



**North Lyon County Fire Protection District
SPECIAL EVENT / MASS GATHERING
POLICY
And
Application**

**In cooperation with the City of Fernley and the Lyon County Sheriff's Office
Revised May 18, 2021**

The North Lyon Fire Protection District (the District) in cooperation with the Lyon County Sheriff's Office (LCSO), and the City of Fernley provides services through fiscally responsible use of public funds. The District provides a diverse range of services. This policy outlines the permitting process and requirements for mass gatherings / special events within the North Lyon Fire Protection District jurisdiction.

1. Purpose

- a. For the purpose of this policy, a special event is defined as an activity or series of activities, specific to an identifiable time and place, most often produced in conjunction with community organizations, held on public or private property, and generally occurring once a year. A Special Event includes but is not limited to:
 - i. Any activity involving entertainment and/or amplified sound, food, beverage, merchandise sales or any activity promoted as a festival, trade show open to the public, craft show, public dance, concert or performance, fair, major livestock event, circus, community event, athletic tournaments, or mass participation sport (such as marathons, running events, and bicycle races and tours) or
 - ii. Any organized activity that substantially increases or disrupts the normal flow of traffic on any street or highway, or
 - iii. Any activity which involves the use of public facilities with 50 or more people in attendance, or
 - iv. Any activity which involves the use of any District services that would not be necessary in the absence of such an event
- b. For the purpose of this policy, a mass gathering is defined as a temporary assembly of persons with an actual or reasonably anticipated daily attendance of greater than 200 persons and reasonably expected to operate for greater than 3 hours, including, but not limited to:
 - i. Any activity where admission tickets are sold to the public or admission is charged for participation in offered activity.
 - ii. Any activity where alcohol is made available for public consumption.
 - iii. Any organized activity that substantially increase or disrupt the normal flow of traffic on any street or highway.
 - iv. Any activity not listed herein, but identified by the NLCFPD and/or the LCSO as posing an increased risk to public order and safety.

2. Applicability

- a. This policy supersedes all previous policies for special events / mass gatherings in the District.

3. Permit Requirements

- a. Complete and submit Special Event / Mass Gathering Permit Application and other applicable permits at least 60 days prior to the event.
- b. Comply with the special event policy and Chapter 8 of the Municipal Code pertaining to City Parks and Facilities from the City of Fernley as applicable.
- c. Ensure all participants and activities are in full compliance with Fernley City policies and Special Event Application, with permits and licenses, and fire and life safety requirements identified by the District and LCSO.

- d. Applicant shall be responsible for the cost of all services required in coordinating and putting on the special event unless it is agreed that the Fire District may sponsor all or a portion of the event.
- e. Applicant shall be responsible for the payment of all applicable special event fees as required by the fee schedule included in **Section 6 Medical/Fire resource matrix**.
 - i. The Lyon County School District, LCSO, and the City of Fernley shall be exempt from special event fees. However, all the other rules and regulations of the Special Event / Mass Gathering policy shall apply to events hosted by the LCSD, LCSO, and The City of Fernley.
- f. Special Events / Mass Gathering Permits may not be transferred to a different entity.

4. Insurance and Limits

- a. Unless covered by City insurance, all applicants will have a Certificate of Insurance naming North Lyon Fire Protection District as "Additional Insured." The certificate is required from any group, non-profit organization, or individual using a District Facility for a liability amount of \$1,000,000.00. Other governmental agencies must supply a letter from their risk management department stating that the organization will hold the District harmless. Prior to use, Applicant must have proof of insurance on file with the District.
- b. Subject to a safety/risk assessment conducted by the District and LCSO, event insurance may be required for mass gathering events. All insurance and liability coverage requirements shall be commensurate to the previously identified risk to public safety posed by the event.
 - i. The respective chief executive of the Fire District and LCSO shall determine required levels of insurance.
 - ii. The applicant may appeal insurance requirements to the Lyon County Commission and the North Lyon County Fire Protection District Board respectively.

