



SPECIAL EVENTS

— PERMIT PACKET —

CLARK COUNTY PARKS & RECREATION



Las Vegas hasn't become known as the Entertainment Capital of the World for their lack of events. With more than 37 million visitors annually and over a 2-million plus local population, Las Vegas continues to lead the way as the world's most desirable location for leisure and entertainment. Clark County is no different and is proud to serve as host for a variety of major events annually.

The following pages include all the necessary documents (with accompanying instructions) to help applicants navigate their way through the Special Event Permit process developed to consolidate the requirements of local municipalities and agencies into one convenient packet.

After completing the Permit Application, please return all the applicable pages along with any necessary payments to Parks & Recreation for processing. Parks & Recreation will then distribute copies of the application to all the departments and public agencies impacted by the event. Applicants will be contacted individually by these departments only if there are specific questions or concerns relating to this event. While many public agencies have joined together to make this application process simple and complete, please be aware that in some cases applicants may have to contact federal or state agencies in addition to working with Clark County.

On behalf of Clark County Parks & Recreation, we thank you for considering any of our community locations to host your event.

INSTRUCTIONS FOR COMPLETING THE SPECIAL EVENT PERMIT APPLICATION

It is Clark County's goal to assist event organizers in planning safe and successful events that will have a minimal impact on the communities surrounding the event locations. We hope these instructions are helpful in completing a Special Event Permit Application.

Permit applications must be received by Clark County no later than (60) days prior to the actual date of any event. In general, any organized activity involving the use of, or having impact upon, public property, public facilities, parks, sidewalks, street right-of-way, or the temporary use of private property in a manner that varies from its current land use, requires a permit.

Careful completion of the form will help avoid delays in processing. It is important that applicants follow the instructions and provide clear and accurate information, including submittal of all supporting documentation with the application. Please consult your Parks & Recreation event coordinator representative for more detailed information.

When filling out the application:

- Do not use white-out on the application or attachments
- Type or use a pen with BLACK or BLUE INK and print clearly
- Do not write in the shaded areas

The following sections MUST be completed by the applicant for ALL events:

- Reservation Request Form
- General Event Information
- Special Event Permit Application
- Security/Safety Plan
- Public Works Street Closure / Usage Permit
- Fire Department/ Plan Review Permit Application
- Site Plan
- Event Coordinator Application
- Temporary Food Establishment Application
- Special Recreation Application and Permit
- Business License Requirements
- Bureau of Land Management Permit Application
- Department of Business License Alcohol Application/Permit Special Event
- Alcohol Request Form
- Disclosure of Ownership Form
- Terms and Conditions Form

In addition to the sections listed above that must be completed for ALL events; applicants must also complete any additional sections that apply to their event needs.

The permit application process begins when Clark County receives a completed Special Event Permit Application. Keep in mind that acceptance of an application should in no way be construed as final approval or confirmation of your request. Upon receipt of an application, Clark County assigns staff to assist applicants through the permit process. Copies of the application are forwarded to and reviewed by all applicable County departments. Throughout the review process, applicants will be allotted sufficient time to provide all pending documents (e.g. certificate of insurance, secondary permits, etc.). Clark County must receive these documents before issuing a Special Event Permit. Failure to provide these items in a timely manner often suspends the County review process and can delay the subsequent application approval.

THEREFORE, YOU ARE ENCOURAGED NOT TO MAKE ANY OTHER ARRANGEMENTS FOR YOUR EVENT UNTIL APPROVAL FROM THE COUNTY HAS BEEN RECEIVED

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APPLICATION CHECK LIST

Before you submit your special event application, please make sure that the following steps have been completed

GENERAL APPLICATION

HAVE YOU?

- Completed all the necessary general information?
- Signed and dated your application?
- Attached a site plan?
- Attached insurance?
- Attached copies of your business licenses?

- For Film Permits have you submitted your Film Permit Application to Business License?

MERCHANT APPLICATION

HAVE YOU?

- Listed the vendor information or attached a spreadsheet with detailed information?
- Entered a count of the total number of vendors?
- Filled in your (the event organizer) business license information or if you do not have a promoter's license, attach a completed business information sheet?

LIQUOR APPLICATION

HAS THE VENDOR?

- Completely filled out the County and State applications? (not for profits only need to fill out the state application)
- Attached a copy of applicants insurance?
- Attached a detailed security plan?
- Received approval from Liquor & Gaming, Metro Police and Parks & Recreation (if applicable)

*All for profit and non-profit liquor applicants must be in good standing with the Clark County,
The license status can be looked up at: <http://sandgate.co.clark.nv.us/businessLicense/businessSearch/blindex.asp>

GENERAL EVENT INFORMATION

Application date: _____

Name of Event: _____

First time event? Yes ___ No ___

Exact Street Address of Event: _____

Date(s) of Event: _____

Hours of Event: _____

Phone number/website for publication: _____

Estimated attendance: _____

Last years actual attendance: _____

Describe the events community and/or cultural benefit: _____

Name of Sponsoring Organization: _____
Contact person from Sponsoring Organization: _____
Sponsoring Organization Address: _____
Federal Employee ID Number or Social Security Number if not a corporation: _____

Name of Producing Agent (if applicable) Federal ID Number: _____

Producing Agent (if applicable) Address: _____

Name of Organizer/Coordinator: _____ Email: _____

Organizer/Coordinator Address: _____

Contact Phone: _____ Cell: _____ Fax: _____

Emergency Contact: _____ Email: _____

Address: _____

Contact Phone: _____ Cell: _____ Fax: _____

THIS FORM MUST BE COMPLETED IN FULL & SUBMITTED 30 CALENDAR DAYS PRIOR TO THE EVENT

Are you serving food at your Event? NO YES If yes, you must submit the Event Coordinator Permit twenty (20) working days prior to your event. You must obtain a temporary Food Vendor License from the Southern Nevada Health District.

Are you serving beer and wine at your Event? NO YES If yes, you must submit the Special Event Liquor License Application twenty (20) working days prior to your event. You must obtain a liquor license for each booth that will be serving liquor.

Are you selling retail merchandise at your Event?: NO YES If yes, you must submit a completed list of all merchants to Parks & Recreation at least twenty (20) working days prior to your event to fall under the temporary multi vendor license or you can obtain your own Multi Vendor Merchant License from Business License Department.

Are you erecting a tent over 400 sq. ft.? NO YES If yes, you must submit a Temporary Membrane/Building Structure/Tent - Outdoor - Fire Department Permit Application.

Are you closing the street for your festival? NO YES (Type III barricades and detour signs are required for all Event Street Closure)

Will the street closure be on a CAT bus route? NO YES If yes, include a map/plan for the routing of buses.

Have you determined how area residents and businesses will be notified of street closures, parking restrictions? NO YES If yes, include a description of community outreach plan.

Has the event already been publicized? NO YES If yes, include a copy of flyer/mailing or description of efforts.



Department of Public Works

500 S Grand Central Pky | Box 554000 | Las Vegas NV 89155-4000
(702) 455-6000 | Fax (702) 380-7262
www.ClarkCountyNV.gov/PubWorks

Special Event Permit Application

Permits are required pursuant to Clark County Code Title 16.06

Application Date: _____ **PERMIT #** _____

Event Title: _____ Event Date(s) _____ thru _____

Name of Group/Person Requesting: _____ Phone: (____) ____ - ____

Event Representative: _____ Email: _____

Address: _____ City _____ State ____ ZIP _____

Event Location:(attach detailed map of proposed area) _____

Description of Event/Request: _____

Set-up Date/Time: _____ Closure Date/Time: _____ Re-open Date/Time: _____

Event Start Date/Time: _____ Event End Date/Time: _____

Estimated Number of Spectators _____ Estimated Number of Participants _____ Estimated Number of Vehicles _____

Authorized Applicant: _____
Print Name Signature

Applicant is responsible for all costs incurred by Clark County and the Las Vegas Metropolitan Police Department as a consequence of the event.

Submit Permit Application, Hold Harmless Agreement, Insurance Certificate and Traffic Control Plan (if needed) via EMAIL to InTheWorks@ClarkCountyNV.gov or in person to Clark County Public Works.

METRO/COUNTY Use Only - Approvals and Requirements

COUNTY	State Roadways Effected?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Traffic Control Barricading Provided By: _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>	COUNTY	
	NDOT Permit Attached?	<input type="checkbox"/>	<input type="checkbox"/>		Litter Collection Required and Is Provided By: _____	<input type="checkbox"/>		<input type="checkbox"/>
	Traffic Control Plan Required?	<input type="checkbox"/>	<input type="checkbox"/>		Open Fires for Pyrotechnics	<input type="checkbox"/>		<input type="checkbox"/>
	Approved TCP Attached?	<input type="checkbox"/>	<input type="checkbox"/>		Collections, Acceptance of Gratuities, or Fees	<input type="checkbox"/>		<input type="checkbox"/>
METRO	Police Presence Required?	<input type="checkbox"/>	<input type="checkbox"/>	Sales of Food, Beverages, or Other Merchandise	<input type="checkbox"/>	<input type="checkbox"/>		
	Insurance Provided?	<input type="checkbox"/>	<input type="checkbox"/>	County staffing required	<input type="checkbox"/>	<input type="checkbox"/>		

PERMIT NOT VALID UNLESS APPROVED BY BOTH METRO AND PUBLIC WORKS

APPROVALS

METRO Police: _____ Date: _____

Public Works: _____ Date: _____

Special Requirements _____

See attachment for additional requirements.

County Insurance Provided Yes <input type="checkbox"/> No <input type="checkbox"/> Exempt <input type="checkbox"/>	Hold Harmless Form Yes <input type="checkbox"/> No <input type="checkbox"/>
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SECURITY/SAFETY PLAN

Name of Event: _____

Date of Event: _____

Name and Date of your event in previous year: _____

Name of Private Security Company (If applicable): _____

Address: _____ City: _____ Zip: _____

Phone Number: _____ Number of Private Security Personnel hired per shift: _____

Describe procedure for carding minors (if applicable): _____

_____Describe procedure for preventing over-consumption of alcohol (if applicable): _____

_____Please describe a Disaster Plan that addresses emergencies specific to your event (must include a plan for weather related emergencies and cancellations): _____

EMT/Ambulance Provider: _____

Contact Name: _____

Contact Number: _____

Comments or Special Instructions: _____

**Clark County Fire Department
Fire Prevention Bureau
Application for Permit/Plan Review or Other Services**

575 E Flamingo Rd • Las Vegas NV 89119 • Phone (702) 455-7100 • Fax (702) 735-0775
Website: www.co.clark.nv.us/fire/firedept.htm •••• Email Address: permits@co.clark.nv.us

\$75.00 minimum Application Fee with the exception of "Other Services" / \$85.00 additional minimum Expedite Fee no exceptions.

♦ All fees must be submitted with application/plan – Payable in US Currency, Check or Money Order only - Drawn from US Bank ♦

♥ ♥ For questions or concerns – Please email us at "permits@co.clark.nv.us" ♥ ♥

Check appropriate box

Name of Inspector requiring permit (if known)

SYSTEMS:

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Automatic Fire Extinguishing System (Kitchen) | <input type="checkbox"/> Battery System* | <input type="checkbox"/> Fumigation* | <input type="checkbox"/> Radioactive Materials* |
| <input type="checkbox"/> Fire Alarm System | <input type="checkbox"/> Candles/Open Flame | <input type="checkbox"/> Gates, Access | <input type="checkbox"/> Refrigeration Equipment* |
| <input type="checkbox"/> Fire Protection Report | <input type="checkbox"/> Carnivals/Fairs | <input type="checkbox"/> Hazardous Materials* | <input type="checkbox"/> Repair Garages* |
| <input type="checkbox"/> Alternate Means & Methods | <input type="checkbox"/> Christmas Tree Lots | <input type="checkbox"/> High Piled Combustible Storage* | <input type="checkbox"/> Spray Booths/ Spraying/Dipping* |
| <input type="checkbox"/> Tenant Improvements | <input type="checkbox"/> Combustible Material Storage* | <input type="checkbox"/> Hot-work Operations* | <input type="checkbox"/> Temporary Membrane Structures, Tents and Canopies _____ Sq Ft |
| <input type="checkbox"/> Monitoring System | <input type="checkbox"/> Compressed/Medical Gas* | <input type="checkbox"/> Liquid- or Gas-fueled Vehicles or Equipment in Assembly Buildings | <input type="checkbox"/> Tire Rebuilding Plants* |
| <input type="checkbox"/> Other Fire Extinguishing System | <input type="checkbox"/> Cryogenics* | <input type="checkbox"/> L.P.G. Storage/ Use | <input type="checkbox"/> Tire Storage/ Scrap/Byproducts Storage* |
| <input type="checkbox"/> Smoke Control System | <input type="checkbox"/> Double Decker Booth | <input type="checkbox"/> Commercial* | <input type="checkbox"/> Wood Pallet Storage* |
| <input type="checkbox"/> Sprinkler System | <input type="checkbox"/> Dry Cleaning Plant* | <input type="checkbox"/> Single Family | <input type="checkbox"/> Wood Products* |
| <input type="checkbox"/> Fire pump | <input type="checkbox"/> Dust Producing Operations* | <input type="checkbox"/> Lumber Yards* | <input type="checkbox"/> Other (Please specify) _____ |
| <input type="checkbox"/> Riser | <input type="checkbox"/> Exhibit/Trade/Special Event _____ Sq Ft | <input type="checkbox"/> Malls: | |
| <input type="checkbox"/> Standard Review (see attached C- _____) | <input type="checkbox"/> Explosive/Blasting Agents Storage and Use* | <input type="checkbox"/> Assembly vehicles | "OTHER SERVICES" |
| <input type="checkbox"/> Standpipe System | <input type="checkbox"/> Filming | <input type="checkbox"/> Kiosks | <input type="checkbox"/> Copies |
| <input type="checkbox"/> Underground Fire Service Mains | <input type="checkbox"/> Fire Sprinkler Design Flow Test | <input type="checkbox"/> Open Flame | <input type="checkbox"/> Engine Company Standby |
| <input type="checkbox"/> Plan Review | <input type="checkbox"/> Fireworks Booth | <input type="checkbox"/> Motor Vehicle Fuel-Dispensing Stations* | <input type="checkbox"/> Fire Code |
| <input type="checkbox"/> Installation | <input type="checkbox"/> Fireworks/Pyrotechnics: | <input type="checkbox"/> Open Burning | <input type="checkbox"/> Search of Fire Prevention Records |
| | <input type="checkbox"/> Indoor _____ devices | <input type="checkbox"/> Organic Coatings* | |
| | <input type="checkbox"/> Outdoor _____ devices | <input type="checkbox"/> Ovens – Industrial | |
| | <input type="checkbox"/> Flame Effects* | <input type="checkbox"/> Places of Assembly* _____ Sq Ft | |
| | <input type="checkbox"/> Flammable/Combustible Liquids* | | |
| | <input type="checkbox"/> Fruit Ripening* | | |

OTHER PERMITS:

- Aerosol Products*
- Aircraft Repair Hangars*
- Aircraft Refueling Vehicles*
- Amusement Buildings – Temporary
- Asbestos Removal
- Automobile Wrecking Yard

* Indicates Renewable Permit

Application Date: _____ Prepaid Account #: _____
(If established)

OTC: Y or N Expedite: Y or N Plans: New Revised Resubmittal C - _____
(Circle one) (Circle one) If Y - total fee \$160.00 (Circle one) If revised or Resubmittal - then original permit number must be provided.

