



Park Use/Street Closure/Special Event Application
Reservation Form/Release of Liability/Indemnification Agreement
1407 US Highway 395 N - Gardnerville, Nevada 89410
(775) 782-7134 Phone (775) 782-7135 Fax

Date of Application (*must be submitted by the 20th day of the month preceding the event*): _____

Organization: _____ Corporation: Yes _____ No _____
(*If a corporation, a copy of the **Articles of Incorporation must be attached***)

Contact Person: _____ email: _____

Home/Cell Phone: _____ Business Phone: _____ Fax: _____

Mailing Address: _____
(*If corporation, attach home or business phone and addresses of **president, vice-president and secretary***)

Requesting: **Town Park** _____ Is request for exclusive use of park: Yes _____ No _____
If not requesting exclusive use of park, describe which area of park is being requested:

Requesting: **Street Closure** _____ Street(s) proposing to be closed: _____

(*US Hwy 395, SR75, and streets closed at intersections of US Hwy 395 require NDOT encroachment permit; Waterloo, Toler, Elges, Grant, Stodick, and Muller require County permission*)

Requesting: **Other** _____ Location of Event/Activities (*if other than Town Park or street*):

(*Submit letter of property owner's permission if event is to be held on private property*)

Name and description of event, concessions, fund-raiser, etc.: _____

Event date(s): _____ Event hours (*including set up & tear down*): _____

This event is: Non-Profit: _____ For Profit: _____ Closed to Public: _____ Open to Public: _____
(*Non-profit organizations must submit **IRS 501c** letter with application*)

If non-profit event, describe who benefits from proceeds of event:

Number of patrons, customers, spectators, participants, etc. expected to attend on **each day** of the event:

(*Douglas County Outdoor Festival Permit is required if more than 500 attendees expected on any day of event*)

Event Insurance Carrier: _____ Phone: _____

(Certificate of Insurance must be attached to this application and must name the Town of Gardnerville as additional insured, and date and location of the event - see Special Event Policy for policy limits)

Is a fee charged to attend the event: Yes No

Is food being served: Yes No If yes, Health Permit # _____

Will alcohol be sold or served: Yes No Liquor licenses/permits shall be required

Will there be live music or professional DJ services: Yes _____ No _____

Will you have tents, canopies, bounce houses, dance floors, etc.? Yes _____ No _____

If yes, specify quantity, dimensions, etc on a site map of the Town Park or Street **(If requesting use of Heritage Park, a Town furnished template will be provided indicating utility lines and other event constraints.):**

(Stakes are not permitted for use in securing tents, etc.; bounce houses, dance floors or tents larger than 20'x20' may be subject to additional security deposits and/or insurance coverage)

Clean-up/Sanitation/Garbage Plan:

(Dumpsters are available for a \$50 dumpster service fee (recommended for greater than 100 attendees; please verify port-a-potty need by using a "portable restroom calculator" such as is found at <https://onsiteco.com/how-many-port-a-potties-do-I-need/> or similar may be used.)

Water and Sanitation Plan if food sold or consumed during event:

(Town's water coupler may available at some Town Parks if the applicant provides hoses for water)

Other Town services, if required:

(Electrical outlets, pavilion lighting, etc.)

Event Parking Area: _____

(Event cannot block driveways of private residences around park. Please note that dirt lot east of Heritage Park is private property and may be used for parking if a letter from the property owner concurring to allow parking for the event is provided with the application.)

Fire/Emergency Medical Services Plan:

(Submit East Fork Fire Protection District authorization and approval)

Security Plan if overnight use of Town facilities planned:

(Submit Douglas County Sheriff's Office authorization and approval)

A copy of the approved form MUST be at the event

WAIVER OF LIABILITY

The *UNDERSIGNED*, for himself/herself and on behalf of the above named Applicant Organization or Business, does hereby agree to protect, indemnify, save and keep harmless, the Town of Gardnerville, its elected and appointed officials, employees and volunteers and others working on behalf of the Town of Gardnerville, and Douglas County, Nevada, from any and all claims, demands, suits or loss, including all costs connected therewith, including but not limited to reasonable attorney's fees, administrative costs, and court costs and for any damages which may be asserted, claimed or recovered against or from the Town of Gardnerville, its elected and appointed officials, employees, volunteers or others working on behalf of the Town of Gardnerville, by reason of personal injury, including but not limited to bodily injury or death, and/or property damage, including loss of use thereof, which arise out of or is in any way connected or associated with this Reservation Form and Release of Liability and Indemnification Agreement.

I do hereby certify that, in representation of the above-named Applicant Organization or Business, I have received a copy of the Town's Park Use and Reservation Policy and the Town's Street Closure/Special Events Policy, that I have read those policies, and that the above-named Applicant Organization or Business will observe all rules and regulations contained therein, including any conditions of approval of the Town Board, and any other conditions and/or requirements that may be set forth by Douglas County, Nevada.

Authorized Representative(s) of Applicant:

Signature Printed Name Date

(If applicant is a corporation, must include signature of president, vice-president, and secretary of corporation)

(Town Office Use Only)

Town Park:

Usage \$50/hr (\$300/day max) Paid \$ _____ Ck# _____ Date: _____
Park Deposit \$300 Paid \$ _____ Ck# _____ Date: _____
Dumpster \$50each \$ _____
Additional Fees/Description \$ _____
Deposit Refunded Paid \$ _____ Date: _____ Facility Reviewed: _____

Street Closure:

Application Fee \$150 Paid \$ _____ Date: _____

Approved by Town Staff or Town Board: _____

Date: _____

IF REQUIRED:

Scheduled for Town Board Agenda: _____ Approved: _____

Scheduled for Douglas County Commissioner Agenda: _____ Approved: _____

STREET CLOSURE REQUIREMENTS:

1. Submit Street Closure application to Town of Gardnerville for Town Manager's signature.
Submit a copy of this approved application and your traffic plan to the government entities listed below.
2. Douglas County Sheriff @ 1038 Buckeye Rd., Minden, NV. 775-782-9900 Go to Jail Administration.
Retain a copy of their signed approval.
3. **MUST CALL Douglas County Sheriff Dispatch @ 775-782-5126 to remind them of your event AT LEAST 48 HOUR PRIOR TO STREET CLOSURE.**
4. East Fork Fire District @ 1694 County Rd, Minden NV 775-782-9040
Retain a copy of their signed approval.

IN ADDITION, IF THE CLOSURE IS ON US HIGHWAY 395:

5. Nevada Highway Patrol Substation @ 1350 Curry Street, Carson City Nevada 775-684-7381
Retain a copy of their signed approval.

~YOU MUST HAVE A COPY OF ALL THESE SIGNED APPROVALS AT YOUR EVENT~