.
- Foam plastic objects including mannequins, murals, and signs shall cover less than 10% of a wall, ceiling, or floor area.
  ***Note**: If the material is not flame resistant, fire retardant products can be purchased and applied to the material by the vendor or by a professional.*

Section 6 Electrical

Safe use of electrical cords will keep your event's power need running without interruption. For examples of approved cords please see Appendix page 10. The following are specific requirements for the use of extension cords and power strips/taps:

- Residential type (small gauge cord) extension cords are not allowed to be used. Extension cords shall be a minimum 14 gauge, three conductor size with polarized or grounded plug and receptacle.
- Home-made or spliced cords are not to be used.
- Extension cords may be used when plugged directly into outlet. Chaining of cords or power strips is prohibited.
- Multi-plug adapters (i.e. cube adapters) are not allowed in commercial or temporary occupancies.
- Relocatable power taps (power strips) may be used when plugged directly into outlet and equipped with a built in circuit breaker.
- Extension cords used outdoors must be plugged into a GFCI protected outlet.
- Protect cord if it will be subject to foot traffic or unusual weight or tension. Cords may be protected by plastic (office style) cord covers or wood constructed (ramp style). Duct tape may be used to secure a cord if it is placed perpendicular across the cord not horizontally covering the cord.

An electrical permit is required if temporary electrical service or equipment is installed. Contact the Building Department for electrical permit information.

Section 7 Occupant Load A building used for exhibits, entertainment, feeding or instructing more than 49 people shall be assigned an occupant load. It is the responsibility of the promoter and the building owner to ensure that the maximum number of people allowed in an area is not exceeded.

- Established occupant load limits shall be maintained by the facility. An occupant load sign (issued by CCFD or Carson City Building Div.) may be required to be posted.
- A means to monitor the occupant load in a room shall be used. One approved method is to use hand-held counters to track incoming and outgoing people.
- Standby personnel may be required for the sole purpose of maintaining occupant load limits.

Section 8 Seating Arrangements

For events with large numbers of people and chairs or chairs and tables, seating plans shall be included in your Site & Seating Plan (Section 1). Adequate exiting must be provided when developing seating plan.

- When using over 200 chairs, the chairs must be bonded together in groups of three or more.
- Minimum distance between front/back of folding chairs is 12" measured from the front edge of the seat to the back edge of the seat back in front of it.

Section 9 Exiting and Aisle Widths

Adequate exits must be provided for all events.

- Aisles and exits shown on approved site or floor plans must be kept clear and free of obstructions at all times.
- Easels, signs, displays, etc. must not be placed in the aisles or exit paths from all areas of the event.

- Exits and aisles may only be used for exiting. No displays, tables or other objects may be placed in hallways or exits.
- Provide minimum 48” aisles for exiting when using over 200 chairs and 40” aisles for 200 chairs or less.

Section 10 Portable Fire Extinguishers

Portable fire extinguishers are required at all events. A fire extinguisher is an effective means to extinguish a small fire but must only be used by a person who is confident in their abilities to use it safe and effectively. Most commercial buildings will have fire extinguishers distributed throughout however additional ones may be required depending upon your event use of the building. Note fire extinguisher locations on your site plan when applying for permit. Meet the extinguisher requirements for your type of event.

To provide adequate fire extinguisher coverage the following must be met:

- At least one minimum 2A: 10 BC portable fire extinguisher must be provided.
- A minimum 2A: 10 BC extinguisher is required if an open flame and/or cooking will be present. Extinguisher must be located within 30’ of the cooking activity.
- A minimum 3A: 40 BC extinguisher must be provided when a generator is in use. Extinguisher must be located in the vicinity of the generator at all times generator is operating.
- Extinguishers shall have a current service tag (serviced within the last 12 months).
- Place extinguishers adjacent to exits and/or in the paths of egress.
- Promoter/planner may require each booth/vendor to provide an extinguisher for their area ***or*** extinguishers must be provided with maximum travel distance of 75’ (unless otherwise required by CCFD) from any point in the event space.
- Extinguishers must be located in plain sight, mounted so that the top of the extinguisher is no higher than 5’ above the floor.
- Notify vendors/booth operators of the locations of fire extinguishers.