Submitting Contractor/Company Name: _____

Mailing Address: _____ Suite/Bldg #: _____

City, State, Country, Zip Code: _____

Company E-mail Address: _____

Phone #: (_____) _____ - _____ Fax #: (_____) _____ - _____

Major Project Name: _____
(If Exhibit/Trade/Special Event - indicate Hotel/Casino, Public/Private Facility, etc.)

Sub Project Name: _____
(If Exhibit/Trade/Special Event - indicate where inside Major Project)

Event Name: (if applicable) _____

Address: (for project/event) _____

Event Move-In Date: _____ Event Move-out Date: _____

**** If applying for a Renewable Permit you must provide the following information regarding the business to be permitted ****

Business Contact/Safety Engineer: _____

Mailing Address: _____ Suite/Bldg #: _____

City, State, Zip: _____

Phone #: (_____) _____ - _____ Fax #: (_____) _____ - _____

All Fees are Payable to Clark County Fire Department

Applicant Signature _____

Please Print Name and Title _____



Clark County Fire Prevention

Mission Statement: "To provide the highest level of fire protection and related services."

TITLE: Tent and Canopy Permit Requirements

SCOPE: Tent(s) in excess of 200 square feet, or canopy(s) in excess of 400 square feet shall be permitted and installed in accordance with this guideline and the requirements contained in the 2005 Clark County Fire Code. Temporary membrane structures, tents and canopies shall be used for a period of not more than 180 days within a 12-month period on a single premise.

PURPOSE: This guideline was written to provide an outline of the Clark County Fire Code requirements for permitting tent(s) and canopy(s).

SPECIFICATIONS AND REQUIREMENTS

At the time of permit application, three (3) sets of plans, drawn to an indicated scale, must be submitted for review and approval. Minimum permit and expedite fees (if required) must be paid at this time. The minimum permit fee for this submittal is \$75. However, permit fees for this type of submittal vary. Please see the **Clark County Fire Department Permit and Service Fee Schedule** for specific information. In addition, expedite fees (minimum fee of \$85) are also variable based on the complexity of the submittal. Again, please see the Clark County Fire Department Permit and Service Fee Schedule for exact details. When plans have been reviewed, you will be notified by this office. If approved, an inspection will need to be scheduled. To schedule an inspection, go to <http://www.accessclarkcounty.com/fire/firedept.htm>. Click on "Services" in the teal strip on the top. On the left side under **Inspection** click on "Fire Inspection" and follow the instructions to schedule a fire inspection.

After the review, two sets of the plans and the permit must be picked up prior to erection of the tent or canopy. One Fire Department stamped plan set must be onsite and available for review at all times. Permits must be conspicuously posted in public view. Plans for tents and canopies shall be drawn to architectural scale (min. 1/8") on uniform sheets no larger than 30" by 36", meet all requirements of the 2005 Clark County Fire Code Article 32, and contain the following:

- 1) Fire access, location and parking: Show minimum 20 foot set-back from property lines, buildings, other tents/canopies, parked vehicles, and internal combustion engines.
- 2) Fire extinguishers: Show fire extinguishers (2A10BC rated) located in the path of egress, and so that no portion of the structure is more than 75 feet from a fire extinguisher.
- 3) Means of Egress: Show the location and width of all exits and indicate locations of exit signs. Indicate if doors are to be installed (direction of swing) or if curtains will be used (only free sliding, contrasting curtains on rod mounted 8 feet above floor).
- 4) Emergency lighting: Indicate type and locations of emergency lighting.
- 5) Heating and/or Cooling: indicate type and location of equipment, including ducting.
- 6) Fire Hydrants: Show location of fire hydrants.
- 7) Event Contact: provide event contact name and phone number.
- 8) Provide a copy of Title 30 (Zoning) approval from the Comprehensive Planning Division of C.C. Development Services. Temporary uses of this type require Comprehensive Planning Division approval. Contact the Zoning Division at 455-4314 for further information.

Provide evidence that the sidewalls, drops, and tops of temporary membrane structures, tents, and canopies are constructed of flame resistant material or treated with flame retardant in an approved manner. Certificates for all flame treated materials must accompany the submittal.

Insurance-Provide a copy of a valid bond or current certificate of insurance showing the Clark County Fire Department as additional insured, with a minimum coverage for bodily injury or property damage in the amount of 1 million dollars.

Inspection-Prior to occupancy for any purpose and in order to finalize the permit, you must schedule an inspection by calling the Fire Department scheduling hotline at (702) 226-8991 before 2 P.M. the day prior to your desired inspection date.



CLARK COUNTY FIRE DEPARTMENT

Fire Prevention Bureau

575 E. Flamingo Road, Las Vegas, NV 89119
(702) 455-7316 FAX (702) 455-7347



Permit Type: 105.7.7
Control Number: E.0
Effective Date:

TITLE: FLAMMABLE/COMBUSTIBLE LIQUIDS – MOTOR FUEL DISPENSING STATIONS

SCOPE: Clark County Fire Department requirements for the submittal and approval to build/install a Motor Fuel Dispensing Station.

PURPOSE: To standardize plan/permit requirements of the Fire Department in accordance with the Clark County Fire Code. Permits are valid through the duration of construction. Work must commence within 180 days, and remain active with no period of inactivity exceeding 180 days, or the permit becomes invalid. It is the desire of the Fire Department to attempt to have just one permit of each type for each location. Insofar as possible, it is preferable to revise an existing permit of the same type rather than open another permit of the same type for the same address.

Note: This guideline is a companion to either the aboveground or underground tank guideline when those tanks are to be used for motor fuel dispensing.

DEFINITIONS:

Assessor's Parcel Number (APN): A unique number assigned to each property by the Clark County Assessor's office.

Aboveground Storage Tank (AST): Vessel 60 gallons or larger that is designed to contain F/C liquids above grade.

Buoyancy Calculations: Calculations which show that even under severe wet conditions, the tank will not "float" out of ground due to positive buoyancy.

Combustible Liquid: Liquid having a flash point above 100⁰ Fahrenheit. These are divided into Class II, Class III-A and Class III-B.

Flammable Liquid: Liquid having a flash point less than 100⁰ Fahrenheit. These are divided into Class 1-A, 1-B and 1-C.

F/C Liquids: Flammable/Combustible Liquids.

Secondary Container: An integral or separate vessel or leak proof container designed to hold the contents of the largest primary container, located within the bounds of the secondary container, includes the outer shell of double-wall tanks.

Tank: A vessel containing more than 60 gallons

Underground Storage Tank (UST): Vessel, 60 gallons or larger that is designed to contain F/C liquids below grade.

PERMIT FEES:

Permit fees shall be assessed in accordance with the Permit Fee Schedule as adopted in the Clark County Fire Code. For applications that are expedited, additional fees shall apply.

ANNUAL RENEWABLE PERMIT PROCEDURE:

After approval of your initial permit(s), your permit(s) will automatically set-up a renewal reminder. Approximately 30-60 days prior to the expiration of your permit, a renewal notice will be mailed to you with instructions for the annual permit renewal.

If you do not receive this notice, it is your responsibility to submit the renewal application. Please refer to the website for additional information.

SPECIFICATIONS AND SUBMITTAL REQUIREMENTS:

An application must be completed for each submittal. A minimum of three copies of plans shall be submitted with the permit application. The plans shall be drawn to an indicated scale. Plans shall show compliance in accordance with Chapter 34 of the Clark County Fire Code, as adopted and amended. Plans must show distance relationship between storage tanks, and other storage tanks, nearest habitable structure, property line, and public ways. On the plans, indicate the project name, address, and APN (Assessor's Parcel Number). All submittals must be legible and readable or the plan shall be issued a correction letter for cause.

A permit is required to operate tank vehicles, equipment, tanks, plants, terminals, wells, fuel dispensing stations, refineries, distilleries, and similar facilities where flammable/combustible liquids are produced, processed, transported, stored, dispensed, or used.

Plan Checklist

- List quantities and types of F/C liquids to be stored/used.
- List/show processes or vessels that will store or use F/C liquids.
- List vessels, piping, valves and equipment that will use, store or transport F/C liquids.

- Show that tank, piping, valves and equipment is UL listed for its intended use, especially when using petroleum fuels with alcohol additives.
 - Note which engineering design criteria has been used for vessels, piping, valves or equipment design (i.e. UL 143, API 650, ASME B31.3, etc.).
 - Note method of secondary containment if MAQ is exceeded.
 - Note method of leak detection.
 - Include rebar design for concrete cap.
 - For Underground tanks, show buoyancy calculations with a 20% safety factor (show that weight of concrete cap, overburden, weight of tank and weight of deadmen, if used, exceed the buoyancy of tank calculated by multiplying the displaced volume of outer shell of tank by the density of water).
 - Show location, size and height above grade, of tank vents (must be at least 12' above grade).
 - Show height of dispenser island (must be at least 6").
 - Show location of emergency shut-off switch. Must be no closer than 30' and no further than 100' from any dispenser. Some locations require more than one switch.
 - Show type and location of fire extinguisher. Must be *rated* 40-B:C and must be within 30' of any dispenser. Some locations will require more than one fire extinguisher.
 - Identify make and model of dispenser, hose, nozzle, and break-away valves. *Important:* hose must be conductive. There must be a conductive path from the hose nozzle to ground to bleed off any accumulated static electricity charge.
 - Systems that transfer fuel must be bonded and grounded. Indicate on plans how this is achieved.
- All leak testing of tank and piping must be observed by CCFD inspectors prior to tank and piping being covered.
 - Initial and annual leak detection certification is required by the Clark County Health District.
 - When flammable/combustible liquids are being dispensed into a vehicle tank as a motor fuel, an additional Motor Fuel Dispensing Permit must be obtained. *That permit is a renewable permit that only covers the actual dispenser.*

PERMIT REVISIONS AND RESUBMITTALS:

Revisions to approved plans are required to be submitted and approved. Revisions will be assessed additional plan review fees. A copy of the previously approved plan shall accompany the revised submittal to facilitate the review. Clearly indicate all changes to the revised plans by clouding the change with a delta number to signify the date of plan change. When several changes have been made, a detailed list of changes is required.

Re-submittals to address a Letter of Correction will require a full submittal. These plans require a copy of the red lined plan from the previous submittal to facilitate the review. Clearly indicate all changes by clouding the change with the delta number to signify the date of plan change.

PLANS CHECK STATUS INSTRUCTIONS:

The status of the review can be checked by logging on to:
www.clarkcountynv.gov/depts/fire

INSPECTIONS THAT MAY BE REQUIRED AND SCHEDULING INSTRUCTIONS:

If approved, an inspection will need to be scheduled. To schedule an inspection, go to: www.clarkcountynv.gov/depts/fire. A fire inspector will review your site in accordance with the approved plans and this guideline; if the plans are compliant, the inspector will issue a permit.

The Clark County Fire Department's Fire Prevention Bureau (FPB) may perform testing, acceptance, and maintenance of fire & life safety systems as required by and within the scope and authority of the Clark County Fire Code.

This Guideline does not take the place of the Fire Code and does not take precedence over any Fire Code requirement or position taken by the Fire Chief. When a conflict exists between the requirements of this Guideline and the Fire Code or the opinion of the Fire Chief, the Fire Code or opinion of the Fire Chief prevails.

Technical Assistance, when required by the Fire Chief, will require a Technical Opinion and Report prepared by a State of Nevada licensed: qualified engineer, specialist, laboratory, or fire safety specialty organization acceptable to the Fire Chief and the owner. The Fire Chief is authorized to require design submittals to bear the Wet Stamp and Signature of a professional engineer.

Acceptance of Alternative Materials and Methods requires a Technical Opinion and Report prepared by a State of Nevada licensed: qualified engineer, specialist, laboratory, or fire safety specialty organization acceptable to the Fire Chief and the owner. The Fire Chief is authorized to require design submittals to bear the Wet Stamp and Signature of a professional engineer.

SITE PLAN

Please use this Site Plan to illustrate the layout of your event. If you need additional space, please attach a separate sheet.

If applicable the following must be included:

- Location of food vendors (FV)
- Location of beverage vendors both non-alcoholic (NAB) and alcoholic beverages (AB) along with number of serving stations at each location
- Location of toilets (T)
- Location of hand washing sinks (HWS)
- Location of retail merchants (RM)
- Location of First Aid (+)
- Location of garbage receptacles (G) and recycling receptacles (R)
- Show walk, run and bike routes if athletic event
- Location and number of Type III Barricades (III)
- Location of fire lane (FL)
- Location of fire extinguishers (FE)
- Public entrances and exits
- Location of sound stages and amplified sound
- Location of residential streets surrounding event
- Location of "FREE ADMISSION - DONATIONS ACCEPTED" sign

Event Coordinator Quick Reference Checklist



Event Coordinator Responsibilities: The Event Coordinator (EC) or designated responsible person shall be available on site at all times during the special event. This individual is responsible for sanitation **support services** and **coordination of food operations** as specified in Chapter 15 and Appendix I of the 2010 SNHD *Regulations Governing the Sanitation of Food Establishments*. The following checklist will help the EC prepare for a successful event.

Support services responsibilities include, but are not limited to:

Water Supply:

1. Notify all food vendors in advance if and where potable water will be available at the event.
2. Hoses connected to potable water sources must be food grade and have proper backflow prevention devices.

Waste Water: Instruct vendors that all waste water must be discharged to a sanitary sewer or designated collection device. The dumping of waste water into a storm drain, or directly onto the ground, is strictly prohibited.

Solid Waste: Provide for the removal of trash during event activities and at the conclusion of the event.

1. Provide an adequate number of leak-proof trash receptacles in the common areas.
2. Empty as often as necessary to prevent excessive accumulation of solid waste.
3. Promote Recycling. A resource recovery plan is required for events where attendance exceeds 5,000 people per day.

Restroom Facilities: Provide an adequate number of toilet facilities, stocked with toilet tissue at all times, and properly maintain for the duration of the special event.

Hand Washing Sinks: Provide at all restroom areas utilized by food handlers, including all non-sewered toilet areas. Must have at least one handwashing sink for each group of toilet facilities.

1. Provide portable hand washing sinks with potable running water that drains to an enclosed waste water tank.
2. Provide liquid hand soap in a pump dispenser and single-use paper towels dispensed in a sanitary manner at each hand washing area.
3. Hand sanitizer dispensers may be utilized at non-sewered toilet areas used by the public, but ARE NOT A SUBSTITUTE for proper hand washing or hand washing facilities at restrooms used by food handlers.
4. If there is an animal attraction, a hand washing station shall be set up at the access point to the venue, equipped with soap and paper towels as noted above.

Lighting: Provide at least 20 foot-candles of light after dusk in all common areas.

Other Support Services: Depending upon the type of special event, support services provided to food vendors may include:

1. Power supply to establishments that use electrical or mechanical means to hold food at safe temperatures.
2. Central refrigeration services available for vendor use. If provided, refrigeration equipment shall maintain food at proper temperature.
3. Common ware washing facilities: A three-compartment sink is required at an event exceeding 3 days duration. Such ware washing areas shall have hot (minimum of 110°F±2°) and cold running potable water, and shall drain to an approved method of waste disposal.

If there is an animal attraction, it must not create nuisances, odors, or fly problems that impact foodservice operations and must be located at least 50 feet away from food booths.

Coordination of Food Operations:

The EC is responsible for listing **all** food vendors, including temporary food establishments, annual itinerants, and mobile vendors (now included in the EC vendor count) on the application and providing updates to the health authority as needed, including a map for larger events. At **tasting events and trade shows**, the EC is responsible for ensuring all booths are properly set up/ready for inspection by the set-up time specified on the application, including assuring all open food/beverage operations have proper hand washing and sanitizing capability. (See the Temporary Food Establishment Checklist for proper booth set-up)

Contact the assigned SNHD representative in advance of the event if you have any questions.



