EVENT NAME No-Brainer 5k Run

EVENT LOCATION Reno Arch + Retire Cover

EVENT DATES AND TIMES

Setup Date	~~10/4/14~~ 10/25/14	Setup Start Time	3pm
Event Start Date	~~10/4/14~~ 10/25/14	Event End Date	~~10/4/14~~ 10/25/14
Daily Event Start Time	5pm	Daily Event End Time	6pm
Dismantle Date	~~10/4/14~~ 10/25/14	Dismantle End Time	7pm

EVENT DESCRIPTION

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

5k all-ages zombie themed run downtown Reno. We will have entertainment such as live bands, start/ finish line celebrations, food trucks and group photos with the Reno Arch in the background.

ON SITE CONTACT Ed Adkins **ON SITE NUMBER** 775-342-9565

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 [signature]

EVENT COORDINATOR'S NAME Ed Adkins

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.

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

RECEIVED
JUN 02 2014
City of Reno
Business License Division

SA 10813

HOST ORGANIZATION	Let's Do Things	**EVENT COORDINATOR**	Ed Adkins
MAILING ADDRESS	955 S. Virginia St. Ste 217	**CITY/STATE/ZIP**	Reno, NV 89502
DAYTIME PHONE	775-342-9565	**CELL PHONE** 775-342-9565	**FAX** n/a
WEBSITE	www.renozombiecrawl.com	**EMAIL ADDRESS**	ed@letsdothings.com
ONSITE CONTACT	Ed Adkins	**CELL PHONE**	775-342-9565
PUBLIC CONTACT	Ed Adkins	**DAYTIME PHONE**	775-342-9565
FEDERAL TAX ID	45-2688350	☐ **HOST ORGANIZATION IS NON-PROFIT** Proof of current non-profit status must be included with application.	

ANTICIPATED ATTENDANCE: **DAILY** 500 **TOTAL** 500

☐ **OPEN TO THE PUBLIC** ☒ **ADMISSION WILL BE CHARGED $** 25 – 40

↓ FOR CITY OF RENO OFFICE USE ONLY ↓

Application Processing Fee* 0-49 Vendors	☑ $103.00		103		
Application Processing Fee* 50+ Vendors	☐ $258.00			**DATE ENTERED**	02/03/14
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	No per Alexis			☐ 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	103	**INTIALS**	
		TOTAL PAID	103 02/02/14		

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**

<u>Separate Permit Requirements:</u>

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.

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:

Extra bin for bottles.

How will you promote recycling at your event?

Sign on bin asking participants to recycle.

CITY OF RENO
SOUND AMPLIFICATION/MULTIMEDIA PERMIT

- Amplified sound/multimedia is permitted at Special Events and Special Activities only with a Sound Amplification Permit.
- It is the policy of the City of Reno to allow amplified sound/multimedia between the hours of 8:00 a.m. and 10:00 p.m or after a park closing hour, whichever occurs first. The decibel range will be no louder than 75 decibels at the outermost boundaries of the event.
- Per Reno Municipal Code (RMC) Section 8.23.085: It shall be unlawful to use sound amplification devices or sound equipment in any parks and recreation facilities in excess of 50 decibels measured within 50 feet from the location of the sound amplification device or sound equipment, without first obtaining a permit in accordance with RMC section 8.23.075. Even with a permit, sound amplification device or sound equipment shall not exceed 75 decibels at the boundaries of the permitted area. Violation of this section is a misdemeanor.
- The City of Reno encourages event organizers to ensure that amplified sound/multimedia content is family-friendly, particularly at outdoor events held on public property.

Event Name No-Brainer 5k Run **Event Date** ~~10/4/14~~ 10/25/14

Time Start 5pm **Time End** 6pm

Type of Event 5k Fun Run

Event Location Reno Arch

Type of Amplification or Multimedia
- [x] Voice/Speech
- [x] DJ/Music/Karaoke
- [ ] Live Music (Band)
- [ ] Other _____

- By filing this permit I agree to take all steps reasonably necessary to resolve complaints about my use of amplified sound / multimedia and to ensure compliance with the provisions of the Ordinance.
- The applicant and this permit must be in the immediate area of the sound amplifying equipment during any testing or use.
- This permit does not grant permission to disturb the peace or violate RMC 8.12.020 or 8.23.085.
- This permit must be in the possession of the person operating the sound amplification/multimedia equipment and must be shown, upon demand, to any member of the City of Reno Police, Fire, Public Works, Parks and Recreation, Business License or City Manager's office/department.
- This permit does not authorize a Special Activity or Event.

Signature of Applicant _____

Approved by _____

SPECIAL EVENT & ACTIVITY PERMIT APPLICATION
ATTACHMENT B
ROUTE MAP/USE OF PUBLIC RIGHT-OF-WAY

For purposes of this application, Public Right-Of-Way is defined as any public street, road, sidewalk, bridge, alley or other pathway used for vehicular and/or pedestrian passage.

If your event is a parade, procession, foot race or involves any other type of moving route, please provide a detailed route map indicating the start and finish locations, direction of travel and any aid stations or other setup along the route.

Please note that event signs, posters, flags or other materials may NOT be hung from, attached, or otherwise affixed to any permanent public sign, post, fixture or to any temporary sign, barricade, or other type of equipment placed or provided by the City of Reno to close a street, provide a secure event perimeter, or otherwise accommodate the event.

STREET CLOSURES OR RESTRICTIONS

Applications requesting a street closure or restriction must be submitted at least 90 days prior to the date of the event.

