



SPECIAL EVENT OPERATIONS MANUAL

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SPECIAL EVENTS

DEFINITIONS OF EVENTS AND PAPERWORK

Special Events: A Special Event is an event on public property (Victorian Square or Parks) that have a higher impact on the park and the community surrounding the venue site which could include road closures, safety concerns, fireworks, or vendors. The event permit process is outlined on the next page.

Contact: Special Event Division at 98 Richards Way. 775-353-7856.
Cityofsparks.us/eventproduction

Park Rental: A Park Rental is an event using available venues. These events have limited impact on the park and the community surrounding the venue site.

Contact: Parks and Recreation Department at 98 Richards Way. 775-353-2376.

Temporary Use Event: A Temporary Use Event is a special event held on private property in a manner that varies from its current land use.

Contact: Building and Safety Division, 431 Prater Way. 775-353-1521

Block Parties: Block parties are small neighborhood activities that utilize city streets.

Contact: Customer Service Department, 431 Prater Way. 775-353-5555. Cityofsparks.us

Exemptive Special Event: Exemptive events are organized gatherings of people in parades and special events, such as rallies and demonstrations, that constitute expressive speech under the First Amendment to the Constitution of the United States as described in code 9.35 in Sparks Municipal Code.

Contact: Legal Department, 431 Prater Way. 775-353-2255. Cityofsparks.us/eventproduction

Carnival Permit: As defined under Sparks Municipal Code 5.68.010, all workers at this event need to be fingerprinted, have an FBI background, and be a citizen or have a green card.

Contact: Sparks Police Department 775-353-2428.

Flea Markets: There is no permit required for a Flea Market. The cost is \$1.00 for every ticket sold.

Contact: Customer Service Department, 431 Prater Way. 775-353-5555. Cityofsparks.us

Temporary Business Licenses: A vendor is an entity (non-profit or for profit) that uses the event venue to solicit, sell or market their business or mission. All vendors conducting business during events must have a City of Sparks business license. In lieu of a license, vendors can obtain a temporary business license.

For events on public property: vendors contact the event producer for fees and submission. The event producer coordinates with the Special Events division for the licenses.

For events on private property: vendors contact the business licensing department at 431 Prater Way. 775-353-5555.

PERMITTING PROCESS

1. The deadline to submit applications is 90 days prior to the event. The City manager or their designee is able to accept applications after the deadline.
2. New events are encouraged to contact the Special Event Supervisor at the Sparks Parks and Recreation office, 775-353-7856, prior to submitting the paperwork to discuss event concept and outline the process and paperwork needed for efficiency's sake.
3. Event Producer completes the online application. At the time of the submission, the producer must provide:
 - a. Permit fees and rental fees
 - b. Copy of insurance or proof of past coverage. Insurance must be up to date 7 days before the event.
 - c. Maps of Event site with vendor booths, staging, food booths and portable bathrooms indicated. **No event will be approved without a site map.** The site map can be a draft or a copy of a previous year. Final map must be ready for the City Service Meeting.
4. Copies of the application are forwarded electronically to a representative from Sparks Police Department, Sparks Fire Department, Business Licensing Department, Environmental Control, and Public Works for review. Throughout the review process the producer will be notified if the event requires any additional information, permits, licenses or certificates.
5. The approval process, whether accepted or denied, takes two (2) weeks. Final approval is provided by Parks & Recreation, Police, Fire, and Environmental Control. A special event permit is issued by the Parks and Recreation Department. The producer will be notified of all pending documents (e.g secondary permits, emergency plans, etc.). A permit can be revoked at any time that the producer doesn't comply with the directions and conditions of the permit. *
6. A City Services meeting will be scheduled approximately four (4) weeks prior to the event that includes Special Events, Police, Fire, Environmental Control, and the Public Works Department, along with the Washoe County Health Department. All event details are discussed during this planning meeting. At this meeting it will be determined if a Fire Inspection is warranted. Factors include cooking, high impact activities, structures, and large crowds.
7. After the city services meeting, an estimate of city services costs (which is based on the information provided in the application, the city service meeting and in communication with city staff) will be provided to the producer. Failure to give accurate information in a timely manner will result in no prior estimate of costs and the producer is liable for 100% of costs and damages that are incurred during the event.
8. During set up at the event, a fire inspection will be conducted at the cost of the producer. The Vendor List must be 100% complete at the time of the fire inspection.
9. Within 45 days after the event, the producer will be billed for city service costs and payment is expected in 30 days upon receipt of invoice. Any producer that is delinquent in their account will not be eligible to apply for future event permit.