Event Coordinator Checklist for Tasting Events

In addition to event coordinator (EC) responsibilities at special events, an EC for a tasting event must ensure the tasting booths are properly equipped and set up before workers handle open food/beverage samples. Failure to set up properly may result in denial of the health permit to operate, closure of a booth that is not properly equipped or limiting the types of foods that may be served.

To plan for adequate facility set up the EC needs to know the following information:

Tasting Booth Preparation:

- What food will be served at each booth?
- Will the food be prepared onsite at the event or offsite at a permitted kitchen?
- If prepared offsite, from where and how will the food be transported to the host site so it is protected from contamination and temperature abuse?
- Will 'Time as a Control' be used for any food products?
 - If yes, the booth operator must have a written procedure onsite and have foods properly date/time stamped.
- What will the electrical needs be for each of the sampling booths to accommodate hot and cold holding, portable hand washing sink and lighting needs?
 - This needs to be evaluated and ready before the food arrives.
 - Adequate power supply must be provided to ensure no overloaded circuits.
- Will the booth operator or the host site provide hand washing stations (with 90-110°F water, soap, paper towels, catch bucket, garbage can)?
 - The hand washing sink must be set up before any open food handling, located within 10 feet of and readily accessible to all open food service areas.
- Will sanitizer be provided by the operator or by the host site?
 - This also must be set up before any open food handling.
 - Who will provide test strips to ensure proper sanitizer concentration?
- Will the booth operator or the host site provide hot/cold holding equipment to hold food during the event?
 - These units must be maintaining proper temperature before use, e.g. hot holding equipment maintaining a temperature of 135°F or above and cold holding equipment maintaining a temperature of 41°F or below before placing food into the units.
- Will reheating for hot holding of foods be available during the show?
 - Will the host site or booth operator provide facilities/equipment for this?
- Will the operator have an adequate amount of clean utensils to replace dirty utensils at least every four hours, or will there be ware washing facilities (three-compartment sink) available for cleaning and sanitizing utensils?



Event Coordinator Checklist for Tasting Events

- How will no bare hand contact with ready-to-eat food be assured (e.g., gloves/utensils)?
- How will sample foods be protected from contamination by the public (e.g., sneeze guards, individual portions, servers/attendants)?
- What consumer notices (e.g. raw or undercooked foods advisory, alcohol pregnancy warning signs, etc.) are needed at the sampling booth?
- Do booth operators know where a potable supply of water can be obtained, or if they are to provide their own potable water (if potable water will not be provided)?
- Do operators know where to dispose waste water?
- Is ice going to be used at the show?
 - Will the host site provide ice?
 - Where and how will ice be stored to prevent contamination?

Event Support:

- Are there enough restrooms (hard plumbed or port-a-potties) properly stocked with toilet tissue?
- Is there at least one handwashing sink for each group of toilets?
 - Hand sanitizer can be used in conjunction with hand washing, but hand sanitizer cannot be used as a substitute for hand washing for food handlers.
- Will animal attractions be held at the event?
 - See 2010 Regulations sections 2-403.11, 6-501.21, 15-205.15(G), 15-205.19, and 15-304.20(F) regarding animals.

Note: For food handlers, hand washing occurs twice after using the restroom: hand washing must first take place at the restroom and second when food handler returns to the booth.

Effective communication and planning before the event between the EC and the booth operators, as well as between the EC and the health district inspector will ensure safe food for the patrons attending the tasting event.



Appendix I Event Coordinator Guidelines

Special Events

A Special Event is any licensed transitory public gathering that takes place at a given location for a specific purpose that is self-limited in connection with a fair, carnival, circus, public exhibition, celebration, tasting event or trade show that includes food service. The Special Event has a defined start and stop date, with the given event not exceeding 14 consecutive calendar days.

An Event Coordinator Permit is Required where there is more than one Temporary Food Establishment, Annual Itinerant, or other Food Booth, and:

- o The Special Event is being operated on the Event Coordinator's own property with outside food or beverage vendors participating, or
- o The Special Event is being conducted on property NOT owned or operated by the Event Coordinator, with outside vendors providing food or beverage. If the Special Event occurs on private property, a permission letter from the property owner shall be obtained and submitted to the Health Authority as part of the application process.
- o Annual Itinerant health permits and mobile vendors are included in the total vendor count. If additional food facilities are set up, the vendor must apply for a Temporary Food Establishment Health Permit before operating and be included in the overall vendor count.

An Event Coordinator Permit is NOT Required when:

- o The event takes place on the Event Coordinator's own property, all Food Booths are operated directly by the Event Coordinator, and there is no outside food vendors associated with the Special Event. Temporary food establishment permits may apply.
- o Non-profit organizations occasionally sell food on their own property for fundraising purposes and are the sole providers of the food. For these activities, NO Event Coordinator Permit, nor a Temporary Food Establishment Permit, is required. If the non-profit organization allows an unaffiliated group or business to set up a food operation with their Special Event, the hosting non-profit organization shall notify the Health Authority to ensure the FOR-PROFIT and unaffiliated NON-PROFIT food vendors obtain appropriate Health Permits prior to the Special Event, but NO EVENT COORDINATOR permit is necessary.

The Permit Application: The *EVENT COORDINATOR APPLICATION FOR SPECIAL EVENTS and TRADE SHOWS* shall be completed and submitted with the required permit fee at any Health District location. Late fees apply if the application is submitted less than 7 days before the start of the Special Event. The application is available on Southern Nevada Health District's (SNHD) Website.

- o A map of the Special Event layout shall accompany the application or be provided prior to the event.
- o Once application is made, the Event Coordinator shall contact the Health Authority with any changes or additions.

Event Coordinator Responsibilities: The Event Coordinator or designated responsible person shall be available on site at all times during the Special Event. This individual is responsible for all health-related support services as specified on the Event Coordinator application. Support services include, but are not limited to, potable water supply, disposal of waste water and solid waste, restroom facilities and associated hand washing sinks, power supply, and central refrigeration services.

- (A) **Water Supply:** The Event Coordinator shall notify all food vendors in advance of the availability and location of potable water sources or if potable water will not be provided by the Event Coordinator.
- o Non-potable water supplies such as, but not limited to, water trucks for dust control shall not be used at a Special Event where spray or flow may contaminate food. All non-potable water connections and service containers shall be clearly labeled.
 - o Hoses connected to potable water sources shall be food grade quality and have proper backflow prevention devices.
- (B) **Waste Water:** All waste water generated at an event must be discharged to a sanitary sewer. The dumping of waste water into a storm drain, or directly onto the ground, is strictly prohibited. Improper disposal may be subject to citations and/or penalties.

- (C) Solid Waste: The Event Coordinator shall provide for the removal of any solid waste on the premises during event activities and at the conclusion of the event. This includes grease and waste cooking oil.
- o An adequate number of leak-proof trash receptacles must be provided in the common area and emptied as often as necessary to prevent excessive accumulation of solid waste.
- Recycling is Encouraged**
- o Improper disposal of solid waste may be subject to citations and/or penalties as per NRS 444.630.
- (D) Restroom Facilities: An adequate number of toilet facilities shall be provided for patron and participant use. The restroom area shall not create a nuisance or public health hazard. The restrooms shall have toilet tissue at all times and be properly maintained for the duration of the Special Event.
- (E) Hand Washing Sinks: There shall be hand washing sinks located at all restroom areas utilized by food handlers, including all non-sewered toilet areas, with at least one hand washing sink for each group of toilet facilities.
- o Portable hand washing sinks shall be provided with potable running water that drains to an enclosed waste water tank.
 - o Supplies for each hand washing area shall include liquid hand soap in a pump dispenser and single-use paper towels dispensed in a sanitary manner.
 - o Hand sanitizer dispensers may be utilized at non-sewered toilet areas used by the public, but ARE NOT A SUBSTITUTE for proper hand washing at restrooms used by food handlers.
 - o If there is an animal attraction at the event, a hand washing station shall be set up at the access point to the venue, equipped with soap and paper towels as noted above.
- (F) Lighting: At least 20 foot-candles of artificial light shall be provided after dusk in all common areas.
- (G) Other Support Services: Depending upon the type of Special Event, support services provided to temporary food establishments or annual itinerants may include the following items:
- o Power supply to establishments that use electrical or mechanical means to hold food at safe temperatures.
 - o Central refrigeration services available for vendor use. If provided, refrigeration equipment shall maintain food at proper temperature.
 - o Common ware washing facilities (three-compartment sink). Such ware washing areas shall have hot (minimum of 110°F±2°) and cold running potable water, and shall drain to an approved method of waste disposal.

★If the Special Event includes an animal attraction such as a petting zoo, it must not create nuisances, odors, or fly problems that impact food service operations★

Coordination with Food Vendors: The Event Coordinator shall:

- o List all the food vendors planning to attend the Special Event, with their contact information, on the Event Coordinator application. The Event Coordinator is required to contact the Health Authority with changes and additions.
- o Notify all Temporary Food Establishments associated with the event that they are required to make advance application for a permit to operate. Website links to the temporary food establishment application for a permit to operate and requirements checklist are listed on SNHD's Website.
- o Provide the criteria for proper set up and operation to all operators of booths serving open food or beverage at tasting events and similar venues where there are no points of sale at the booths. The criteria list shall be comparable to the checklist found at the SNHD. The results of inspections of these booths shall be documented on the Event Coordinator Permit *Report and Notice of Inspection*.
- o A Spanish checklist is also available on SNHD's Website.

Permit Approval to Operate: On the first day of the Special Event, the Health Authority's representative shall conduct an inspection. If all the requirements noted above are met and in operating condition, the Health Permit for the Special Event shall be approved.

NRS 446.870 Prohibited acts: Operation of food establishment without valid permit issued by health authority; sale, offer or display for consideration of food prepared in private home without valid permit issued by health authority; exemptions.

1. Except as otherwise provided in this section, it is unlawful for any person to operate a food establishment unless the person possesses a valid permit issued to him or her by the health authority.

2. The health authority may exempt a food establishment from the provisions of this chapter if the health authority determines that the food which is sold, offered or displayed for sale, or served at the establishment does not constitute a potential or actual hazard to the public health.

3. Food that is prepared in a private home and given away free of charge or consideration of any kind is exempt from the provisions of this chapter, unless it is given to a food establishment.

4. Except as otherwise provided in subsection 5, food that is prepared in a private home must not be sold, or offered or displayed for sale or for compensation or contractual consideration of any kind, unless the person preparing the food possesses a valid permit issued to him or her by the health authority for that purpose.

5. A religious, charitable or other nonprofit organization may, without possessing a permit from the health authority, sell food occasionally to raise money, whether or not the food was prepared in a private home, if the sale occurs on the premises of the organization. If the sale is to occur off the premises of the organization, a permit from the health authority is required unless an exemption is granted pursuant to subsection 2.



Mailing address for non-local applicants only:

Southern Nevada Health District, Environmental Health, PO Box 3902, Las Vegas, NV 89127

FedEx, UPS only: Southern Nevada Health District, Environmental Health, 700 Desert Lane, Las Vegas, NV 89106

All local applicants must apply in person at:

Southern Nevada Health District, 330 S. Valley View Blvd., Las Vegas, NV 89107 (702) 759-1110

Laughlin Public Health Center, 3650 S. Point Circle, Bldg. C, Ste. 113, Laughlin, NV 89029, (702) 759-1643

Mesquite Public Health Center, 830 Hafen Lane, Mesquite, NV 89027 – (702) 759-1682

EVENT COORDINATOR APPLICATION FOR CONVENTIONS, SPECIAL EVENTS and TRADE SHOWS

Type or print clearly - Incomplete applications shall be denied

I. Event Information

Name of Event: _____

Location/Address of event: _____

Event to be held: _____ Enclosed building _____ Outdoor _____ Both

Date(s) of event: _____

Hours of event (Specify for each date if different): _____

Vendor set-up time: _____

Anticipated number of patrons for the event: _____ Map Provided @ application Yes:___ No:___
(Maximum per day) _____ Must provide at least two business days before the event

II. Contact Information

Name of Event Coordinator: _____

Name of Event Sponsor: _____

Event Coordinator phone (during business hours) and EMAIL Address: _____

Event Coordinator mailing address: _____

Contact Name and phone number during event: _____

III. Support Services Information

Toilet facilities: Number of Plumbed _____ Number of Portable _____

Handwash facilities: Number of Plumbed _____ Number of Portable _____

Responsible party for maintaining toilet/handwash facilities during event: _____

Will potable water be available? Yes / No If yes, where? _____

How will wastewater be disposed of? _____

Describe how electricity will be provided: _____

How will garbage be disposed of? _____

Person(s) responsible for cleaning up: _____

Other services if provided (i.e.: cold storage, commissary, ice truck, dish wash area): _____

Fee Assessment – The Event Coordinator is responsible for payment of fees at the time of application and late fees as applicable. ALL PERMIT FEES ARE NONREFUNDABLE – NO EXCEPTIONS. Please make Cashier’s checks or money orders payable to: SOUTHERN NEVADA HEALTH DISTRICT. No personal or business checks accepted.

	Permit Fee	Late Permit Fee (Less than SEVEN BUSINESS DAYS NOTICE)	Late Permit Fee (Less than ONE BUSINESS DAY NOTICE)
Event Coordinator (No tasting booths)	\$290	\$145	\$290
Tasting Event Coordinator, Beverage only 1 – 10 booths 11-20 booths Each additional 10 booths	\$290 Included additional \$120 additional \$120	\$145	\$290
Tasting Event Coordinator, Food or Mixed Food/Beverage 1-5 booths Each additional 5 booths	\$290 base fee additional \$120 additional \$120	\$ 145	\$290

V. Event Coordinator Responsibilities

The event coordinator is responsible for the following:

1. Meeting the requirements as set forth in the applicable sections of *the Southern Nevada Health District Regulations Governing the Sanitation of Food Establishments.* Initial _____
2. Ensuring that food vendors apply for a Temporary Food Establishment Permit as required and shall not allow vendors without required permits to set up at the event. Initial _____
3. Providing a map indicating the location of support services and food/beverage venues **at least two business days** prior to the start of the event. Initial _____
4. Contacting the Southern Nevada Health District **prior to the event** to provide updates if any changes or additions to this application are made. Initial _____
5. Obtaining and submitting a permission letter from the property owner, if the event occurs on private property. Initial _____

Print name and job title: _____

Signature _____ Date _____

SNHD Use Only

	Applied For	At Event
# TFE		
# MV		
# AI		
# Sampling		

Chapter 15

Special Events and Temporary Food Establishments

Parts

- 15-1 Definitions
- 15-2 Special Event Requirements
- 15-3 Temporary Food Establishment Requirements
- 15-4 Compliance and Enforcement

15-1 Definitions

Subparts

- 15-101 Applicability and Listing of Terms
- 15-102 Definitions

15-101 Applicability and Listing of Terms

15-101.11 Interpretation and Listing of Terms

The following definitions shall apply in the interpretation and application of this Chapter.

15-102 Definitions

EVENT COORDINATOR means a designated PERSON, or PERSON assigned by the SPECIAL EVENT SPONSOR, responsible for the coordination of TEMPORARY FOOD ESTABLISHMENTS, FOOD BOOTHS, and health related services at a SPECIAL EVENT.

EVENT COORDINATOR PERMIT means a PERMIT as issued by SNHD for a SPECIAL EVENT that will include 2 or more TEMPORARY FOOD ESTABLISHMENTS or FOOD BOOTHS at a given location, other than a single operator with multiple FOOD ESTABLISHMENTS located on their own property.