Please indicate any of the following street locations your event will involve by selecting as many of the below that apply:

VIRGINIA STREET	Closure Date & Time	Re-Open Date & Time
Liberty St to Ryland St		
Ryland St to Pine St		
Pine St to Court St		
Court/State St to Mill St		
Mill St to First St		
First St to Second St		
Second St to Commercial Row		
Commercial Row to ~~Third St~~ 1st	10/25 3pm	8pm
Third St to Plaza St		
Plaza St to Fourth St		
Fourth St to Fifth St		
Fifth St to Sixth St		

OTHER DOWNTOWN STREETS	Cross Street	Cross Street	Closure Date & Time	Re-Open Date & Time
Arlington Ave	from	to		
Lake St	from	to		
Wells Ave	from	to		
Center St	from	to		
Sierra St	from	to		
First St	from	to		
Second St	from	to		
Commercial Row	from	to		
Third St	from	to		
Plaza St	from	to		
Fourth St	from	to		
Fifth St	from	to		
Sixth St	from	to		

Thriller Dance immediately following

If your event involves a location other than or in addition to those listed on the previous page, select the right- of-way impediment(s) that applies to your event.

☐ One-block street closure Location: _____ Date(s)/Time(s): _____

☐ Lane closure Location (incl direction): _____ Date(s)/Time(s): _____

☐ Sidewalk occupancy Location: _____ Date(s)/Time(s): _____

☐ Other closure or use of public right-of-way (describe): Date(s)/Time(s): _____

☒ ReTRAC Plaza*– East (between Sierra St & Virginia St) for food trucks Date(s)/Time(s): 10/25 4pm – 10pm

☒ ReTRAC Plaza*– West (between West St & Sierra St) Date(s)/Time(s): ~~10/25~~

**Maximum uniform load is 125 pounds per square foot.*

STREET CLOSURE PRESS RELEASE

If your event involves a street or sidewalk closure or restriction of any kind, you must prepare and attach to this permit application a draft press release indicating which streets will be impacted, for what days and times and suggested alternate routes. This release must have a contact name and phone number should the media require additional information.

PARKING / SHUTTLE

While special events are a benefit to local residents, they can also severely impact traffic, parking and disrupt citizens' ability to travel around their hometown.

How do you intend to lessen the impact of your event (traffic/parking) on local businesses and residents?

Where will event participants park?

Street and casino parking

IMPACTED NEIGHBOR NOTIFICATION

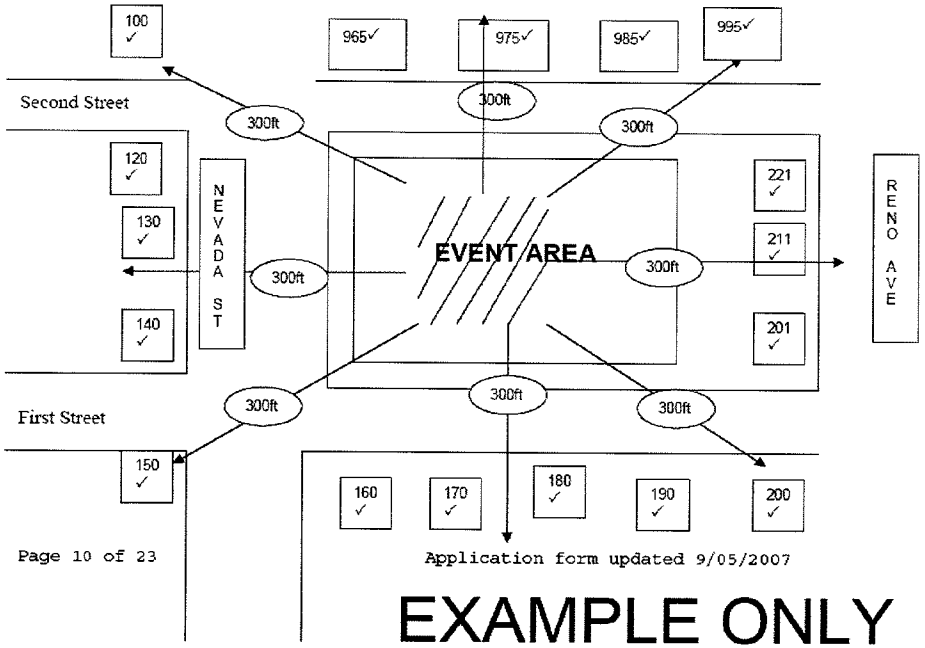
Reno Municipal Code 5.13.140 (b) requires that the Event Organizer notify all residences and businesses within any street closure or lane restriction area and within a 300 foot radius of the outer perimeter of the event involving a street closure or lane restriction (as marked by fencing or entrance table indicated on the Site Plan submitted with this application). The Event Organizer shall obtain signatures of those so notified of the upcoming event. Such signatures do not denote approval but solely signify notification. A diagram of the notification area shall be submitted with the signature sheet. The signatures of notification, the notification letter and the notification diagram shall be submitted to the City's Special Event Program Manager no less than thirty (30) days prior to the Special Event. Failure to complete and submit the Impacted Neighbor Notification by this deadline may result in denial of the Special Event Permit.

The Event Organizer shall leave a notification letter with each signer. This letter shall include the following information:

1. Event name
2. Dates and times of event
3. Brief description of the event
4. Any closure areas
5. Name and phone number of event contact with authority should they have issues during the event
6. Where attendees will be parking

In addition, the Event Organizer shall comply with all additional requirements imposed by the City with respect to notification and approval by residents and businesses affected by the Special Event. Under certain circumstances where events may generate extremely large crowds, loud noise or parking issues, staff may require additional notification time/signatures/outreach.