5. Additional Requirements

- a. All users are responsible for cleaning the rented facility immediately (within hours) following their activity or event. User shall include adequate time for setup and cleanup in the reservation. Cleaning includes, but is not limited to the following items:
 - i. All floors are swept and clean. This includes mopping up any major spills.
 - ii. Wipe down the tables, chairs, and countertops (if used).
 - iii. Place chairs, tables, equipment, etc., back into their original configuration.
 - iv. Ensure that all trash is packaged in plastic waste sacks and placed in the proper outside receptacles or designated areas and restrooms are left clean.
- b. It is the responsibility of the user to provide their materials and supplies specific to the event.
- c. If the facility is not cleaned and returned to original condition, the user will be charged \$50.00 per hour plus any disposal fees incurred.
- d. The user is responsible for supervision of children at all times.
- e. It is the responsibility of the user to provide for law enforcement and/or security services.
- f. The user will provide for adequate law enforcement services if alcoholic beverages are served. Law enforcement will be responsible for the enforcement of laws and ordinances, NOT FACILITY RULES. Law enforcement will be required for the duration of the aforementioned events and one (1) hour past the conclusion of the event.
- g. If alcohol is to be served, a member of the organization must meet the requirements to hold a liquor license in the City of Fernley. If the user does not hold a City of Fernley liquor

license, then the user must apply for a temporary liquor license from the City. Allow at least six weeks prior to the event for the application to be processed and the license approved. Forms can be obtained from the City Clerk's Department in City Hall.

6. Medical/Fire resource matrix

- a. All required resources shall be paid according to current authorized Fire District fee schedule.
- b. Fire apparatus and staffing will be determined on the identified fire risk hazard for each individual event and shall not be limited by estimated attendance.

General Event type	Estimated attendance	911 Access	AED access	Single resource EMS	Aid Station	On site Ambulance	On site Fire response TBD case by case
Speakers, conferences, ceremonies, fairs, non-music festivals	< 200	x					TBD
	> 200	x	1				TBD
	> 500	x	1				TBD
	> 800	x	1	1			TBD
	> 1000	x	1	1	1		TBD
	1200+	x	2	2	1	1	TBD
Concerts, rodeos, sporting events or tournaments, Music festivals, carnivals	< 200	x	1				TBD
	> 200	x	1	1			TBD
	> 500	x	1	1	1		TBD
	> 800	x	1	2	1	1	TBD
	> 1000	x	2	2	1	1	TBD
	1200+	x	2	3	2	TBD	TBD

**NORTH LYON FIRE PROTECTION DISTRICT
SPECIAL EVENTS APPLICATION**

APPLICATION/PERMIT PROCESS:

*Please keep in mind that depending on the type of event some of the sections in this application **may not** be applicable; if you feel that a section is not applicable to your event, simply indicate that the section is non-applicable and continue to the next section.*

An application/permit for a Special Event and/or temporary occupancy of a Fire District facility. If the planned event includes the closure of a state highway, a permit **must** be obtained from the Nevada Department of Transportation. Additionally, if food or alcohol sales are to be made to the public, all applicable local business licenses and Nevada State Health Permits must be obtained. It is the responsibility of the **APPLICANT** (organizer) of the event to provide proof to the Fire District that all vendors, contractors, agents, employees and persons associated with the **APPLICANT** (organizer), who may vend food or alcohol to the public, have acquired or are insured by appropriate general liability coverage and have obtained all applicable local business licenses and Nevada State Health Permits. **APPLICANT** (organizer) may be required to register with the Nevada Department of Taxation for a One Time Event permit when they will have vendors selling goods. This process should be started no less than two weeks prior to the event. Applicants should check with the Nevada Department of Taxation to determine the requirements on their event and vendors.

Date of special event not confirmed until permit issued: Notwithstanding the Fire Districts acceptance of a completed application, no date shall be considered confirmed until a special event permit is issued by the District and any all other permits required by State and local law.

Expiration: Unless otherwise provided in this policy, every permit issued pursuant to the provisions of this policy shall expire on the date specified in the application as the date on which the activity will conclude.

Event Description: PROMOTER OR EVENT ORGANIZER MUST PROVIDE A DETAILED DESCRIPTION OF THE EVENT

START DATE AND TIME:	END DATE AND TIME:
APPLICANT'S ORGANIZATION:	
APPLICANT'S NAME:	
ORGANIZATION'S ADDRESS:	
ORGANIZATION'S PHONE NUMBER:	
ORGANIZATION'S EMAIL ADDRESS:	
LOCATION OF EVENT:	
ESTIMATED NUMBER OF PARTICIPANTS:	
DATE RECEIVED BY THE DISTRICT:	BY:

*****Allow 30 days for approval/permitting*****

Applicant Signature: _____ Date: _____

Applicant Printed Name: _____ Phone Number: _____

Applicant must read and initial each paragraph below and provide the name and phone number of the person responsible for each section in Table A on page 7:

_____ **TRASH REMOVAL**

Debris clean up and removal is the responsibility of the **APPLICANT**. District Staff will *not* empty trash cans (including in restrooms), or haul the debris away during, or at the end of your event. You may do this yourself or hire an outside company. If the facility is found to be left in an unacceptable condition, you will be charged \$50/per hour for the clean-up, plus any and all disposal fees incurred.

