

DOUGLAS COUNTY OUTDOOR FESTIVAL LICENSE APPLICATION PACKET

GENERAL PROCEDURES

- 1. APPLICATION AND FEES.** Complete the form in ink. This application is for outdoor events with attendance of 500 or more persons on any one day of the event. There is a \$100.00 **nonrefundable** application fee. No application fee is required where the applicant is a Douglas County based charitable or nonprofit organization in good standing or where the applicant is an agency or department of the County. Applications along with supporting documents shall be submitted to the County Clerk's Office at least 60 days before the event. Upon receipt of a completed application and fees the Clerk's office will set the application for public hearing at a regular meeting of the Board of County Commissioners, not less than fifteen (15) days nor more than thirty (30) days after submission; and shall give not less than ten (10) days written notice to the applicant.
- 2. DEADLINE.** All applications must be submitted at least **sixty (60) days** in advance of the event. With good cause shown, in cases of emergency or extenuating circumstances, applications may be submitted not less than twenty-five (25) days in advance of the event.
- 3. INSURANCE.** The Outdoor Festival license will not be issued until the applicant has agreed to hold harmless, and has submitted evidence of sufficient insurance to indemnify, the County of Douglas, and their employees, agents and contractors for any and all liability for damages, injury, loss or expense caused or occasioned by reason of an act, or failure to act on the part of the applicant, the sponsoring organization, their agents and employees throughout the event. Additional bonds may be required.
- 4. CONDITIONS.** All conditions for approval imposed under Douglas County Code § 5.12 must be met before issuance of the Outdoor Festival license.
- 5. APPROVAL AND AGENCY SIGN-OFFS.** The application will be reviewed by the county manager, the sheriff, the applicable fire district, the applicable paramedic district, the applicable town, the community development director, the public works director, the district attorney's office and the community services director, who shall investigate the application and report in writing to the clerk to the board not later than 10 days prior to the hearing, with appropriate recommendations related to their official functions, as to granting a license and conditions. The completed and agency reviewed application must be heard by the Board of County Commissioners for approval or denial.
- 6. ISSUANCE OF LICENSE.** Your Outdoor Festival license will be issued by the County Clerk after all applicable fees have been paid and all necessary forms and approvals have been received. The Outdoor Festival license is an official receipt of payment and must be displayed prominently on the premises where the festival is conducted. This permit shall be valid only for the Outdoor Festival authorized, the date(s) authorized and not for any other event.

OUTDOOR FESTIVAL EVENT LICENSE CHECKLIST

Materials required for submittal:

- \$100 non-refundable application fee – check(s) made payable to “Douglas County”
- Completed application
- Festival location Owner affidavit signed and notarized
- Certified copies of articles of incorporation filed in Nevada (if applicable)
- Names and addresses of anyone contributing, investing or having an expected financial interest greater than \$500 in producing the festival (if applicable)
- Financial statement of the licensee (if applicable)
- Proof of Insurance / Indemnification
- Proof of IRS Section 501 nonprofit status or certificate of nonprofit corporation or society from the Nevada Secretary of State (if applicable)
- Permits required by other governmental agencies (if applicable)

- Detailed festival plans describing: (Please refer to each section of the ordinance for requirements)
 - Law enforcement protection plan
 - Fire protection plan
 - Location and supply of water facilities
 - Food concessions plan (if applicable)
 - Toilet facilities plan
 - Trash cans and litter plan
 - Medical facilities plan
 - Plot plan showing arrangement of facilities and parking, egress and ingress
 - Parking areas, access and parking control plan
 - Illumination plan (if applicable)
 - On-site headquarters or contact information
 - Overnight camping facilities plan (if applicable)
 - Plans for numbers of spectators in excess of estimate
 - Communication plans (if applicable)

OUTDOOR FESTIVAL LICENSE APPLICATION

Application Date: _____ Date(s) of Event: _____

Name of Event: _____

Location of Event: _____
(Address or Legal Description)

Applicant's name: _____

Contact's name: _____
(If different than applicant)

Mailing address: _____
Street or P.O. Box City State Zip Code

Physical address
(If different): _____
Street City State Zip Code

Phone #(s): _____ (Business) _____ (Home) _____ (Cell)

Is the applicant a(n): Corporation Partnership Individual Other

If corporation or partnership, please list corporate officers or partners:

Name	Address	Title
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Description of Event: _____

Hours of operation: _____

What is the name of the designated event representative that will be on-site during the event and who has authority to bind the applicant? _____

Will an admission fee be charged for your event? Yes No If yes, \$ amount: _____

When will fee be collected? Pre-sales At entrance

List approximate number of participants: _____

List approximate number of spectators: _____

List expected peak number of spectators: _____

Will alcoholic beverages be served? Yes No
(all liquor vendors must be individually licensed with Douglas County Sheriff's Office)

Will food and/or beverages be served? Yes No
(all concessionaires must be licensed and operate under a valid health department permit pursuant to NRS chapter 446.)