Special Events Notification Diagram Example – Check (✓) everyone you notified. List the addresses of the surrounding properties.



RENO FIRE DEPARTMENT INFORMATION

Welcome and thank you for choosing Reno for your special event. The Reno Fire Department is committed to promoting public safety and ensuring that your event is successful and safe. The purpose of these guidelines is to familiarize event promoters and vendors with fire and life safety requirements enforced by the Reno Fire Department.

The following items are prohibited for use, sale, display, distribution, manufacture or possession in all special event locations (both indoor and outdoor) without permit and approval from the Reno Fire Department: pyrotechnics, ammunition, smoke or flame generating devices, fireworks, any exploding device or material, cigarette or cigar loads, smokeless or black powder, live military ordinance, tear gas or any other toxic gas producing device.

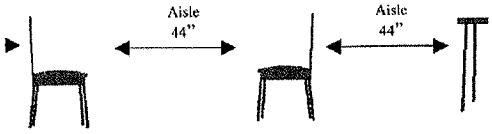
Indoor Event Requirements

Indoor events may only take place in Assembly type occupancies unless otherwise permitted by the Reno Fire Department.

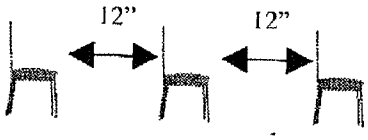
1. ☐ Approved Maximum Occupant Load Signs must be posted in a conspicuous place.

Exits and Aisle Widths

2. ☐ Exit doors shall be identified by illuminated "exit signs".
3. ☐ All exit doors must be maintained in operable condition and shall not have a lock or latch unless it is panic hardware.
4. ☐ Exit doors and exit paths shall not be obstructed in any manner.
5. ☐ Trade show and vendor exhibit aisles shall have not less than 8 foot cross aisles and 10 foot main aisles unless otherwise approved by the Reno Fire Department.
6. ☐ For areas without fixed seats, the minimum clear aisle width shall be 36 inches where seats, tables, furnishings, or displays are placed on one side of the aisle only, and 44 inches when such furnishings or displays are placed on both sides of the aisle. Aisles shall not have a dead end greater than 20 feet in length.



7. ☐ Unless otherwise approved by the Fire Department, seating rows shall not be greater than 7 seats when there is an aisle or doorway at one end of the row only. Seating rows can increase to a maximum of 14 seats if an aisle or doorway is located at both ends of the row. The minimum clear width between rows shall not be less than 12 inches.



8. ☐ Chairs are to be bonded together when seating exceeds 200 and seats are not fixed to the floor.

Fire Protection Equipment

9. ☐ Fire protection systems and equipment (sprinklers, standpipes, alarm systems, hood systems, extinguishers, hydrants, etc.) shall be operative at all times. Systems shall be current on required service and testing and must have an approved service label as certified by the office of the State Fire Marshal.

10. ☐ Fire protection equipment such as sprinkler risers, alarm panels, and fire extinguishers shall not be obstructed in any manner.

11. ☐ Approved fire extinguishers with a minimum rating of 2A10BC must be accessible within 75 feet of travel from any point in the building.

Indoor Displays

12. ☐ Except for vehicles or combustion engines used for demonstration and/or operational purposes on a limited basis, fueled equipment shall not be operated or repaired inside structures. All indoor use must be reviewed and specifically approved through the fire department permitting process.

13. ☐ Liquid or gas fueled vehicles, boats, or other motor craft for display are only allowed indoors when batteries are disconnected, fuel in fuel tank does not exceed one-quarter tank or 5 gallons (whichever is less), fuel tanks and fuel openings are closed and sealed to prevent tampering. Vehicles are prohibited from being fueled or defueled within the building.

14. ☐ Open-flame decorative devices, cooking devices, or theatrical open flame performances are not allowed without first obtaining a separate permit from the Reno Fire Department.

15. ☐ All Tents and Canopies used for indoor displays shall be composed of material meeting the flame propagation performance criteria of NFPA 701. A certificate shall be submitted to the Reno Fire Department and a copy retained on the premise where the temporary structure is set up. This affidavit or certificate shall attest to the following information:

    a. Names and addresses of the owners of the tent or canopy.
    b. Date the fabric was last treated with flame–retardant solution.
    c. Trade name or kind of chemical used in treatment.
    d. Name of person or firm treating the material.
    e. Name of testing agency and test standard by which the fabric was tested.

    ---------- or ----------

    e-1. A permanently affixed label from the Office of the State Fire Marshal stating that the material used for the tent or canopy is flame retardant and a Certificate of Flame Resistance.

    ---------- or ----------

    e-2. 10 x 10 foot canopies meeting fire retardant CPAI-84 requirements, as listed in the manufacturer specifications.

16. ☐ A 10 foot break shall be provided when canopies, cumulative arrangement total, exceeds 400 square feet (e.g. when four 10'X 10' canopies are assembled in a row a 10 foot break shall separate the next canopy).

17. ☐ Temporary indoor displays of enclosed structures (e.g. recreational vehicles, modular structures, and tents) shall be approved by the Reno Fire Department prior to set up or construction. All enclosed structures shall contain an approved early warning device, such as an operable smoke detector. Combustible storage shall be limited.

