# Application for
# Special Activities & Special Events

## CONTACT INFORMATION

*Special Activity Permit – Private Property*
Business License Office (businesslic@reno.gov)
1 E First St, 2nd Floor, Reno, NV 89501
PO Box 1900, Reno, NV 89505
(775) 334-2090 Office | (775) 334-6336 Fax
8:00 a.m. – 5:00 p.m. | Monday thru Friday

*Special Event Permit – Parks*
Peggy Nelson- Aguilar, Recreation Supervisor (aguilarp@reno.gov)
925 Riverside Dr., Reno, NV 89503
(775) 334-2414 Office | (775) 334-2598 Fax

*Special Event Permit – Street/Sidewalk Occupancy*
Alexis Hill, Special Events Program Manager (hilla@reno.gov)
1 E First St, 12th Floor, Reno, NV 89501
PO Box 1900, Reno, NV 89505
(775) 326-6697 Office | (775) 334-2097 Fax

# SPECIAL EVENT AND SPECIAL ACTIVITY PERMIT APPLICATION PROCESS & FREQUENTLY ASKED QUESTIONS

1. **DETERMINE THE TYPE OF EVENT YOU WILL BE ORGANIZING**
   - **SPECIAL ACTIVITY** – Held on Private Property
     - An indoor/outdoor activity or unlicensed business activity on private property.
     - A trade show, craft show or fair, off-site public sale or various charitable activities.
   - **SPECIAL EVENT** – Held on Public Street/Sidewalk Occupancy or City of Reno Parks
     - An organized formation, parade, procession or assembly consisting of seventy-five (75) or more persons, and which may include animals, vehicles or any combination thereof, which is to assemble or travel in unison on any street which does not comply with normal or usual traffic regulations or controls.
     - Any other organized activity conducted by a person for a common or collective use, purpose or benefit which involves the use of, or has an impact on, other public property (streets, street closures) or facilities and the provision of City public safety services in response thereto.
     - A concert, parade, circus, fair, festival, community event or mass participation sport (such as marathons, running events and bicycle races and tours).

2. **DETERMINE WHICH OF THE FOLLOWING, IF ANY, WILL BE INCLUDED**
   - Premium Event Dates or Times
     - Due to the demand for City of Reno resources and staff, certain dates have been allocated as premium event dates. All applications for activities or events that occur during these dates are subject to additional reviews and conditions. The dates for 2012 are January 1, March 17, June 14-23, July 4, August 7-12, September 19-23 and December 31.
   - Amplified Sound/Multimedia
     - Multimedia consists of movies, slides, music, and lighting in combination for the purpose of education or entertainment.
   - Closure of a street and/or occupancy of a public sidewalk
     - Occupancy of a sidewalk means any setup or other use of a public sidewalk that would alter the normal pedestrian flow along the sidewalk. A minimum five-foot walkway must be maintained on sidewalks at all times. If a public sidewalk is less than five feet wide it is not eligible for occupancy by an event.
   - Alcohol Service
     - If you do not already hold a current City of Reno liquor license, you must first obtain a Special Event/Activity Alcohol Permit. An application must be completed 90 days prior to your event as it requires approval by the Reno Police Department.
     - If you do already hold a current City of Reno liquor license, you must obtain a permit for any additional bars or points of service. An application must be completed 30 days prior to your event.
     - Preliminary alcohol vendor(s) must be listed on vendor list at time of application in order for application to be considered complete.
     - **If you do not apply for alcohol service and alcohol is present at your event, be aware that additional fees will be due and/or your event may be shut down.**

- Vendors/Exhibitors
  - Vendors at events must have explicit permission from the event organizer including agreeing to the organizer's standards and requirements and possibly paying fees to the event organizer. Vendors must contact the event organizer directly to participate as a vendor at an event.
  - Each person engaged in business activity within the City of Reno is required to have a City Business License. Vendors without the necessary licenses and permits will not be allowed to participate in the event and will be subject to enforcement action and penalties. Temporary Special Event Business Licenses are available for special event vendors at a cost of $15.00 per vendor, per event. Event organizers are responsible for ensuring all vendors at their event have either an annual City Business License or a Temporary Special Event Business License.
  - Vendors or promoters should check with the State of Nevada Department of Taxation at 866-962-3707 prior to your event to verify if any sales tax permits are required.
- Privileged Sales
  - Any business that is included in Title 5 of Reno Municipal Code is considered privileged and additional requirements may apply accordingly.
- Park Usage
  - You must reserve the park prior to applying for a Special Event Permit. Contact Peggy Nelson-Aguilar at (775) 334-2414 for additional information.
  - Wingfield Park rental can include, based on availability, the usage of 30 steelcade barricades free of charge.
- Food/Beverage Service
  - Please contact Washoe County Environmental Health Services at 775-328-2620 for more information.

