

ELKO CITY PUBLIC EVENTS IN CITY PARKS APPLICATION  
(Only for park property events with vendors or entry fees)  
1751 COLLEGE AVENUE  
ELKO, NV 89801  
PHONE: 775-777-7138  
FAX: 775-777-7129  
EMAIL: www.elkocity.com

A Public Event is any event, function, sporting event or other gathering sponsored by an organization to which the general public is invited, and held on park property owned by the City. Any event held on City park property to which the general public is invited to attend, either through the sale of tickets or other means of entry, will be considered a "Public Event" so long as there are no restrictions on the allowed attendees.

Park Property includes all property owned by the City, including but not limited to, all sports complexes, playing fields, (excluding Ruby View Golf Course), HARP, Main City Park, Angel Park, Mountain View Park, Riverview/Southside Park, 5<sup>th</sup> Street Park, Greenbelt Park, and other facilities and all park equipment owned by the City, which shall have fees established by the City Council for the use of such city owned park property.

Every organizer/sponsor of a public event on City park property that will include vendors or entry fees must complete the attached forms. If there are no vendors or entry fees the only requirement is to reserve the park property with the Elko Recreation Department.

The applicant must complete the Application to Reserve Elko Public Properties and return it to the Elko Recreation Department located at 723 Railroad Street in Elko. Once the reservation has been made, the sponsor must complete and return the Special Event Vendor Permit to the address listed above and pay the applicable fees. The sponsor is also required to submit liability insurance in the amount of \$1,000,000 with Elko City named as additionally insured. After the application and insurance have been submitted a Special Event Vendor License will be issued.

It will be the City Clerk's discretion to have a background check completed by the Elko Police Department before an event will be allowed or a vendor will be permitted.

All Park Property hours are from 6:00 a.m. until 12:00 midnight.

IT IS THE RESPONSIBILITY OF THE EVENT ORGANIZER/SPONSOR TO PROVIDE FOR THE SANITATION AND DISPOSAL NEEDS AS IDENTIFIED THROUGH THE APPLICATION PROCESS TO INSURE THE HEALTH AND SAFETY OF THE PARTICIPANTS AND CITIZENS. THE EVENT ORGANIZER/SPONSOR WILL BE RESPONSIBLE FOR ANY AND ALL REPAIRS NEEDED AS A RESULT OF THE EVENT.

THERE WILL BE NO OVERNIGHT CAMPING ALLOWED ON CITY PROPERTY UNLESS PREAPPROVED BY THE ELKO CITY COUNCIL!!!

## ELKO CITY PARK USE POLICY

### PURPOSE

To define the City's policy as it applies to the use of parks for "Public Events" or personal use.

### PROVISIONS

It is the policy of the City of Elko to extend the use of the City parks to its citizens in every reasonable way. It has been recognized that these parks can enhance the quality of life for all residents of the City when utilized appropriately. To secure the highest quality and availability the City must commit enormous resources into the maintenance and upkeep of its parks.

### PUBLIC EVENTS

- All plans, set-ups and displays must be submitted and pre-approved through the Park Reservation process.
- To hold a "Public Event," which includes vendors or entry fees, within the park area, all license requirements must be complied with through the Elko City Business License Department.
- One support team and security team will be required per event.
- The Event sponsor will be responsible for any and all repairs needed as a result of the event.

### CAMPING

- Tents and sleeping bags will be allowed only upon approval by the City Council, not to exceed two (2) nights, in an approved area set by the Parks Department.
- One RV/Camper which is associated with a "Public Event" will be allowed per event and only in a designated area as set by the Park Superintendent. At no time will septage dumping be allowed within the parks.

### VEHICLES

- The only vehicles allowed on lawn surfaces at any time are:
  1. Park maintenance and improvements vehicles
  2. Emergency vehicles
  3. Approved "Public Events" that are vehicle oriented
  4. Temporary loading & unloading for "Public Events" to be removed immediately upon completion (less than 10,000 lbs.)

