

ELKO CITY PUBLIC EVENTS IN CITY PARKS APPLICATION

(Only for park property events with vendors or entry fees)

1751 COLLEGE AVENUE

ELKO, NV 89801

PHONE: 775-777-7138

FAX: 775-777-7129

EMAIL: [www.buslic@elkocitynv.gov](mailto:www.buslic@elkocitynv.gov)

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

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

Every organizer/sponsor of a public event on City park property that will include vendors or entry fees must complete the attached Special Event Vendor Application at least two weeks prior to the event. This application includes signatures which must be obtained by the applicant. The Parks/Recreation Department's signature should be obtained first to reserve the park property. The applicant is required to submit to the Business License Department an insurance certificate for \$1,000,000 with Elko City listed as additional insured.

If there are no vendors or entry fees the only requirement is to reserve the park property with the Elko Parks/Recreation Department.

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

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

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

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

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

## ELKO CITY PARK USE POLICY

### PURPOSE

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

### PROVISIONS

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

### PUBLIC EVENTS

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

### CAMPING

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

### VEHICLES

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

### CARNIVALS

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

### ALCOHOLIC BEVERAGES

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

### GLASS CONTAINERS

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



**CITY OF ELKO**  
**SPECIAL EVENT VENDOR PERMIT FOR CITY PARKS**  
**1751 COLLEGE AVENUE - ELKO, NEVADA 89801**  
**PHONE: 775-777-7138 FAX: 775-777-7129**  
**EMAIL: buslic@elkocitynv.gov**

If you are the organizer/sponsor of an event to be held in an Elko City Park which includes vendors or fees for entry the organizer/sponsor must complete this form. This application includes the signatures the sponsor/organizer will be required to provide before a permit shall be issued. It is important that the sponsor contact the Parks Department first to reserve their park space. The City recognizes that the organizer/sponsor of the event has all control and authority over the decision to allow or refuse participation by any individual vendor.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Elko City Fire Department 775-777-7347

911 Idaho St. Elko, NV

**Reno Department of Taxation:**

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

Phone: 866-962-3707 Fax: 775-688-1303

Website: [www.tax.state.nv.us](http://www.tax.state.nv.us)

Email: [renoevents@tax.state.nv.us](mailto:renoevents@tax.state.nv.us)

\_\_\_\_\_  
Elko Parks & Recreation Department  
723 Railroad St. 775/777-7260

\_\_\_\_\_  
Type of verification provided from Taxation

**EVENT VENDOR LIST**

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

NAME	ADDRESS	PRODUCT SOLD	CITY LICENSE #
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Attach additional sheets if necessary.