**3. NOTE AND FOLLOW REQUIRED SUBMISSION DEADLINES FOR YOUR EVENT**

Failure to meet the following deadlines will result in late fees and may result in denial, suspension or revocation of your permit.

- **SPECIAL ACTIVITY - Private Property**
  - 90 calendar days prior to activity:
    - Completed application, including any applicable attachments, due for Activities that ***will involve*** alcohol (beer/wine/spirits) sales or service or the sale of privileged items and vendor ***does not*** have a current City of Reno Privileged License
  - 30 calendar days prior to activity:
    - Completed application, including all applicable attachments, due for Activities that ***will involve*** alcohol (beer/wine/spirits) sales or service or the sale of privileged items and vendor ***has*** a current City of Reno Privileged License
  - 15 calendar days prior to activity:
    - Completed application, including any applicable attachments, due for Activities that ***do not*** have alcohol sales or service associated with it
    - Complete list of vendors/booths/exhibitors due to City of Reno Business License office

- Temporary Business License Fees for vendors/exhibitors due

- **SPECIAL EVENT - Street/Sidewalk Occupancy or City of Reno Parks**
  - 90 calendar days prior to event:
    - Special Event Permit Application and all applicable attachments submitted to City of Reno if requesting ***street closure/restriction or sidewalk occupancy***, including initial site plan OR if the event will be held in a ***city park and alcohol*** will be present.
    - Special Event Alcohol Permit application complete.
    - Park reservation made.
    - Application fee paid in full.
  - 60 calendar days prior to permit:
    - Special Event Permit Application submitted to City of Reno if the event will be held in a ***city park and no alcohol*** will be present.
    - Application fee paid in full.
  - 30 calendar days prior to event:
    - Impacted Neighbor Notification Signature Sheet completed and submitted to City of Reno for all events involving street closure (including lane restrictions) and/or sidewalk occupancy.
    - Certificate of insurance naming City of Reno as Additional Insured submitted to City of Reno.
    - Event details submitted to area medical centers.
    - Food and beverage permit applications submitted to Washoe County Health Department.
    - Park reservation and event fees paid in full if requesting use of a park.
    - Special Activity Alcohol Permit fee(s) paid in full.
    - Venue layout/site plan reviewed and approved by Parks, Recreation and Community Services Department if event is requesting use of a park.
  - 15 calendar days prior to event:
    - Final site plan submitted to Reno Fire Department, copy to Special Events Program Manager and/or Recreation Supervisor.
    - Complete list of vendors and exhibitors due to City of Reno Business License office.
    - Estimated Special Event Permit Fee for City of Reno services paid in full.
    - Event Business License fee paid in full.
    - Temporary Business License fees for vendors and exhibitors paid in full.
    - Permit sign-off sheet must be signed by all reviewing departments.
  - 45 calendar days after event:
    - Any difference between estimated Special Event Permit fee for City of Reno services and actual cost for City of Reno services paid in full.
  - 60 calendar days after event:

- Event must be reviewed at respective committees by event organizer and committee members.

4. **COMPLETE REQUIRED APPLICATIONS AND ATTACHMENTS AND SUBMIT THEM TO THE APPROPRIATE OFFICE WITH PAYMENT ***<u>Incomplete Applications Will Not Be Accepted</u>*****
   - See coversheet for contact information.

5. **APPROVAL PROCESS BEGINS**
   - All Special Events must be reviewed by their respective committees prior to final approvals.
   - Application will be reviewed by all necessary departments prior to approval/permit being issued.

6. **HAVE REQUIRED PERMITS ON-SITE FOR EVENT**
   - Your approved permits and required attachments with authorized signatures must be available on-site for all events. These will not be issued until all fees and necessary forms are received.