### CARNIVALS

- No carnivals will be allowed within the public park area or associated right-of-way.

### ALCOHOLIC BEVERAGES

- No alcoholic beverages are allowed within the park except in designated areas.

### GLASS CONTAINERS

- It is unlawful for any person to use or physically possess any container for liquids made of glass, or a mixture of glass, to be used for personal consumption. The Police Department may confiscate any in container in violation.

**CITY OF ELKO APPLICATION TO RESERVE CITY OF ELKO PUBLIC PROPERTIES**

723 RAILROAD STREET #1 \* ELKO, NEVADA 89801 \* 775-777-7260 \* FAX 775-777-7264

Applicant & Organizations Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of \_\_\_\_\_ Is this a special event where the public will be invited? \_\_\_\_\_ If yes you will need to obtain a Special Events License **TWO WEEKS IN ADVANCE** from City Hall. Do you wish to close a street? \_\_\_\_\_ If yes, permission must be granted by the City Council. Will alcohol be sold? \_\_\_\_\_ If yes, you will need to obtain a Special Event Liquor License in **ADVANCE** from City Hall. Will there be a sound system or live music? \_\_\_\_\_ If yes, there will be a time limit set on length of music according to the City Codes. **All City of Elko Parks close at midnight.** In addition to the rental fee, a delivery charge of \$1.00 per mile (Monday thru Friday only, no delivery on weekends) shall be charged for each vehicle used to deliver the equipment to non-park property. **FIRST COME FIRST SERVED!**

**PLEASE INDICATE WHICH PUBLIC PROPERTY AND WHICH AREA YOU WISH TO RESERVE**

**MAIN CITY PARK**  
 B-B-Q Pit #1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_ #4 \_\_\_\_\_ #5 \_\_\_\_\_ #6 \_\_\_\_\_ #7 \_\_\_\_\_ #8 \_\_\_\_\_ Cement Slab \_\_\_\_\_ Handball Court \_\_\_\_\_ Tennis Courts \_\_\_\_\_  
 BB Court \_\_\_\_\_ Volleyball Court \_\_\_\_\_ Johnny Applesseed BBQ \_\_\_\_\_ Ernie Hall Field #1 \_\_\_\_\_ Ernie Hall Field #2 \_\_\_\_\_ Newton Field \_\_\_\_\_  
 Kump Field/Lower \_\_\_\_\_ Upper \_\_\_\_\_ Skate Park \_\_\_\_\_ Wornek Field/Upper \_\_\_\_\_ Lower \_\_\_\_\_ Herrera Complex #A \_\_\_\_\_ #B \_\_\_\_\_ Other \_\_\_\_\_ Where? \_\_\_\_\_

**MOUNTAIN VIEW PARK**  
 B-B-Q Pit #1 \_\_\_\_\_ #2 \_\_\_\_\_ Soccer Field #1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_ #4 \_\_\_\_\_ #5 \_\_\_\_\_ #6 \_\_\_\_\_ #7 \_\_\_\_\_ #8 \_\_\_\_\_ Tennis Courts \_\_\_\_\_ **PEACE PARK**  
 B-B-Q Pit #1 \_\_\_\_\_ #2 \_\_\_\_\_ Soccer Field #1 \_\_\_\_\_ #2 \_\_\_\_\_ Tennis Courts \_\_\_\_\_ B-B-Q #1 \_\_\_\_\_ #2 \_\_\_\_\_

**RIVER VIEW PARK (SOUTHSIDE PARK)**  
 B-B-Q Pit #1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_ Tennis Court \_\_\_\_\_ BB Court \_\_\_\_\_ Soccer Field \_\_\_\_\_ Ball Field \_\_\_\_\_ Fifth Street Park \_\_\_\_\_ Soccer Field \_\_\_\_\_ **TRAIN PARK**  
 B-B-Q Pit #1 \_\_\_\_\_ #2 \_\_\_\_\_ Soccer Field #1 \_\_\_\_\_ #2 \_\_\_\_\_ Soccer Field \_\_\_\_\_ Picnic Area \_\_\_\_\_