Will there be live music? Yes No
- If Yes, Name of Performer(s) _____, Type of Music _____

Name of Insurer: _____

Limits of liability: _____

Address of Insurer: _____
Street City State Zip code

Policy number: _____

I, the undersigned, have answered all questions in this application and to the best of my knowledge all answers are true and correct. I further understand that disclosure of any false, misleading or incorrect answers could result in the denial of the permit. The filing of the application does not authorize the conducting of any business for which a permit is required, and any carrying on of such business before a permit is issued may also be grounds for denial of a permit.

Signature of Applicant

Date

Name of Applicant

Contact Email Address

FESTIVAL PLANS:

(MUST BE COMPLETED - ATTACH ADDITIONAL PAGES IF NECESSARY)

Detailed explanation of the applicant’s plans to provide law enforcement protection; water facilities; food concessions; toilet facilities; trash cans and litter; medical facilities; fire protection; parking areas, access and parking control; maintenance of a headquarters or providing contact information; if it is proposed or expected that spectators or participants will remain at night or overnight, the arrangements for illuminating the premises and for camping or similar facilities; and what provisions shall be made for numbers of spectators in excess of the estimate. Applicant may submit a plot plan showing arrangement of the facilities including those for parking, egress and ingress shall be submitted with the application. (§ 5.12.040)

Describe law enforcement protection plan (§ 5.12.120(A))

Describe plan for location and supply of water facilities (§ 5.12.120(B))

Describe food concessions plan (§ 5.12.120(C))

Describe toilet facilities plan (§ 5.12.120(D))

Describe trash cans and litter plan (§ 5.12.120(E))

Describe medical facilities plan (§ 5.12.120(F))

Describe fire protection plan (§ 5.12.120(G))

Describe parking areas, access and parking control plan (§ 5.12.120(H))

Describe location of on-site headquarters or contact information (§ 5.12.120(J))

Describe illumination plan (§ 5.12.120(K))

Describe overnight camping facilities plan (§ 5.12.120(L))

Describe communication system plan (§ 5.12.120(O))

What provisions will be made for numbers of spectators in excess of the estimate
(§ 5.12.040)

Attach a plot plan showing arrangement of the facilities including those for parking, egress and ingress. (§ 5.12.040)

INSURANCE, HOLD HARMLESS & INDEMNIFICATION REQUIREMENTS FOR AN OUTDOOR FESTIVAL LICENSE APPLICATION

Pursuant to Douglas County Code §5.12, any applicant for a Douglas County Outdoor Festival license must ensure the following requirements are met to the satisfaction of Douglas County before the Outdoor Festival license may be issued.

INDEMNIFICATION & HOLD HARMLESS

As respects acts, errors or omissions relating to the event, APPLICANT agrees to indemnify and hold harmless COUNTY, its officers, agents, employees, and volunteers from and against any and all claims, demands, defense costs, liability or consequential damages of any kind or nature arising directly or indirectly out of the event or any activity leading up to, during, or following the event, excepting those which arise out of the sole negligence of the COUNTY. APPLICANT further agrees to defend COUNTY and assume all costs, expenses and liabilities of any nature to which COUNTY may be subjected as a result of any claim, demand, action or cause of action arising out of the negligent acts, errors or omissions of APPLICANT or its agents concerning the event.

INSURANCE REQUIREMENTS

COUNTY requires that APPLICANT purchase General Liability Insurance as described below against claims for injuries to persons or damages to property which may arise from or in connection with the event by APPLICANT, its agents, representatives, or employees. The cost of all such insurance shall be borne by APPLICANT. APPLICANT shall maintain coverage and limits of not less than \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage (\$2,000,000 for high risk events).

Any deductibles or self-insured retentions must be declared to and approved by the COUNTY prior to the event. COUNTY reserves the right to request additional documentation, financial or otherwise prior to giving its approval of the deductibles and self insured retention and prior to issuing the license. The COUNTY prior to the change taking effect must approve any changes to the deductibles or self-insured retentions.

APPLICANT shall provide COUNTY with a certificate of insurance that identifies COUNTY, its officers, agents, employees and volunteers as additional insured's.

NOTE: A certificate of insurance complying with the provisions stated above is not required with the Outdoor Festival license application, but must be furnished prior to the issuance of the license.

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

Name of Event

Date of Event

Applicant's name (printed)

Applicant's signature

Date