

**OUTDOOR
COMMUNITY EVENT
LICENSE APPLICATION**

**1001 EAST 9TH STREET, BUILDING A
RENO, NEVADA 89512**

(775) 328-3733

www.washoecounty.us

OUTDOOR COMMUNITY EVENT LICENSE GENERAL PROCEDURES

Definition: "Outdoor community event" means an assembly of more than 100 and less than 1,000 persons on any one day of the event gathered together for any purpose, at any location, other than a permanent building or permanent installation that has been constructed for and will accommodate the number of persons gathered therein.

1. **APPLICATION.** Complete the form in ink. This application is for events with attendance over 100 and less than 1,000 persons on any one day the event. There is a \$50.00 nonrefundable application fee. Applications will be returned if the application fee is not included. Three paper copies of the application and one electronic pdf file (memory stick or DVD) must be turned in at least 90 days before the event. The application must include all required forms.
2. **APPLICATION DEADLINE.** All applications must be submitted at least 90 days in advance of the event.
3. **LICENSING/PERMIT REQUIREMENTS.** An outdoor community event license is required on any public or private lands in the unincorporated area of Washoe County except for lands managed by the Washoe County Parks Department and state, trust, tribal, and federal lands. All events must meet land use/regulatory zone requirements before the license will be issued. For information on land use/regulatory zone requirements, call (775) 328-6100 with the parcel number(s) of the event. There are special application processes, depending on the size of the event:
 - a. *Events with between 100 and 299 people on any one day of the event.* These events require an outdoor community event license only. The Director of the Planning and Development Division shall approve, approve with conditions, or deny the license.
 - b. *Events with between 300 and 999 people on any one day of the event.* These events shall obtain both an outdoor community event license and an administrative permit. This application shall suffice for the outdoor community event license application and the administrative permit application. No additional fees are required for filing the administrative permit application. The Board of Adjustment shall approve, approve with conditions, or deny the license and permit.
4. **FEES.** The license fee for an outdoor community event is \$350.00 per day plus any booth fees if applicable. If the event is a carnival, circus or tent show the daily license fee is \$300, to a maximum amount of \$4,200, plus booth fees if applicable.

BOOTH FEES			
1-4 booths	\$ 25	50-59 booths	\$ 300
5-9 booths	\$ 50	60-69 booths	\$ 350
10-19 booths	\$ 100	70-79 booths	\$ 400
20-29 booths	\$ 150	80-89 booths	\$ 450
30-39 booths	\$ 200	90-100 booths	\$ 500
40-49 booths	\$ 250	More than 100 booths	\$ 500 plus \$5 for each booth in excess of 100

5. **INVESTIGATION.** The sheriff's office shall conduct a criminal history background check of the applicants (to include partners and corporate officers). Fingerprint impressions may be taken and submitted to the Nevada central repository for criminal history records and the Federal Bureau of Investigation. Fingerprint impressions will be taken after the application is turned in and deemed complete.
6. **CONDITIONS.** All conditions imposed by the Director or the Board of Adjustment for the outdoor community event license and/or the administrative permit must be met before the license will be issued.
7. **APPROVALS.** The application will be reviewed by the appropriate agencies. The application will be approved by the Director of the Planning and Development Division or the Board of Adjustment.
8. **ISSUANCE OF LICENSE.** The outdoor community event license will be issued after all fees have been paid and all necessary approvals have been received. The event license must be displayed prominently at the event and must be available for inspection. This license is valid only for the event authorized and not for any other event.

OUTDOOR COMMUNITY EVENT LICENSE/PERMIT

Materials required for submittal

_____ Fees – check(s) made payable to “Washoe County”

Application fee

_____ \$50 non-refundable application fee

Daily fee(s)

_____ \$350 daily fee plus appropriate booth fees

Carnival, circus or tent show fees

_____ \$300 daily fee (maximum of \$4200) plus appropriate booth fees

_____ Three packets and one electronic pdf file (memory stick or DVD). Each packet shall include the completed application and event plan. The event plan must include:

_____ Site plan showing the arrangement of all facilities; including ingress, egress, parking and camping; and,

Detailed explanations for:

_____ Security and fire protection

_____ Water supply and facilities

_____ Sanitation facilities

_____ Medical facilities and services

_____ Vehicle parking spaces

_____ Vehicle access and on-site traffic control

_____ Communication system

_____ Illuminating the premises (if applicable)

_____ Camping (if applicable)

_____ Cleanup and rubbish removal plan and cost estimates to return the event site to its pre-event condition

_____ Certified copies of articles of incorporation filed in Nevada (if applicable)

_____ Copy of partnership papers (if applicable)

_____ Insurer Information and copy of insurance policy specific to event (copy must be furnished prior to the issuance of the license)

Submission Materials (continued)

- _____ Property ownership affidavit and permission to conduct event signed by each property owner(s) and notarized (separate form for each property owner)
- _____ Vendor list
- _____ Statement of Assets
- _____ Statement of Liabilities
- _____ Personal history of all applicants (to include corporate officers and partners)
- _____ Names and addresses of any person contributing, investing or having an expected financial interest greater than \$500 in producing the event
- _____ Names and addresses of any person expected to provide, for consideration, services or activities ancillary to or in conjunction with the event
- _____ Release of claims and authorization to release information signed by each applicant (to include corporate officers and partners) and notarized

OUTDOOR COMMUNITY EVENT APPLICATION

(Requires a non-refundable \$50 application fee)

Application date: February 15, 2023

Applicant Information

Applicant's name: Lake Tahoe Markets, LLC - Steve Rozier, Manager

Mailing address: P.O. Box 11775, Zephyr Cove, NV 89448

Phone: 775-339-1203 (Business) _____ (Home) _____ (Cell) _____

Email: manager@laketahomarkets.com

All applicants, to include corporate officers or partners must complete a personal history form