_____ **WATER USE**

If the **APPLICANT** wishes to connect to a water hydrant, you must use an approved connection method or obtain a meter from the City of Fernley Water Department.

_____ **TRAFFIC CONTROL & SAFETY**

The **APPLICANT** is responsible for traffic control and parking issues.

_____ **VENDORS**

Food permit applicants and/or beverage permits applications must be submitted to State of Nevada Environment Health Services Division (30) days prior to the event to avoid additional fees. City of Fernley Business Licenses are required as well. Vendors can submit for a temporary Business License through the City Clerk's Office. Applicants may be required to register with the Nevada Department of Taxation for a One Time Event permit when they will have vendors selling goods. This process should be started no less than two weeks prior to the event. Applicants should check with the Nevada Department of Taxation to determine the requirements on their event and vendors.

_____ **SECURITY**

Security will be required if the **APPLICANT** is selling alcohol at your event. The security plan must be approved by the Lyon County Sheriff's Office. It is their determination as to what level of security must be provided for your event. A liquor license will be required as well. Liquor licenses can be obtained through the City Clerk's Office.

_____ **PERMITS**

The **APPLICANT**, in addition to obtaining the Fire District Special Event Permit, **must also** obtain any and all other permits required by State law or local ordinances, i.e., Nevada Department of Transportation Temporary Use Permit if closure of state highway. The **APPLICANT** must provide a copy of all other permits received to the Fire District.

_____ **INSURANCE**

The **APPLICANT** of the event agrees to provide the appropriate general liability coverage and agrees to obtain and provide proof of coverage to the Fire District, at least thirty (30) days prior to the event. The **APPLICANT** of the event also agrees to ensure and provide proof to the Fire District that all vendors, contractors, agents, employees and persons associated with the **APPLICANT** are either insured by the **APPLICANT'S** general liability coverage, or that they have obtained their own appropriate general liability coverage and agree to obtain and provide proof of coverage to the Fire District, at least (30) days prior to the event.

_____ **HOLD HARMLESS**

The **APPLICANT** agrees to indemnify and save harmless the Fire District and its officers, agents, and employees against any and all liability, loss, damage, cost and expense which it or they may incur, suffer, or be required to pay by reason of death, disease, or bodily injury to any person or persons, or injury to, destruction of, or loss of use of any property, including property belonging to the Fire District, arising out of or incident to activities contemplated by this permit, and proximately caused, in whole or in part, by any act or omission of the **APPLICANT**, or its contractors, agents, or the employees of any one or all of them **OR BY THE OFFICERS, AGENTS, OR EMPLOYEES OF**

THE FIRE DISTRICT, unless it is established by the **APPLICANT** that the proximate cause was the willful misconduct or gross negligence of the officers, agents, or employees of the FIRE DISTRICT.

TABLE A: CONTACT INFORMATION (REQUIRED FOR EACH SECTION IF APPLICABLE)

INDIVIDUAL RESPONSIBLE FOR:	NAME	PHONE NUMBER
EVENT COORDINATOR		
TRASH REMOVAL		
WATER USE		
TRAFFIC CONTROL		
RESTROOMS		
STALL RENTALS		
VENDORS		
SECURITY		
PERMITS		
WALK THROUGH		

NOTE: INDIVIDUALS LISTED SHALL BE ON SITE DURING EVENT IN CASE OF EMERGENCY.

EVENT CHECK OFF

Department/Agency	Phone Number	Explanation	Required (y/n)	Signature of responsible
City of Fernley Building Inspector	(775) 784-9810	Carnivals, Tents, etc.		
Lyon County Sheriff NHP	(775) 575-3350 (775) 575-5518	Crowd/Traffic Control		
North Lyon County Fire District	(775) 575-3310	Fire Lanes, Inspections, etc.		
Nevada Dept of Transportation	(775) 834-8330	Temporary Right of Way Occupancy		
City of Fernley City Clerk	(775) 784-9830	Business License		
State of Nevada Health Department	(775) 687-7573	Food Permits		

PROMOTOR OR EVENT COORDINATOR MUST PROVIDE PROOF OF COORDINATION WITH THE ABOVE LISTED ORGANIZATIONS AS IDENTIFIED BY THE FIRE DISTRICT.

If the District facility is used longer than indicated, additional fees shall be required. If these fees are not paid, future use of any Fire District facility will be denied. Additional fees may be billed to the applicant upon completion of the event. A cleaning deposit may be required for events taking place within Fire District buildings.

The applicant is the responsible individual to be present during the entire event and will coordinate with the designated District authority at the beginning and end of the event.