REQUIREMENTS TO GRANT A SPECIAL EVENT PERMIT

The following needs to be determined before a permit is approved. These items are required in the Special Event Application. From SMC 9.34.030 Item C.

1. The proposed use of the property is not governed by or subject to any other permit procedures.
2. The preparation for or the conduct of the proposed use, event or activity will not unduly impede, obstruct, or interfere with the operation of emergency vehicles or equipment or adversely affect the city's ability to perform municipal functions or propose a substantial or unwarranted safety or traffic hazard.
3. The proposed use, event or activity will not have a significant adverse environmental impact.
4. The proposed use, event or activity will follow recycling policies set forth by the city.
5. The event will not require the diversion of a great number of police employees from their normal duties.
6. The concentration of persons, animals or vehicles will not unduly interfere with the movement of police, fire, ambulance and other emergency vehicles on the streets.
7. The parade route, loading and unloading.
8. The event will not substantially interfere with any other special event for which a permit has already been granted, or governmental functions.
9. The event will not have unmitigated adverse impact upon residential or business access and traffic.
10. To make the determination under this section, the city manager or his designee, shall consider pedestrian and traffic circulation, traffic volume and population density.
11. In order to ensure that the conditions of this chapter are met, the city manager or his designee, may place conditions on the special event permit.

SITE PLANS

To ensure appropriate review of the event, it is required that the producer submit a detailed map of the event site plan. No permit will be approved without a site map that details the following:

- An outline of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel and all street and lane closures.
- The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
- The provision of minimum 20' foot emergency access lanes throughout the event venue.
- The location of first aid facilities and ambulances.
- The location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, booths, beer gardens, cooking area, trash containers, grey water tanks, grease bins, dumpsters, and other temporary structures.
- A detail or close-up of booth and cooking area configuration including booth identification
 - Listings of all vendors cooking with flammable gases or barbecue grills
 - Vendor canopy locations
 - LPG tanks over 110 gallons

- Generator locations and/or source of electricity.
- Placement of vehicles and/or trailers.
- Exit locations of outdoor events that are fenced and/or locations within tents and tent structures.
- Identification of all event components that meet accessibility standards.
- Other related event components not listed above.
- The final site plan is due one week prior to the scheduled City Service meeting.

Should the scope of work proposed for the event include portable structures, prefabricated structures or site-built structures such as bleachers, elevated platforms, temporary pedestrian bridges, tents and membrane structures as well as other similar structures, the City of Sparks may require the issuance of Building Permits. Please provide all necessary structural calculations and structural drawings to facilitate the structural review, permit issuance as well as the related site inspections required by the Sparks Parks & Recreation Department Review Committee. This process may require more than 60 calendar days based on the size, number and scope of the proposed temporary construction.

Based on your event site plan and components, Sparks Police and Fire may require an inspection of your venue at your cost before and/or during the event. For more information or assistance, please contact Sparks Fire at 775-353-2255.

CITY SERVICE MEETING

The last step of the permitting process is the City Service meeting. This is usually held a month prior to the event. By this time a site plan should be finalized and submitted as well as a finalized list of food vendors. At this meeting, city staff will review all paperwork, plans and timelines. It is crucial that the producer come to this meeting prepared to answer questions from key city department liaisons. Without proper planning, an inaccurate estimate will be sent, and future permits may not be granted.

COSTS AND ESTIMATES

A week after the City Service Meeting, an estimate will be sent based on the items discussed in the meeting along with vendor set up, electrical, specific road closure equipment rentals and any miscellaneous items in the city's purview to ensure a safe, clean and legal event.

This estimate must be signed and returned for the event to proceed.

If at any time the event producer, vendor or authorized vendor coordinator diverts from the site plan or timeline, the producer must contact the Special Event Supervisor. In some cases, a Change Order must be submitted and based on this change a new estimate may be sent. Regardless, the producer is responsible for all costs that the City of Sparks incurs during their event, within the footprint of the event, or as a result of the event's existence.