**HARP**  
 What Location? \_\_\_\_\_ **CORRIDOR**  
 What Location? \_\_\_\_\_

**OTHER PUBLIC PROPERTY:** \_\_\_\_\_

**SERVICES REQUESTED: Please check each RESOLUTION OF FEES FOR SERVICES ON BACK OF FORM.**

- a. Picnic Tables \_\_\_\_\_ d. Electrical Hookup \_\_\_\_\_ g. 75 Person Portable Bleachers \$150.00 ea. j. Barricades \$5.00 ea.
- b. Serving Tables \_\_\_\_\_ e. Stages (4) \_\_\_\_\_ h. 300 Person Mobile Bleachers \$500.00 ea. k. Cones \$5.00 ea.
- c. Garbage Cans \_\_\_\_\_ f. Stage Steps (2) \_\_\_\_\_ i. Other \_\_\_\_\_

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

(For Parks Department use only)  
 PARK DEPARTMENT APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

TOTAL COST: \$ \_\_\_\_\_ PAID: (Check one) CHECK # \_\_\_\_\_ CASH \_\_\_\_\_ BILLED \_\_\_\_\_

RESERVATION FEES:	
1-50 PERSONS.....	\$25.00
51-100 PERSONS.....	50.00
101-150 PERSONS.....	75.00
151-200 PERSONS.....	100.00
201-300 PERSONS.....	150.00
301-400 PERSONS.....	200.00
400 + PERSONS.....	250.00

**FOR ALL PARTIES OVER 200 PERSONS, A SECURITY DEPOSIT OF \$300.00 IS REQUIRED.**

**PLEASE KEEP THIS COPY WITH YOU AT ALL TIMES WHILE USING THE AREA THAT YOU HAVE RESERVED**

A RESOLUTION SETTING FEES AND CHARGES FOR  
 PARKS AND PARK EQUIPMENT USE PURSUANT TO  
 ELKO CITY CODE, TITLE 8, CHAPTER 11, SECTION 2  
 AND ELKO CITY CODE, TITLE 8, CHAPTER 11, SECTION 8

(1)	Park Reservations:	
a.	Park reservation for event, gathering or party of 1-50 (INCLUDES UP TO 7 PICNIC TABLES, TRASH CANS, AND 1 SERVING TABLE)	\$25.00
b.	Park reservation for event, gathering or party of 51-100 (INCLUDES UP TO 14 PICNIC TABLES, TRASH CANS, AND 1 SERVING TABLE)	\$50.00
c.	Park reservation for event, gathering or party of 101-150 (INCLUDES UP TO 21 PICNIC TABLES, TRASH CANS, AND 2 SERVING TABLES)	\$75.00
d.	Park reservation for event, gathering or party of 151-200 (INCLUDES UP TO 28 PICNIC TABLES, TRASH CANS, AND 2 SERVING TABLES)	\$100.00
e.	Park reservation for event, gathering or party of 201-300 (INCLUDES UP TO 35 PICNIC TABLES, TRASH CANS, AND 4 SERVING TABLES)	\$150.00
f.	Park reservation for event, gathering or party of 301-400 (INCLUDES UP TO 42 PICNIC TABLES, TRASH CANS, AND 4 SERVING TABLES)	\$200.00
g.	Park reservation for event, gathering or party of 401+ (INCLUDES UP TO 100 PICNIC TABLES, TRASH CANS, AND 6 SERVING TABLES)	\$250.00
h.	For all parties over 200 persons, a security deposit of \$300.00 shall also be required.	