18. ☐ Structural engineered and stamped plans for exhibitors with temporary structures *other than tent and membrane structures* greater than 120 square feet, or more than one story, must be submitted through the Reno Fire Department for review by the Reno Building Department prior to set-up or construction. Plans will be reviewed within ten business days. Please submit plans in a timely manner to allow for corrections, if necessary. An additional structural plan review fee will be assessed by the Reno Building Department for this review.

Electrical

19. ☐ A working space of not less than 30 inches wide and 36 inches in depth shall be maintained around electrical panels.

20. ☐ Multi-plug power taps can only be used if they are polarized or grounded type and equipped with UL listed over-current protection.

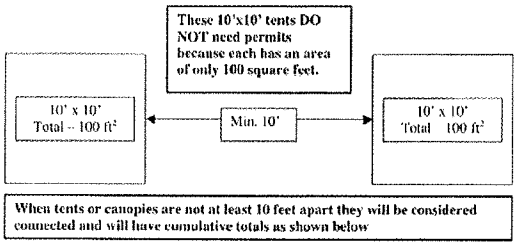
21. ☐ Extension cords may only be used with portable appliances. The ampacity of the extension cord shall not be less than the rated capacity of the portable appliance.

22. ☐ Power taps and extension cords shall be directly connected to a permanently installed receptacle (no daisy chaining), and shall not be affixed to structures; extend through walls, ceilings, floors, under doors, or be subject to environmental damage.

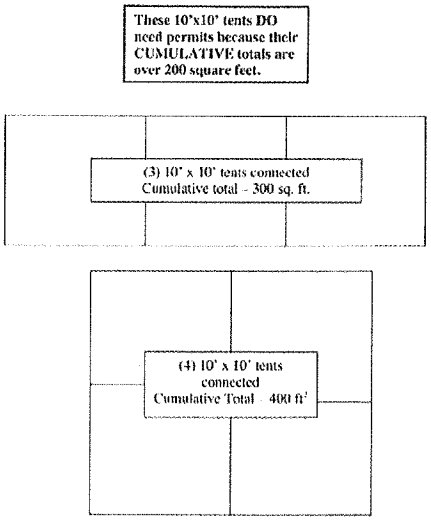
Outdoor Event Requirements

Tents and Canopy Set-up

A tent is defined as a structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects. A canopy is defined as 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 having an area in excess of 200 square feet and canopies in excess of 400 square feet shall not be erected, operated, or maintained for any purpose without first obtaining a permit and approval from the Reno Fire Department.



1. ☐ Tents and canopies, used as an assembly occupancy, having an area in excess of 200 square feet of floor area, and any size canopy used for a cooking booth shall be composed of material meeting the flame propagation performance criteria of NFPA 701. A certificate shall be submitted to the Reno Fire Department and a copy retained on the premises where the temporary structure is set up. This affidavit or certificate shall attest to the following information:
   a. Names and address of the owners of the tent or canopy.
   b. Date the fabric was last treated with flame–retardant solution.
   c. Trade name or kind of chemical used in treatment.
   d. Name of person or firm treating the material.
   e. Name of testing agency and test standard by which the fabric was tested.

   ---------- or ----------

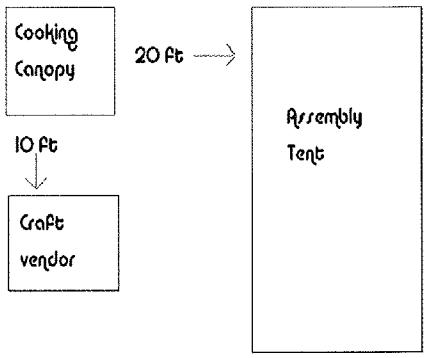
   e-1. A permanently affixed label from the Office of the State Fire Marshal stating that the material used for the tent or canopy is flame retardant and a Certificate of Flame Resistance.

   ---------- or ----------

   e-2. 10 x 10 foot canopies meeting fire retardant CPAI-84 requirements as listed in the manufacturer's specifications.

2. ☐ Hay, straw, shavings or similar combustible materials shall not be located within any tent, canopy or membrane structure used as an assembly occupancy, except the materials necessary for the daily feeding and care of animals.
3. ☐ Smoking shall not be permitted in tents or canopies used for assembly. "No Smoking" signs must be posted.
4. ☐ Open Flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking devices shall not be permitted inside or located within 20 feet of a tent or canopy unless otherwise approved by the Reno Fire Department.

Heating and Cooking Appliances/Cooking Booths



5. ☐ Cooking is allowed under flame retardant canopies that comply with section 1 above.
6. ☐ Tents and canopies where cooking is performed shall be separated from other cooking booth canopies, vendor tents, and combustible construction by a minimum of 10 feet, and from assembly tents by a minimum of 20 feet.
7. ☐ Gas-fired barbecues shall be placed a minimum of 10 feet from any combustible construction and a minimum of 20 feet from any building air intake, door, window, or opening.
8. ☐ Any cooking shall be isolated from contact with the public by physical guards, fencing, or enclosure.
9. ☐ All commercial cooking equipment located inside of a trailer or fully enclosed constructed booth made of permanent materials shall be provided with an approved UL listed automatic fire extinguishing system, bearing an approved service label as certified by the office of the State Fire Marshal.
10. ☐ All cooking booths must have a minimum 5lb "2A:10B:C" rated fire extinguisher with a current State Fire Marshal's service tag. A "K"-rated fire extinguisher shall be provided for all cooking applications utilizing grease or deep fat fryers.
11. ☐ Compressed gas cylinders shall be stored in an upright position and secured to prevent accidental tip over. All compressed gas cylinders in use shall be equipped with individual regulators with approved hoses and appliances.