CANCELLATION POLICY

Cancellations made by event producers 30 days or more in advance of the event will be issued a full refund of Usage Fees. Event producers that cancel their event after the 30-day cancellation deadline will not be issued a refund. Please notify the Special Events Supervisor as soon as possible if you need to cancel your event.

USAGE AND PERMIT FEES

USAGE FEES These fees are per permit, not per day.	Class I (Private)	Class II (Nonprofit)
Victorian Plaza	\$265	\$220
Fountain Plaza	\$90	\$75
Victorian Square (from Pyramid to 10th)	\$298	\$248
Victorian Square and Plaza (Pyramid to 15 th)	\$528	\$440
Sparks Marina	\$416	\$347
PERMIT FEES		
Alcohol Permit	\$40 (police)	
Special Event Fee	\$40 (permit is \$15, application process is \$25)	
TEMPORARY BUSINESS LICENSE FEES (these fees do not include Fire Inspection or electricity)		
Retail Vendor Booth	\$15 per booth	
Onsite Food and Drink Preparation	\$55 per booth	
Tax Exempt Booth	\$0 per booth	

RISK MANAGEMENT AND LEGAL

INSURANCE REQUIREMENTS

Please note insurance requirements depend upon the risk level of the event. If the event will include alcohol, liquor liability coverage must be included on your certificate of insurance.

Before final permit approval, you will need commercial general liability insurance that names as Additionally Insured, the "City of Sparks". Insurance coverage must be maintained for the duration of the event including setup and dismantle dates. Coverage must be \$2,000,000 minimum. Coverage of \$5,000,000 may be required depending on nature of the event. Riders should be included if the event includes: competitive racing, high-risk activities, and/or alcohol.

A Certificate of Insurance with the endorsement page must be received by the City of Sparks Special Events Office prior to the issuance of your Special Event Permit.

PARKING AND SHUTTLE PLANS

It is important that there is a plan for the safe arrival and departure of event attendees, participants, and vendors. Event organizers should develop a parking and/or shuttle plan that is suitable for the environment in which your event will take place and remember that parking, traffic congestion and environmental pollution are all factors of concern with events. Parking/shuttle plans should be included for any event with attendance/participation of over 10,000 people.

ADA ACCESSIBILITY PLAN

All temporary venues, related structures, and outdoor sites for special events shall be accessible to persons with disabilities. If a portion of the area cannot be made accessible, an alternate area shall be provided with the same activities that are in the inaccessible areas. It cannot, however, be offered only to patrons with disabilities.

Disability access may include parking, restrooms, telephones, clear paths of travel, transportation, signage, accessible vendors and booths. If all areas are not accessible, a map or program must be provided to attendees indicating the accessible restrooms, parking, telephones, drinking fountains, etc.

The City of Sparks has developed a checklist of event components when planning events. This checklist is intended to serve as a planning guideline and may not be inclusive of all City, County, State and Federal Disability Access Requirements.

- Will there be a clear path of travel allowing for 4 feet throughout your event venue?
- Have you developed a Disabled Parking and/or Transportation Plan (including the use of public transportation or shuttle services) for your event?
- Will a minimum of 10% of portable restrooms at your event be ADA accessible?
- Will all food, beverage and vending areas be ADA accessible?
- If an information center is provided at your event will customer service representatives be available to assist individuals with disabilities?
- If all areas of your event venue cannot be accessible, will maps or programs be available to show the location of accessible ADA restrooms, parking and first aid stations?

FREE SPEECH

There are SEVEN free speech areas Downtown and FIVE at the Marina. All are placed in areas of ingress and egress per SMC.12.26.030. Each are 10 x 10 and can be expanded based on the needs of the public. The areas are to remain free of any element from the event and event producers must keep areas clear of portable restrooms and trash dumpsters. The areas must remain in public view. Artists that are exhibiting or selling art or organizations with a table or tent can do so in the designated free speech zones.

Included in free speech:

- Art, not mass produced

- Mass produced objects with imprints of a political or religious nature
- Political or religious speech

If a person is handing out literature or speaking, they cannot be moved to a designated area. They are allowed to remain in the event venue. Persons cannot block sidewalks, traffic or disturb the event.

[Addendum 4: Designated Free Speech Areas on Victorian Square and the Marina.]