(2)	Equipment Rental: (other than included for reservations)	
a.	Picnic Table	\$10.00 ea.
b.	Trash Can	\$5.00 ea.
c.	Barricade	\$5.00 ea.
d.	75 person bleacher	\$150.00 ea.
e.	300 person mobile bleachers	\$500.00 ea.
f.	Stages (4)	\$10.00 ea.
g.	Serving Table	\$10.00 ea.
h.	In addition to the rental fee, a delivery charge of \$1.00 per mile will be charged for each vehicle used to deliver the equipment to non-park property.	



**CITY OF ELKO**  
**SPECIAL EVENT VENDOR PERMIT**  
 1751 COLLEGE AVENUE - ELKO, NEVADA 89801  
 PHONE: 775-777-7138 FAX: 775-777-7129  
 EMAIL: buslic@ci.elko.nv.us

If you are the organizer/sponsor of an event to be held within the City limits of Elko and the event includes vendors or fees for admission this permit must be completed prior to the event. The sponsor of the event shall include a list of all vendors and will be responsible for the vendors and all associated fees. It is not necessary for every vendor to obtain a business license with the City, however if a vendor has an Elko City Business License for a business physically located in the City, there is no charge for that vendor. There is also no charge for non-profit vendors. The vendor fees are different when the event is on private property and when it is held on public property. If the event is on private property the fee is per vendor, per day. If it is on public property the fee is a flat fee per vendor. The City recognizes that the organizer/sponsor of the event has all control and authority over the decision to allow or refuse participation by any individual vendor.

The sponsor of the event is also responsible for contacting the Nevada Department of Taxation in Reno to ensure compliance with their regulations. Attached are the forms required by the Department of Taxation. The City must receive verification that the sponsor has complied with Taxation. This verification may be provided in writing, via fax, email, or phone from the Department of Taxation. A permit will not be issued until the verification has been received by the City.

The Event Vendor Permit is non-transferable. The City reserves the right to require a police investigation if it appears that the applicant has failed to truthfully provide all information required or that the holding of the proposed special event is in violation of any ordinance or law of the city, state or federal government.

Please complete the application, obtain the required signatures and return it and all required fees to the office location shown above.

Pursuant to Elko City Code Section 4-1-16 and Resolution #1-04, the undersigned hereby applies for an Event Vendor Permit.

Name of Event: \_\_\_\_\_

Organizer/Sponsor: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Date(s) & Time of Event: \_\_\_\_\_ Total number of days: \_\_\_\_\_

Fees: Total number of vendors requiring a license: \_\_\_\_\_ x \$6.00 each per day (private property) Total fee paid: \_\_\_\_\_

Total number of vendors requiring a license: \_\_\_\_\_ x \$34.50 each (public property) Total fee paid: \_\_\_\_\_

**\*\*No fee shall be charged to businesses located within the City of Elko with a current business license or for non-profit vendors. List all vendors on the back of this page.**

Under penalties of perjury, the undersigned declares that he/she is the applicant/authorized agent of the applicant in the foregoing application for license and knows the contents thereof; that those items contained in the application are true of his/her own knowledge except as to those matters stated on information and belief and as to such matters he/she believes it to be true.

\_\_\_\_\_  
Signature of Applicant/Agent

\_\_\_\_\_  
Mailing Address & Phone Number

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Clerk/Deputy Clerk

\_\_\_\_\_  
Elko City Fire Department 775-777-7347  
911 Idaho St. Elko, NV

\_\_\_\_\_  
Nevada State Health Dept. (for food vendors) 775-753-1138  
1020 Ruby Vista Dr. Ste 103 Elko, NV

**EVENT VENDOR LIST**

Please list all vendors whether or not a fee is charged for the vendor. Indicate if they have a City License for a business physically located in the City or if they are non-profit.

NAME	ADDRESS	PRODUCT SOLD	CITY LICENSE #
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
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16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			

Attach additional sheets if necessary.