Section 11 Flame Retardants and Fire Resistive Materials

Flame retardants are used to treat a variety of materials to inhibit the spread of fire. Some materials, such as most plastic tarps, cannot be treated with flame retardants unless done by the manufacturer. Products treated with flame retardants must bear proof of treatment and provided to the fire inspector upon request. Proof of treatment may consist of providing a copy of the product label or specification sheet and/or verification that the product was applied according to manufacturers specifications.

Fire resistive materials/products must bear label from manufacturer indicating it meets fire resistive standards.

Section 12 Propane (LPG) Use

LPG may not be used indoors.

For outdoor use the following requirements must be met:

- LPG tanks may only be located on the exterior of buildings, booths, portable concessions or tents.
- LPG tanks shall be a minimum of 10 feet from combustible vegetation and trash containers.
- LPG tanks shall be located a minimum of 20 feet from a potential ignition source
- LPG tanks shall be located so they are not in contact with direct flame, high heat situations or sparks.
- LPG tanks must be secured from falling. Method of securing tank must be sturdy and capable of preventing tank movement.

Section 13 Exhibit Booths and Sales Displays

- The travel distance within a booth or vendors exhibit area to an accessible exit aisle shall not exceed 50’.
- Booths, tables and display areas shall be clearly defined so exhibits do not encroach into aisles and exits.
- Booths, displays and products must not block exit doors, electrical panels, roll up fire doors, fire alarm pull stations or sprinklers.
- Keep combustibles at least 36” from heat sources.

Section 14 Tents and Canopies

Tents with at least one side panel exceeding 400 sq. feet and tents with no side panels exceeding 700 sq. feet require a separate Fire Prevention Permit. The permit application must include a site and seating plan.

Tents must meet the following requirements:

- Tents are not allowed inside a structure.
- Tents shall maintain a distance of 20' from structures, property lines or right of ways. For the purpose of determining required distances, support ropes and guy wires are considered part of the tent or canopy.
- Tents shall be roped, braced and anchored.
- Tents must be made of fire resistant material (must bear label from manufacturer indicating so) or be treated with an approved flame retardant.
- Decorative materials used in tents shall be flame retardant.
- Post NO SMOKING signs inside and or outside tent.
- When multiple tents are arranged or set side by side, the aggregate length shall not exceed 150 feet without a 20 foot fire break.
- A distance of 20 feet shall be maintained between cooking tents/canopies/booths and non-cooking tents/canopies/booths and other structures*.
- Outdoor cooking that produces sparks or grease laden vapors shall not be performed within 20' of a tent. **Exception**: Cooking appliances with approved ventilation.
- No open flame devices are allowed inside tents. For cooking in tents see requirements in Section 15.
- Provide one minimum 2A: 10 BC fire extinguisher for every 3,000 square feet of floor area. See Section 10 for additional fire extinguisher requirements.
- Provide minimum 12' clearance around all sides of tents and canopies unless arranged or set side by side*.
- Maximum distance to an exit shall not exceed 100'
- Exit signs are required when the occupant load is 50 or more. Exits must be spaced evenly around the tent perimeter. For assistance in determining your occupant load contact CCFD.
- When required, provide exits signs above each exit. For occupant capacity over 100 exit signs must be illuminated and provided with a back-up power supply.
- Overnight sleeping is not allowed in Tents

*Separations may be reduced to 10' under special consideration as approved by CCFD.

