



**ELKO CITY SPECIAL EVENTS APPLICATION**  
**(When the Event Includes a Closure of City Property)**  
**(This application must be filed at least 30 days prior to the event)**

The City of Elko encourages Special Events within the city limits provided the applicant complies with all applicable City Code requirements to ensure a safe event for the sponsors and the public. This application is for those special events open to the general public when the event requires closure of any city street, alley, right-of-way, or public property which is owned or controlled by the city and may or may not include vendors. The event sponsor will be responsible for all vendors. (Please note; there is a separate application for the closure of a city owned sidewalk.)

All special events must receive initial approval by the City Council prior to the event. Once the event has been approved by the Council it will be reviewed administratively in subsequent years. However, any changes to the event or administrative denials will require that the event be reviewed and approved by the City Council. A completed application must be submitted each time the event is held and must be submitted at least 30 days prior to the event. The City Council meetings are held on the second and fourth Tuesday of every month. The applicant is responsible for submitting the application in advance to ensure the event will be placed on the agenda prior to the event.

Upon completion and review of your application, a City of Elko Action Report will be issued. This report is an approval or denial of the application with listed findings and conditions. Failure to comply with conditions may result in revocation or denial of future applications.

If you are planning to use temporary signage for your event, you must contact the Elko Planning Department at 775-777-7160.

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 travel, transportation, signage, accessible vendors and booths. The enclosed questionnaire includes an Accessibility Plan guideline.

The attached application includes a checklist and instructions. The application should be completed and applicable fees paid prior to the event (or if the first time for the event prior to it being placed on the City Council agenda) and submitted to the Elko City Clerk/Business License Department at 1751 College Avenue, Elko, NV 89801. **Please keep the entire application together at all times.** Any questions regarding this form should be submitted as shown below:

Elko City Business License Department, 1751 College Ave. Elko, NV 89801  
Phone: 775-777-7138 Fax: 775-777-7129  
Email: [buslic@ci.elko.nv.us](mailto:buslic@ci.elko.nv.us)

Elko City Clerk, 1751 College Ave. Elko, NV 89801  
Phone: 775-777-7126 Fax: 775-777-7129  
Email: [cityclerk@ci.elko.nv.us](mailto:cityclerk@ci.elko.nv.us)

A Special Event Liquor or Beer/Wine application must be completed for any liquor sales during the event. All applications are located on the City's website at [elkocity.com](http://elkocity.com) by clicking on "Licenses."

**ELKO CITY SPECIAL EVENT CHECKLIST & INSTRUCTIONS**  
**(When the Event Includes a Closure of City Property)**

Please read the instructions carefully and check off when each item has been completed.

***An incomplete application may result in denial or delay in approval of the event.***

**1. Special Event/Vendor Application (A)**

This application must list the name of the sponsor, name of the event, time, date and place of the event. If vendors will be present, please complete that portion of the application. If there will be vendors the sponsor is responsible for contacting the 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 verification has been received. The applicant must also obtain the signature on the line below from the Nevada State Health Department for food vendors. The fee is \$34.50 per vendor if the vendors are located on City property and \$6.00 a day per vendor per day if on private property. If the vendor has an Elko City Business License for a business physically located in the City, there is no charge. There will also be no charge for non-profit organization vendors. **The payment of the vendor fees can be coordinated at the completion of the application.**

**2. Facility Equipment Use Fees Permit (B)**

This application lists the fees for the closures and use of any city equipment.

**3. Special Events Applicant Questionnaire & Staff Flow Sheet (C. 1 & 2)**

The purpose of these forms is to insure that any affected City Departments are aware of the event and the requirements from their department. Please answer each question in detail. The sponsor must meet with each department shown for comments and signatures.

**4. Area Mapping**

An area map must be completed to include:

- location of event
- road closures showing number and placement of barricades
- emergency access plans to include traffic patterns and parking
- location of all bandstands, bleachers, additional garbage cans, electrical hookups, tables and barricades
- any other activities related to the event

**5. If the sponsor of the event is proposing the use of any State of Nevada right-of-way in conjunction with the city property for the event, they must file an application with the Nevada Department of Transportation and provide a copy to the city along with signed approval shown on the Staff Flow Sheet.**

**6. Events on City Property Municipal Code**

All Special Events sponsors must understand and agree to comply with all provisions as set forth in Elko City Code 8-16-1 to 8-16-8 for any event on city property and must sign stating as such on the enclosed copy of the code.