PUBLIC SAFETY

Event organizers are required to provide a safe and secure environment for the event. This is accomplished through sound preplanning by anticipating potential problems and concerns related to the event activities and surrounding environment. The size, type, time of day and location of the event as well as the overall activities are all areas that need to be analyzed in depth and addressed through the security plan.

MEDICAL REQUIREMENTS

The Sparks Fire Department will determine the emergency medical service, fire and rescue requirements for all Special Events on private and public property (see definition) held in the City of Sparks. These requirements are based on ability of SFD to provide an appropriate level of service for the event without diminishing the day-to-day level of service to our citizens and visitors as well as the following the requirements from the State of Nevada NRS 450B.650-700, enacted in January 2014. All water rescue agents must be certified through the State of Nevada or SFD and must provide a boat. Factors that are considered:

- Crowd size and density
- Audience average age
- Location and proximity to medical care
- Extreme weather conditions
- Limited access
- Features of the event: high risk activities, location, environmental hazards
- Past history of the event
- Alcohol sold at the event
- Requirements based on insurance coverage
- Any hired EMTs must have national accreditation—a plan must include a provision if the EMT must leave to address an emergency away from the event venue

FIRE PREVENTION

The Event Producer will be assessed a plan review and a site inspection charge, if applicable.

In addition to obtaining all permits and fees, the event producer is responsible for obtaining a signed copy of the Vendor Agreement from each vendor to submit to the Sparks Fire Department by the time of inspection. Please see the addendum for a copy of the Agreement.

For more information, please contact the Sparks Fire Department at 775-353-2266.

SECURITY AND POLICE

Most events require the services of a professional security company licensed by the State of Nevada to help develop an appropriate security plan. A representative of this company, commonly known as a security consultant, will work closely with you to review and analyze your proposed event. The security consultant will determine points of concern and anticipate potential problems. The consultant will make preliminary recommendations to rectify the concerns and/or potential problems and recommend the number of licensed private security guards needed at your event. Once your security plan has been submitted, the Sparks Police Department will determine the minimum number of licensed private security guards and police officers required to adequately staff your event, see chart below.

Crowd Size	Officers	Sgt.	Lt.
200-500	1-2	0	0
500-1000	2-4	0	0
1001-2500	4-7	1	0
2501-5000	4-9	1	0
5001-7500	5-12	1	0
7501-10,000	7-12	1	0
10,001-15,000	10-16	1	1
15,001-25,000	15-20	2	1
25,001-35,000	21-25	2	1
35,001-50,000	26-32	3	1
50,000-65,000	30-36	3	1
65,000-80,000	35-45	4	1
80,000-95,000	45-60	4	1

Factors that increase police numbers Factors that may decrease police numbers

- | | |
|---------------------------------|---|
| Night time event | Competing events in the community |
| Outdoor venue | Events with history of no police action |
| Multiple events | Daytime event |
| Crowd demographics | No alcohol |
| Alcohol | Indoor Venue |
| Traffic Control | Poor weather |
| Impact on community after event | |

Weather

Popular entertainment

The Sparks Police Department has final authority to determine event security requirements, which for some large or high-profile events, may include SWAT personnel. The Sparks Police Department maintains the right to shut down any or all components of the event and/or to provide additional police services that will be billed directly to the Host Organization. For more information, please contact the Sparks Police Department at 775-353-2231.

SAFETY EQUIPMENT

If your event involves street closures, you will be required to obtain traffic safety equipment for the safe closure of your venue and to ensure proper detour and parking information is posted. Depending upon the type of activities and features, your event may need barricades, traffic cones, directional signage, etc. It is your responsibility to obtain and properly place this equipment prior to the beginning of your event. A traffic planner from the Police Department will provide you with a list of required safety equipment before your event.

ROAD CLOSURES

Road closures must be secured by certified personnel from Public Works, Transportation, or the Police department. Gates to events must be secured by a licensed security guard. No volunteers are permitted to staff gates for ingress and egress.

EVENT ELEMENTS

ENTERTAINMENT

Event organizers must be certain that all event-related activities comply with the local laws applicable to noise abatement. Loud and unreasonable noise (including music) is a violation of city law. Amplified sound can only run from 8am to 8pm, Monday through Saturday and 10am to 8pm on Sunday.