Section 15 Tents used for Cooking

In addition to the requirements in Section 15, tents used for cooking must met the following requirements:

- Cooking Booths must have 10' clearance on two sides.
- Provide a minimum 4A: 40 BC fire extinguisher. See Section 10 Portable Fire Extinguishers for additional requirements that may apply.
- Cooking and heating equipment must be kept a minimum of 10' from exit or exit aisles and any combustible materials.
- Appliances with open-flame cook tops, fryers; skillet frying and woks *shall not* be located inside a tent with sides. Such appliances *may* be located under a tent with no sides if the appliance is equipped with adequate venting to release cooking related by-products from under the tent to the outside.
- Propane tanks must be placed and/or stored at least 10' from booths, tents and canopies. All tanks must be secured from falling and not subject to extreme heat or open flame.
- Hay, straw, and similar combustible materials shall not be stored inside or within 30' of a tent or canopy used for cooking or public assembly.

Section 16 Vehicle Display and/or Parking

Indoor display of vehicles, boats and recreational vehicles shall comply with the following:

- Batteries shall be disconnected. **Exception**: electric hybrid vehicles.
- Vehicle shall not block or obstruct exits
- Fuel tanks shall be locked or sealed (may use duct tape).
- Fuel tanks shall be no more than ¼ full or contain no more than 5 gallons of fuel.
- Fueling or de-fueling shall not be done inside a building or tent.

Section 17 Fenced Events- Beer Gardens and Concerts

Fenced events shall meet the following requirements:

- Fenced areas with an occupant load of more than 50 people require at least two exits. Additional exits may be required depending upon the occupant load
- Post occupant load sign (will be provided by CCFD)
- Exits shall not be chained or locked and must be easily opened from the inside fenced area.
- Exits shall be marked with an exit sign.
- Egress and emergency lighting may be required at night or after sunset.
- Exit doors, gates shall swing in the direction of egress travel.
- Fencing must be adequately secured to the ground

Section 18 Pyrotechnics

The use of public display fireworks is highly regulated whether indoors or outdoors and a separate Fire Department permit is required. The use of a Nevada State Fire Marshal licensed pyrotechnic company is required. The 2012 IFC and current edition of NFPA 1123 must be followed. Only electrically fired pyrotechnics are allowed.

- Copy of current Carson City NV business license.
- Scaled site plan indicating launch site and fallout zone. North must be indicated.
- Copies of current NV State Fire Marshal pyro technician registration cards.
- Copies of any relevant current BATFE licenses for transport or manufacture of pyrotechnics.
- Product list indicating type and diameter (in inches) of ALL products to be shot.
- Timeline of product movement, site set up, and shoot to include arrival/departure times and locations. Pyrotechnics are not allowed to be stored within the boundaries of Carson City.
- Contact list for pyro technician, key event staff to include names, phone numbers, and email.
- Certificate of Insurance from pyro technician showing City of Carson City as additional insured. Minimum amount of each occurrence shall be $1,000,000. The minimum aggregate amount shall be $2,000,000.
- Pyrotechnic safety plan
- Racking plan and layout. Specify rack materials, tube materials and size.

SAMPLE GENERAL LIABILITY INSURANCE CERTIFICATE

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): Current Date

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Name and Address of Producing Broker or Agent	**CONTACT NAME:** Agent, Broker or Carrier Contact Information **PHONE (A/C, No, Ext):** / **FAX (A/C, No):** **E-MAIL ADDRESS:**
	INSURER(S) AFFORDING COVERAGE / **NAIC #** **INSURER A :** Full Name of Insurance Company / ###### **INSURER B :** **INSURER C :** **INSURER D :** **INSURER E :** **INSURER F :**
INSURED Full Name and Address of Company (must match company name on contract or other written agreement, including DBA when applicable)	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	✓ **COMMERCIAL GENERAL LIABILITY** ☐ CLAIMS-MADE ✓ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ✓ POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER:	Y		Policy Number	Effective Date of Policy	Expiration Date of Policy	EACH OCCURRENCE $ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) $ 100,000 MED EXP (Any one person) $ PERSONAL & ADV INJURY $ GENERAL AGGREGATE $ PRODUCTS - COMP/OP AGG $
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS			**INFORMATION ONLY**			COMBINED SINGLE LIMIT (Ea accident) $ BODILY INJURY (Per person) $ BODILY INJURY (Per accident) $ PROPERTY DAMAGE (Per accident) $
	☐ **UMBRELLA LIAB** ☐ OCCUR ☐ **EXCESS LIAB** ☐ CLAIMS-MADE ☐ DED ☐ RETENTION $						EACH OCCURRENCE $ AGGREGATE $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N ☐ **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					☐ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT $ E.L. DISEASE - EA EMPLOYEE $ E.L. DISEASE - POLICY LIMIT $