Fire Access

12. ☐ A 20 foot fire lane shall be provided for all events for emergency access.
13. ☐ Fire access lanes in the downtown core shall follow the guidelines set forth under the "Downtown Event Setup Guidelines and Diagrams" located at www.reno.gov/index.aspx?page=731.
14. ☐ No parking, display, or obstruction of any sort is permitted in front of Fire Hydrants, Fire Department Connections, or access doors to rooms containing fire protection equipment.
15. ☐ Fuel powered generators shall be a minimum of 25 feet from any booth and shall be isolated from contact with the public by either physical guard, fence, or enclosure.

SPECIAL EVENT & ACTIVITY PERMIT APPLICATION
ATTACHMENT G

RULES AND REGULATIONS FOR PARK SPECIAL EVENTS

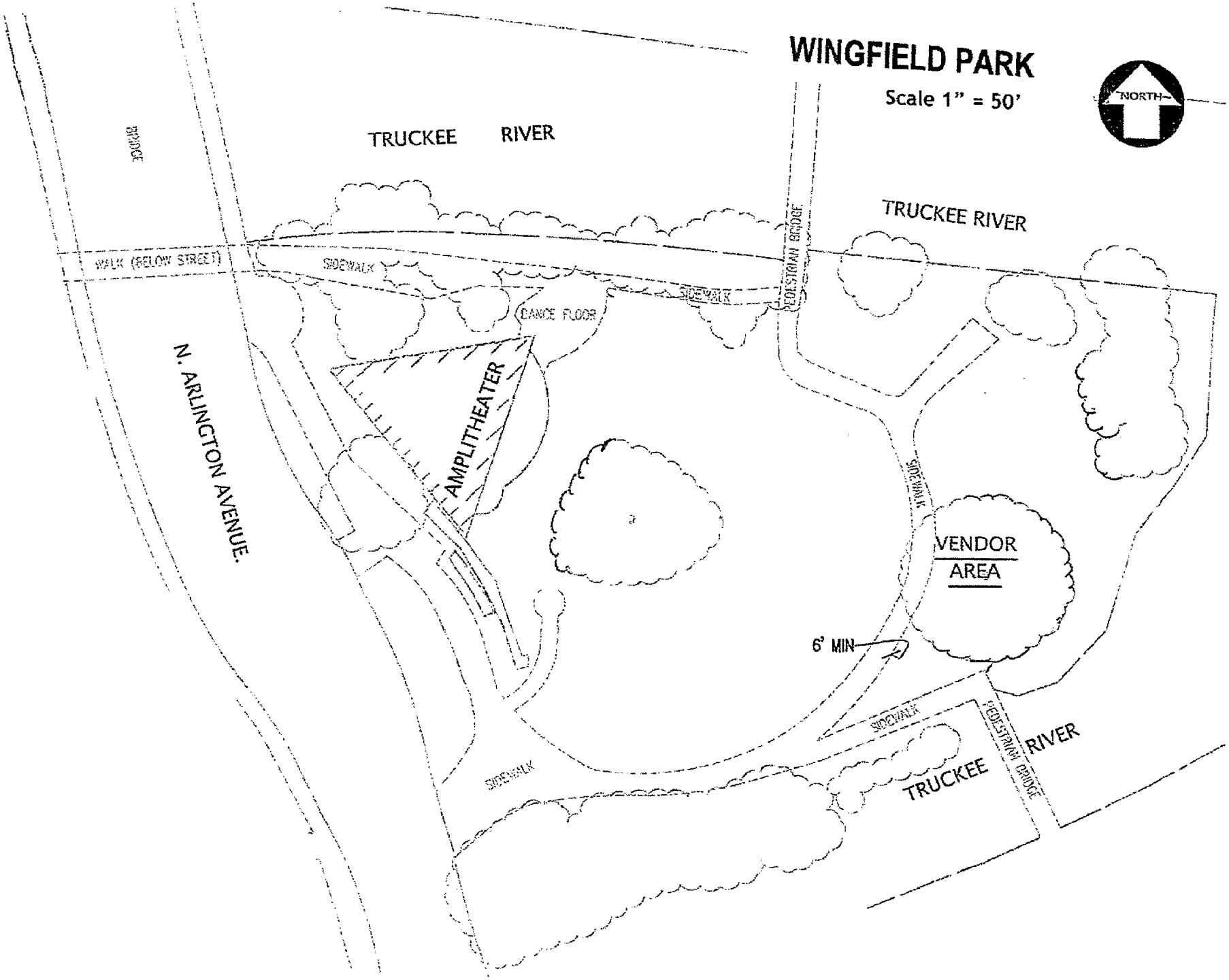
PARK RENTAL NUMBER: _____

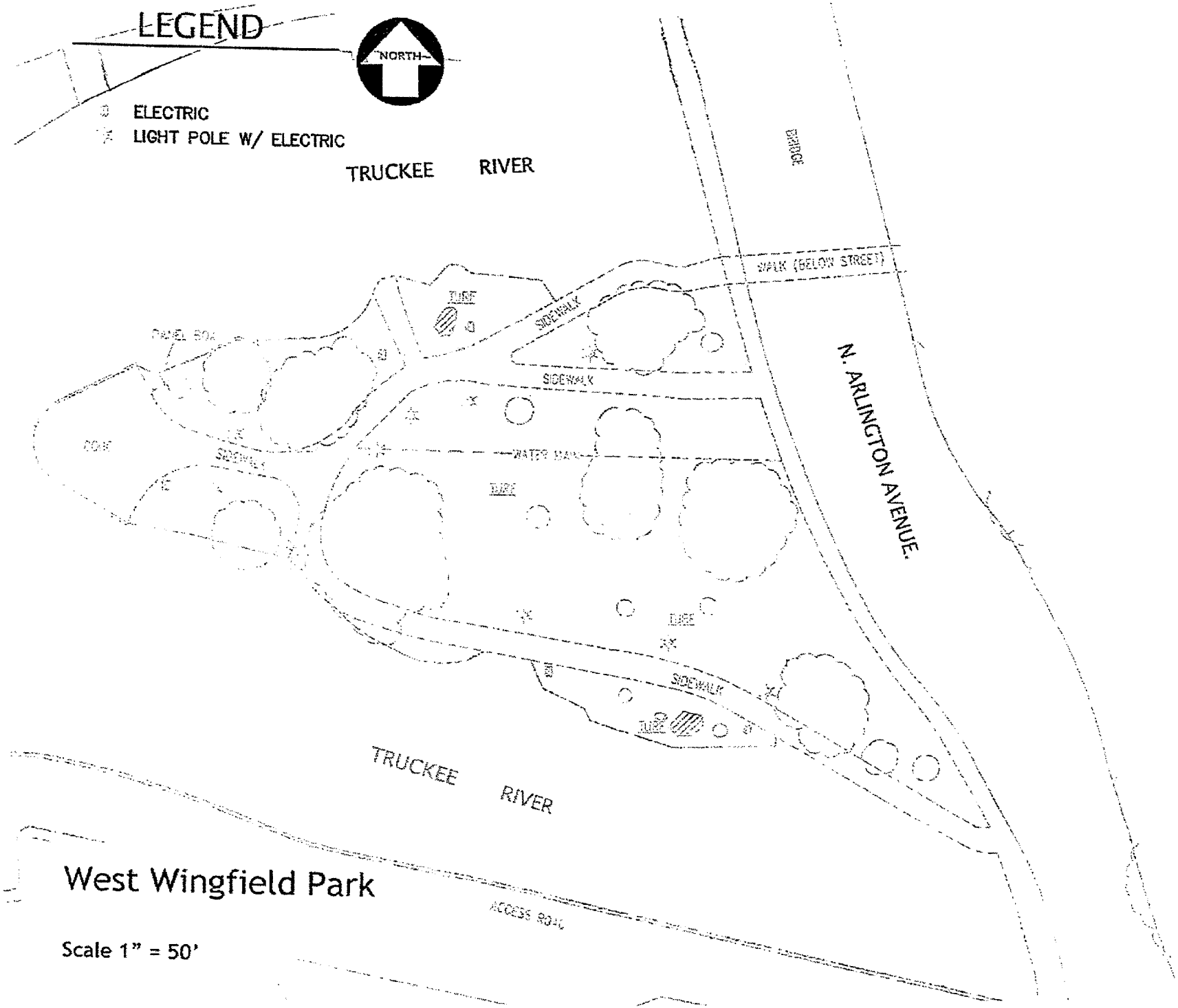
Violations of the below regulations can result in the loss of your deposit:

- Set up is park rental time as stated on the reservation sheet
- No driving on the lawn
- Vehicles can not be left in event area unless they are part of the display
- No glass containers on park property
- No stakes or spikes driven into park property
- All decorations must be removed by the event and its vendors
