

LICENSING REQUIREMENTS
OUTDOOR FESTIVAL BUSINESS LICENSE

THE LANTERN FEST 2018

(Approved by the Washoe County Board of County Commissioners on September 11, 2018)

At the public hearing held on September 11, 2018, as required under Washoe County Code (WCC) Section 25.277, the Washoe County Board of County Commissioners (Board) approved the Outdoor Festival business license application with conditions for The Lantern Fest 2018 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. Failure to comply with any pre-event conditions as attached may cause Washoe County to not issue the Outdoor Festival business license. 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 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) **no later than October 31, 2018.**

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

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 October 4, 2018.

Washoe County Business License shall subsequently notify the Director of the Planning & Building Division, Community Services Department, that all imposed pre-event conditions have been completed and that all applicable fees have been paid. The Director will issue the Outdoor Festival business license after such notification by Business License staff.

a. Police Protection (Sheriff's Office):

(Staff contact: Lieutenant Marc Bello, 785-6204, mbello@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 for both days of the event. 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's 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 for both days of the event. 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 list of operations providing any food service within the event venue shall be provided to the Washoe County Health District Environmental Health Services (EHS) Division no later than **September 24, 2018**.
- (2) Food vendors serving the general public must obtain Temporary Food Permits through the EHS Division no later than **October 3, 2018**. All food sold or offered to event ticket holders must be covered under a Temporary Food Permit or other applicable permitting. 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 or other means of access for staff to carry out on-site inspections during the event.

c. Emergency Medical Services (Washoe County Health District):

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

- (1) Applicant shall provide a letter or email from selected EMS provider confirming the following:
 - (a) An ALS dedicated ambulance will be on site whenever vendors, participants or spectators are present;
 - (b) A first-aid station will be staffed whenever vendors, participants or spectators are present;
 - (c) Pre-approved locations for the landing zone for an air ambulance; and,
 - (d) Ingress/egress information for EMS providers.
- (2) The applicant shall provide the name and contact information for the event's medical coordinator, to include the cell phone number of each on scene medical coordinator who will be present for the days of the event.
- (3) The applicant shall provide a copy of the event map showing the location of the first aid station. The map shall also be provided to staff/volunteers prior to the event.

d. Licensing and Inspections (Community Services, Planning & Building):

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

- (1) The applicant shall provide a signed and notarized *Affidavit of Property Ownership and/or Permission to Conduct Event* form to Washoe County Business License.
- (2) The applicant shall provide a completed *Release of Claims and Authorization to Release Information* form to Washoe County Business License.
- (3) The applicant shall provide information on electric illumination (light towers) and generators as required by WCC Section 25.295(1)(f) to Washoe County Business License no later than **September 24, 2018**. The information shall be sufficient for reviewing agencies (included, but not limited to, the Building Program, TMFPD, and the Air Quality Management Division) to review. Conditions imposed by these reviewing agencies on the light towers and generators will be automatically included as conditions for this Outdoor Festival business license.
- (4) The applicant shall provide a list of any vendors selling products or providing services, to include food and intoxicating liquors, to Washoe County Business License. Any vendors selling or distributing intoxicating liquor shall obtain separate and appropriate Washoe County temporary intoxicating liquor licenses. The temporary intoxicating liquor license application shall specify the areas from which intoxicating liquor will be served during the event.
- (5) The applicant shall pay the required daily business license fee of \$700 (2 day event) to Washoe County Business License before **October 4, 2018**, prior to the Director of the Planning and Building Division issuing the Outdoor Festival business license.
- (6) The applicant shall pay any required booth fees [based on the vendor list provided as part of pre-event condition 1(e)(4)] to Washoe County Business License before **October 4, 2018**, prior to the Director of the Planning and Building Division issuing the Outdoor Festival business license.

(7) 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.

e. 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.

f. Performance Security (Community Services, Planning & Building):

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

This condition is contingent upon receipt of the signed and notarized *Affidavit of Property Ownership and/or Permission to Conduct Event* form as required by condition 1(e)(1).

(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 October 13, 2018 and October 14, 2018 (with delay dates of October 27, 2018 and October 28, 2018) as approved in the Outdoor Festival business license application by the Washoe County Board of County Commissioners on September 11, 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. Based on the anticipated attendance, the number of portable restrooms (88 units) and hand-wash stations (4) proposed in the application complies with the regulations of the District Board of Health.

(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 the event venue as needed to conduct inspections.

b. Emergency 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 on both days of the event during the event's approved hours of operation. First aid station staff cannot be on call. The first aid station shall have staffing as defined in NRS 450B:

(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 NRS 450B 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 both days of the event.

c. Location and Hours of Operation (Community Services, Planning & Building):

(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) No overnight camping is allowed on the event site.

(3) Approved hours of operation for the event are from 3:00 p.m. to 10:00 p.m. on October 13, 2018 and October 14, 2018.

(i) If the event is delayed and cannot occur on October 13 and 14, 2018, the approved hours of operation are from 3:00 p.m. to 10:00 p.m. on October 27, 2018 and October 28, 2018.

3. POST-EVENT CONDITIONS

All post-event conditions are for after the event concludes at or around 10:00 p.m. on October 14, 2018 (or after 10:00 p.m. on October 28, 2018 if the event is delayed).

a. Emergency 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 & Building):

(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 by e-mail at code-enforcement@washoecounty.us or (775) 328-6106 or to arrange a final inspection after clean-up is completed but no later than **October 16, 2018**. If the event does not occur on October 13 and 14, 2018 and is delayed, the applicant shall contact Code Enforcement no later than October 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.