



Nye County

Outdoor Festival License Application Packet



Nye County Outdoor Festival License Application Packet

Document and Contact Information

Application Manager:	Nye County License Department (775) 482-8192 / (775) 751-7075 licensing@co.nye.nv.us
File Name:	Nye County Outdoor Festival License Application Packet
To obtain this document or to make inquiries:	Tonopah License Department (775) 482-8192 licensing@co.nye.nv.us Pahrump License Department (775) 751-7075 licensing@co.nye.nv.us
Requirements for Document acceptance and changes:	Acceptance of, and changes to this document must be reviewed and approved by the Nye County Manager and subsequently the Nye County Board of County Commissioners (BOCC).

History of Revision

Date	Version	Comments
July 16, 2013	1-2013	Approved and accepted by BOCC
November 21, 2023	2-2023	Approved and accepted by BOCC



NYE COUNTY OUTDOOR FESTIVAL LICENSE APPLICATION PACKET

GENERAL PROCEDURES

1. **APPLICATION.** Complete the form in ink. This application is for outdoor events with attendance of 1,000 or more persons on any one day of the event. Applications along with supporting documents shall be submitted to the License Department at least sixty (60) days before the event. Upon receipt of a completed application the License Department will set the application for public hearing at a regular meeting of the Board of County Commissioners, not less than fifteen (15) days nor more than thirty (30) days after submission; and shall give not less than ten (10) days written notice to the applicant.
2. **DEADLINE.** All applications must be submitted at least **sixty (60) days** in advance of the event.
3. **APPROVAL AND AGENCY SIGN-OFFS.** This application will be reviewed by the County Manager, the sheriff, the public works director, the emergency services director, the district attorney's office, and the applicable town, who shall investigate the application and report in writing to the County Manager not later than 10 days prior to the hearing, with appropriate recommendations related to their official functions, as to granting a license and conditions. The completed and agency reviewed application must be heard by the Board of County Commissioners for approval or denial.
4. **ISSUANCE OF LICENSE.** Your Outdoor Festival license will be issued by the License Department after all necessary forms and approvals have been received. The Outdoor Festival license must be displayed prominently on the premises where the festival is conducted. This license shall be valid only for the Outdoor Festival authorized, the date(s) authorized and not for any other event.



OUTDOOR FESTIVAL LICENSE APPLICATION

APPLICANT INFORMATION:

Applicant Name: _____

Application Date: _____

Contact's name: _____
(If different than applicant)

Mailing Address: _____
Street City State Zip Code

Physical Address
(If different): _____
Street City State Zip Code

Phone #(s): _____ (Business) _____ (Home) _____ (Cell)

EVENT INFORMATION:

Name of Event: _____ Date (s) of Event: _____

Location of Event: _____
(Address or Legal Description)

Property Use Agreement/Rental Application Required: ☐ Yes ☐ No (attach copy if applicable)

Approval Date: _____

Description of Event: _____

Hours of Operation: _____

What is the name of the designated event representative that will be on-site during the event and who has authority to bind the applicant? _____

Will an admission fee be charged for your event? ☐ Yes ☐ No If yes, \$ amount: _____

When will fee be collected? ☐ Pre-sales ☐ At entrance

List approximate number of participants per day: _____

List approximate number of spectators per day: _____

List expected peak number of spectators per day: _____



Will alcoholic beverages be served? ☐ Yes ☐ No
(all liquor vendors must be individually licensed with Nye County License Department)

Will food and/or beverages be served? ☐ Yes ☐ No
(all concessionaires must be licensed and operate under a valid health department permit pursuant to NRS Chapter 446)

INSURANCE INFORMATION:

Name of Insurer: _____

Limits of Liability: _____

Address of Insurer: _____

Policy Number: _____

I, the undersigned, have answered all questions in the application and to the best of my knowledge all answers are true and correct. I further understand that disclosure of any false, misleading or incorrect answers could result in the denial of the license. The filing of the application does not authorize the conducting of any business for which a permit is required, and any carrying on of such business before a permit is issued may also be grounds for denial of a permit.

Signature of Applicant

Date

Name of Applicant

Contact Email Address



FESTIVAL PLANS

(MUST BE COMPLETED – ATTACH ADDITIONAL PAGES IF NECESSARY)

Detailed explanation of the applicant's plans to provide law enforcement protection, water facilities; food concessions; toilet facilities; trash cans and litter; medical facilities; fire protection; parking areas, access and parking control; maintenance of a headquarters or providing contact information; if it is proposed or expected that spectators or participants will remain at night or overnight, the arrangements for illuminating the premises and for camping or similar facilities; and what provisions shall be made for numbers of spectators in excess of the estimate. Applicant may submit a plot plan showing arrangement of the facilities including those for parking, egress and ingress shall be submitted with the application.

Describe law enforcement protection plan (5.16.050(A))

Describe plan for location and supply of water facilities (5.16.050(B))

Describe plan for adequate sewage system (5.16.050(C))

Describe food supplies plan (5.16.050(D))

Describe toilet facilities plan (5.16.050(E))

Describe medical facilities plan (5.16.050(F))

Describe parking areas, access and parking control plan (5.16.050(G))

Describe overnight camping facilities plan (5.16.050(H))



Describe fire protection plan (5.16.050(J))

Describe communication system plan (5.16.050(L))

Attach a plot plan showing arrangement of the facilities including those for parking, egress and ingress.