JIM GIBBONS  
*Governor*  
ROBERT R BARENGO  
*Chair, Nevada Tax Commission*  
DINO DICIANNO  
*Executive Director*

**STATE OF NEVADA**  
**DEPARTMENT OF TAXATION**

**Web Site: <http://tax.state.nv.us>**  
1550 College Parkway, Suite 115  
Carson City, Nevada 89706-7937  
Phone: (775) 684-2000 Fax: (775) 684-2020

**LAS VEGAS OFFICE**  
Grant Sawyer Office Building, Suite 1300  
555 E. Washington Avenue  
Las Vegas, Nevada 89101  
Phone: (702) 486-2300 Fax: (702) 486-2373

**RENO OFFICE**  
4600 Kietzke Lane  
Building L, Suite 235  
Reno, Nevada 89502  
Phone: (775) 687-9999  
Fax: (775) 688-1303

**HENDERSON OFFICE**  
2550 Paseo Verde Parkway, Suite 180  
Henderson, Nevada 89074  
Phone: (702) 486-2300  
Fax: (702) 486-3377

**PROMOTER INSTRUCTIONS FOR ONE TIME EVENTS**

Nevada Revised Statute 372.025, 372.055, 372.060 and NAC 372.180 are the Department of Taxation's statutory authority to collect Sales and Use taxes at one-time Events.

Nevada Administrative Code (NAC) 372.180 states the promoter or organizer of a one-time event has the responsibility to collect and remit the taxes for their respective events. The promoter or organizer is allowed to issue one-time returns to participants after securing the Department's approval.

1. Provide a list of all vendors to the Department at least 2 weeks prior to the event. Include the following information to identify your event: 10 digit Taxpayer ID # (if already assigned), name of event, dates, and location. Also provide the following information for each vendor: vendor's name, address, and phone number. You can mail your vendor list to 4600 Kietzke Ln , Ste L235 Reno, NV 89502, or email to [renoontimes@tax.state.nv.us](mailto:renoontimes@tax.state.nv.us).
2. At the beginning of the event, provide each vendor with a "One Time Sales Tax Return". This return is a three part form on one 8x10 page.
3. At the end of the event, each vendor must remit the sales tax collected and their "One Time Sales Tax Return" to the promoter. All three sections of the return should be filled out. The Seller's Copy (bottom) is to remain with the vendor. The Promoter's Copy (middle) is retained by the promoter. The Department Copy (top) must be mailed back to the Department with the sales tax collected.
4. The sales tax collected is due back to the Department within 10 business days after the conclusion of the event.
5. If a vendor has an existing sales tax permit, have them clearly indicate that number on all three copies of the One Time Sales Tax Return. They may remit payment of taxes collected at the event on their "regular" Sales & Use Tax Return.
6. Please do not send cash through the mail. If a vendor gives you cash, please convert it to check or money order made payable to: Nevada Department of Taxation.
7. We do not accept two-party checks. If a check or money order is made payable to the promoter, another check will need to be written (either by the promoter or the vendor) and made payable to: Nevada Department of Taxation.
8. For future events, be sure to contact the Department of Taxation at least 30 days in advance.

Any questions or problems please contact the local office at (775) 687-9999 or email us at [renoontimes@tax.state.nv.us](mailto:renoontimes@tax.state.nv.us).

**NEVADA DEPT OF TAXATION**

**ONE TIME EVENT  
APPLICATION AND LOG**

Permit/License No.

Requested By

Date

ST  BT  New  Revised

Temporary Number (Department use only)

Requested By/Assigned to (Department use only)

**ORGANIZATION INFORMATION**

Organization Name			
Address			
Person in Charge			
Work Phone	Home Phone	Will this be a reoccurring event? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how many times a year?

