

LICENSING REQUIREMENTS
OUTDOOR FESTIVAL BUSINESS LICENSE

THE LANTERN FEST 2018

(Approved by the Washoe County Board of County Commissioners on May 22, 2018)

At the public hearing held on May 22, 2018, as required under Washoe County Code (WCC) Section 25.277, the Washoe County Board of County Commissioners (Board) established conditions on The Lantern Fest 2018 Outdoor Festival business license pursuant to WCC Sections 25.263 to 25.307, inclusive. Such conditions may be imposed by the Board under the County's general police powers, as may be necessary under all the circumstances required for the protection of the health, welfare, safety and property of local residents and persons attending an outdoor festival in the unincorporated areas of Washoe County. Such conditions include, without limitation, the conditions specified in WCC Sections 25.291 to 25.307, inclusive. All conditions imposed by the Board are attached.

Compliance with the conditions of this license is the responsibility of the licensee at the licensee's expense. All pre-event conditions were completed prior to the Board's hearing on May 22, 2018. Failure to comply with during-event conditions as attached may cause Washoe County to take appropriate measures to revoke or suspend the Outdoor Festival business license. Failure to comply with post-event conditions as attached may cause Washoe County to impose more stringent conditions on, or potentially jeopardize the approval of, future Outdoor Festival business license applications.

The applicant shall submit all required plans, permits, documentation and other pertinent records or documents to the identified responsible agency as proof of completion for each during and post-event condition. The applicant shall further provide Washoe County Business License with proof of compliance for all during and post-event conditions pursuant to WCC section 25.283(1).

Washoe County reserves the right to review and revise the approved conditions of this license should the County determine that a subsequent license or permit issued by Washoe County violates the intent of this approval.

LICENSE CONDITIONS

1. PRE-EVENT CONDITIONS

All pre-event conditions must be completed prior to the public hearing scheduled before the Washoe County Board of County Commissioners (Board) on May 22, 2018. Failure to complete all pre-event conditions prior to the Board hearing may cause a recommendation of denial for the outdoor festival business license application before the Board (WCC Section 25.289).

The applicant shall provide Washoe County Business License with proof of compliance with all pre-event conditions pursuant to WCC section 25.283(1) by May 18, 2018.

Washoe County Business License shall subsequently notify the Board during the public hearing on May 22, 2018 if all pre-event conditions have been completed.

a. Police Protection (Sheriff's Office):

(Staff contact: Sergeant Phil Jones, 325-6950, pjones@washoecounty.us)

- (1) Provide a signed and executed contract with the Nevada Highway Patrol (NHP) to provide traffic control at Exit 23 from Interstate 80 onto the road leading to the event site. Traffic control is to assist with traffic flows exiting Interstate 80 onto the access road prior to the event starting and for an appropriate time frame after the event starts; and, for traffic flows onto Interstate 80 from the access road starting at an appropriate time prior to the event conclusion and extending until spectator traffic has departed the event area.
- (2) Provide a signed and executed contract with the Washoe County Sheriff's Office for uniformed sheriff personnel (minimum of six deputies and one sergeant) for security at the event location. Sheriff's Office personnel will supplement the private security guards hired for the event, as set forth in the event application.

b. Food Concessions and Attendant Sanitary Facilities (Washoe County Health District):

(Staff contact: Nicholas Florey, 328-2648, nflorey@washoecounty.us)

- (1) A complete food vendor list shall be provided to the Washoe County Health District Environmental Health Services (EHS) Division no later than May 1, 2018.
- (2) All food vendors serving the general public must obtain a Temporary Food Permit through the EHS Division no later than May 11, 2018. All food sold or offered to event ticket holders must be covered under a Temporary Food Permit. Individual vendors must contact the EHS Division regarding individual permits and permit requirements.
- (3) The applicant shall provide the EHS Division with a vehicle pass for staff to carry out on-site inspections during the event.