FOOD BOOTH means any place, structure, or premise associated with a SPECIAL EVENT in which any POTENTIALLY HAZARDOUS or open FOOD intended for ultimate human consumption is offered or served. Multiple operators shall not share a FOOD BOOTH. All operators shall be individually PERMITTED as required by the HEALTH AUTHORITY.

LICENSED means formal permission or having a PERMIT from the appropriate federal, state, or local AGENCY OF JURISDICTION to carry out a function or event at a specified location.

SPECIAL EVENT means any LICENSED transitory public gathering that takes place at a given location for a specific purpose that is associated with a fair, carnival, circus, public exhibition, celebration, or trade show. The event has a defined start and stop date, with the given event not exceeding 14 consecutive days. This includes TASTING EVENTS.

SPECIAL EVENT SPONSOR means the PERSON, group, association, organization, corporation, or governmental agency sponsoring or promoting a SPECIAL EVENT.

TASTING EVENT means a SPECIAL EVENT, including but not limited to wine tastings and chili cook-offs, in which an entrance fee entitles the CONSUMER to FOOD service in conjunction with the event and where there is no point of sales directly at the booths.

15-2 Special Event Requirements

Subparts

- 15-201 Requirements for an Event Coordinator and Event Coordinator Permit
- 15-202 Event Coordinator Permit
- 15-203 Responsibilities of the Event Coordinator
- 15-204 Event Coordinator Permission to Operate
- 15-205 General Requirements for Special Events
- 15-206 Trade Shows, Conventions, Chili Cook-Offs, and Food and Beverage Tasting Events
- 15-207 Special Events Operated Within Pool Enclosures
- 15-208 Special Event Permit to Operate

15-201 Requirements for an EVENT COORDINATOR and EVENT COORDINATOR PERMIT

15-201.11 PERMIT Requirements

An EVENT COORDINATOR PERMIT for a SPECIAL EVENT or a trade show shall not exceed 14 days, and is not transferable from PERSON to PERSON or from location to location, and shall be required where there is more than one TEMPORARY FOOD ESTABLISHMENT, or more than one FOOD BOOTH, and:

- (A) The EVENT COORDINATOR is operating the SPECIAL EVENT, including TASTING EVENTS, on their own property with outside FOOD or BEVERAGE vendors participating.

- (B) The EVENT COORDINATOR is conducting the SPECIAL EVENT on property other than their own, with outside vendors providing FOOD or BEVERAGE services. If the event takes place on private property, a permission letter from the property owner shall be obtained and submitted to the HEALTH AUTHORITY as part of the application process.
- (C) Annual Itinerants and mobile vendors are included in the total vendor count. If mobile vendors set up additional facilities outside of their unit, the vendor shall apply for a TEMPORARY FOOD ESTABLISHMENT PERMIT.

An EVENT COORDINATOR PERMIT will not be required if the following requirements are met:

- (A) The EVENT COORDINATOR is the sole vendor associated with the SPECIAL EVENT. If the event is not operating on its own property, a permission letter from the property owner shall be obtained and submitted to the HEALTH AUTHORITY as part of the application process.
- (B) A non-profit organization operating on their own property, as stated in *NRS 446.870*, is exempt from these Regulations. If the event is to be held off the PREMISES of the non-profit organization, an EVENT COORDINATOR PERMIT will be required.

15-201.12 EVENT COORDINATOR

The SPECIAL EVENT SPONSOR shall designate an EVENT COORDINATOR.

15-202 EVENT COORDINATOR PERMIT

15-202.11 Application

The EVENT COORDINATOR shall make written application for an EVENT COORDINATOR PERMIT on forms provided by the HEALTH AUTHORITY to include a description of support services, and a list of FOOD vendors with contact information.

- (A) The application for the EVENT COORDINATOR PERMIT shall be accompanied by payment of a fee as established by the DISTRICT BOARD OF HEALTH.
- (B) A late fee will be assessed if the PERMIT application and fee is not submitted to the HEALTH AUTHORITY a minimum of seven days prior to the start date of the event. Additional fees will be incurred if the PERMIT application is submitted less than 24 hours prior to the event.
- (C) A map of the event shall accompany the application, or be provided no less than 48 hours prior to the start of the event.
- (D) Once submitted the application shall be updated as required in Section 15-203.11(B) of these Regulations.
- (E) Failure to submit an EVENT COORDINATOR application as required by this Section may result in a CEASE AND DESIST ORDER being issued prohibiting the preparation, display, service, and sale of any FOOD items at the SPECIAL EVENT.

15-202.12 Application Review

The EVENT COORDINATOR PERMIT application shall be reviewed by the HEALTH AUTHORITY and the proposed plan shall be APPROVED or denied. If denied, the applicant shall be notified of the reason(s) for the denial. Incomplete applications shall be denied.

15-203 Responsibilities of the EVENT COORDINATOR

15-203.11 Responsibilities

The EVENT COORDINATOR shall:

- (A) Ensure compliance as specified in Section 15-205 of this Chapter.
- (B) Inform the HEALTH AUTHORITY of any changes or additions made after the original application was reviewed.
- (C) Coordinate all services required as specified in Section 15-205 of this Chapter.
- (D) Notify all TEMPORARY FOOD ESTABLISHMENTS that will be associated with the SPECIAL EVENT that:
 - (1) They are required to make advance application for a PERMIT to operate as specified in Section 15-301 of this Chapter.
 - (2) Failure to make application for a PERMIT and pay any applicable fees may result in a CEASE AND DESIST ORDER being issued.
- (E) Have a designated representative available to the HEALTH AUTHORITY during the event.

15-204 EVENT COORDINATOR Permission to Operate

15-204.11 Issuance of PERMIT

An EVENT COORDINATOR PERMIT shall be issued once it has been determined by the HEALTH AUTHORITY that applicable requirements have been met.

15-204.12 Time Limit for PERMIT

An EVENT COORDINATOR PERMIT to operate shall not exceed 14 consecutive days.

The EVENT COORDINATOR shall be responsible for all as specified on the EVENT COORDINATOR PERMIT application which may include, but is not limited to, potable water supply, disposal of waste water, disposal of solid waste, restroom facilities including associated HAND WASHING SINKS, power supply, and central refrigeration services.

15-205 General Requirements for SPECIAL EVENTS

15-205.11 Compliance with Requirements

SPECIAL EVENTS shall comply with the requirements specified in this Section and may be subject to other applicable chapters of these Regulations. As provided in *NRS 439.410 and NRS 446.865*, the HEALTH AUTHORITY may impose additional requirements to prevent potential health HAZARDS related to the operation of such events. A guidance documents is provided in Appendix I.

15-205.12 Support Services Responsibilities

The EVENT COORDINATOR shall be responsible for all items as specified on the EVENT COORDINATOR PERMIT application which may include, but is not limited to, potable water supply, disposal of waste water, disposal of solid waste, restroom facilities including associated HAND WASHING SINKS, power supply, and central refrigeration services. Depending upon the type of event, support services provided to TEMPORARY FOOD ESTABLISHMENTS may include the following:

- (A) Adequate power shall be supplied by the EVENT COORDINATOR to those TEMPORARY FOOD ESTABLISHMENTS that require electrical or mechanical means to hold FOOD products at required temperatures. When mechanical refrigeration is used, power shall be provided in advance to bring units down to adequate temperatures.
- (B) When central refrigeration services for FOOD vendors are provided, the EVENT COORDINATOR shall ensure that EQUIPMENT is capable of maintaining FOOD at required temperature. When EQUIPMENT is not maintaining FOOD at required temperature, it shall be taken out of service and any temperature abused FOOD shall be discarded.
- (C) Common WARE WASHING facilities, if provided, shall be maintained as specified in Chapter 4 of these Regulations. At SPECIAL EVENTS exceeding three days in duration, a three-compartment sink shall be provided on-site by the EVENT COORDINATOR for TEMPORARY FOOD ESTABLISHMENT operators. The sink shall have hot water at a minimum temperature of $110^{\circ}\text{F}\pm 2^{\circ}$, and cold running water which drains to an APPROVED method of waste water disposal.

15-205.13 Lighting

A minimum of 20 foot-candles of artificial light shall be provided after dusk in all common areas.

15-205.14 Toilet Facilities

The EVENT COORDINATOR shall ensure that an adequate number of toilet facilities are provided for patron and participant use so as not to create a nuisance or public health HAZARD

- (A) When the number of seweried toilets is insufficient, non-seweried toilets shall be provided. The operator of a SPECIAL EVENT shall provide toilet facilities as set forth in *NAC 444.825* unless the HEALTH AUTHORITY reduces the number of toilet facilities otherwise required pursuant to *NAC 444.825* by the number of public toilet facilities available.
- (B) All toilets shall be adequately serviced, stocked with dispenser-held toilet tissue, and maintained during the event

15-205.15 HAND WASHING SINKS

- (A) HAND WASHING SINKS shall be located at all toileting areas utilized by FOOD HANDLERS, including all non-seweried toilet areas.
- (B) The operator of a SPECIAL EVENT shall provide at least one facility for hand washing for each group of toilet facilities.
- (C) The portable HAND WASHING SINK shall be provided with running water that drains to an enclosed waste water tank.
- (D) HAND WASHING SINKS shall be adequately serviced, stocked, and maintained during the event. Liquid hand soap in a pump dispenser, and single-use paper towels dispensed in a sanitary manner, shall be available at the HAND WASHING SINK.
- (E) The use of a hand sanitizer is not a substitute for HAND WASHING SINKS for FOOD HANDLERS.
- (F) Hand sanitizer dispensers may be utilized at non-seweried toilet areas used by the public.
- (G) The EVENT COORDINATOR shall ensure that HAND WASHING SINKS for customer use are placed at the entrance to any animal attraction associated with the event. Liquid hand soap in a pump dispenser, and single-use paper towels dispensed in a sanitary manner, shall be available at the HAND WASHING SINK.

15-205.16 Water Supply

- (A) The EVENT COORDINATOR shall notify all TEMPORARY FOOD ESTABLISHMENT operators, in advance, of the availability and location of potable water sources or that potable water will not be provided.
- (B) Water haulers for SPECIAL EVENTS shall comply with *NAC 445A.67275* through *NAC 445A.6731*.
- (C) Non-potable water supplies including but not limited to water trucks for dust control shall not be used at SPECIAL EVENTS where spray or flow may contaminate FOOD. All non-potable water connections and service containers shall be clearly labeled.
- (D) Hoses connected to potable water sources shall meet the requirements as specified in Chapter 5-302.16 of these Regulations.

15-205.17 Waste Water

The EVENT COORDINATOR shall ensure that all waste water generated at an event is discharged to a sanitary sewer. The dumping of waste water into a storm drain or directly onto the ground is strictly prohibited. Improper disposal may be subject to citations and/or penalties.

15-205.18 Solid Waste

- (A) The EVENT COORDINATOR shall ensure proper disposal of garbage as specified on the EVENT COORDINATOR PERMIT application.
- (B) The EVENT COORDINATOR shall ensure the presence of an adequate number of leak-proof trash receptacles in common areas for public use.
- (C) Trash receptacles shall be emptied as often as necessary to prevent excessive accumulation of solid waste so as not to create a public health nuisance.
- (D) The EVENT COORDINATOR shall provide for the removal of any solid waste scattered on the event PREMISES as a result of event activities, including the removal of such waste during and at the conclusion of the event.
- (E) Grease and waste cooking oil shall be disposed of in a manner APPROVED by the HEALTH AUTHORITY. Disposal of grease or waste cooking oil to the sanitary sewer system in a storm drain or on the ground is prohibited and may be subject to citations and/or penalties.
- (F) Improper disposal of solid waste may be subject to citations and/or penalties as specified in *NRS 444.630*.
- (G) The SPECIAL EVENT COORDINATOR is responsible for developing and implementing a resource recovery plan at any event where attendance is expected to exceed 5,000 PERSONS per day. Cardboard, glass, plastic bottles, and aluminum generated at an event of this size shall be collected and recycled.

15-205.19 Animal Attractions

Animal attractions shall not create nuisances, odors, or fly problems that impact FOOD service operations. The HEALTH AUTHORITY may impose additional RESTRICTIONS and requirements to ensure the health of the public.

15-206 Trade Shows, Conventions, Chili Cook-Offs, and FOOD and BEVERAGE Tasting Events

15-206.11 PERMIT Application

The EVENT COORDINATOR shall apply for an EVENT COORDINATOR PERMIT as specified in Sections 15-201 and 15-202 of this Chapter.

15-206.12 Responsibilities of the EVENT COORDINATOR

In addition to the responsibilities specified in Section 15-203 of this Chapter, the EVENT COORDINATOR of a trade show, convention, chili cook-off, or TASTING EVENT shall:

- (A) Inform "for profit" and "non-profit" booth vendors, with point of sale or similar direct compensation for FOOD or BEVERAGE, that they must make advance application for a PERMIT to operate a TEMPORARY FOOD ESTABLISHMENT and that failure to do so may result in a CEASE AND DESIST ORDER being issued.
- (B) Provide the criteria for proper set-up to vendors who do not accept monetary compensation as described in Section 15-303 of this Chapter and ensure that they are ready to operate at the time specified in the EVENT COORDINATOR application. Inspection of these booths shall be documented on the EVENT COORDINATOR PERMIT inspection report.
- (C) Ensure that the general requirements for SPECIAL EVENTS, as specified in Section 15-205 of this Chapter, are in place prior to the opening time of the event as indicated on the EVENT COORDINATOR PERMIT application.

15-207 SPECIAL EVENTS Operated Within Pool Enclosures

15-207.11 Requirements

SPECIAL EVENTS, including TEMPORARY FOOD ESTABLISHMENTS, operated within pool enclosures shall also meet the requirements of NAC 444.288. The following requirements shall be met for all operations on pool decks and within pool barriers:

- (A) No glass or breakable items shall be allowed except that glass liquor and mixer bottles under the control of a FOOD HANDLER are acceptable.
- (B) Bar/FOOD units shall be located remotely from the edge of the pool on the raised rear deck area if available.
- (C) Work stations shall not obstruct access to the pool deck, or to necessary fixtures, including but not limited to showers and water fountains.
- (D) Work stations shall not be placed in any location where there is standing water.
- (E) Work stations shall be broken down, covered, protected, and stored when not in use.
- (F) All electrical connections for work stations shall be GFCI protected and testable, and temporary electrical runs shall not pass across walkways used by bathers or in wet areas such deck drains.
- (G) An operational plan shall be completed and shall address all of the above including a statement that management will not permit FOOD or drink to be consumed within 4' of any pool or spa.

15-208 SPECIAL EVENT PERMIT to Operate

15-208.11 Issuance of Report and Corrective Action

- (A) The HEALTH AUTHORITY shall conduct an inspection of the SPECIAL EVENT and record the findings on an inspection report form. The HEALTH AUTHORITY shall furnish the original of the inspection report to the EVENT COORDINATOR.
- (B) The EVENT COORDINATOR shall ensure that all documented violations are corrected as specified on the health inspection report.
- (C) The EVENT COORDINATOR shall ensure that UNAPPROVED TEMPORARY FOOD ESTABLISHMENTS do not operate at or during the SPECIAL EVENT.
- (D) The EVENT COORDINATOR of TASTING EVENTS shall ensure that FOOD BOOTHS, with no point of sale but having outstanding violations, do not serve FOOD until corrective actions have been made as designated on the inspection report.

15-208.12 PERMIT Approval to Operate

Once all requirements for the EVENT COORDINATOR have been met, the health PERMIT for the SPECIAL EVENT shall be APPROVED.