Is the applicant a(n): Corporation Partnership Individual

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

Name	Address	Title

Event Information

Name of Event: Incline Village Farmers Market

Date(s) of Event: May 25, 2023 - August 31, 2023 Hours of operation: Every Thursday 3:00 - 6:00

Location of Event: Incline Village Library Parking Lot - 855 Alder Avenue, Incline Village, NV

Assessor Parcel Number(s): 132-020-05

Description of Event: Farmers Market

Name of the designated event representative who will be on-site during the event and who has authority to bind the applicant: Steve Rozier

Will an admission fee be charged for your event? Yes No

If yes, amount and type of fee(s): _____

When will fee be collected? Pre-sales At entrance

Approximate number of participants and other persons: up to 19 vendors

Approximate number of customers and spectators: 200+

Approximate maximum number of persons on any one day of the event: 200+

Will food and/or beverages be served? Yes No

(all food and beverage vendors must have the appropriate Washoe County Health District permits)

Will alcoholic beverages be served? Yes No

(all intoxicating liquor vendors must be individually licensed with Washoe County Business License)

Will there be live music? Yes No

OUTDOOR COMMUNITY EVENT LICENSE

Insurer Information

(see Insurance, Hold Harmless & Indemnification Requirements)

Name of Insurer: State Farm Policy number: 98-BW-I644-3

Attach copy of insurance policy specific to event (must be furnished prior to the issuance of the license)

Address of Insurer: 1701 County Road, Suite G, Minden, NV 89423

Street	City	State	Zip code

Limits of liability: \$2,000,000/\$4,000,000

HISTORY OF SIMILAR EVENTS

(attach additional sheets if needed)

Describe the history of all similar events conducted, operated or promoted by the applicant. Include, at a minimum, event names, types, dates, locations, permits or licenses issued.

Incline Village Farmers Market 2012 - 2022 - Washoe County License has been issued each year

Vendor List

(attach additional sheets if needed)

Name of Vendor	Type of service or product
<u>Lake Tahoe Jerky Co. - packaged beef jerky (no sampling)</u>	
<u>Freshway Fish Company - frozen and fresh seafood</u>	
<u>First Fruits Sustainable Farm - produce honey, beef, pork</u>	
<u>Schletewitz Family Farm - produce</u>	
<u>Rodriguez Bros. Farm - produce</u>	
<u>Tahoe Mushroom Company</u>	
<u>Spirit of Crochet - crafts</u>	
<u>Nature's Candy - candied nuts and fruits</u>	
<u>Alaska Source Seafood - frozen seafood</u>	
<u>Bradley & Son Cattle Co. - frozen 100% grass-fed beef</u>	
<u>Other vendors which will vary week to week</u>	

OUTDOOR COMMUNITY EVENT PERSONAL HISTORY

(complete a separate form for each applicant, to include corporate officers and partners)

Name in full: Steve Rozier
First
Middle
Last

List ALL other names you have been known by: N/A

Residence address: [REDACTED]
Street
City
State
Zip Code

Residence phone: _____ Business phone: 775-339-1203

Name of your present business or employer: Lake Tahoe Markets, LLC

Business address: P.O. Box 11775, Zephyr Cove, NV 89448
Street
City
State
Zip Code

Type of business: Farmers Market Position: Owner/manager

How long engaged in this business: 12 years

Date of birth: [REDACTED] Age: [REDACTED] Place of birth: [REDACTED]

List cities in which you have lived during the last ten years:

Dates From and To	City	State
2011-2014; 2015-2020	Zephyr Cove, NV	
2014; 2020 - 2022	Incline Village, NV	
2022 - present	Stateline, NV	

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 license. The filing of the application does not authorize the conducting of any event for which a license is required, and any carrying on of such event before a license is issued may also be grounds for denial of a license.

Steve Rozier
 Printed name of applicant

 Signature of applicant

March 5, 2022
 Date



Alder Ave

Alder Ave

Alder Ave

Alder Ave

Incline Blvd

Google

Incline Village Library

High Sierra Gardens

Market Vendors

Parking

807

836

819

821

823

855

856




CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/15/2023

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 have ADDITIONAL INSURED provisions or 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  JOHN RAKER INSURANCE AGENCY INC 1701 COUNTY RD SUITE G MINDEN, NV 89423	CONTACT NAME: JOHN RAKER PHONE (A/C, No, Ext): 775-782-7107 E-MAIL: ADDRESS:	FAX (A/C, No):
	INSURER(S) AFFORDING COVERAGE	
INSURED LAKE TAHOE MARKETS LLC PO BOX 11775 ZEPHYR COVE, NV 89448-3775	INSURER A: State Farm Fire and Casualty Company	NAIC # 25143
	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 SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	98-BW-L644-3	06/01/2022	06/01/2023	EACH OCCURRENCE \$ 2,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000					
						MED EXP (Any one person) \$ 5,000
						PERSONAL & ADV INJURY \$ 300,000
						GENERAL AGGREGATE \$ 4,000,000
						PRODUCTS - COM/POP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$
						BODILY INJURY (Per person) \$
						BODILY INJURY (Per accident) \$
						PROPERTY DAMAGE (Per accident) \$
						\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$
						AGGREGATE \$
						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N 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)

BUS-MERCANTILE: Liability Policy 299 ELKS POINT RD ZEPHYR COVE, NV 89448
 Additional Insured: Washoe County 3101 Longley Ln Reno, NV 89502
 Incline Village Farmers Market 845 Alder Ave Incline Village, NV 89451

CERTIFICATE HOLDER

Washoe County
 3101 Longley Ln
 Reno, NV 89502

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

J Raker

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