**7. The sponsor is required to submit a liability insurance policy in the amount of \$1,000,000 with the city named as additional insured.**

**8. The sponsor of the event shall submit a list of businesses and residential properties which may be affected by the event along with signatures of acknowledgement from each affected business or resident.**

**\*\*It is the responsibility of the event organizer/sponsor to provide for the sanitation and disposal needs as identified through the application process.**

**\*\*There will be no overnight camping allowed on city property unless preapproved by the City Council. Per Elko City Code no camping is allowed in the Downtown Corridor.**

**ELKO SPECIAL EVENT/VENDOR APPLICATION  
(When the Event Includes a Closure of City Property)**

**(A)**

Pursuant to Elko City Code 8-16-1 to 8-16-8, the undersigned hereby applies for a Special Event/Vendor License.

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

Sponsor of Event: \_\_\_\_\_

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

Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

If you are requesting a closure indicate the dates, time and place of the closure: \_\_\_\_\_

Number of Vendors \_\_\_\_\_ x \$34.50 per vendors on City Property  
\_\_\_\_\_ x \$6.00 per day per vendor on Private Property

\*\*No fee shall be charged to businesses physically located within the City of Elko with a current Elko City Business License. No charge to non-profit vendors.

Please list all vendors (including those that will not be charged) on next page.

The City prefers a primary contact person to deal with regarding the issues concerning the event. Although the primary contact person may have others assisting with the safety, security, traffic and parking of the event, the primary contact person will be the only person the City will contact regarding the event. If at any time the primary contact person changes, they must submit a letter stating who will become the main contact. Please list all numbers in which the primary contact person will be available.

Primary Contact Person: \_\_\_\_\_

24 Hour Phone/Cellular: \_\_\_\_\_

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.

Applicant Name: \_\_\_\_\_ (please print)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Mailing Address

Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

\_\_\_\_\_  
Type of verification from Nevada Taxation

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

**EVENT VENDOR LIST**

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

**Attach additional sheets if necessary.**



**CITY OF ELKO  
FACILITY/EQUIPMENT USE FEES PERMIT**

**(B)**

This application includes fees for special events held within the City of Elko on property under the ownership and/or control of the City of Elko. The sponsor of such event must complete this form and include all fees necessary for the event. The sponsor will be responsible for any other City fees incurred during the event and not listed on this form.

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

Sponsor of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

If you are requesting a closure indicate the dates, times and place of the closure: \_\_\_\_\_

**Facility Use Fees:**

Street Closures: \$100 per lineal block \_\_\_\_\_ blocks @ \$100 Amount \_\_\_\_\_  
 Parking Corridor Closures: \_\_\_\_\_ corridors @ \$200 Amount \_\_\_\_\_  
 \$200 per corridor, or \$50.00 per quarter \_\_\_\_\_ ¼ corridor @ \$50 Amount \_\_\_\_\_  
 corridor (A parking corridor is a full block of parking between Railroad and Commercial Streets)

Electrical Fees: \$50 per service panel \_\_\_\_\_ panels @ \$50 Amount \_\_\_\_\_  
 \$10 per distribution box \_\_\_\_\_ boxes @ \$10 Amount \_\_\_\_\_

All consumption fees based on power used throughout the event will be the responsibility of the sponsor.

Public Safety Fees: All fees associated with the Elko Fire Department assessed pursuant to Elko City Code Title 6, Chapter 5.

The special event organizer shall pay for additional law enforcement services where warranted. This fee shall be negotiated in advance of the event, and shall be specifically approved by the City Council as part of their approval of the closure of the street or parking corridor.

<b>Equipment Use Fees:</b>			City delivery requested (circle one)	
Picnic Table: _____ @ \$10 each minimum of 4	Amount : _____	yes	no	
Serving Table: _____ @ \$10 each	Amount : _____	yes	no	
Trash Can: _____ @ \$5 each	Amount : _____	yes	no	
Barricade _____ @ \$5 each	Amount : _____	yes	no	
75 person bleacher _____ @ \$75	Amount : _____	yes	no	
Stages _____ @ \$40 each	Amount : _____	yes	no	
300 person bleacher _____ @ \$300	Amount : _____	yes	no	
Cones _____ no charge		yes	no	
Other _____		yes	no	

Total Amount Due: \_\_\_\_\_

CITY OF ELKO SPECIAL EVENTS APPLICANT QUESTIONNAIRE

(C. 1 of 2)

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

The purpose of this worksheet is to assist city personnel in coordinating our efforts with event organizers.