A police officer may determine that noise from the event violates municipal codes and may order you to lower or discontinue the noise. Also, the police may order musical entertainment to end if it incites a crowd or has the potential for unruly and risky behavior. Open burning or fire performers must be preapproved by the Sparks Fire Department.

BOUNCEHOUSES

The City of Sparks does not allow any inflatable play structures, slides, bounce-houses or dunk tanks. Also includes inflated signs, characters and inflatable start/finish lines. Permission can be granted for lightweight inflatable decorations. A photo of the device with specs (height and weight) must be submitted with map of locations.

MUSIC LICENSING

All event producers are responsible to pay for music licensing fees in relation to all concerts with an entrance fee. Free concerts are covered under the City's BMI, SESAC and ASCAP license.

MASSAGE

Massage provided as part of a special event (e.g. at the finish area of a 5K run) may be performed, without restriction, by a licensed Holistic Health Practitioner. Massage provided by any other person, such as a chiropractor, sports trainer, licensed massage technician, or by a student from a massage school must be done free of charge. Students must be supervised by a licensed instructor. Inclusion of this type of activity at your event may have additional insurance requirements.

ALCOHOL

If a producer is planning to sell or furnish alcoholic beverages they will be required to obtain a permit from the Parks and Recreation Department depending on the venue. Permit fee is \$40. One permit is needed for entire event for all authorized vendors within the permitted area.

In many areas of the city, the public consumption of alcohol is illegal, like city parks.

The Special Event Permit received from the City of Sparks will prohibit the consumption of alcohol outside the permitted area. Producers are encouraged to sign the perimeter of the event area with signage: "No alcohol past this point."

Outdoor Café: "Outdoor services" means the use of sidewalks and public rights-of-way for the consumption of food and/or beverages.

Authorized Vendors/Pour Stations: A pour station is an agreement/sponsorship between event organizer and vendor. This is outside the outdoor café or served into the event venue. Pour stations must be preapproved by event organizers.

Walk up windows: Alcohol can only be served out a walk-up window during the hours of a special event in the area of the walk-up window. Restrictions are: no glass or metal containers, and all alcohol must be below 12% alcohol content (mixed drinks must be premixed to ensure this.)

All windows and pour stations must follow these restrictions:

- The cup size for alcohol is 16oz or smaller
- You may not serve in glass or cans.
- You can also only serve wine, beer or manufactured mixed cocktails that are 12% alcohol or below.
- You cannot sell shots or mix drinks on site to serve. This applies to window sales. This does not apply to outdoor cafés, but the patron must keep any shots or cocktails in the boundaries of the café.

- All servers pouring alcohol or performing duties as a security guard needs to have an alcohol education card, per NRS code.

FOOD AND CONCESSIONS

Guidelines for food facilities are provided by the Washoe County Health Department (<https://www.washoecounty.gov/health/programs-and-services/environmental-health/food-protection-services/special-events.php>). These guidelines should assist producers in developing plans for food handling, preparation and distribution in a responsible and legal manner. Producers are required to apply for a health permit if food or beverages are sold or given away during your special event. 501(C)-3 organizations receive a “nonprofit” classification number. Different permits, policies and procedures depend on classification and the number of days of event. Please see the Washoe County site for specifics.

Food preparation is under the scrutiny of a Fire Inspection and environmental control. **[Addendum 2: Agreement from producers to all vendors that outlines their rules and regulations. Each food vendor must provide copy of signed copy to inspector on duty.]**

Food trucks must have a City of Sparks Environmental Control permit to be able to serve food within the city limits.

FOOD TRUCKS

Food trucks are considered a self-contained business and are required to possess an Environmental Control Permit to do business in the City of Sparks with certain exceptions.

Food Trucks not possessing an Environmental Control Permit and attending a special event for the first time may attend without a permit. If the food truck wishes to continue working special events and/or continue to operate the business in the City of Sparks will be required to obtain an Environmental Control Permit.

The Environmental Control Permit fee is \$183.00 for a 5-year permit. The permit includes a mobile operating decal sticker that must be visible on the food truck. This should be accompanied by a City of Sparks Business license.