- c. Access, Traffic and Parking (Community Services, Engineering & Capital Projects):
(Staff contact: Clara Lawson, 328-3603, clawson@washoecounty.us)
- (1) Provide a plan and/or calculation showing the parking layout including 24' wide drive aisle width, 20'x12' parking spaces and pedestrian access. The plan and/or calculation should clarify the number of parking spaces available on the 15 acres.
 - (2) The number of participants will be limited to the number of parking spaces available. Provide a plan to stop access near the freeway on/off access should the lot become full.
 - (3) Provide an emergency access plan that does not depend on the main access road.
- d. Buildings and Utilities (Community Services, Building & Safety):
(Staff contact: Steven LeCam, 328-2035, slecam@washoecounty.us)
- (1) Provide an updated site plan containing the following, at a minimum:
 - (a) Location of each tent, size of tent, and function of the tented area.
 - (b) Food preparation and food service areas.
 - (c) Lantern and flammable material storage areas.
 - (d) Exit and emergency response plans for assembly areas (e.g., in and around tents, areas where lanterns are deployed from, etc.).
 - (e) Detailed plans and specifications, to include engineering certificates, for the stage.
 - (f) Location of assembly area for preparing and launching lanterns.
 - (2) Provide updated application information to include:
 - (a) The anticipated number of lanterns to be deployed (flown).
 - (b) The type of fire extinguishers used for repetitive extinguishing of any flames (e.g., from lanterns, lantern lighting areas, etc.).
 - (c) Location and type of wind speed measuring devices at the event location, and parameters of wind speed which will cause curtailment or cancellation of the event.
 - (d) Detailed information on the plans for volunteers to chase lanterns to include number of volunteers (application states 40), assembly and deployment area for the volunteers, communication with the volunteers particularly in an emergency situation, how the volunteers will deploy (By foot? By vehicle? By aerial platform for hill areas inaccessible by foot or vehicle?)
 - (e) Contingency plans for flight of lanterns across Interstate 80 and/or into neighboring Storey County.
 - (3) Revised engineering review for the six cubic foot lanterns and their associated flight, including:
 - (a) Review must be completed by Nevada registered design professionals.
 - (b) Calculations with the review submitted as part of the application were for an elevation of 600 feet, must be done for the elevation of the event location (4,774 feet) and for the normal humidity of the event location (analysis on how the event location's elevation and humidity affect travel distance of lanterns).

- (c) Include wind speed calculations based on measured and observed wind speeds for the event location..
- e. Fire Protection (Truckee Meadows Fire Protection District):
(Staff contact: Deputy Fire Chief Lisa Beaver, 326-6005, lbeaver@tmfcpd.us)
Condition if event proposes to use open flame devices:
(1) Obtain an event permit and open flame permit (2012 IFC 105.6.30).

Conditions if event proposes to use non-open flame devices:
(2) Obtain an event permit (2012 IFC 105.6.30).
(3) Approval of a public safety plan prepared following 2012 IFC 403.3. Contents of the public safety plan are found in 2012 IFC 403.2.1.
(4) Approval of an emergency services personnel plan following the requirements of 2012 IFC 403.2.1.
- f. Licensing and Inspections (Community Services, Planning & Development):
(Staff contact: Bob Webb, 328-3623, bwebb@washoecounty.us)
(1) Provide an updated supplement to the application (Appendix A through K) containing the information and event requirements outlined as pre-event conditions in this document.
(2) The applicant (Spencer Humiston) shall complete a successful criminal history inquiry through the Washoe County Sheriff's Office pursuant to WCC Section 25.276 with a conclusion that no cause for denial exists based on disqualifying convictions as set forth in WCC Section 25.281(4).
(3) The applicant shall provide a completed *Release of Claims and Authorization to Release Information* form and a current Washoe County fictitious firm name certificate to Washoe County Business License.
(5) The applicant shall provide a list of any vendors selling products, to include food and intoxicating liquors, to Washoe County Business License. All identified vendors shall obtain appropriate Washoe County business (special event) and temporary intoxicating liquor licenses. The temporary intoxicating liquor license application shall specify the areas from which intoxicating liquor will be served during the event.
(6) The applicant shall provide Washoe County Code Enforcement with a vehicle pass to gain access to the event site, to include all parking areas, for inspections to verify compliance with these conditions and issued business/liquor licenses.
(7) The applicant shall pay the required daily business license fee of \$350 to Washoe County Business License on May 23, 2018, prior to the Director of the Planning and Building Division issuing the Outdoor Festival business license.
(8) The applicant shall pay any required booth fees(based on the vendor list provided as part of pre-event condition f(5) to Washoe County Business License on May 23, 2018, prior to the Director of the Planning and Building Division issuing the Outdoor Festival business license.