Please answer all questions in as much detail as possible:

Estimated number of attendees: \_\_\_\_\_

Will this event affect normal traffic patterns and parking? What actions will be needed to mitigate these problems?  
Will City Personnel be needed? \_\_\_\_\_

What are the safety concerns for the participants of this event? What are the safety concerns for the spectators for this event? What actions are needed to minimize the safety problems? Will City personnel be needed? What stipulations have been made for emergency access? \_\_\_\_\_

Will there be any street closures? If yes, what are your emergency access plans? \_\_\_\_\_

What area will this event effect? Do you have permission from the property owners who may be effected? \_\_\_\_\_

If a street closure is occurring present us with a plan and equipment list. \_\_\_\_\_

Will the closure include any use of Nevada State right-of-way? \_\_\_\_\_

What other logistical problems may be encountered? How can the City help? \_\_\_\_\_

Will traffic signals be affected by the event? \_\_\_\_\_

Will electricity be needed for the event, please explain? \_\_\_\_\_

Will this event create a litter problem? How will that problem be mitigated? \_\_\_\_\_

What provisions will be made for public restrooms for the attendees? \_\_\_\_\_

Will horses be present? \_\_\_\_\_ Will a City street sweeper be required if so when? \_\_\_\_\_

**ACCESSIBILITY PLAN**

The City of Elko 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 the 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.

CITY OF ELKO STAFF FLOW SHEET

(C. 2 of 2)

The sponsor of the event shall present their entire application to each of the departments below for their comments and approval. The comments made by City Personnel are intended to assist in the approval process only, by signing they are acknowledging and agreeing to the requirements of their department should the event take place. Denials by any of the Departments may result in denial of the event.

**Please call to arrange an appointment with each department.**

NAME OF EVENT: \_\_\_\_\_

**For Official Use Only**

Police Department, 1401 College Ave:     Approved     Denied    Date \_\_\_\_\_  
Phone: 775-777-7310  
Comments/Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Signature: \_\_\_\_\_

Fire Department, 911 W. Idaho St.:     Approved     Denied    Date \_\_\_\_\_  
Phone: 775-777-7345  
Comments/Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Signature: \_\_\_\_\_

Street Department, 232 S. 10<sup>th</sup> St.:     Approved     Denied    Date \_\_\_\_\_  
Phone: 775-777-7241  
Comments/Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Signature: \_\_\_\_\_

Parks & Recreation Dept., 1435 Idaho St. (behind Sherman Station):     Approved     Denied    Date \_\_\_\_\_  
Phone: 775-777-7261  
Comments/Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Signature: \_\_\_\_\_

Nevada Department of Transportation (if applicable), 1951 Idaho St.:     Approved     Denied    Date \_\_\_\_\_  
Phone: 775-777-2725  
Comments/Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Signature: \_\_\_\_\_

**Please read and sign**

**Chapter 16  
EVENTS ON CITY PROPERTY**

**8-16-1: DEFINITIONS:**

As used in this chapter:

**DOWNTOWN CORRIDOR:** That area bounded by the northern right of way along Railroad Street and the southern right of way along Commercial Street from 3rd Street to 11th Street.

**FACILITY USE FEE:** A fee as payment for the use or rental of a city facility or real property.

**ORGANIZER/SPONSOR:** Means, but not limited to, any individual, firm, organization, club, partnership, corporation, or nonprofit that is responsible for the organization of a public event.

**SPECIAL EVENT:** Any planned gathering of persons, show, entertainment, celebration, or similar activity of temporary duration open to the general public which occupies any part of a street or other city property (excluding city owned public park areas when the event does not include street closures), and which hinders the general public in the ordinary and usual use of such street or public property, and includes at least one of the following features:

A. Vendors;

B. The event is being held in the downtown corridor, or the event requires closure of any city street, sidewalk, alley, right of way or public property which is owned or controlled by the city. "Special events" do not include parades or any prior contractual agreements made with the city for the use of city property.