- No driving in event area during event hours
- No parking in the loading zone area – unload and move the vehicle
- No parking or blocking the sidewalk
- Vendors must dispose of grease according to Washoe County Health Department regulations
- If event is at City Plaza, no driving on the ice rink pad
- No damage to turf area or irrigation system
- Bounce house must provide its own portable generator
- Bounce houses must be set up on non-turf/non-plant areas
- Dunk tanks must have prior approval, removal of water must follow the regulations of the Washoe County District Health Department
- No dogs allowed during special events unless special permission has been granted (e.g., Paws in the Park – animals are the event)

MAPS OF SPECIAL EVENT PARKS
Site Plans

Maps of Wingfield Park, West Wingfield Park, City Plaza, McKinley, and Idlewild (3) are on the following pages. Please select the park that you are holding your event in and use the map provided to fill in your site layout.


WINGFIELD PARK
Scale 1" = 50'
NORTH
TRUCKEE RIVER
TRUCKEE RIVER
BRIDGE
WALK (BELOW STREET)
SIDEWALK
SIDEWALK
PEDESTRIAN BRIDGE
DANCE FLOOR
AMPLITHEATER
N. ARLINGTON AVENUE.
SIDEWALK
VENDOR AREA
6' MIN
SIDEWALK
SIDEWALK
PEDESTRIAN BRIDGE
TRUCKEE RIVER