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

SAMPLE WORDING ONLY
Certificate Holder, including its officers, employees and agents, are included as Additional Insureds under General Liability as their interests may appear with respect to the operations of the Named Insured at (Event Name) held at (Event Location) scheduled for (Event Dates to include set-up and tear-down). Policy form (or endorsement ###### is attached confirming additional insured status.

CERTIFICATE HOLDER

Carson City Consolidated Municipality
City of Carson City, NV
201 N. Carson St.
Carson City, NV 89701

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Signature of Authorized Representative

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STATE OF NEVADA
Department of Taxation
Instructions and Application
One-Time Special Event Permits

Click for Promoter Application

PROMOTERS – ORGANIZERS - COORDINATORS

PROMOTERS of one-time special events should contact the Department of Taxation at least TWO weeks prior to register the scheduled event. These are events where retail sales of tangible property occur and include, but are not limited to: auto shows, gun shows, sport shows, concerts, carnivals, flea markets and trade shows. A one-time permit is not required for a trade show that is not open to the public and where NO retail sales occur. Admission charges to certain events deemed to be live entertainment, and the sale of tangible goods at such events, may be subject to Live Entertainment Tax under NRS 368A. If retail sales are transacted, the promoter will be required to follow the instructions below, complete the application and submit it to the Department before a One-Time Event packet can be sent for distribution to your vendors. All non-profit entities must qualify as a Nevada religious, charitable or educational organization and apply with the Department for a sales tax exemption. The Promoter must obtain a copy of the organization's exemption letter; otherwise that vendor must collect sales tax.

VENDORS – EXHIBITORS – PARTICIPANTS

If you are an exhibitor attending a one-time special event, tradeshow, convention or a participant in a flea market, contact your event promoter to declare if you will be a vendor transacting sales of tangible products at the event. The promoter will provide those **VENDORS** a "one-time sales tax return". Vendors will be required to complete this return and remit it with the sales tax collected back to the promoter **at the end of the event.** The promoter will forward the completed return and your payment to the Department on your behalf. All checks should be made payable to the Nevada Department of Taxation. If you sell at more than two events in Nevada during a twelve month period, you must register with the Department and obtain your own Sales & Use Tax Permit. If you require further assistance contact the Department's Call Center at (866) 962-3707.

COMPLIANCE

Every person or business that makes sales of tangible products must lawfully collect sales tax per NRS 360.090, 372.725. Use tax is due on products that are given away without charge that have significant value (NRS 372.7275). Food vendors who sell prepared food intended for immediate consumption are required to collect and remit sales tax. Prepared food items include items sold in a heated state or heated by the seller, food made from two or more ingredients mixed together, or food sold with eating utensils, such as plates, cutlery, napkins glasses or straws. Bakery items, such as bread, rolls cookies, etc., are not taxable unless sold with eating utensils or sold in a heated state. Farmers' market vendors who sell only fresh produce to be cooked or consumed at a later date do not need to collect sales tax. Contact the Carson City office if there will be liquor, cigarettes or other tobacco products sold or given away without charge at the event. These commodities are subject to special laws and regulations. If sales tax is included in the selling price, you must post a sign to that effect. Department Revenue Officers may visit events to ensure vendors are collecting sales tax and the taxes are remitted to the promoter when the event closes.

PROMOTER INSTRUCTIONS

1. Provide Information

Complete the Promoter Application and information sheet included in this packet. In addition to the Promoter information, you must include the required information to identify your event, including the event location, start date, end date and contact information.