VENDORS

Vendors at events are a key component of events providing services and information. Each event producer and/or vendor coordinator is required to have a State of Nevada taxation ID and pay taxes on all sales. **[Addendum: Information on Nevada State Tax].**

[Instructions on Vendor Permits for Producers and Instructions for Vendors on Permits are located for download on cityofsparks.us/eventproduction].

The list of authorized food vendors is required 30 days before the first day of the event. A retail vendor list is due the Thursday before the first day of event set-up. The event producer will be given permitting paperwork for each vendor/food and beverage provider. Any vendor without a City of Sparks Vendor Permit will be given over to the producer to either strike booth or pay fine for no accreditation. The producer is liable for the fine of \$30 or \$100 per occurrence. **[A SAMPLE list of vendors is available in EXCEL format at cityofsparks.us/eventproduction].**

PLEASE NOTE: no use of spray chalk to mark lines for vendor spaces.

VENDOR DEFINITIONS

Retail Vendor: These are retail vendors selling items including packaged food and drink. Revenue (cash, credit cards and/or checks) is collected at the event. Vendors are required to pay all State taxes. The event producer is required to ensure that they fulfill that obligation. The producer will be charged \$15 for each vendor doing business within their event area. Failure to pay for each vendor could face fines of \$30 for each occurrence for number of vendors over the planned amount.

Food Vendor: These are food vendors selling food or drink prepared onsite. Revenue (cash, credit cards and/or checks) is collected at the event. Vendors are required to seek out all Washoe County Health, City of Sparks Environmental Control, and Sparks Fire Department permits. The event producer is required to ensure that they fulfill that obligation. The producer will be charged \$55 for each food vendor doing business within their event area. Failure to pay for each vendor could face fines of \$110 per occurrence for the number of vendors over the planned amount.

Informational Vendor Booths: These booths are informational in nature and give information and promotions about products or missions of tax-exempt organizations. Information can be collected (addresses, phone numbers and emails) for future sales away from the event. These booths must be accounted for on the vendor list and site map, but there is no cost to these booths.

Tax-Exempt Booth: These booths are for 501-c-3 organizations. A permit is required; there is no cost to these booths with proof of 501-c3 status. Any person, company or organization that is selling items or preparing food as a fundraiser must provide proof of organization's partnership to avoid permit costs of \$15 (retail) and \$55 (food).

Licensed Booth: These are retail and food booths with businesses with a current City of Sparks Business License and in good standing with the city. These booths must be accounted for on the vendor list and site map, but there is no cost to these booths.

Farmer: Agricultural industries that produce their own produce are exempt from having a business license.

MISCELLANEOUS

Drones are allowed during events only with pre-approval in the city service meeting. This is to avoid multiple drones that may collide. If a drone is flying over a crowd during an event without the knowledge of the city, it will be confiscated.

Haybales are flammable and are not allowed to be used during events.

No open flames: no fire spinning, tiki torches or fire pits.

LOGISTICS

SANITATION AND TRASH REMOVAL

All event organizers must properly dispose of waste and garbage throughout the term of event and immediately upon conclusion of the event the area must be returned to a clean condition. In the event

plan, producers can request Parks & Recreation City Services to empty trash bins within the permitted event area, though there will a fee attached to this. Estimates for this and other City Services will be provided during the pre-planning process. Many producers work with outside vendors. If an outside company is employed for clean up within the event time or after, producers must provide a personnel list and timeline ahead of the City Service Meeting, so that expectations on proper cleaning protocol are met.

Should you fail to oversee/perform adequate cleanup or damage occurs to city property and facilities due to your event, you will be billed at full cost recovery rates plus overhead for cleanup and repair. In addition, such failure may result in denial of future approval for a Special Event Permit or the requirement of a cash deposit or surety bond for future events. The city provides street sweeping services for special events, which is included in the Parks & Recreation Department City Services quote.

WALK THROUGH INSPECTIONS

Prior to each event, a representative from the City of Sparks will note any pre-existing damage, oil stains, dirty areas, etc. in the event area to absolve promoters of responsibility for such damage. The same representative will also do a post-event check to note any new damage, etc. Event promoters will have the opportunity to accompany the representative on these pre and post event checks if they so choose.