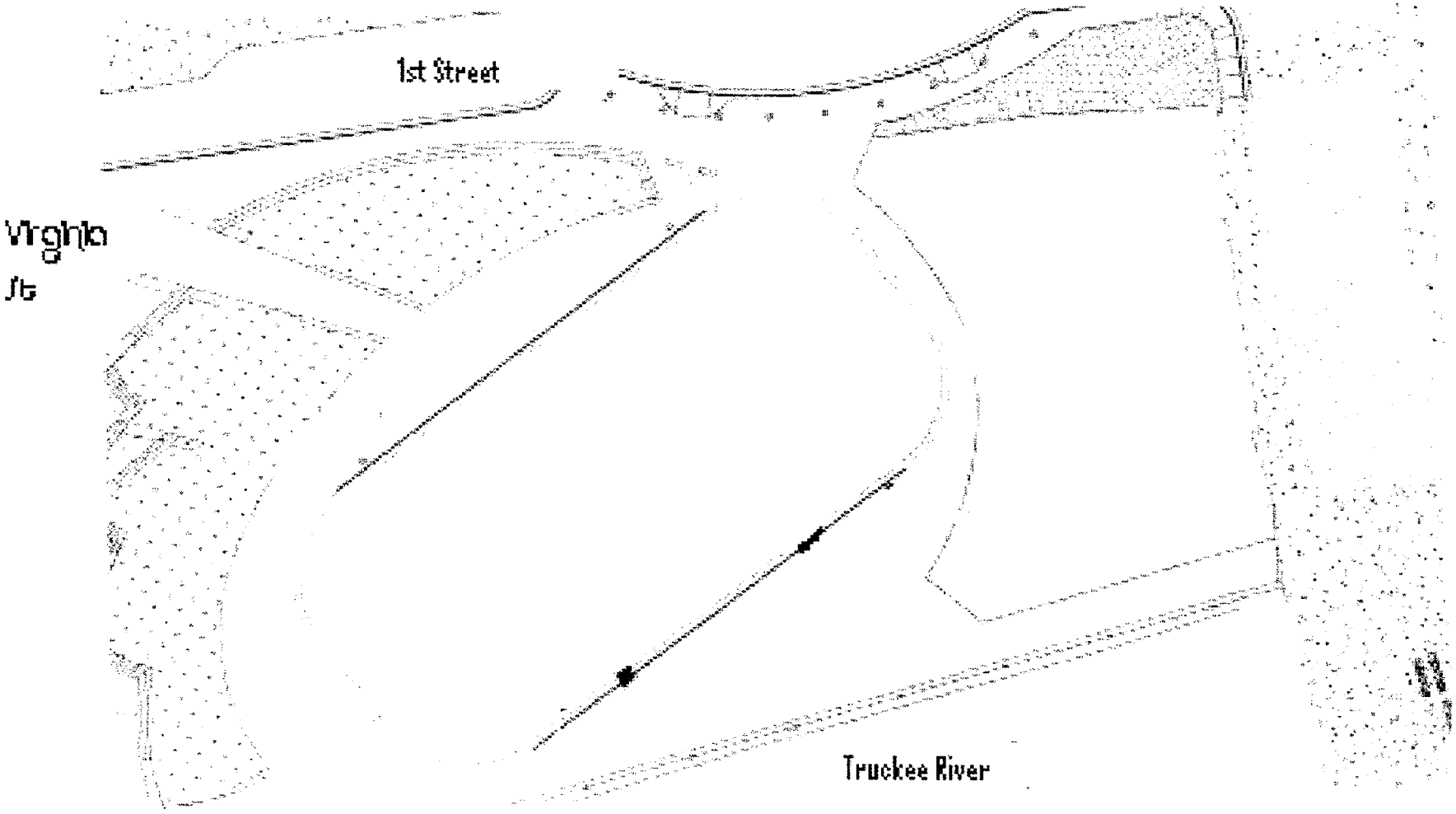


West Wingfield Park

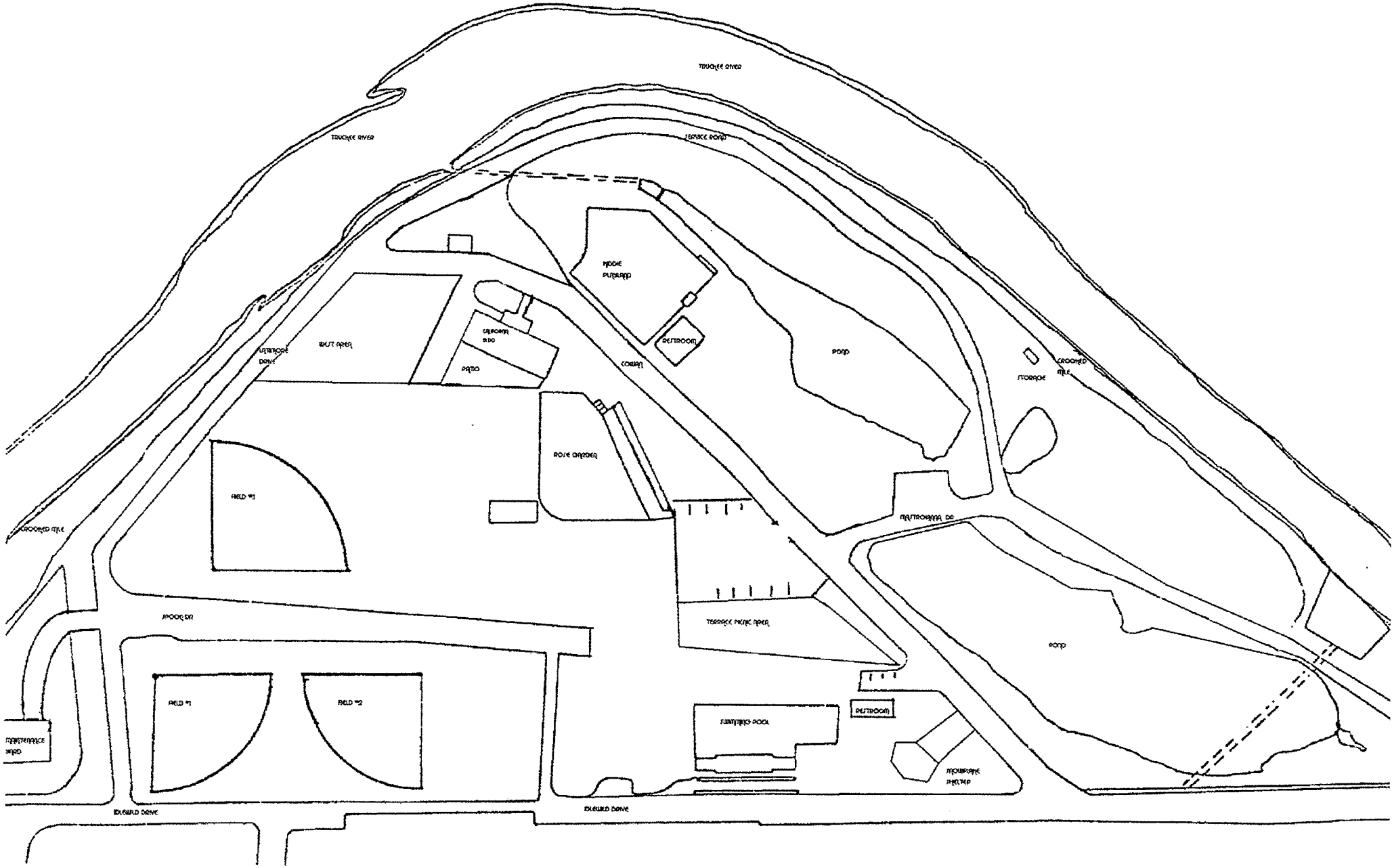
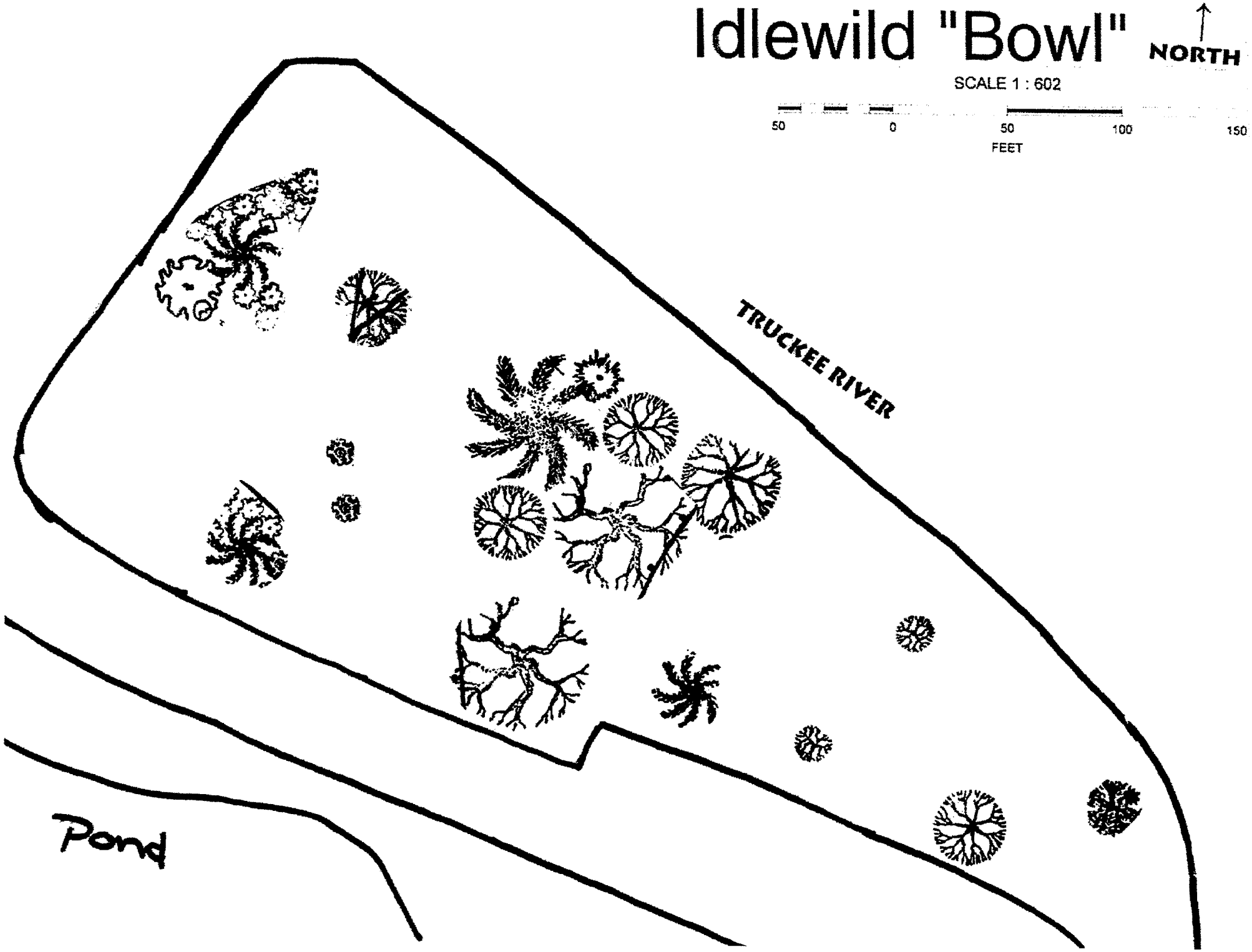
Scale 1" = 50'

500' around footprint of ice rink
4 light poles around rink
10 light poles on river with outlets
5 lights on Virginia St
6 garbage cans

CITY PLAZA



IDLEWILD PARK



Idlewild "Bowl"