**EVENT INFORMATION**

Event Name		
Location		
Event Dates	Date Returns Issued	Date Returns To Be Returned
Permit Numbers Issued		
From # _____	To # _____	
_____	_____	= _____ Total Number
_____	_____	= _____ # Returned
_____ Reconciled By		= _____ Difference

Other Information



**NEVADA DEPARTMENT OF TAXATION**

**ONE TIME SALES TAX RETURN**

Remit Payment to the Address Below:

**4600 Kietzke Ln, Building L, Room 235  
Reno, NV 89502**

TID No.:

Number of Returns Issued: \_\_\_\_\_

To Be Returned By: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Location of Event: \_\_\_\_\_

Name of Business or Individual: \_\_\_\_\_

Phone No. ( ) \_\_\_\_\_

Business Address: \_\_\_\_\_

EIN / SSN: \_\_\_\_\_

City, State: \_\_\_\_\_

Zip: \_\_\_\_\_

Gross Taxable Sales: \_\_\_\_\_ Tax Rate: Elko 6.850%

Sales Tax Due: \_\_\_\_\_

Signature: \_\_\_\_\_

Assigned Space No.: \_\_\_\_\_

Owner/Partner/Corporate Officer

Pursuant to NRS 372.055 every vendor who makes sales more than twice in a twelve (12) month period must register as a seller in the State of Nevada.

If payment is by check or money order, please make it payable to the Department of Taxation for the full amount of sales tax due. This return must be filed even though no taxable sales were made.

**Department Copy**

TXR-01.04 ONE TIME TAX RETURN  
Rev 06-01-09

**NEVADA DEPARTMENT OF TAXATION**

**ONE TIME SALES TAX RETURN**

Remit Payment to the Address Below:

**4600 Kietzke Ln, Building L, Room 235  
Reno, NV 89502**

TID No.:

Number of Returns Issued: \_\_\_\_\_

To Be Returned By: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Location of Event: \_\_\_\_\_

Name of Business or Individual: \_\_\_\_\_

Phone No. ( ) \_\_\_\_\_

Business Address: \_\_\_\_\_

EIN / SSN: \_\_\_\_\_

City, State: \_\_\_\_\_

Zip: \_\_\_\_\_

Gross Taxable Sales: \_\_\_\_\_ Tax Rate: Elko 6.850%

Sales Tax Due: \_\_\_\_\_

Signature: \_\_\_\_\_

Assigned Space No.: \_\_\_\_\_

Owner/Partner/Corporate Officer

Pursuant to NRS 372.055 every vendor who makes sales more than twice in a twelve (12) month period must register as a seller in the State of Nevada.

If payment is by check or money order, please make it payable to the Department of Taxation for the full amount of sales tax due. This return must be filed even though no taxable sales were made.

**Promoter's Copy**

TXR-01.04 ONE TIME TAX RETURN  
Rev 06-01-09

**NEVADA DEPARTMENT OF TAXATION**

**ONE TIME SALES TAX RETURN**

Remit Payment to the Address Below:

**4600 Kietzke Ln, Building L, Room 235  
Reno, NV 89502**

TID No.:

Number of Returns Issued: \_\_\_\_\_

To Be Returned By: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Location of Event: \_\_\_\_\_

Name of Business or Individual: \_\_\_\_\_

Phone No. ( ) \_\_\_\_\_

Business Address: \_\_\_\_\_

EIN / SSN: \_\_\_\_\_

City, State: \_\_\_\_\_

Zip: \_\_\_\_\_

Gross Taxable Sales: \_\_\_\_\_ Tax Rate: Elko 6.850%

Sales Tax Due: \_\_\_\_\_

Signature: \_\_\_\_\_

Assigned Space No.: \_\_\_\_\_

Owner/Partner/Corporate Officer

Pursuant to NRS 372.055 every vendor who makes sales more than twice in a twelve (12) month period must register as a seller in the State of Nevada.

If payment is by check or money order, please make it payable to the Department of Taxation for the full amount of sales tax due. This return must be filed even though no taxable sales were made.

**Seller's Copy**

TXR-01.04 ONE TIME TAX RETURN  
Rev 06-01-09