15-3 Temporary Food Establishment Requirements

Subparts

- 15-301 Application to Operate a Temporary Food Establishment**
- 15-302 Temporary Food Establishment Permit to Operate**
- 15-303 Temporary Food Establishment Permit Exemptions**
- 15-304 General Requirements for Temporary Food Establishments**

15-301 Application to Operate a TEMPORARY FOOD ESTABLISHMENT

15-301.11 Application

- (A) A PERSON desiring to operate any TEMPORARY FOOD ESTABLISHMENT shall make written application for a PERMIT in accordance with NRS 446.875.
- (B) The application shall be made on forms provided by the HEALTH AUTHORITY. The TEMPORARY FOOD ESTABLISHMENT PERMIT application shall be submitted to the HEALTH AUTHORITY not less than seven days prior to the start date of the event.
- (C) An application for a PERMIT to operate a TEMPORARY FOOD ESTABLISHMENT shall be accompanied by payment of a fee established by the DISTRICT BOARD OF HEALTH. A late fee will be assessed if the application and fee are not received a minimum of seven days prior to the start date of the event. Additional fees will be incurred if the PERMIT application is submitted less than 24 hours prior to the event.

15-301.12 Application Review

The TEMPORARY FOOD ESTABLISHMENT application shall be reviewed by the HEALTH AUTHORITY and the proposed plan shall be APPROVED or denied. If denied, the applicant shall be notified of the reason(s) for the denial. Incomplete applications shall be denied.

- (A) If necessary to protect against public health HAZARDS, the HEALTH AUTHORITY may impose specific requirements in addition to the requirements contained in this Chapter as authorized by *NRS 439.410* and *NRS 446.865*.
- (B) The HEALTH AUTHORITY shall document the conditions that necessitate the imposition of additional requirements and the underlying public health concerns.

15-302 TEMPORARY FOOD ESTABLISHMENT PERMIT to Operate

15-302.11 PERMIT Requirement

It is unLAWful for any PERSON to operate a TEMPORARY FOOD ESTABLISHMENT unless a valid PERMIT has been issued by the HEALTH AUTHORITY.

15-302.12 PERMIT Limitations

A TEMPORARY FOOD ESTABLISHMENT PERMIT shall not exceed 14 days and is not transferable from PERSON to PERSON or from location to location.

15-302.13 Inspection by the HEALTH AUTHORITY

- (A) A TEMPORARY FOOD ESTABLISHMENT PERMIT to operate shall be issued only after inspection and approval by the HEALTH AUTHORITY and only after the TEMPORARY FOOD ESTABLISHMENT has obtained and paid for the appropriate PERMIT in advance of the event.
- (B) The PERSON operating the TEMPORARY FOOD ESTABLISHMENT shall prominently display all original licenses and PERMITs under which the TEMPORARY FOOD ESTABLISHMENT is operating in a conspicuous location, easily readable by the public, and at each FOOD BOOTH or point of sale.
- (C) The HEALTH AUTHORITY shall issue a CEASE AND DESIST ORDER to a TEMPORARY FOOD ESTABLISHMENT if the establishment is found to be violating the requirements set forth in these Regulations which include but are not limited to failing to obtain and pay for the appropriate PERMIT prior to the event. The TEMPORARY FOOD ESTABLISHMENT shall not resume operations until APPROVED by the HEALTH AUTHORITY.
- (D) The HEALTH AUTHORITY may periodically inspect throughout the PERMIT period, any TEMPORARY FOOD ESTABLISHMENT to verify that good public health practices are in place. Conditions warranting additional inspections include, but are not limited to:
 - (1) Improvised rather than permanent facilities or EQUIPMENT for accomplishing functions including but not limited to hand washing, FOOD preparation and protection, FOOD temperature control, WARE WASHING, providing DRINKING WATER, solid waste storage and disposal, and insect and rodent control.
 - (2) Inexperienced FOOD HANDLERS.
 - (3) Inclement weather.
 - (4) Citizen or alleged FOOD BORNE ILLNESS complaint investigations.

15-302.14 FOOD Prohibitions

Except as otherwise specified in Section 15-303 of this Chapter, FOOD that is prepared in a private home shall not be sold, offered or displayed for sale, or offered for compensation or contractual consideration of any kind.

15-303 TEMPORARY FOOD ESTABLISHMENT PERMIT Exemptions

15-303.11 Exemptions

In accordance with *NRS 446.870*, the following FOOD ESTABLISHMENTS are exempt from obtaining a PERMIT:

- (A) Any PERSON that prepares FOOD in a private home and gives it away free of charge or for consideration of any kind unless it is given to a PERMITTED FOOD ESTABLISHMENT.
- (B) A religious, charitable, or other non-profit organization may, without possessing a PERMIT from the HEALTH AUTHORITY, sell FOOD occasionally to raise money, whether or not the FOOD was prepared in a private home, provided the sale occurs on the PREMISES of the organization. If the sale is to occur off the PREMISES of the organization, a PERMIT shall be required.
- (C) The HEALTH AUTHORITY may exempt a TEMPORARY FOOD ESTABLISHMENT from obtaining a PERMIT if the HEALTH AUTHORITY determines that the FOOD which is sold, offered, displayed for sale, or served at the establishment does not constitute a potential or actual HAZARD to the public health. Exemptions include but are not limited to:
 - (1) Commercially bottled or canned BEVERAGES, including water, that do not require refrigeration, and are served from the SEALED original properly labeled container without addition of ice or other regulated product.

- (2) SEALED, commercially PACKAGED non-PHF (TCS) from an APPROVED SOURCE with proper labeling including but not limited to potato chips, candy, popcorn, and other similar FOOD.
- (3) Booths which sample FOOD, but do not receive compensation or sell the product sampled at the booth. Although a TEMPORARY FOOD ESTABLISHMENT PERMIT is not required, the booth may be subject to requirements of these Regulations and may be inspected under the EVENT COORDINATOR PERMIT.

15-304 General Requirements for TEMPORARY FOOD ESTABLISHMENTS

15-304.11 Compliance with Requirements

TEMPORARY FOOD ESTABLISHMENTS shall comply with the requirements specified in this Chapter and other applicable portions of these Regulations.

- (A) The HEALTH AUTHORITY may impose additional requirements to protect the public from potential HAZARDS related to the operation of these establishments.
- (B) The HEALTH AUTHORITY may RESTRICT or limit menu items, and may prohibit the sale of any PHF (TCS) that may put the public at RISK of disease or injury. The HEALTH AUTHORITY:
 - (1) If necessary to protect the public health, specific requirements in addition to the requirements specified in this Chapter and as specified by *NRS 439.410 and NRS 446.865*, may be imposed.
 - (2) Shall document the conditions that necessitate the imposition of additional requirements and shall state the underlying public health concerns.
- (C) TEMPORARY FOOD ESTABLISHMENTS, and all other operations which sell alcoholic BEVERAGES for consumption on PREMISES, shall post health warnings for drinking during pregnancy as specified in *NRS 446.842*.

15-304.12 PERSON IN CHARGE

Each TEMPORARY FOOD ESTABLISHMENT shall have a designated PERSON IN CHARGE responsible for knowledge of, and compliance with, these Regulations. Such PERSON shall be on-site and accessible during all hours of operation of the TEMPORARY FOOD ESTABLISHMENT. Facilities without such PERSON IN CHARGE shall not be APPROVED to open or operate.

15-304.13 FOOD Source

- (A) All FOOD shall be obtained from an APPROVED SOURCE acceptable to the HEALTH AUTHORITY. Home canned FOOD is prohibited.
- (B) As per *NRS 446.870*, no preparation or storage shall occur at a private residence or anywhere other than at a PERMITTED FOOD ESTABLISHMENT for any PHF (TCS) or perishable FOOD intended to be sold, offered, or displayed for sale at a TEMPORARY FOOD ESTABLISHMENT.
- (C) In the absence of an APPROVED COMMISSARY, same day receipts for FOOD shall be available on-site for review by the HEALTH AUTHORITY upon request.
- (D) Receipts and/or invoices shall be maintained at the booth for all FOOD obtained outside of Clark County, Nevada.
- (E) Ice, which is intended for human consumption or cooling purposes, shall be obtained from an APPROVED SOURCE.
- (F) Packages of FOOD, including packages of FOOD rePACKAGED from bulk that was prepared within Clark County, that are for sale in a TEMPORARY FOOD ESTABLISHMENT shall have a label which has been APPROVED by the HEALTH AUTHORITY. The label shall meet the requirements as specified in Chapter 3 of these Regulations.

15-304.14 FOOD Cooking, Holding and Service EQUIPMENT

- (A) All FOOD cooking, holding, and service EQUIPMENT shall be constructed of non-toxic materials, including but not limited to those specified in Chapter 4-201.11 of these Regulations and shall be maintained clean, in good repair, and in such condition as not to present a RISK to public health.
- (B) The HEALTH AUTHORITY shall RESTRICT FOOD at an event if adequate facilities are not available and functioning properly to maintain FOOD at required temperatures.
- (C) An appropriately sized and calibrated stem thermometer with a range of 0-220°F±2° shall be available and used to monitor the temperature of PHF (TCS).
- (D) Adequate EQUIPMENT shall be provided to maintain hot FOOD at a temperature of 135°F±2° or above during storage, display, and service. APPROVED EQUIPMENT includes, but is not limited to, steam tables, hot boxes, grills, and chafing dishes.
- (E) Adequate EQUIPMENT shall be provided to maintain cold FOOD at a temperature of 41°F±2° or below during storage, display, and service. APPROVED EQUIPMENT includes, but is not limited to, mechanical refrigeration units and ice chests with a drain.

15-304.15 Cooking, Reheating and Hot Holding of PHF (TCS)

- (A) PHF (TCS) shall be cooked to the following minimum temperatures unless otherwise ordered by the immediate CONSUMER:
 - (1) All cooked FOOD that is reheated shall be heated, within two hours, to a minimum internal temperature of 165°F±2° for at least 15 seconds. FOOD EQUIPMENT intended for hot holding shall not be used to reheat FOOD.
 - (2) All POULTRY products, stuffed MEATS, and stuffing containing animal products shall be cooked to a minimum internal temperature of 165°F±2° for at least 15 seconds.
 - (3) All pork products, except whole-muscle intact pork, and ground beef shall be cooked to a minimum internal temperature of 155°F±2°.
 - (4) Beef, whole-muscle intact pork, and FISH products shall be cooked to a minimum internal temperature of 145°F±2°.
 - (5) Roast beef shall be cooked to an internal temperature of at least 130°F±2°, and held at 130°F±2°, for a minimum of 112 minutes prior to service.
 - (6) If FOOD of animal origin is provided in an undercooked state per the request of the individual CONSUMER, the operator of the TEMPORARY FOOD ESTABLISHMENT shall post a CONSUMER advisory as specified in Chapter 3-401.11(D) of these Regulations.
- (B) Hot PHF (TCS) shall be held at 135° F±2° or above.
- (C) BARBECUE grills shall be constructed of non-toxic materials designed for the cooking of FOOD. Use of recycled 55-gallon metal drums is prohibited.

15-304.16 FOOD Preparation

- (A) All FOOD handling and preparation shall take place within the PERMITTED TEMPORARY FOOD ESTABLISHMENT unless prepared at an APPROVED FOOD ESTABLISHMENT.
- (B) POTENTIALLY HAZARDOUS FOOD (TCS) served at the TEMPORARY FOOD ESTABLISHMENT shall be prepared and served on the same day and shall not be held for service on the following day.
- (C) FROZEN FOOD shall be thawed by one of the following APPROVED methods:
 - (1) Under refrigeration.
 - (2) In an ice chest, with drain, provided the FOOD is maintained at 41°F±2° or colder.
 - (3) As part of the cooking process.

15-304.17 FOOD Protection and Storage

- (A) During transport and storage, all FOOD shall be protected from CONTAMINATION and held within required safe temperatures as set forth in these Regulations.
- (B) All FOOD, FOOD-CONTACT SURFACES, SINGLE-SERVICE ARTICLES, and SINGLE-USE ARTICLES shall be stored at least 6" off the ground or floor.
- (C) All FOOD shall be covered or shielded to protect it from dust, dirt, insects, patrons, and other sources of CONTAMINATION.
- (D) Animals are prohibited in FOOD preparation and storage areas except as specified in Chapter 6-501.21 of these Regulations.
- (E) CONDIMENTs shall be dispensed in single-service type packaging, or from squeeze bottles, shakers, or dispensers APPROVED by the HEALTH AUTHORITY.
- (F) Samples shall be dispensed by means that prevent CONSUMERS from contaminating other samples. Sampling methods may include:
 - (1) Individually wrapped portions.
 - (2) Tongs.
 - (3) Toothpicks.
 - (4) Units that dispense one sample at a time.
 - (5) Separation by use of deli paper or cups.
 - (6) A FOOD HANDLER dispensing a sample into the CONSUMER's hands by use of a gloved hand or UTENSIL.
- (G) FOOD shall be protected from CROSS-CONTAMINATION by keeping raw animal products away from READY-TO-EAT FOOD during transportation, storage, preparation, holding, and display.
 - (1) The same ice chest may not be used for the storage of both raw animal products and READY-TO-EAT FOOD.

- (2) EQUIPMENT and UTENSILS shall be thoroughly cleaned and sanitized, as specified in Section 15-304.19 of this Chapter, between being used for raw animal products and READY-TO-EAT FOOD.
- (3) When WARE WASHING facilities are not available, an adequate supply of clearly identified EQUIPMENT and UTENSILS shall be provided for use on raw animal products.
- (H) FOOD dispensing UTENSILS shall be stored in a manner that protects UTENSILS and FOOD from CONTAMINATION. UTENSILS may be stored:
 - (1) In the FOOD product with the handle extended above the FOOD.
 - (2) On a FOOD-CONTACT SURFACE including but not limited to a clean portion of a FOOD preparation table or cooking EQUIPMENT that has been properly cleaned and sanitized at an APPROVED frequency.
 - (3) In a clean, protected location if the UTENSILS including but not limited to ice scoops, are used only with a FOOD that is non-PHF (TCS).
 - (4) In a container of water, if the water is maintained at a temperature of $41^{\circ}\text{F}\pm 2^{\circ}$, or below, or $135^{\circ}\text{F}\pm 2^{\circ}$, or above, and the UTENSILS and the container are cleaned at least every four hours or at a frequency necessary to preclude accumulation of FOOD residues.
- (I) Ice intended for use in BEVERAGES shall be stored separately from ice used for all other purposes, and shall be dispensed as directed in Section (G) above using an APPROVED scoop with a handle.
- (J) Ice used for cooling shall not be used for consumption. Ice used for cooling purposes:
 - (1) Shall not come in direct contact with FOOD.
 - (2) Shall have adequate drainage to prevent pooling of water.
- (K) BEVERAGES stored in cooling ice are not allowed for self-service to the general public and shall be dispensed by the TEMPORARY FOOD ESTABLISHMENT operator.
- (L) Chemicals shall be stored separate from, and below, all FOOD, SINGLE-SERVICE ARTICLES, SINGLE-USE ARTICLES, and FOOD EQUIPMENT.
- (M) FOOD preparation and cooking EQUIPMENT shall not be stored in areas accessible to the public.
- (N) All open FOOD preparation, storage, and display surfaces shall be SMOOTH and EASILY CLEANABLE.
- (O) Cloth towels shall not come in direct contact with FOOD.