The City of Sparks also requires all Special Event Promoters to properly clean the area in which their event is held within a reasonable time period after the conclusion of the event, as determined in the City Services meeting. The City's "leave it as you found it" policy is the basic guideline to follow to prevent the City from using staff to clean the event area and subsequently charge the promoter for labor and equipment. Please see the vendor agreement for how the venue is to be used by the vendors and the producers.

POST EVENT CLEAN-UP STANDARDS

Garbage Cans

All garbage cans in the area of event venue (which may include parking garages) shall be emptied. All emptied cans shall have a new bag installed and tied snugly to prevent fall-in.

Any full garbage bags, pallets, boxes, etc. are to be removed from the area.

Ground Trash

Any loose trash on sidewalks, parking lots/garages, turf areas, planters, medians, tree wells, beaches, etc. shall be removed. This includes small debris such as cigarette butts, candy wrappers, broken glass, etc.

For large events (over 300 patrons) the use of hand-held or backpack blowers is required to clean sidewalk and turf areas. The debris should be blown onto a closed street or cleared parking lot where it can be collected by a promoter provided street sweeper.

Oil and Beverage Stains

Any stains on sidewalks, pavers, concrete planters, and garbage cans caused by the event shall be removed with a steam pressure washer and a degreaser. This shall be completed within a reasonable time period following the event at the discretion of the City.

Drip Pans

All drip pans rented from the City must be cleaned and stacked in an assigned location following each event.

Grey Water Waste Tanks

- a. Grey water is defined as wastewater generated from general cleanup, dishwashing, hand washing, surface clean up, drink vending and ice melt.
- b. All grey water wastes shall be disposed of into a grey water tank provided by the event promoter.
- c. Discharge of grey water into the sanitary or storm sewer system at the event is prohibited. Grey water hauling shall be performed by a licensed waste hauler and shall be disposed at the Truckee Meadows Water Reclamation Facility (TMWRF) or other approved waste disposal facility.
- d. It is the responsibility of the grey water tank vendor to monitor the waste tank level to prevent an overflow.
- e. If a vendor has planned with a local business or the vendor owns a local restaurant where the wastewater shall be transported for disposal into the sanitary sewer, an approval letter from the disposal site representative shall be provided to Sparks Environmental Control Section prior to the event.

Ice

- a. Used or unused ice and ice melt are considered grey water and shall be disposed of into a grey water waste tank.
- b. Disposal of used or unused ice and ice melt into the street, gutter, landscaping or planter box is prohibited.

Canopy Tie Down

- a. Clean tap water that has been placed in a clean drum for the purpose of weight is allowed to be disposed of into landscaping or the storm drain system only after the completion of an event. It is the discharger's responsibility to ensure that the disposal method does not create a hazard or endanger the public.

Portable Toilets

- a. Please see the chart below for ratio of portable toilet to attendance. Ten percent (10%) of these facilities must be ADA accessible. The City of Sparks may determine the total number of required rest room facilities on a case-by-case basis.
- b. All wastewater from washing and sanitizing of the interior of portable toilets at the event site must be contained and collected. All wastewater shall be disposed of at the TMWRF or other approved waste disposal facility.
- c. Disposal of wastewater at the event site is prohibited.
- d. Portable toilets may not have immediate access to storm drain drop inlets. If the toilets are located on the curb or gutter, drop inlets must be protected.

Portable Hand Wash Stations

- a. All wastewater from hand washing and hand wash stations shall be handled as grey water and must be properly contained and disposed of.
- b. Unused, clean tap water may be discharged to landscaping or the storm drain system only after the completion of an event. It is the discharger's responsibility to ensure that the disposal method does not create a hazard or endanger the public.
- c. Below is a list of portable restroom needs for events:

	Expected Attendance					
Hours of Event	50	100	250	500	1000	5000
2	1	2	3	4	5	23
4	1	2	3	4	7	32
6	2	3	4	6	8	36
8	2	3	4	8	8	39
10	2	3	4	8	9	40
	Expected Attendance (Event with Alcohol)					
	50	100	250	500	1000	5000
2	2	3	4	5	6	26
4	2	3	4	5	8	36
6	3	4	5	7	9	41
8	3	4	5	9	9	44
10	3	4	5	9	10	45

ELECTRICAL

The City of Sparks can provide power through existing infrastructure only. Hard wiring and special accommodations will not be made. Our available outlets are as follows:

1. NEMA 5-20R 125 volt 20 amp
2. NEMA L6-30 250 volt 30 amp
3. CS6364 125/250 volt 50 amp

Note – Not all outlets are available in all areas.