7. **ADDITIONAL FREQUENTLY ASKED QUESTIONS**

   **Q What if I'm just hosting a Neighborhood Block Party?**
   The City encourages interaction with neighbors and neighborhoods. Permit application and instructions for coordinating Block Parties are available at the City of Reno website or you can contact the Special Events Program Manager at 348-3915.

   **Q If I am applying for a special event permit, will the Special Event Program Manager reserve the venue for me?**
   If your event is located on a City of Reno street or sidewalk, the Special Event Program Manager will reserve the location when you submit a completed permit application. If your event is located in a park, you must call Park Reservations at 334-2414.

   **Q Do I need a special event permit if I am renting the Showmobile?**
   If you are using the Showmobile on City property, you will need a permit. If you are planning your event outside of the City limits, you will need to contact either Washoe County or City of Sparks regarding their regulations.

   **Q How much is this going to cost?**
   Depending on the size and scope of your event, costs can range from a hundred dollars to several thousand dollars.

   **Q I'm having a party by invitation only; do I have to submit an application?**
   If your party meets any of the criteria in the above definition of a Special Event or Activity, you must complete an application.

   **Q If a vendor is not selling anything at the event, do they still need to be included in the Vendor List?**
   Yes, the definition of vendors is included with this packet and all vendors that will be present at your event need to be accurately accounted for on the Vendor List.

## ADDITIONAL FREQUENTLY ASKED QUESTIONS, CONT.

**Q If my event includes both the usage of a City of Reno Park and Street or Sidewalk Occupancy, to which office do I submit my application?**

You need to submit your application to Alexis Hill, Special Events Program Manager. Your application will be processed as a Special Event – Street/Sidewalk Occupancy application and will be required to adhere to the deadlines and fees of that application type. Please remember that you must reserve the Park prior to applying for your Special Event Permit.

**Q What constitutes privileged sales?**

Anything that is covered in Title 5 of Reno Municipal Code. Specifically, in this application, we are referring to Alcohol, 2nd Hand Sales, Antique Sales, Gun Sales, Auctions, etc.

**Q May I post signs advertising my event?**

Yes, under certain conditions. A temporary sign permit must be obtained prior to posting any signs in association with the special event. The minimum fee is $120. The sign permit may be obtained at the Community Development Department. Signs may not be posted on the sidewalk, street, utility poles, traffic control device poles or obstruct any traffic vision triangle.

Reno Municipal Code

Sec. 8.04.050. Affixing advertisement to sidewalks, poles, trees, etc.

It shall be unlawful for any person to post, stick, stamp, paint or otherwise affix, or cause the same to be done by another, any notice, placard, bill, poster or advertisement to or upon any sidewalk, curbing, hydrant, shade tree or tree box, fence, enclosure, or to place the same upon any building, telegraph, telephone or electric lighting pole, without first obtaining the permission of the owner, agent or occupant thereof, in the city; provided, that this section shall not apply to the posting of legal notices of any kind.

(Code 1966, § 11.12.360)

State law references: Unlawful erection, placement of outdoor advertisements, NRS 405.030.

Sec. 8.04.060. Violations.

Any person violating any of the provisions of this chapter:

(1) Upon conviction, shall be guilty of a misdemeanor and punished as provided in section 1.04.010; or

(2) Shall be subject to provisions of Chapter 1.05 of the Code.

**EVENT NAME** _____

**EVENT LOCATION** _____

## EVENT DATES AND TIMES

| | | | |
|---|---|---|---|
| Setup Date | | Setup Start Time | |
| Event Start Date | | Event End Date | |
| Daily Event Start Time | | Daily Event End Time | |
| Dismantle Date | | Dismantle End Time | |

## EVENT DESCRIPTION

(To be included on the City of Reno's Website Special Events Calendar – maximum of 275 characters)

**ON SITE CONTACT** _____ **ON SITE NUMBER** _____

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief. I have read, understand and agree to abide by the rules and regulations governing the proposed Special Activity or Event under the Reno Municipal Code. I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Manager or the City Manager's designee. I agree to comply with all other requirements of the City, County, State, Federal Government, and any other applicable entity which may pertain to the use of the event venue and the conduct of the event. I agree to abide by all rules, regulations and permit conditions and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the event to the City of Reno. Such City Services may include, but are not limited to, Police, Fire, Public Works, Parks and Recreation, Business License and/or other necessary services provided by the City of Reno. **Indemnification of the City of Reno.** By signing this application the applicant, and any organization the applicant represents, agrees to indemnify, defend and hold harmless the City and its officers, agents and employees (collectively "Indemnitees") from and against any claim, loss, damage, injury, death and liability of every kind, nature and description (including without limitation, incidental and consequential damages, court costs, attorneys' fees and costs of investigation) that arise directly or indirectly, in whole or in part, from or relating to any conduct of the applicant or the applicant's principals, agents, employees, subcontractors, vendors or invitees pursuant to any permit issued pursuant to this application. City does not waive, and specifically reserves, all of its statutory and common law defenses, including all protections under NRS Chapter 41.