**VENDOR:** Any individual, firm, organization, club, partnership, corporation or nonprofit offering goods and/or services for sale to the public. (Ord. 592, 12-10-2002)

**8-16-2: PERMIT REQUIRED:**

A special event will only be permitted on or upon any city street, sidewalk, alley, park which includes street closures, right of way, or public property which is owned or controlled by the city after submission of a complete application and approved by the city council as outlined in section 8-16-5 of this chapter. Determination of the completeness of the application shall be made by the city manager or authorized designee. (Ord. 699, 9-23-2008)

**8-16-3: ALCOHOLIC BEVERAGES:**

A. **Sale Or Consumption Permitted:** The sale or consumption of alcoholic beverages in conjunction with a special event may be permitted, provided any procedures or criteria adopted by ordinance or resolution of the city council are adhered to. An application for the sale or consumption of alcoholic beverages must be filed with an application for a special event permit and follow all procedures set forth.

B. **Application Procedure:** An application for the sale or consumption of alcoholic beverages shall follow the procedures set forth in section 4-5-4 of this code.

C. **Fees:** All license fees applicable, as set by resolution by the city council, to the sale of alcoholic beverages must be paid in addition to any special event fees.

D. **Glass Containers Prohibited:** It shall be unlawful to serve alcoholic and nonalcoholic beverages in glass containers within an area designated for a special event. (Ord. 592, 12-10-2002)

**8-16-4: APPLICATION FOR PERMIT:**

A. **Filing:** The application for a permit under this chapter to conduct or engage in any special event which involves the use of city streets, parks which include street closures, rights of way, alleys, sidewalks, or other public property owned or controlled by the city, shall be filed with the city clerk or authorized designee. Such application shall be filed at least thirty (30) days prior to the date that the permit is to become effective. Each application shall be accompanied by the established fees set forth by resolution by the city council.

B. **Consideration of Application Filed Later:** The city manager or authorized designee shall have the authority, in their discretion, to consider any application for a permit which is filed later than the time prescribed in this section.

C. Information Required: Every organizer/sponsor of a special event in the city must file an application which is furnished by the city for the event. The application must include, at least the following where applicable, as determined by the city:

1. Event application which includes the following:

- a. Name of the event;
- b. The name, address and telephone number of the organizer/sponsor conducting the proposed event;
- c. The date or dates and the specific times the property is to be utilized;
- d. The streets or other property and the specific area or areas which will be utilized in connection with the proposed use, event or activity; and
- e. Signature of an authorized representative from the Nevada department of taxation.

2. Application to reserve city properties, indicating the area to be used and the services being requested by the city.

3. Events contacts and sign off:

- a. Name, address, telephone number and cellular number of the person or persons responsible for coordinating or conducting the event;
- b. Name, address, telephone number and cellular number of the contact person or persons responsible for safety;
- c. Name, address, telephone number and cellular number of the contact person or persons responsible for security;
- d. Name, address, telephone number and cellular number of the contact person or persons responsible for traffic and parking; and
- e. Approval signatures must be obtained from the police, fire, street and park departments after the completion of the previous forms have been completed in their entirety. The applicant will be required to contact each department for preapproval if the event is being proposed to be held on any city property.

4. Proof of a liability insurance policy in the amount deemed appropriate by the city council with the city named as additional insured.

5. Special events vendor business license pursuant to section 4-1-16 of this code. The city recognizes that the organizer/sponsor of a special event has all control and authority over the decision to allow or refuse participation by any individual vendor.

6. Area mapping must be completed to include:

- a. Location of event;
- b. All proposed road and property closures;
- c. Traffic control plan;
- d. Emergency access plans to include traffic patterns and parking;
- e. A detailed plan, including, but not limited to, the location of all bandstands, bleachers, additional garbage disposal, electrical connections, tables, barricades; and
- f. Any additional information which the city deems reasonably necessary to a fair determination of the application.

D. Use of State Right Of Way: Every organizer/sponsor of a special event in the city who is proposing the use of any state right of way in conjunction with the city property for the event must file an application with the state department of transportation with a copy to be furnished to the city along with the application. (Ord. 592, 12-10-2002)