



**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 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 \$6.00 each per day (private property) Total fee paid: \_\_\_\_\_

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:**

Phone: 775-687-9999 Fax: 775-688-1303

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

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

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

**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 #
1.			
2.			
3.			
4.			
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9.			
10.			
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24.			
25.			

Attach additional sheets if necessary.