

## **OUTDOOR FESTIVAL BUSINESS LICENSE APPLICATION**

### **The Lantern Fest 2018**

#### **Summaries of the Application and Agency Comments**

##### **SUMMARY FROM THE APPLICATION**

The application by Happy Fun Events, LLC for The Lantern Fest 2018 was received on July 11, 2018; deemed complete on July 20, 2018 (most application information received; application fee received on July 23, 2018); and, provided to reviewing agencies on July 20, 2018. In addition to the forms required as part of the application, the application provides information on the event in the following categories: Appendix A containing mission statement, event background, charity, participants, how it's done, pre-launch preparations, and entertainment; Appendix B containing Security and Fire Protection (Safety and Fire Procedures, and Recovery Procedures); Appendix C containing Water Supply and Facilities; Appendix D containing Sanitation Facilities; Appendix E containing Medical facilities and services; Appendix F containing vehicle parking with map; Appendix G containing Vehicle Access and on-site traffic control with map; Appendix H containing Communication System with map; Appendix I containing Illuminating the premises; Appendix J containing Clean-up; Appendix K containing a report on the flight characteristics of the lanterns used in The Lantern Fest; and, a detailed site display map. The application should be consulted for specific details within any of these categories.

##### **SUMMARY OF AGENCY COMMENTS**

Conditions specific to each agency are included as Attachment C to the staff report. This summary contains an overview of the conditions and comments from agencies.

All pre-event conditions must be completed by October 4, 2018, so that the outdoor festival business license may be issued on October 5, 2018. The license will be issued by the Director of the Planning and Building Division after business license staff verifies that all pre-event conditions are completed, to include payment of the required daily license fee and any required booth fees.

##### **Criminal History Background Inquiry**

WCC section 25.281(2), (3), (4), and (5) lists the criteria of suitability for the applicant in an Outdoor Festival business license event, which staff can provide if needed. The applicant requiring criminal history inquiry for this event is Spencer Humiston. The Outdoor Festival Personal History form completed by Mr. Humiston is redacted from this staff report as the form contains personal information. The form is available to the Board upon request.

Pursuant to WCC section 25.276, Mr. Humiston must complete a criminal history inquiry with fingerprint check. Mr. Humiston submitted his fingerprints to the Sheriff's Office on April 10, 2018 (as part of the May license application to the Board). The criminal history inquiry results were received from the Sheriff's Office on April 25, 2018. Staff contents this inquiry is recent enough to pertain for this October event application. There are no disqualifying convictions for Mr. Humiston pursuant to WCC Section 25.281(4) that staff is aware of. Therefore, Mr. Humiston qualifies to hold an outdoor festival business license.

## **Community Services Department**

### **ENGINEERING AND CAPITAL PROJECTS DIVISION (Access, Parking and Traffic)**

Clara Lawson, Licensed Engineer, reviewed the application and stated that the application addressed all concerns with access, parking and traffic. Therefore, Ms. Lawson recommended no additional conditions.

### **PLANNING PROGRAM, PLANNING AND BUILDING DIVISION (Location and Hours of operation; Licensing and Inspections; Performance Security)**

Business License staff recommends seven pre-event conditions. The proposed conditions require completing forms which should have been part of the original application, providing a list of vendors (such vendors to obtain liquor licenses as required); providing information on electric illumination and generators for review by agencies; providing code enforcement staff with a vehicle pass; paying the \$700 daily license fee by October 4, 2018; paying any required booth fees by October 4, 2018; and, waiving the required performance security since the event will be held totally on private property.

Staff further recommends three during-event conditions to prohibit overnight camping; to establish hours for the event; and, to stipulate the approved event location at the Wild West Motorsports Park. Finally, staff recommends two post-event conditions to require the applicant clean all event areas and surrounding properties into which lanterns may have descended; and, to schedule an inspection for cleanup verification by code compliance staff.

Business License staff will verify compliance with all Board approved conditions. This includes coordinating with all reviewing agencies to validate that all pre-event conditions are complete (to include appropriate fee payments) prior to business license issuance, monitoring all during-event conditions, and verifying all post-event conditions.

### **Health District (Food Concessions and Attendant Sanitary Facilities, and Medical Services)**

Nicholas Florey, Senior Environmental Health Specialist, recommends three pre-event conditions related to providing a food vendor list by September 24, 2018, requiring food vendors to obtain Temporary Food Permits by October 3, 2018, and providing a vehicle pass for EHS program staff. Mr. Florey also recommends four during-event conditions concerning food operations during the event. Brittany Dayton, Emergency Medical Services Coordinator, reviewed the event in accordance with the special events requirements established in NRS 450B based on the anticipated number of spectators and participants (5,000 to 9,000). Based on NRS requirements, Ms. Dayton recommends three pre-event conditions concerning requirements for the event's emergency medical services (EMS) provider (ALS ambulance, first aid station, landing zone for an air ambulance, and ingress/egress information); two during-event conditions for both days of the event (first aid station with required staffing and a dedicated advanced life support ambulance); and, one post-event condition (summary information of medical contacts).

### **Risk Management (Indemnification and Insurance)**

Doreen Ertell, Risk Management Division, recommends one pre-event condition for the applicant to provide a certificate of insurance for the event.

**Sheriff's Office (Police Protection)**

Lieutenant Marc Bello recommends two pre-event conditions. The first condition is for the applicant to provide a signed and executed contract with the Nevada Highway Patrol to provide traffic control at Exit 23 off Interstate 80 on both days of the event for traffic leaving the freeway for the event and entering the freeway after the event. The second condition is for the applicant to provide a signed and executed contract with the Sheriff's Office for six deputies and one sergeant to supplement private security on both days of the event at the event location.

**Truckee Meadows Fire Protection District (Fire Protection)**

Deputy Fire Chief Lisa Beaver provided a letter dated July 26, 2018 (Attachment A) that states the Truckee Meadows Fire Protection District (TMFPD) is not able to approve the use of open flame devices (sky lanterns) as proposed by the applicant. The use of open flame devices is not allowed by the 2012 International Fire Code Section 308, Open Flames. Additionally, the 2015 and 2018 IFC 308.1.6.3 states "A person shall not release nor cause to be released an untethered sky lantern". The Reno office of the National Weather Service provided a summary of historical weather patterns for October to TMFPD, which is include in the letter. Deputy Chief Beaver concludes that the risk of fire is too great and would have considerable impact to NV Energy transmission lines, Interstate 80, Storey County communities, and Washoe County business partners in the area.

TMFPD did not provide any recommended conditions, although Deputy Chief Beaver did write that TMFPD is open to reviewing other options for support of the event. Those options would be considered separately by TMFPD.