15-304.18 Hygienic Practices Requirements and HAND WASHING SINKS

- (A) A HAND WASHING SINK shall be readily accessible inside or directly adjacent to, but not more than 10' from, the preparation area of a TEMPORARY FOOD ESTABLISHMENT. The HAND WASHING SINK shall be in place, properly equipped, and ready for use prior to any open FOOD handling.
 - (1) When a portable or plumbed HAND WASHING SINK is not available, a container with a spigot or other means that will allow gravity flow of tempered water, at temperatures of $90^{\circ}\pm 2^{\circ}$ to $110^{\circ}\pm 2^{\circ}$, with a minimum capacity of two gallons shall be provided. At least five gallons of potable water shall be available on-site for the purpose of washing hands.
 - (2) Liquid hand soap in a pump dispenser, and single-use paper towels dispensed in a sanitary manner, shall be available at the HAND WASHING SINK.
 - (3) Waste water from the hand washing process shall drain into a designated container large enough to prevent splash or overflow. The waste water container shall be emptied as needed into a sanitary sewer.
 - (4) A waste receptacle shall be located near the HAND WASHING SINK for the disposal of paper towels.
 - (5) Hand sanitizers and single-service gloves may be used, but are not a substitute for hand washing. An employee of a FOOD ESTABLISHMENT shall not use a pair of gloves intended for a single use for more than one purpose, and shall discard the gloves after they are damaged or soiled, or after the process of preparing FOOD has been interrupted.
 - (6) When using gloves for working with FOOD, hands shall be washed before donning gloves for working with FOOD and after removing gloves when handling raw animal products.
 - (7) A HAND WASHING SINK is not required if the only FOOD items offered are commercially PRE-PACKAGED FOOD and BEVERAGES that are dispensed in their original unopened containers.
- (B) FOOD service workers, as a minimum, shall wash their hands:
 - (1) Before entering FOOD preparation and service areas.
 - (2) Immediately before engaging in any FOOD preparation.
 - (3) Before donning gloves for working with READY-TO-EAT FOOD and after removal of gloves when working with raw animal product.

- (4) After using the toilet, smoking, eating, or handling raw FOOD.
- (5) As often as necessary to remove soil and CONTAMINATION and to prevent CROSS-CONTAMINATION.
- (C) Unless prior operational procedures are APPROVED by the HEALTH AUTHORITY, FOOD HANDLERS shall eliminate bare hand contact with READY-TO-EAT FOOD by suitable means including but not limited to deli paper, spatulas, tongs, single-use gloves, or dispensing EQUIPMENT. The use of single-use gloves or UTENSILS is not a substitute for required hand washing. A guidance document is provided in Appendix K.
- (D) Eating in the TEMPORARY FOOD ESTABLISHMENT shall be RESTRICTED to designated areas away from all FOOD preparation and storage areas.
- (E) Employee BEVERAGES shall be in a closed container and stored away from FOOD and FOOD-CONTACT SURFACES.
- (F) All FOOD HANDLERS shall wear clean clothing.
- (G) Any PERSON not directly involved in the operation of a TEMPORARY FOOD ESTABLISHMENT shall be RESTRICTED from FOOD preparation and service areas.

15-304.19 Cleaning and Sanitizing of UTENSILS and EQUIPMENT

- (A) An APPROVED sanitizing solution in a labeled container shall be available prior to any open FOOD handling taking place.
 - (1) APPROVED sanitizer solutions in water include 50-100 ppm chlorine (bleach), or at a concentration specified by the manufacturer, quaternary ammonium compound applied at a concentration specified by the manufacturer, or 12.5 ppm iodine or at a concentration specified by the manufacturer,
 - (2) Appropriate test strips shall be available and used to measure the concentration of the sanitizer.
 - (3) Clean wiping cloths shall be used for frequent sanitizing of FOOD-CONTACT SURFACES and EQUIPMENT and shall be stored in the sanitizing solution when not in use.
- (B) EQUIPMENT and UTENSILS shall be washed, rinsed, and sanitized at least once every four hours, or replaced after four hours.
 - (1) When available, a three-compartment sink or commercial dish washing machine, plumbed with hot and cold water, shall be used to wash, rinse, and sanitize FOOD service UTENSILS and EQUIPMENT.
 - (2) As a minimum, a WARE WASHING facility shall have:
 - (a) Three basins large enough for immersion of UTENSILS and EQUIPMENT.
 - (b) An adequate supply of potable water.
 - (c) An APPROVED disposal system for waste water.
 - (3) Sequence for manual WARE WASHING:
 - (a) Wash in the first basin with a clean solution of detergent and water with a minimum temperature of 110°F±2°.
 - (b) Rinse in the second basin filled with clean water.
 - (c) Sanitize in the third basin by immersion for a minimum of 1 minute, or as directed by the manufacturer, in an APPROVED sanitizing solution as listed in Chapter 4-402.11(B) (3) of these Regulations.
 - (d) Air dried in a sanitary manner.
 - (e) Water shall be changed as necessary.
- (C) Those TEMPORARY FOOD ESTABLISHMENTS, at SPECIAL EVENTS with common WARE WASHING facilities, shall maintain a sufficient supply of clean and sanitized UTENSILS and/or EQUIPMENT, within the establishment, to provide for the required replacement at least every four hours or more often as needed. All dirty UTENSILS shall be returned to the common WARE WASHING area for cleaning and sanitizing.
- (D) Clean UTENSILS shall be stored in a sanitary manner.

15-304.20 TEMPORARY FOOD ESTABLISHMENT Site Requirements

- (A) TEMPORARY FOOD ESTABLISHMENTS shall be constructed and located to minimize the RISK of FOOD CONTAMINATION from external sources including but not limited to SEWAGE, flooding, dust, insects, and vermin.

- (B) The floor, ground, or ground cover shall be maintained to minimize CONTAMINATION from dust, insects, and water, and be graded to drain away from the TEMPORARY FOOD ESTABLISHMENT.
- (C) Where a temporary structure is provided it shall be constructed in a manner to prevent CONTAMINATION of FOOD, and FOOD-CONTACT SURFACES.
- (D) Heating EQUIPMENT, and cooking and storage EQUIPMENT shall be located in an area inaccessible to the public.
- (E) Outdoor open FOOD operations shall have overhead protection unless otherwise specified by the local fire authority.
- (F) TEMPORARY FOOD ESTABLISHMENTS may not be closer than 50' from any non-sewered toilets and/or animal pens. The 50' setback requirement may be waived by the HEALTH AUTHORITY if public health concerns are not compromised by such WAIVER.

15-304.21 Water Supply

An adequate supply of potable water shall be available for cooking purposes, hand washing, and cleaning and SANITIZATION of EQUIPMENT, UTENSILS, and FOOD-CONTACT SURFACES. A public water supply shall be protected with the appropriate backflow prevention device. Non-GRADE or garden hoses shall not be used for delivery of water for human consumption or FOOD preparation.

15-304.22 Waste Water

Waste water shall be disposed into a sanitary sewer system. Waste water shall not be dumped onto the ground surface, into waterways, or into storm drains. Waste water shall be collected in watertight containers until properly disposed. A TEMPORARY FOOD ESTABLISHMENT shall cease all FOOD operations if waste water spills occur.

15-304.23 Solid Waste

Frequent disposal of solid waste is required to prevent excessive accumulation and to eliminate the potential for a public health HAZARD.

15-304.24 Lighting

A minimum of 35-foot candles of natural or artificial light shall be provided on all work surfaces. Artificial lighting above open FOOD areas shall be shielded.

15-4 Compliance and Enforcement

Subparts

- 15-401 Operation of Temporary Food Establishment Without a Permit**
- 15-402 Inspections**
- 15-403 Examination and Condemnation of Food**
- 15-404 Food Borne Illness Reporting and Investigation**
- 15-405 Enforcement Actions**
- 15-406 Interference with Performance of Duties**

15-401 Operation of TEMPORARY FOOD ESTABLISHMENT Without a PERMIT

15-401.11 TEMPORARY FOOD ESTABLISHMENT Operators

TEMPORARY FOOD ESTABLISHMENT operators who are found operating without a valid health PERMIT shall be required to cease FOOD operations immediately until a valid health PERMIT is APPROVED and obtained. Failure to comply will result in a written notice of violation and possible subsequent legal action taken by the HEALTH AUTHORITY.

15.402 Inspections

15-402.11 Credentials

After presenting official credentials, the HEALTH AUTHORITY shall be allowed to inspect, at any reasonable time, any FOOD ESTABLISHMENT within Clark County to determine compliance with these Regulations. The HEALTH AUTHORITY shall be allowed to examine any applicable information pertaining to FOOD and supplies purchased, received, or used, and PERSONS employed.

15-402.12 Findings

Whenever the HEALTH AUTHORITY makes an inspection of a FOOD ESTABLISHMENT, the findings shall be recorded on an inspection report form. The HEALTH AUTHORITY shall furnish the original of the inspection report form to the PERMIT HOLDER, operator, or the designated PERSON IN CHARGE.

15-403 Examination and Condemnation of FOOD

15-403.11 ADULTERATED FOOD or RISK to Public Health

FOOD which upon inspection of a TEMPORARY FOOD ESTABLISHMENT by the HEALTH AUTHORITY, is determined to have been potentially ADULTERATED or for any reason may present a substantial RISK to public health shall be

condemned. FOOD that has been condemned may be voluntarily destroyed and discarded by the establishment operator in the presence of the HEALTH AUTHORITY or otherwise placed on hold as specified in *NRS 446.920*.

15-404 FOOD BORNE ILLNESS Reporting and Investigation

15-404.11 Notification

When a FOOD BORNE ILLNESS or FOOD related injury is reported to any employee of a TEMPORARY FOOD ESTABLISHMENT, the employee shall notify the operator of the ESTABLISHMENT immediately of the report. The operator shall immediately report the incident to the HEALTH AUTHORITY and remove from sale, and refrigerate, any suspect FOOD until release by the HEALTH AUTHORITY.

15-404.12 Investigation

When the HEALTH AUTHORITY suspects that a SPECIAL EVENT, TEMPORARY FOOD ESTABLISHMENT, or its employees may be the source of a FOOD borne illness, appropriate action shall be taken to control transmission of the FOOD borne illness. Such action may include, but is not limited to, any or all of the following:

- (A) Secure records that may enable identification of PERSONS potentially exposed to the illness, and/or requiring additional assistance in locating such PERSONS. This includes records of hotels, motels, or any other facilities on whose PREMISES the TEMPORARY FOOD ESTABLISHMENT is operating.
- (B) Obtain samples of any suspect FOOD for laboratory examination.
- (C) Require the destruction of suspect FOOD, or preventing the suspect FOOD being served until such time as the FOOD has been deemed safe for human consumption.
- (D) Require implementation of environmental controls to reduce the potential exposure of the public to environmental contaminants or injuries resulting from existing conditions at a SPECIAL EVENT or in a TEMPORARY FOOD ESTABLISHMENT.

15-405 Enforcement Actions

15-405.11 Notice of Violation

Whenever the HEALTH AUTHORITY finds an unsanitary condition, or an IMMINENT HEALTH HAZARD at a SPECIAL EVENT or in the operation of a TEMPORARY FOOD ESTABLISHMENT, the HEALTH AUTHORITY may issue a written Notice of Violation (NOV) to the PERMIT HOLDER or operator citing the condition, and specifying the time in which the corrective action must be taken. The HEALTH AUTHORITY may suspend an operation or a portion thereof for a critical or major violation until such time as the violation has been corrected.

15-405.12 Cease and Desist

The HEALTH AUTHORITY may issue a CEASE AND DESIST ORDER of all operations until the IMMINENT HEALTH HAZARD has been abated and a reinspection has been conducted to ensure compliance. The TEMPORARY FOOD ESTABLISHMENT PERMIT will be reinstated only after the violations have been corrected.

15-406 Interference with Performance of Duty

15-406.11 UnLAWful

As per *NRS 446.885(3)*, it is unLAWful for any PERSON to interfere with the HEALTH AUTHORITY in the performance of his or her duties.



Received By: _____
Date Received: _____

TEMPORARY FOOD ESTABLISHMENT (TFE) APPLICATION FOR SPECIAL EVENT
 Incomplete applications shall be denied. Type or print clearly.

Mailing Address for non-local applicants only:

Southern Nevada Health District, Environmental Health, PO Box 3902, Las Vegas, NV 89127

FedEx, UPS only: Southern Nevada Health District, Environmental Health, 700 Desert Lane, Las Vegas, NV 89106

All local applicants must apply in person at:

Southern Nevada Health District, 330 S. Valley View Blvd., Las Vegas, NV 89107 - (702) 759-1110

Laughlin Public Health Center, 3650 S. Point Circle, Bldg. C, Ste. 113, Laughlin, NV 89029 - (702) 759-1643

Mesquite Public Health Center, 830 Hafen Lane, Mesquite, NV 89027 - (702) 759-1682

I. Event Information

Name of Event: _____

Name of Event Coordinator: _____

Event Coord. Phone: _____

Event Coord. Email Address _____

Location/Address of Event: _____

Date(s) of Event: _____

Hours of Event (Specify for each date if different): _____

II. Applicant Information

Name of Temporary Food Establishment: _____

Name of Owner/Operator: _____

Mailing Address and Phone Number: _____

Contact Name and Phone Number During Event: _____

Email Address: _____

III. Temporary Food Establishment Information

Time the TFE will be ready for inspection on the first day of event: _____ am/pm

Circle type of hand wash station: Portable sink / Gravity fed / Other: _____

Circle type of Sanitizer? Bleach (chlorine) / QUAT (ammonium) / Other: _____

Remember to bring appropriate test strips.

Any off-site food preparation? _____ If yes, location: _____

List **all** food and beverage items to be prepared and served: (Attach additional page if necessary)

Food Item	Source	Off-site Prep (Yes/No)	Cooking Equipment	Cold Holding Equipment	Hot Holding Equipment

IV. Compute Permit Fee

Step 1 – Determine Booth Size

- “Unit” (6/24/2010 SNHD Fee Schedule) = 200 ft² of contiguous space or fraction thereof
- If you have multiple booths of different sizes, fill in a separate line for each size

Booth Dimensions Length X Width	# of TFE Booths of this Size	SNHD USE ONLY # of Units

Step 2 – Compute Fee

Please make Cashier’s Checks and Money Orders payable to: Southern Nevada Health District
PERSONAL AND BUSINESS CHECKS NOT ACCEPTED

Applications **MUST** be **RECEIVED** at the office at least seven (7) calendar days **PRIOR** to the event or a late fee will be assessed. **ALL PERMIT FEES ARE NONREFUNDABLE - NO EXCEPTIONS.** If mailing this application, the Cashier’s check or money order **MUST** accompany this form.

