EVENT NAME Senior Flash Mob

EVENT LOCATION Reno Arch, Virginia St. & Commercial Row

EVENT DATES AND TIMES

Setup Date	July 24	Setup Start Time	9:30 a.m.
Event Start Date	July 24	Event End Date	July 24th
Daily Event Start Time	10:30 a.m.	Daily Event End Time	11:00 a.m.
Dismantle Date		Dismantle End Time	11:00 a.m.

EVENT DESCRIPTION

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

Local senior citizens will do a dance and singalong under the Reno Arch. Will need area for buses on Commercial row and staging (possibly) at RETRAC cover.

ON SITE CONTACT Sharon Spangler Bob Forse **ON SITE NUMBER** 775-544-6043

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 Sharon Spangler

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*

HOST ORGANIZATION	City of Reno	**EVENT COORDINATOR**	Sham Spangler, Bob Forse
MAILING ADDRESS	1 East First Street	**CITY/STATE/ZIP**	Reno, NV 89501
DAYTIME PHONE	775-785-5888	**CELL PHONE** 775-544-6043	**FAX** 775-334-2034
WEBSITE	Reno.gov	**EMAIL ADDRESS**	Spanglers@Reno.gov
ONSITE CONTACT	Sham Spangler, Bob Forse	**CELL PHONE**	775-544-6043
PUBLIC CONTACT		**DAYTIME PHONE**	775-785-5888
FEDERAL TAX ID		☒ **HOST ORGANIZATION IS NON-PROFIT** Proof of current non-profit status must be included with application.	

ANTICIPATED ATTENDANCE: **DAILY** 400 **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:

N/A

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.

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? N/A

☐ 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.

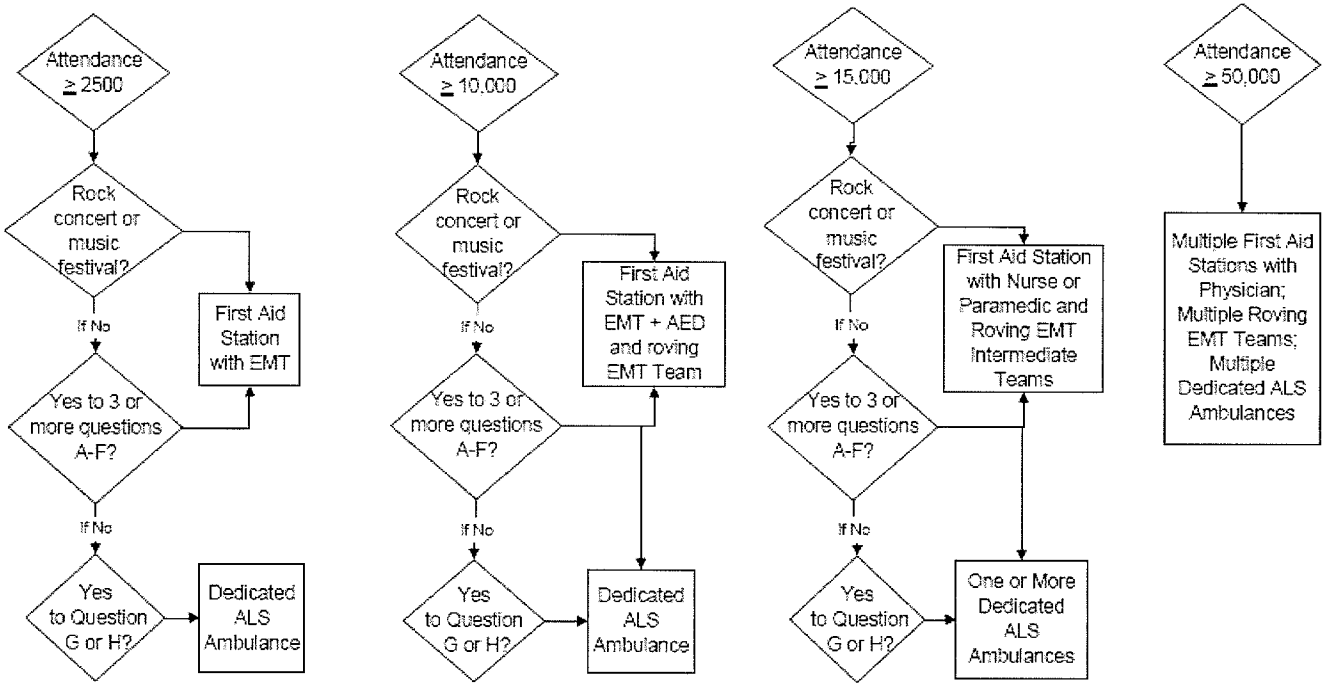
Renown Regional Medical Center
Attn: Emergency Department Manager
1155 Mill St
Reno, NV 89502
775-982-4100 | FAX 775-982-5555

