



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

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

The 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) of Event: _____ Total number of days: _____

Fees: Total number of vendors requiring a license: _____ x \$5.00 per day. (private property) Total fee paid: _____
 Total number of vendors requiring a license: _____ x \$28.75 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

NV Dept. of Taxation Approval 775-753-1115
1010 Ruby Vista Dr. Ste. 102 Elko, NV

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

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

EVENT VENDOR LIST

NAME ADDRESS PRODUCT SOLD CITY LICENSE #

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____

16. _____

17. _____

18. _____

19. _____

20. _____

21. _____

22. _____

23. _____

24. _____

25. _____

Attach additional sheets if necessary.