**EVENT COORDINATOR'S SIGNATURE** _____

**EVENT COORDINATOR'S NAME** _____

## TYPE OF EVENT

See FAQ for clarification of event types

- ☐ Special Activity
- ☐ Special Event – Parks
- ☐ Special Events – Street / Sidewalk Occupancy

## EVENT WILL INCLUDE (check all that apply)

- ☐ Amplified Sound/Multimedia
  *Attachment A Required*
- ☐ Street/Sidewalk Occupancy
  *Attachment B Required*
- ☐ Alcohol Service
  *Attachment C Required*
- ☐ Vendors/Exhibitors
  *Attachment D Required*
- ☐ Privileged Sales
  *Attachment E Required*
- ☐ Event Set-Up
  *Attachment F Required*
- ☐ Park Usage
  *Attachment G Required*
- ☐ Food/Beverage Service
  *Contact Washoe County Environmental Health Services (775) 328-2620*

*This application alone does not authorize a Special Activity or Event. Application must be reviewed by all necessary departments prior to permit issuance. Permit must be on-site during the event and must be shown, upon demand, to any member of the City of Reno Police, Fire, Public Works, Parks and Recreation, Business License Department(s) or City Manager's Office.*

**HOST ORGANIZATION** _____ **EVENT COORDINATOR** _____

**MAILING ADDRESS** _____ **CITY/STATE/ZIP** _____

**DAYTIME PHONE** _____ **CELL PHONE** _____ **FAX** _____

**WEBSITE** _____ **EMAIL ADDRESS** _____

**ONSITE CONTACT** _____ **CELL PHONE** _____

**PUBLIC CONTACT** _____ **DAYTIME PHONE** _____

☐ **HOST ORGANIZATION IS NON-PROFIT**
Proof of current non-profit status must be included with application.

**FEDERAL TAX ID** _____

**ANTICIPATED ATTENDANCE: DAILY** _____ **TOTAL** _____

☐ **OPEN TO THE PUBLIC** ☐ **ADMISSION WILL BE CHARGED $**_____

**↓ FOR CITY OF RENO OFFICE USE ONLY ↓**

| | | | | |
|---|---|---|---|---|
| **Application Processing Fee* 0-49 Vendors** | ☐ $103.00 | | | |
| **Application Processing Fee* 50+ Vendors** | ☐ $258.00 | | **DATE ENTERED** | |
| **Temporary Vendor Business License** | ☐ $ 15.00 x _____ | | **FAX TO** | |
| **Temporary Alcohol Permit, 1 Booth/Day** | ☐ $ 55.00 x _____ | | | ☐ Fire |
| **Temporary Alcohol Permit, Add'l Booth/Day** | ☐ $ 22.00 x _____ | | | ☐ Zoning |
| **Fire Inspection** | ☐ $111.00 | | | ☐ Health |
| **Additional Fire Permits** | ☐ TBD Refer to "FD" Section | | ☐ Complete ☐ Incomplete | |
| **City Service Fee** | ☐ TBD Actual Cost of City Services | | **Reason Incomplete:** | |
| **Late Fee** | ☐ TBD Refer to Reno Municipal Code | | | |
| ***Application fees must be paid at the time the application is submitted and are not refundable under any circumstances*** | | | | |
| | **TOTAL FEES** | | **INTIALS** | |
| | **TOTAL PAID** | | | |

# FIRE DEPARTMENT

**1. Provide a site plan of set up:**

To ensure appropriate review of your event, it is preferred that you submit computer assisted drawings (CAD) of your event site plan. This is applicable for both moving routes and fixed venues. If CAD plans are not submitted, your site plan should be produced in a clear and legible manner. Site plans should be submitted in an 8 ½" x 11" or 8 ½" x 14" standard format. Your event site plan must include the following items:

- An outline of the entire event venue including the names of all streets or areas that are a part of the venue and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel.
- The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
- The provision of minimum twenty foot (20') emergency access lanes throughout the event venue, with the exception of Virginia Street between First and Fifth Streets where twelve foot (12') emergency access lanes are required. Intersections with all side streets must remain open and minimum twenty-eight foot (28') emergency access lanes are maintained on Second and Fourth Streets.
- The location of first aid facilities and, if applicable, the location of ambulances.
- The location and dimensions of all stages, platforms, scaffolding, bleachers, grandstands, seating with aisle spacing, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers and dumpsters, and other temporary structures.
- A detail or close-up of the food booth and cooking area configuration including booth identification of all vendors cooking with flammable gases, fryers, and/or barbeque grills.
- Generator locations and/or source of electricity.
- Placement of vehicles and/or trailers.
- Exit locations for outdoor events that are fenced and/or locations of exits within tents and tent structures.
- Identification of all event components that meet accessibility standards.
- Any other related event components not listed above.

A Fire Inspector will review the submitted plans for the special event. Upon final approval of the floor plan the Inspector will return a copy to the promoter indicating all applicable fees not collected at time of application and any special requirements.

**2. Fire Inspection:**

A Fire Inspector will inspect the facility during set-up to determine compliance with these requirements. In the event fire and life safety violations are found, the applicant will be given one opportunity for compliance. Failure to adhere to these requirements may result in citation, delay of opening, or closure of the event. The organization holding the event is responsible for making all vendors aware of the Reno Fire Department guidelines listed in Attachment F, as well as all requirements noted on any issued permits.

**3. Additional Information:**

Will you be using any of the following? Check all that apply:

- ☐ **Flammable or compressed gases**
- ☐ **Fire lane or hydrant obstruction**
- ☐ **Cooking vendors**
- ☐ **Fenced area or building to be occupied by 50 or more people**
- ☐ **Exit obstructions**
- ☐ **Temporary electrical wiring**
- ☐ **Indoor vehicle display**
- ☐ **Dust or spark production**
- ☐ **Bleachers**
- ☐ **Loose seats/chairs over 200**

**Separate Permit Requirements:**

**One or more of the following activities ($85)**

☐ **Open flame devices**

Open flame devices include decorative devices, cooking devices, and theatrical open flame performances.

☐ **Canopies in excess of 400 square feet**

Canopy – A structure, enclosure, or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter.

☐ **Tents in excess of 200 square feet**

Tent – A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.

☐ **Indoor demonstration cooking**

**Pyrotechnic activity ($225)**

☐ **Pyrotechnics**

Pyrotechnic composition – A chemical mixture that produces visible light displays or sounds through a self-propagating, heat-releasing chemical reaction which is initiated by ignition.

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**For Additional Information Contact:**

Reno Fire Department
775-334-2300
775-334-3826 FAX
RFDSpecialEvents@reno.gov

# INSURANCE, TERMS AND CONDITIONS

**General Liability Insurance**

Special Event applicants must provide a policy of general liability insurance for the specific dates of the event naming the "City of Reno, its officers, employees, and agents" as an Additional Insured. The policy must be obtained from a carrier licensed to do business in the State of Nevada.

Minimum general liability insurance limits are as follows:

1. Combined single limit of $1,000,000 per occurrence.
2. Automobile liability insurance limits are $1,000,000 combined single limits (only required for events involving production vehicles such as carnivals).

These terms and conditions are not to be changed by any words added by Event Organizer. Any change in terms must be agreed to by the City, in writing.

**Certificate of Insurance is required at least 30 days before the event.**

**Fax to:**
**775-326-5150 – Special Events - Parks**
**775-334-2097 – Special Events - Street/Sidewalk Occupancy**

**Indemnification of the City of Reno.** As a further condition of this permit, the permitee shall indemnify, defend and hold harmless the City and its officers, agents and employees (collectively "Indemnitees") from and against any claim, loss, damage, injury, death and liability of every kind, nature and description (including without limitation, incidental and consequential damages, court costs, attorneys' fees and costs of investigation) that arise directly or indirectly, in whole or in part, from or relating to any conduct of the permitee or the permitee's principals, agents, employees, subcontractors, vendors or invitees related to or arising out of the permitted event. City does not waive, and specifically reserves, all of its statutory and common law defenses, including all protections under NRS Chapter 41.