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

SPECIAL EVENT & ACTIVITY PERMIT APPLICATION
ATTACHMENT A

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 Senior Flash Mob **Event Date** July 24, 2014

Time Start 10 a.m. **Time End** 11 a.m.

Type of Event dance & lip sync

Event Location under the Reno Arch

Type of Amplification or Multimedia
Voice/Speech
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 A

CITY OF RENO
SOUND AMPLIFICATION/MULTIMEDIA PERMIT

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- 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 Senior Flash Mob **Event Date** July 24, 2014

Time Start 10:00 am ~~9:30 am~~, (10:30 am event) **Time End** 11:30 am

Type of Event _____

Event Location _____

Type of Amplification or Multimedia Voice/Speech Live Music (Band) DJ/Music/Karaoke 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	July 24 10am	11 a.m.
Commercial Row to Third St	"	"
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			

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: next to Reno Arch Date(s)/Time(s): July 24, 10a.m. to 11a.m.

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

☒ ReTRAC Plaza*– East (between Sierra St & Virginia St) Date(s)/Time(s): July 24, 10am to 11a.m.

☐ ReTRAC Plaza*– West (between West St & Sierra St) Date(s)/Time(s): _____

**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?

Yes. Plan to use RTC if possible and shuttle buses.

Where will event participants park?

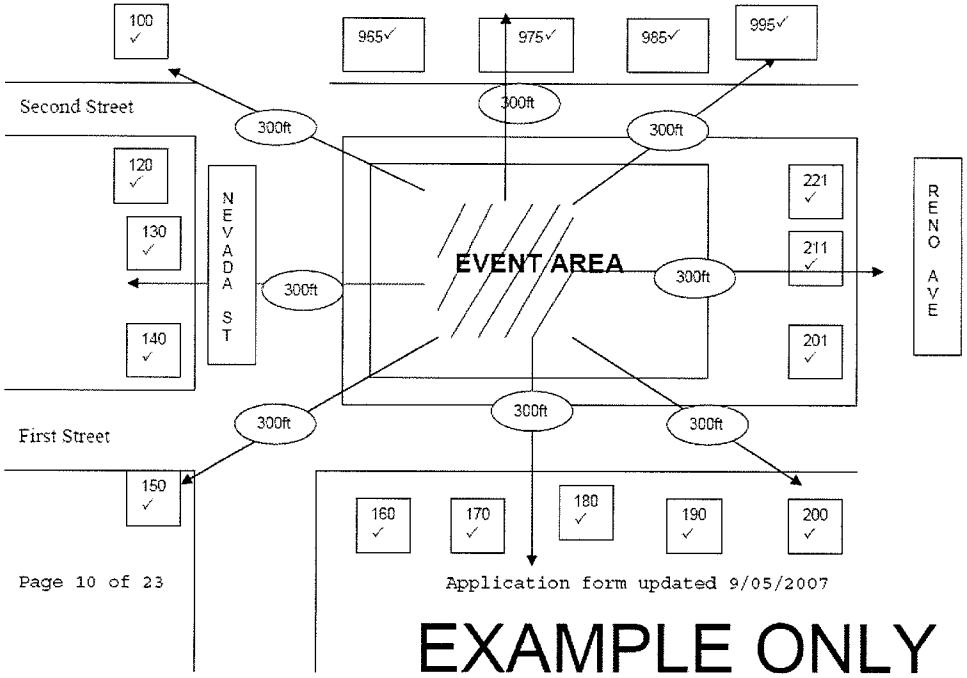
Commercial row

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.