Length of Event	Permit Fee	Late Permit Fee	Late Permit Fee w/less than ONE BUSINESS DAY NOTICE
1 – 5 Day Event	\$131 per unit*	\$66 per unit*	\$131
6 – 10 Day Event	\$160 per unit*	\$79 per unit*	\$160
11 – 14 Day Event	\$198 per unit*	\$99 per unit*	\$198
Non-Profits	EXEMPT	\$66 per unit*	\$132

Non-Profit organizations that provide a copy of their **NEVADA STATE** Tax Exempt Letter when applying are exempt from permit fees but are still required to obtain a permit. Late submission fees shall apply. *Unit = 200 ft² of contiguous space or fraction thereof

SNHD USE ONLY	# Units X Fee =	Balance Due

V. Operator Responsibilities

1. The operator is responsible for meeting all requirements as set forth in the *Temporary Food Establishment Quick Reference Sheet* and applicable sections of the *Southern Nevada Health District Regulations Governing the Sanitation of Food Establishments*. Initial _____
2. I have received a copy of the *Temporary Food Establishment Quick Reference Sheet* and understand that critical violations may result in the suspension or denial of the Health Permit. Initial _____
3. I am aware that each TFE must be properly equipped **and ready to operate** by the time indicated, and that failure to do so may result in suspension or denial of the permit. Initial _____
4. The applicant must contact the Southern Nevada Health District to advise of any changes or additions to this application prior to the event. Initial _____
5. This application is for a Temporary Health Permit only. The operator is responsible for obtaining all applicable permits as required by other agencies. Initial _____
6. Obtaining and submitting a permission letter from the property owner, if the event occurs on private property (if there is no Event Coordinator). Initial _____

Print Name and Job Title: _____

Signature _____ Date _____

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

FORM APPROVED
OMB NO. 1004-0119
Expires: June 30, 2007

SPECIAL RECREATION APPLICATION AND PERMIT
(43 U.S.C 1201; 43 U.S.C. 1701; 16 U.S.C. 460 L-6(a); and 43 CFR Group 2930)

Permit No. _____

Instructions: Complete Items 1 through 18, and return to appropriate BLM Office. *(Use additional sheets, if necessary.)*

Type or Print Plainly in Ink

WHEN SIGNED BY AUTHORIZED BLM OFFICIAL, THIS PERMIT AUTHORIZES

1. New Application Renewal of Existing Permit 2. Name of Business or Organization _____

3. Your Name _____ 4. E-mail address *(optional)* _____

5. Social Security Number or Taxpayer Identification Number _____

6. Address *(include zip code)* _____

7. Phone No. *(include area code)* _____

8. Fax No. *(include area code)* _____

9. Applicant is: Sole Proprietor Partnership Corporation Individual
(If corporation, attach copy of Articles of Incorporation and Certificate unless already on file.)

10. Name(s) and phone number(s) *(include area code(s))* of person(s) authorized to conduct business with BLM concerning the permit.

11. Application is for *(check all that apply)*: Commercial Competitive Event Organized Groups Vending Individual

12. To use the following public lands/related waters *(provide name, legal description and/or attach map)*.

13. For the following purpose *(provide full description of activity or event including number of anticipated participants and spectators)*.

14. Dates of proposed use: Beginning Date: _____ Ending Date: _____
OR Leave the above dates blank if applying for renewal of multi-year permit.

15. Describe facilities including water and sanitation facilities you intend to provide, attach operations plans, location maps, and insurance certificate prepayment. *(Include your name on each document.)*

16. Attach the following documents: Operations Plan, Maps, Certificate of Insurance, Prepayment of Fees, and other documents requested by BLM. *(Include your name on each document):*

17. Do you have a permit with BLM/USFS? Yes No If so, where? _____

17a. Have you had a permit previously? Yes No If so, where? _____

17b. Have you ever been denied or had a permit revoked? Yes No If so, where? _____

17c. Have you forfeited a bond or other security? Yes No If so, where? _____

17d. Are there any pending investigations against you? Yes No If so, where? _____

17e. Have you been convicted of violations regarding natural resources, cultural resources or any activity related to your proposed permit?
 Yes No If so, where? _____

APPLICATION REQUIREMENTS

(The conditions and stipulations required by
the Bureau of Land Management (BLM) are checked below)

The following must be submitted before an application is approved and a permit issued. This information must be submitted within days after the date of application:

- a. A topographic map, showing area of proposed use with routes, parking, staging areas, proposed improvements, and other points of intensive use specifically identified. U.S. Geological Survey (USGS) topographic quadrangle maps are available from USGS offices and from numerous private concerns. *Planning unit maps* are also available at most BLM District Offices to help determine land ownership patterns.
- b. Applicant must inform other pertinent private landowners and/or public agencies (*law enforcement, highway, fish and game, etc.*). Bureau of Land Management will contact other authorized users of public lands, etc.

- c. A certificate from an insurer that comprehensive insurance has been obtained for this use or event in the amount specified by the BLM. The certificate must name the U.S. Government as additional insured, and give the BLM 30 days notice of cancellation or modification of such insurance.
- d. An acceptable bond, surety, cash deposit, or other acceptable guarantee of payment in amount of \$ _____ to secure payment of the special recreation use fee and/or mitigation of damages.

PERMITS SUBJECT TO THE FOLLOWING CONDITIONS:

(The conditions and stipulations required by
the BLM are checked below.)

- 1. This permit is issued for the period specified. It is revocable for any breach of conditions or at the discretion of the Bureau of Land Management, at any time upon notice. This permit is subject to valid adverse claims heretofore or hereafter acquired.
- 2. This permit is subject to all applicable provisions of the regulations (43 CFR Group 2930).
- 3. This permit is subject to the provisions of Executive Order No. 11246 of September 24, 1965, as amended, which sets forth the Equal Opportunity clauses. A copy of this order may be obtained from the BLM.
- 4. This permit may not be reassigned or transferred by permittee.
- 5. Permittee must pay the sum of estimated user fees in advance of permit issuance. Adjustments to use fee charges will be based on actual use reported on the Post Use Report.
- 6. Permittee must observe all Federal, State, and local laws and regulations applicable to the premises; to erection or maintenance of signs or advertising displays including the regulations for the protection of game birds and animals, and must keep the premises in a neat, orderly manner, and sanitary condition.
- 7. Permittee must take all reasonable precautions to prevent and suppress forest, brush, and grass fires, and to prevent polluting of waters on or in vicinity of the public lands.
- 8. Permittee must not enclose roads or trails commonly in public use.

- 9. Permittee must pay the United States for any damage to its property resulting from this use.
- 10. Permittee must notify the BLM of address change immediately.
- 11. Permittee must not cut any timber on the public lands without prior written permission from the BLM.
- 12. Permittee must indemnify, defend, and hold harmless the United States and/or its agencies and representatives against and from any and all demands, claims, or liabilities of every nature whatsoever, including, but not limited to, damages to property, injuries to or death of persons, arising directly or indirectly from, or in any way connected with the permittee's use and occupancy of the public lands described in this permit or with the event authorized under this permit.
- 13. Authorized representatives of the Department of the Interior, other Federal agencies, and game wardens must at all times, have the right to enter the premises on official business.
- 14. Permittee must abide by all special stipulations attached.
- 15. Permittee must not disturb archeological and historical values, including, but not limited to, petroglyphs, ruins, historic buildings, and artifacts.
- 16. Permittee must leave in place any hidden cultural values uncovered through authorized operations.

NOTICES

The Privacy Act of 1974 and the language at 43 CFR 2.48(d) provide that you be furnished the following information.

AUTHORITY: 43 U.S.C. 1201; 43 CFR Group 2930.

PRINCIPAL PURPOSE: BLM will use the information you provide to determine whether or not to issue you a Special Recreation Permit. BLM will use some of the information will determine your qualifications for the permit and the other information to determine the merits of your proposal.

The Paperwork Reduction Act of 1995 requires us to inform you that: BLM will use the information to determine whether or not to issue you a Special Recreation Permit. Response to this request is required to obtain a benefit.

BLM would like you to know that you do not have to respond to this or any other Federal agency-sponsored information collection unless it displays a currently valid OMB control number.

ROUTINE USES: BLM will disclose the information according to the release information contained in the regulations at 43 CFR 2.56(d).

EFFECT OF NOT PROVIDING INFORMATION: Disclosing the information is necessary to receive a benefit. Not disclosing the information may result in BLM's rejecting your application.

BURDEN HOURS STATEMENT

Public reporting burden for this form is estimated to average 30 minutes per response, including the time for reviewing instructions, gathering and maintaining data, and completing and reviewing the form. Direct comments regarding the burden estimate or any other aspect of this form to U.S. Department of the Interior, Bureau of Land Management, (1004-0119), Bureau Information Collection Clearance Officer (WO-630), 1849 C Street, NW, Mail Stop 401 LS, Washington, D.C. 20240.

18. Certification of Information: I CERTIFY the information in this application is true, complete, and correct to the best of my knowledge and belief and is given in good faith. I acknowledge that I (we) am (are) required to comply with any conditions or stipulations that are required by the BLM when the permit is issued.

(Signature of Applicant)

(Date)

Title 18 U.S.C. Section 1001 and Title 43 U.S.C. Section 1212 makes it a crime for any person knowingly and willfully to make to any department or agency of the United States any false, fictitious, or fraudulent statements or representations as to any matter within its jurisdiction.

FOR BLM USE ONLY

Special Recreation Permit No. _____ is: Commercial Competitive Event Organized Groups Vending Individual
This application is hereby approved subject to the conditions and special stipulations on reverse and any attachments.

(Signature of BLM)

(Date)

PERMITTEE MUST HAVE THIS PERMIT (OR LEGIBLE COPY) IN POSSESSION DURING USE IN PERMITTED AREAS.

(Form 2930-1, page 3)

BUSINESS LICENSE REQUIREMENTS

Anyone conducting business in Clark County is required to obtain the appropriate business license(s) and permits.

For specifics on licensing type please visit our website at:

<http://sandgate.co.clark.nv.us/businessLicense/businesslicense/checkListCategory2.asp>

The Clark County Code can be accessed through the County website:

<http://ordlink.com/codes/clarknv/index.htm>

Do you have a City of Las Vegas or Clark County Business License? If yes, what us the business name and license number?

Business Name: _____

License Number: _____

License Number: _____

License Number: _____

Event Information

Event Location: _____

Event Dates: _____ Load In Date: _____ Load Out Date: _____

Address & Phone Number: _____

Is this a Parks & Recreation Location? Yes ___ No ___

Please indicate if you are providing or conducting any of the following activities:

Clothing Sales, Gifts or Novelty Sales Yes ___ No ___

Promotion of Rock Concert Yes ___ No ___

Advertising or Public Relations services Yes ___ No ___

Admission fees or selling tickets Yes ___ No ___

Will animals be involved or part of your event Yes ___ No ___

Alcoholic beverage service Yes ___ No ___

Food service Yes ___ No ___

Is your company a charity or non profit business Yes ___ No ___

Is this a fundraising or school event Yes ___ No ___

*** Department use only ***

Date: _____

___ General & Industrial

___ Liquor & Gaming

___ Regulated

Comments:

Approved by:

Name & telephone number of the representative authorized to make decisions on behalf of the company:

Name: _____ Date: _____

Phone: _____ Fax: _____ Email: _____

Name & Phone of person submitting this application (if different from above):

PERMITS / STATE LICENSE REQUIREMENTS & BUSINESS LICENSE FACTS

- **License Issuance**

Per Clark County Code 6.04.090, most licenses must be approved or denied within 45 working days from acceptance of a complete application by this department. Please be aware that all inspections must be completed with sufficient time for license approval. DUE TO INSPECTION REQUIREMENTS, WE ARE NOT ABLE TO ACCEPT GENERAL BUSINESS LICENSE APPLICATIONS UNTIL 45 WORKING DAYS PRIOR TO THE BUSINESS OPENING DATE.

Permits/ State Licenses

- **Nevada Department of Taxation**

Nevada sales and use taxes are payable on sales of tangible personal property. If your business involves retail sales, proof of compliance from the Nevada Department of Taxation is required. You may visit their office at 555 E. Washington Avenue, Suite 1300, Las Vegas, NV. (702) 486-2300. You may also apply online at www.nevadatax.nv.gov/web.

- **Nevada Secretary of State**

If you are a corporation, limited liability company, limited partnership, or limited-liability partnership, you must file (register) with the Nevada Secretary of State. You must provide our office with one of the following: a file stamped copy of your Articles of Incorporation, a Certificate of Good Standing, or a print out from their website at:

<https://esos.state.nv.us/SOSServices/AnonymousAccess/CorpSearch/CorpSearch.aspx>. Secretary of State, Commercial Filings Division, 555 E. Washington Avenue, Suite 4000, Las Vegas, NV. (702) 486-2880.

- **Nevada State License**

Proof of compliance with the Nevada State License Department is required. You may visit their office at 555 E. Washington Avenue, Suite 5200, Las Vegas, NV. (702) 486-2880. You may also apply online at www.nvsos.gov.

- **Workers Compensation**

Affirmation of Compliance with Mandatory Industrial Insurance Requirements (form D-25) can be obtained from: <http://dirweb.state.nv.us/forms/d-25.pdf>. The link to the Division of Industrial Relations, Workers Compensation Section is: <http://dirweb.state.nv.us> or you may contact us at (702) 486-9080. All applicants should check with their worker's compensation insurance carriers.

DEPARTMENT OF BUSINESS LICENSE ALCOHOL APPLICATION/PERMIT SPECIAL EVENT

Charitable Organization

Current Liquor License

DATE OF APPLICATION: _____

NAME OF CHARITABLE ORGANIZATION _____ REGISTRATION # _____

BUSINESS NAME: _____ LIQUOR LICENSE #: _____

DATE (S) OF EVENT: From: _____ To: _____ HOURS: From: _____ To: _____

ADDRESS OF EVENT: _____

ESTIMATED ATTENDANCE: _____

DESCRIPTION OF EVENT: _____

NAME OF PERSON IN CHARGE OF EVENT: _____ PHONE #: _____

TYPE OF PERMIT REQUESTED: BEER (\$50) BEER & WINE (\$75) FULL LIQUOR (\$150)

LIST ALL EMPLOYEES SERVING OR SUPERVISING ALCOHOL DISTRIBUTION

NAME	WORK CARD # AND EXP DATE	ALCOHOL AWARENESS TRAINING EXP DATE

APPLICANT'S PRINTED NAME/TITLE: _____ PHONE: _____

APPLICANT'S SIGNATURE: _____

CURRENT PLANNING: APPROVE/DISAPPROVE APPROVED BY: _____ DATE: _____

RESTRICTIONS: _____

PARKS AND RECREATION: APPROVE/DISAPPROVE APPROVED BY: _____ DATE: _____

BUSINESS LICENSE: APPROVE/DISAPPROVE DATE: _____ FEE: _____ (Not Required for Charitable Organization)

APPROVED BY: _____ COMMENTS: _____

Any fees due must accompany the completed application at time of submission, payable directly to Clark County Business License.
A refund can be requested upon the withdrawal of permit application or cancellation of event in its entirety. Please allow a minimum of 6 - 8 weeks for processing after your refund request has been reviewed and approved by the Department . Alternatively, you can request the fees be credited to your underlying liquor license, which will allow for a more timely refund.

Please download the CCBL [Refund Request](#) form and return it to CCBL.

BUSINESS NAME

CONTACT

ADDRESS

DATE:

*Please accept this letter as our official request to sell alcohol at the following event:
(NAME HERE), taking place at (LOCATION HERE) from (EVENT HOURS HERE).*

- Alcohol will only be served to event attendees 21+ with proper ID
- Alcohol will only be served from (TIME HERE)
- All alcohol sales will cease 1 hour prior to the events completion.
- All individuals serving alcohol will be TAM certified
- No glass containers will be distributed or provided
- Distribution of alcohol during approved selling hours will be handled through licensed and insured third party liquor/caterer's approved contracted by the renter.
- We understand per our contract that Clark County Parks & Recreation will retain 30% of net proceeds from alcohol sales to be paid within 10 business days upon completion of the event.

We understand we are subject to all park rules and will operate all sales in compliance with all liquor and gaming regulations.

If anything further is needed please contact (NAME HERE) at the following (PHONE/EMAIL HERE).

We look forward to a successful event!

Sincerely;

DISCLOSURE OF OWNERSHIP/PRINCIPALS INSTRUCTIONS

Purpose of the Form

The purpose of the Disclosure of Ownership/Principals Form is to gather ownership information pertaining to the business entity for use by the Board of County Commissioners ("BCC") in determining whether members of the BCC should exclude themselves from voting on agenda items where they have, or may be perceived as having a conflict of interest, and to determine compliance with Nevada Revised Statute 281A.430, contracts in which a public officer or employee has interest is prohibited.