Any and all questions regarding insurance should be directed to:
Risk Management Division
c/o City Attorney's Office
1 East First St. – 3rd Floor
Reno, NV 89505
775-334-3838

# DISPOSAL AND RECYCLING PLAN

**Will you be using existing, City-owned trash receptacles at your event?**

☐ Yes.

Note that you will be required to empty these receptacles frequently throughout the course of your event. Plastic bags must be used to line the trash receptacles. City staff will not service the receptacles during your event, other than during activities designated as Special Event – Parks.

☐ No.

| Describe refuse removal plan: |
|---|
| |

**Other than during Special Event – Parks, event organizers are required to manage recycling at all Reno Special Events** (Park Staff manages recycling at Special Events – Parks)**.**

**Method and types of recyclable material collection:**

☐ cans ☐ plastic bottles ☐ paper materials ☐ cardboard ☐ other

**Describe recycling plan if event is not taking place in a City park:**

| |
|---|
| |

**How will you promote recycling at your event?**

| |
|---|
| |

# ACCESSIBILITY PLAN

As an event organizer, you are required to comply with all City, County, State and Federal Accessibility requirements to your event. All temporary venues, related structures, and outdoor sites for special events shall be accessible to seniors and persons with disabilities. If a portion of the area cannot be made accessible, an alternate area shall be provided with the same activities that are in the inaccessible areas. It cannot, however, be offered only to patrons with disabilities. Accessibility provisions may include parking, rest rooms, telephone, and clear path of travel, transportation, signage, accessible vendors and booths.

The City of Reno has the following checklist which is intended to serve as a planning guideline and may not be inclusive of all City, County, State and Federal Disability Access requirements. It is important that you plan for the safe arrival and departure of event attendees, participants, and vendors.

- Accessibility parking and/or shuttle accommodations will be provided for this event.
- There will be a clear path of travel for accessibility purposes throughout the event.
- A minimum of 10% of portable restrooms provided at the event will be accessible.
- All food, beverage and vending areas will be accessible.
- If an information center is located at the event, attendants will be available to assist disabled individuals.

# EMERGENCY MEDICAL SERVICES

The City of Reno has adopted the Washoe County District Board of Health's Suggested Guidelines for Emergency Medical Services (EMS) for Mass Gatherings. The general guideline for any mass gathering event larger than 2,500 people per day is access to an Advanced Life Support (ALS) ambulance within eight (8) minutes or one (1) dedicated ALS ambulance, and on-scene medical personnel of various levels suitably equipped, which may vary depending upon the factors evaluated.

The EMS Coverage Analysis Flow Chart on the following page is provided to serve as a guideline for determining the appropriate EMS coverage for your event. Proof of EMS coverage will be required for any event with attendance of 2,500 or more people per day. For events with a daily attendance of less than 2,500, the Host Organization shall provide REMSA with an ingress/egress plan for the event and are encouraged to have an on-site First Aid station staffed by an EMT.

**REMSA**
Alan Tom, Special Events Coordinator
450 Edison Way
Reno, NV 89502-4117
775-858-5700 x153 | FAX 775-858-5720
atom@remsa-cf.com

In addition to the above requirements, the Host Organization shall also provide notification of the event details to the medical centers listed below. The notification must include the location, dates/times of the event, the nature of the event, the number of attendees anticipated per day, and Host Organization contact information should the medical center require additional information. The notification shall be provided to the medical centers no less than thirty (30) days prior to the event.