If you do not have a 10 digit Nevada Tax Identification Number (TID), one will be assigned to you.

You must also provide information on each vendor who has declared to be selling tangible items or products.

You may use the spreadsheet provided (XLS or PDF) or attach your own vendor list in a similar format with the requested information.

Submit your application with a vendor list at least two weeks in advance to the appropriate office:

Carson City
Department of Taxation
1550 College Parkway, Suite115
Carson City, NV 89706
(775) 684-2000 (Phone) (775) 684-2020 (Fax)
ccevents@tax.state.nv.us

Reno (Including Elko County)
Department of Taxation
4600 Kietzke Lane, Building L
Suite 235
Reno, NV 89502
(775) 687-9999 (Phone) (775) 688-1303 (Fax)
renoevents@tax.state.nv.us

Southern Nevada (Clark & Nye Counties)
Nevada Department of Taxation
2550 Paseo Verde Pkwy, Ste 180
Henderson NV 89074
(702) 486-2300 (Phone) (702) 486-3377 (Fax)
lvevents@tax.state.nv.us

Click here for application in Excel format for you to save & then submit.

PROMOTER INSTRUCTIONS

2. Prior to Event

Prior to the event, distribute the "**One Time Sales Tax Return"** that you received from the Department to each attendee who declared to be a vendor. Those exhibitors who are not selling tangible products do not need a return. The return is a three part form on one standard letter size page that the vendor must return to you at the conclusion of the event. Only vendors selling tangible products need the form.

Instruct vendors to complete the return with the following information in all three sections before leaving the show:

- Name of Business or Individual
- Phone Number
- Business Address
- Business Federal Identification Number
- Gross Taxable Sales
- Sales Tax Due
- Signature of Vendor
- Assigned Space Number (if applicable)

3. During Event

The Promoter is responsible for making sure all vendors are collecting sales tax. Nevada Sales Tax rates vary from county to county, so please be sure the correct tax rate is being charged for your event location. Rate cards are included in your promoter packet for your county.

If sales tax is included in the selling price, a sign must be posted at each booth indicating that sales tax is included in all purchase prices. If the vendor already holds a Nevada Sales Tax Permit, the vendor must have one posted in the booth.

Our Revenue Officers periodically visit one-time events to verify that the promoter and vendors are in compliance with Nevada statutes.

If a vendor has no sales, or has non-taxable sales, or already holds a Nevada Sales & Use Tax Permit, the vendor is still required to sign and turn in the one-time tax return showing zero.

PROMOTER INSTRUCTIONS

4. End of Event

The Promoter shall **gather and reconcile** the sales tax returns from the vendors at the conclusion of the event.

Each vendor must remit the sales tax collected and their "ONE TIME TAX RETURN" to the promoter **BEFORE** departure. All three sections should be filled out. The Seller's Copy (bottom) is to remain with the vendor. The Promoter's Copy (middle) is retained by the promoter. The Department Copy (top) must be mailed back to the Department within ten business days after the conclusion of the event with the amount due.

If a vendor has an existing sales tax permit, have them clearly indicate that number on all three copies of the "One-Time Sales Tax Return". Those vendors may remit payment of taxes collected at the event on their "regular" Sales & Use Tax Return.

The Promoter will then compare the number of returns collected to the list originally submitted in the application. Note and explain any discrepancies.

Each vendor should make their checks payable to **THE NEVADA DEPARTMENT OF TAXATION**. If the vendor remits cash, please convert it to check or money order. Please do not send cash through the mail. If a check or money order is made payable to the promoter, another check will be needed to be issued payable to NEVADA DEPARTMENT OF TAXATION. Please be advised there is a $25.00 return check fee for any check returned for non-sufficient funds.

REMINDER: THE PROMOTER IS THE RESPONSIBLE PERSON TO ENSURE THAT ALL VENDORS FILE AND PAY THEIR RETURNS AT THE CONCLUSION OF THE SPECIAL EVENT.