General Instructions

Completion and submission of this Form is a condition of approval or renewal of a contract or lease and/or release of monetary funding between the disclosing entity and the appropriate Clark County government entity. Failure to submit the requested information may result in a refusal by the BCC to enter into an agreement/contract and/or release monetary funding to such disclosing entity.

Detailed Instructions

All sections of the Disclosure of Ownership form must be completed. If not applicable, write in N/A.

Business Entity Type – Indicate if the entity is an Individual, Partnership, Limited Liability Company, Corporation, Trust, Non-profit Organization, or Other. When selecting 'Other', provide a description of the legal entity.

Non-Profit Organization (NPO) – Any non-profit corporation, group, association, or corporation duly filed and registered as required by state law.

Business Designation Group – Indicate if the entity is a Minority Owned Business Enterprise (MBE), Women-Owned Business Enterprise (WBE), Small Business Enterprise (SBE), or Physically-Challenged Business Enterprise (PBE). This is needed in order to provide utilization statistics to the Legislative Council Bureau, and will be used only for such purpose.

Minority Owned Business Enterprise (MBE):

An independent and continuing business for profit, which performs a commercially useful function and is at least 51% owned and controlled by one or more minority persons of Black American, Hispanic American, Asian-Pacific American or Native American ethnicity.

Women Owned Business Enterprise (WBE):

An independent and continuing business for profit, which performs a commercially useful function and is at least 51% owned and controlled by one or more women.

Physically-Challenged Business Enterprise (PBE):

An independent and continuing business for profit, which performs a commercially useful function and is at least 51% owned and controlled by one or more disabled individuals pursuant to the federal Americans with Disabilities Act.

Small Business Enterprise (SBE):

An independent and continuing business for profit which performs a commercially useful function, is not owned and controlled by individuals designated as minority, women, or physically-challenged, and where gross annual sales does not exceed \$2,000,000.

Business Name (include d.b.a., if applicable) – Enter the legal name of the business entity and enter the "Doing Business As" (d.b.a.) name, if applicable.

Corporate/Business Address, Business Telephone, Business Fax, and Email – Enter the street address, telephone and fax numbers, and email of the named business entity.

Local Business Address, Local Business Telephone, Local Business Fax, and Email – If business entity is out-of-state, but operates the business from a location in Nevada, enter the Nevada street address, telephone and fax numbers, point of contact and email of the local office. Please note that the local address must be an address from which the business is operating from that location. Please do not include a P.O. Box number, unless required by the U.S. Postal Service, or a business license hanging address.

Number of Clark County Nevada Residents employed by this firm.

List of Owners/Officers – Include the full name, title and percentage of ownership of each person who has ownership or financial interest in the business entity. If the business is a publicly-traded corporation or non-profit organization, list all Corporate Officers and Directors only.

For All Contracts – (Not required for publicly-traded corporations)

- 1) Indicate if any individual members, partners, owners or principals involved in the business entity are a Clark County full-time employee(s), or appointed/elected official(s). If yes, the following paragraph applies.

In accordance with NRS 281A.430.1, a public officer or employee shall not bid on or enter into a contract between a government agency and any private business in which he has a significant financial interest, except as provided for in subsections 2, 3, and 4.

- 2) Indicate if any individual members, partners, owners or principals involved in the business entity have a second degree of consanguinity or affinity relation to a Clark County full-time employee(s), or appointed/elected official(s) (reference form on Page 2 for definition). If **YES**, complete the Disclosure of Relationship Form. Clark County is comprised of the following government entities: Clark County, University Medical Center of Southern Nevada, Department of Aviation (McCarran Airport), and Clark County Water Reclamation District. Note: The Department of Aviation includes all of the General Aviation Airports (Henderson, North Las Vegas, and Jean).

A professional service is defined as a business entity that offers business/financial consulting, legal, physician, architect, engineer or other professional services.

Signature and Print Name – Requires signature of an authorized representative and the date signed.

Disclosure of Relationship Form – If any individual members, partners, owners or principals of the business entity is presently a Clark County employee, public officer or official, or has a second degree of consanguinity or affinity relationship to a Clark County employee, public officer or official, this section must be completed in its entirety.

DISCLOSURE OF OWNERSHIP/PRINCIPALS FORM

Business Entity Type						
<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> Limited Liability Company	<input type="checkbox"/> Corporation	<input type="checkbox"/> Trust	<input type="checkbox"/> Non-Profit Organization	<input type="checkbox"/> Other
Business Designation Group						
<input type="checkbox"/> MBE	<input type="checkbox"/> WBE	<input type="checkbox"/> SBE	<input type="checkbox"/> PBE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Minority Business Enterprise	Women-Owned Business Enterprise	Small Business Enterprise	Physically Challenged Business Enterprise			
Corporate/Business Entity Name:						
(Include d.b.a., if applicable)						
Street Address:				Website:		
City, State and Zip Code:				POC Name and Email:		
Telephone No:				Fax No:		
Local Street Address:				Website:		
City, State and Zip Code:				Local Fax No:		
Local Telephone No:				Local POC Name Email:		
Number of Clark County Nevada Residents Employed:						

All entities, with the exception of publicly-traded and non-profit organizations, must list the names of individuals holding more than five percent (5%) ownership or financial interest in the business entity appearing before the Board.

Publicly-traded entities and non-profit organizations shall list all Corporate Officers and Directors in lieu of disclosing the names of individuals with ownership or financial interest. The disclosure requirement, as applied to land-use applications, extends to the applicant and the landowner(s).

Entities include all business associations organized under or governed by Title 7 of the Nevada Revised Statutes, including but not limited to private corporations, close corporations, foreign corporations, limited liability companies, partnerships, limited partnerships, and professional corporations.

Full Name	Title	% Owned (Not required for Publicly Traded Corporations/Non-profit organizations)

This section is not required for publicly-traded corporations.

- Are any individual members, partners, owners or principals, involved in the business entity, a Clark County, University Medical Center, Department of Aviation, or Clark County Water Reclamation District full-time employee(s), or appointed/elected official(s)?
 Yes No (If yes, please note that County employee(s), or appointed/elected official(s) may not perform any work on professional service contracts, or other contracts, which are not subject to competitive bid.)
- Do any individual members, partners, owners or principals have a spouse, registered domestic partner, child, parent, in-law or brother/sister, half-brother/half-sister, grandchild, grandparent, related to a Clark County, University Medical Center, Department of Aviation, or Clark County Water Reclamation District full-time employee(s), or appointed/elected official(s)?
 Yes No (If yes, please complete the Disclosure of Relationship form on Page 2. If no, please print N/A on Page 2.)

I certify under penalty of perjury, that all of the information provided herein is current, complete, and accurate. I also understand that the Board will not take action on land-use approvals, contract approvals, land sales, leases or exchanges without the completed disclosure form.

Signature	Print Name
Title	Date

List any disclosures below:
(Mark N/A, if not applicable.)

NAME OF BUSINESS OWNER/PRINCIPAL	NAME OF COUNTY* EMPLOYEE/OFFICIAL AND JOB TITLE	RELATIONSHIP TO COUNTY* EMPLOYEE/OFFICIAL	COUNTY* EMPLOYEE'S/OFFICIAL'S DEPARTMENT

* County employee means Clark County, University Medical Center, Department of Aviation, or Clark County Water Reclamation District.

"Consanguinity" is a relationship by blood. "Affinity" is a relationship by marriage.

"To the second degree of consanguinity" applies to the candidate's first and second degree of blood relatives as follows:

- Spouse – Registered Domestic Partners – Children – Parents – In-laws (first degree)
- Brothers/Sisters – Half-Brothers/Half-Sisters – Grandchildren – Grandparents – In-laws (second degree)

For County Use Only:

If any Disclosure of Relationship is noted above, please complete the following:

- Yes No Is the County employee(s) noted above involved in the contracting/selection process for this particular agenda item?
- Yes No Is the County employee(s) noted above involved in anyway with the business in performance of the contract?

Notes/Comments:

Signature

Print Name
Authorized Department Representative

For County Use Only:

If any Disclosure of Relationship is noted above, please complete the following:

Yes No Is the County employee(s) noted above involved in the contracting/selection process for this particular agenda item?

Yes No Is the County employee(s) noted above involved in anyway with the business in performance of the contract?

Notes/Comments:

Signature

Print Name
Authorized Department Representative

For County Use Only:

If any Disclosure of Relationship is noted above, please complete the following:

Yes No Is the County employee(s) noted above involved in the contracting/selection process for this particular agenda item?

Yes No Is the County employee(s) noted above involved in anyway with the business in performance of the contract?

Notes/Comments:

Signature

Print Name
Authorized Department Representative

For County Use Only:

If any Disclosure of Relationship is noted above, please complete the following:

Yes No Is the County employee(s) noted above involved in the contracting/selection process for this particular agenda item?

Yes No Is the County employee(s) noted above involved in anyway with the business in performance of the contract?

Notes/Comments:

Signature

Print Name
Authorized Department Representative

FEES & CHARGES FOR PARKS & RECREATION FACILITIES

PARK RENTAL

FEES AND CHARGES (check all fees that apply)

- | A. | Site Capacity | Fee Per Day | |
|--------------------------|---------------|-------------------|---------------|
| | | <u>Non Profit</u> | <u>Profit</u> |
| <input type="checkbox"/> | 01 - 100 | \$50 | \$100.00 |
| <input type="checkbox"/> | 101 - 150 | \$75 | \$150.00 |
| <input type="checkbox"/> | 151 - 200 | \$100 | \$200.00 |
| <input type="checkbox"/> | 201 - 250 | \$125 | \$250.00 |
| <input type="checkbox"/> | 251 - 500 | \$250 | \$500.00 |
| <input type="checkbox"/> | 501 - 1,000 | \$500 | \$1,000.00 |
| <input type="checkbox"/> | 1001 - 3,000 | \$800 | \$1,600.00 |
| <input type="checkbox"/> | 3001 - 6,000 | \$1600 | \$3,200.00 |
| <input type="checkbox"/> | 6001 - 9,000 | \$3200 | \$6,400.00 |
| <input type="checkbox"/> | 9001+ | TBD | |
- B. Production Equipment
- Mobile Stage: \$1750.00 per day (*requires separate contract*)
 - Stage Extensions/Risers \$350.00 (one-time fee if requested)
 - Movie Projector
 - w/ screen & sound: \$1000.00 per day
 - Mobile Bleachers: \$500.00 per unit first day (seats up to 260 persons)
(50% multi-day discount applies for each additional day)
(Includes set-up and tear down)
 - Sound \$900.00 per day
- C. Staff
- Part-Time Staff Based on event needs
Staff costs will be invoiced upon completion of event, with payment due within 10 business days following event
- D. Transport
- Mobile Stage: \$5 each additional mile over 40 miles
 - Bleachers: \$5 each additional mile over 40 miles
- E. Vendors
- Vendor Fees: \$80.00 per for-profit booth
\$40.00 per non-profit booth
- F. Damages
- Assessed Fees: \$1000.00 (Will be invoiced upon completion of event, with payment due within **10 business days** following the event)

II PAYMENT SCHEDULE:

- A. All fees for basic rental must be paid in full in the form of cashiers check or money order only, no checks will be accepted to secure facility rental permit.
- B. Additional charges will be due within 10 business days following the event.

III. CANCELLATION/REFUND POLICY:

Cancelation given in writing thirty (30) business days prior to the date of use will get 100% of Parks fee refunded. If notice is under 30 business days prior to date of use 75% will be refunded, less than 14 days prior to the date of use – 50% will be refunded. The USER and the County shall be relieved of any further obligations under this rental form.

All payments are to be made to:
and remitted to:

Clark County Parks and Recreation
2601 E. Sunset Rd. Las Vegas, NV. 89120

Parks & Recreation Fees & Charges are subject to change by the Board of County Commissioners on an annual basis and are only valid per calendar year

CLARK COUNTY PARKS & RECREATION
SPECIAL EVENT PERMIT PACKET

FEES & CHARGES FOR PARKS & RECREATION FACILITIES

AMPHITHEATER

FEES AND CHARGES (check all fees that apply)

I. FEES AND CHARGES *(check all fees that apply)*

A. **Facilities**

- Amphitheater
Base Rental Fee: \$1600.00 per day (commercial)
\$800.00 per day (non profit or community)

B. **Production Equipment**

- Lighting \$750.00 per day
- Movie Projector
w/ screen & sound: \$1000.00 per day
- Sound/PA System \$900.00 per day
- Truss Roof Cover \$300.00 per day

C. **Vendors**

- Vendor Fees: \$80.00 per for-profit booth
\$40.00 per non-profit booth

D. **Damages**

- Assessed Fees: \$1000.00 (Will be invoiced upon completion of event, with payment due within **10 business days** following event)

II. **STAFF CHARGES:**

A. **Set Up Staff**

Base rental includes 1 County staff for 8 hours for site supervision; User is responsible for staff costs over 8 hours or for additional staff. Staff costs will be invoiced upon completion of event, with payment due within 10 business days following event

B. **County Electrician**

A County electrician may be required for set up and for a portion of the event hours determined by the electrical needs. USER may be billed for these hours in accordance with the hourly rate established by the County (currently \$50.00 per hour).

C. **Theater Technicians**

Department theater technicians must be present during use of County power on stage. User must pay rate of \$22 per hour for first 8 hours and \$33 per hour overtime. Stagehands are \$18 per hour for 8 hours and \$27 per hour overtime.

III. **PAYMENT SCHEDULE:**

- A. All fees for basic rental must be paid in full in the form of cashiers check or money order only, no checks will be accepted to secure facility rental permit.
- B. Additional charges will be due within 10 business days following the event.

IV. **CANCELLATION/REFUND POLICY:**

Cancellation given in writing thirty (30) business days prior to the date of use will get 100% of Parks fee refunded. If notice is under 30 business days prior to date of use 75% will be refunded, less than 14 days prior to the date of use – 50% will be refunded. The USER and the County shall be relieved of any further obligations under this rental form.

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CLARK COUNTY PARKS & RECREATION
SPECIAL EVENT PERMIT PACKET

TERMS AND CONDITIONS

The applicant agrees, by signing this application, regardless of coverage under any insurance policy, to pay all costs necessary to indemnify, defend and hold Clark County and/or the Las Vegas Metropolitan Police Department (as applicable) harmless from all claims, demands, losses, actions, attorney's fees, cost and expenses based on or arising out of any acts, errors, omissions, fault, or negligence of contractor or its principals, employees, subcontractors or other agents while performing services under this application.

SUBMISSION OF THIS APPLICATION AND PAYMENT OF FEE

DOES NOT GUARANTEE EVENT WILL BE APPROVED.

**BY SIGNING THIS APPLICATION I AGREE TO ADHERE TO ALL THE TERMS
AND CONDITIONS SET FORTH AND ALL THE INFORMATION IN THIS
APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.**

Business Name: _____

Date: _____

Name: _____

Date: _____

Signature: _____

Permit is only valid upon approvals by participating agencies and departments shown below.

Business Name: _____

Event Location: _____

Date(s) and Time(s): _____

Approvals(as applicable):

Zoning approval date: BY: Please print name and sign	Health Dept approval date: BY: Please print name and sign
Building approval date: BY: Please print name and sign	Parks & Recreation approval date: BY: Please print name and sign
Fire Dept approval date: BY: Please print name and sign	Air Quality approval date: BY: Please print name and sign
Public Works approval date: BY: Please print name and sign	Metro Special Events approval date: BY: Please print name and sign

ATTESTATION: Inspections are the sole responsibility of the business owner, who by signing below attests that inspections will be completed no later than the first day of the event. Failure to obtain the inspections required could result in civil penalty and/or citation.

Business Owner Signature

Date

Print name