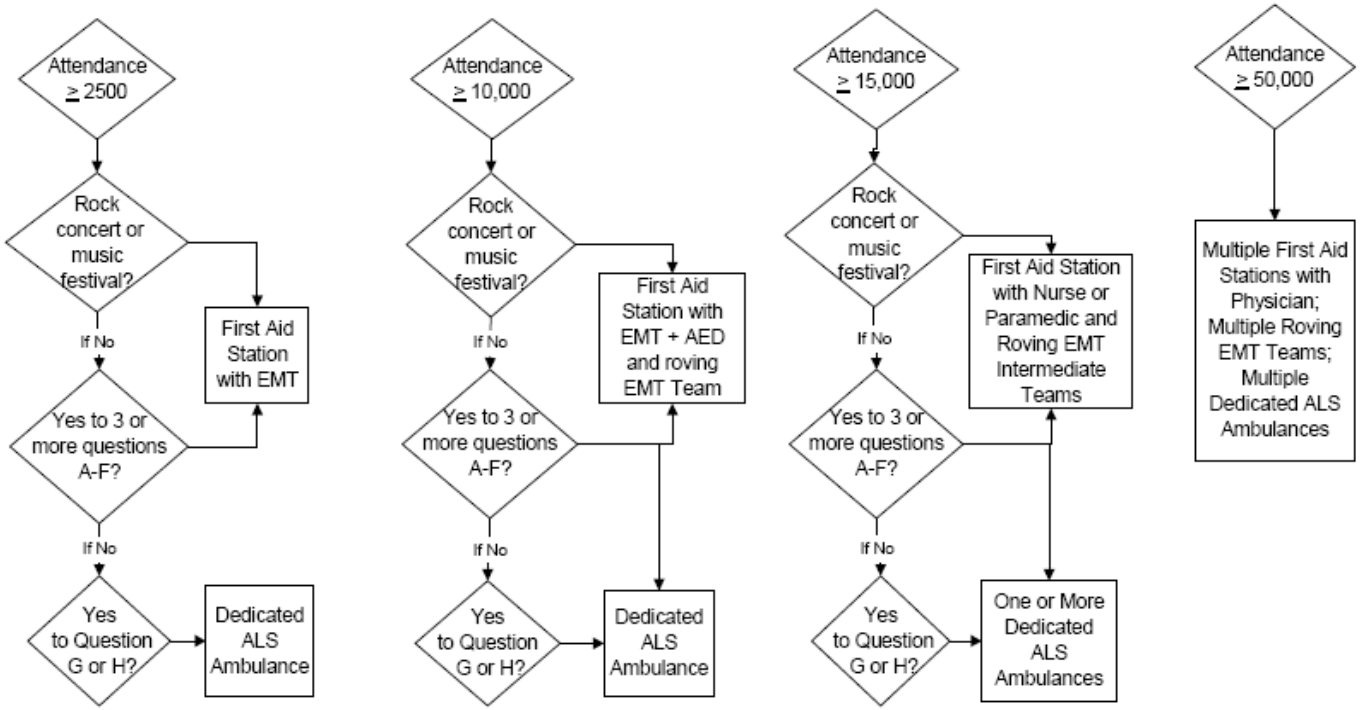
**Renown Regional Medical Center**
Attn: Emergency Department Manager
1155 Mill St
Reno, NV 89502
775-982-4100 | FAX 775-982-5555

**Renown South Meadows Medical Center**
Attn: Emergency Department Manager
10101 Double R Blvd
775-982-7000 | FAX 775-982-7146

**Saint Mary's Regional Medical Center**
Attn: Emergency Department Manager
235 W 6th St
Reno, NV 89503
775-770-3000 | FAX 775-770-3490

**Northern Nevada Medical Center**
Attn: Emergency Department Manager
2375 E. Prater Way
775-331-7000 | FAX 775-356-4943

# EMS COVERAGE ANALYSIS FLOW CHART




**QUESTIONS**

A. High-risk activities such as sports, racing, etc.?
B. Environmental hazards or extremes of heat or cold?
C. Average age of crowd less than 25 or greater than 50?
D. Crowd includes large numbers of persons with acute or chronic illnesses?
E. Crowd density presents challenges for patient access or transfer to ambulance ?
F. Alcohol to be sold at the event, or a history of alcohol or drug use by the crowd at prior events?
G. Past history of significant number of patient contacts at the event or patients transported to area hospitals?**
H. Event greater than 5 miles from the closest hospital?

**DEFINITIONS**

First Aid Station: Fixed location on site staffed by at least one Emergency Medical Technician or a person with a higher skill level capable of providing emergency medical care within their proscribed scope of practice.

Roving EMT Team: team of two or more personnel at the basic or EMT Intermediate level with treatment supplies to provide emergency medical care.

Dedicated ALS Ambulance: An Advanced Life Support ambulance staffed by a Paramedic and Intermediate EMT, or personnel with a higher skill level, and capable of providing transport of patients, but which will immediately respond back to the event site.

** Significant means the number of patient contacts is ≥ .7% of the total number of attendees, or transport rate to hospital by ambulance or private vehicle is ≥ 15% of total patient contacts