- g. Indemnification and Insurance (Risk Management):
(Staff contact: Doreen Ertell, 328-2660, dertell@washoecounty.us)
(1) The applicant shall provide a certificate of insurance for the event.
- h. Performance Security (Community Services, Planning & Development):
(Staff contact: Bob Webb, 328-3623, bwebb@washoecounty.us)
(1) Since the event is being conducted entirely on private property on which the property owner has given permission for the event, the requirement for the applicant to post the performance security as required by WCC Section 25.305 is waived.

2. DURING-EVENT CONDITIONS

All during-event conditions are for the event held on May 26, 2018 as approved in the Outdoor Festival business license application approved by the Washoe County Board of County Commissioners on May 22, 2018.

- a. Food Concessions and Attendant Sanitary Facilities (Washoe County Health District):
(Staff contact: Nicholas Florey, 328-2648, nflorey@washoecounty.us)
 - (1) All Food Operations must supply their own fresh water, liquid soap and paper towels for hand washing, a grey water collection container and a minimum of 2 garbage containers within 25 feet with minimum capacity of 55 gallons, lined with bags and amenable to covers if necessary. Garbage must be transported on a continuous basis from cans to dumpsters for collection and grey water must be disposed of in an approved location. A fresh water source is not available at this location. Vendors must supply their own bottled water or water from another approved source.
 - (2) There must be sufficient restroom and hand-wash facilities for patrons at various locations. Number of portable toilets shall comply with the number set forth in regulations of the District Board of Health if permanent facilities are not adequate. With the understanding of anticipated venue size 2,000 people at an individual event would require a minimum of 2 banks of 6 toilets each with a hand-wash station per bank and 5,000 people a minimum of 4 banks with 6 toilets each with hand-wash per bank.
 - (3) There must be sufficient waste containers located throughout the entire venue available to contain waste generated by ticket holders. The containers must be monitored and replaced as necessary throughout the duration of the event.
 - (4) The Health District Inspectors must readily have access to food venues as needed to conduct inspections.

b. Medical Services (Washoe County Health District):

(Staff contact: Brittany Dayton, 326-6043, bdayton@washoecounty.us)

- (1) Applicant shall provide at least one first-aid station at the event, which must be continuously staffed during the event's approved hours of operation. First aid station staff cannot be on call. The first aid station shall have staffing as follows:
 - (a) At least one licensed attendant who is an emergency medical technician, advanced emergency medical technician or paramedic; or
 - (b) A person with a higher level of skill who is capable of providing emergency medical care within his or her scope of practice and is licensed pursuant to this chapter or exempt from licensure pursuant to subsection 6 of NRS 450B.160.
- (2) The applicant shall provide at least one dedicated advanced life support ambulance on-site during the approved hours of operation for the event.

c. Access, Traffic and Parking (Community Services, Engineering & Capital Projects):

(Staff contact: Clara Lawson, 328-3603, clawson@washoecounty.us)

- (1) Event parking is only allowed at the location shown on the site plan submitted with the application.

d. Hours of Operation (Community Services, Planning & Development):

(Staff contact: Bob Webb, 328-3623, bwebb@washoecounty.us)

- (1) The Lantern Fest 2018 is authorized to be held at the Wild West Motorsports Park located at 12005 East Interstate 80, Sparks (APN 084-060-13).
- (2) Approved hours of operation for the event are from 3:00 p.m. to 10:00 p.m. on May 26, 2018.

3. POST-EVENT CONDITIONS

All post-event conditions are for after the event concludes at or around 10:00 p.m. on May 26, 2018.

a. Medical Services (Washoe County Health District):

(Staff contact: Brittany Dayton, 326-6043, bdayton@washoecounty.us)

- (1) Summary data of medical contacts will be provided to EMS Program staff within 30 days after the event.
 - (a) Number of patients treated on site.
 - (b) Number of patients known to have been transported to a medical facility by private vehicle, ambulance, or other means.
 - (c) Listing of individual types of illnesses or injuries seen.

b. Performance Security (Community Services, Planning & Development):

(Staff contact: Bob Webb, 328-3623, bwebb@washoecounty.us)

- (1) The applicant will be responsible for total clean-up of the event site and the surrounding properties into which lanterns may have descended. Clean-up includes, but is not limited to, removal of debris, trash, and/or other waste resulting from the event or from the lanterns. The applicant shall contact Washoe County Code Enforcement at (775) 328-6106 or by e-mail at code-enforcement@washoecounty.us to arrange a final inspection after clean-up is completed but no later than May 30, 2018.
- (2) The event site and surrounding properties will be inspected by and approved as to the adequacy of cleanup by code enforcement staff with the Planning & Building Division.