1. A separate outlet must be ordered for each location where electrical service is required.
2. Service does not include the connection of any equipment, special wiring, and distribution of electrical services or labor. Distribution from the power source to all other locations in a booth space regardless of booth type requires labor and is performed on a time and material basis.
3. Permanent utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been pre-planned through City of Sparks. All equipment regardless of source of power, must comply with federal, state and local codes. City of Sparks reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. City of Sparks is required to refuse connections where the Exhibitor wiring, or equipment is not in accordance with electrical codes
4. All vendor's cords must be a minimum of 14-gauge, 3 wire and grounded. Two wire extension cords are not allowed. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
5. All cords are required to be taped and secured by the vendor as soon as they are connected.

6. Each vendor holds City of Sparks harmless for any and all losses of power beyond City of Sparks' control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty vendor equipment or overloads caused by vendor.

Exceeding the capacity of the outlets will likely trip circuit breakers that are not accessible to the public and would disrupt the electricity completely. We make an effort to check and ensure proper operation of these electrical outlets. We can normally correct problems that occur during normal working hours (6:00am – 2:30pm, Monday through Friday). Vandalism, overloads and other failures beyond our control do occur. Our ability to correct problems on evenings, holidays and weekends is subject to the availability of an electrician and overtime/call-out labor charges.

COMMUNICATIONS

MITIGATION OF IMPACT

Event producers are required to develop measures to accommodate the impact the event may have on entities that may be affected by its activities. Producers must meet or give notice to the residents, businesses, places of worship and schools that may be impacted by the crowds, noise and street closures related to events.

The City of Sparks requires for all events with road closures or amplified sound that notices are emailed, mailed or hand delivered to affected neighborhoods and businesses a minimum **two weeks prior to your event**. Information in this notice should include, but not be limited to, the date(s), day(s), time(s), location(s) and types of activities taking place during your event. The notice must also give detour or alternate route information if regular access is affected or if transportation systems are impacted. The notice also must include a telephone number where members of the public can contact your organization if they have concerns or issues that need to be addressed.

The City of Sparks may also require producers to provide advisory signs placed within two weeks of your event if the event impacts a major use roadway. Advisory signs (“Reader boards”) are intended to provide advanced notice to the regular users of a roadway of the scheduled closure or to advise drivers of Special Event pedestrian traffic.

MARKETING AND PRESS RELATIONS

Events must have special event permit prior to any marketing or promoting of the event, per SMC 9.34.026.

The City of Sparks will promote all events that occur on City property or have the backing of the Tourism and Marketing Committee. Any exceptions are made at the discretion of the Community Services Director.

Event producers must provide the information for it to be placed on the Website, APP, and Social media sites. Press releases, photos and event details go to eventinfo@cityofsparks.us

Detail is:

1. Name of event
2. Dates/Times
3. Location
4. Public Phone/Public Email
5. Website
6. 25-word text description

The City of Sparks reserves the rights to edit items for space and continuity. The City of Sparks cannot guarantee placement on these devices.

NEVADA DEPARTMENT OF TAXATION

Directions for Vendors Promoting a one-time event, tradeshow or convention

UPDATED May 1, 2009

If you are a VENDOR attending a one-time event, tradeshow, or convention in Nevada, please contact your event promoter to obtain your “one-time permit” to sell in Nevada. You will be required to remit whatever sales tax collected back to the promoter at the end of the event. All checks should be made payable to the Nevada Department of Taxation.

PROMOTERS/ORGANIZERS of one-time events, tradeshows, and conventions should contact the appropriate Department of Taxation office at least two weeks prior to the scheduled event to obtain a promoter instructions (below), related tax statues, courtesy rate cards and the necessary number of “one-time permits”. (NAC 372.180)

Please note that liquor, cigarettes, and other tobacco products are subject to special laws and regulations in addition to sales and use tax. Please contact the Carson City office if there will be liquor, cigarettes or other tobacco products sold or given away at the tradeshow or convention.

Items of tangible personal property are sometimes given away at one-time events, tradeshows, and conventions. Most attendees know that sales tax is due on the sale of tangible personal property. However, some vendors may not be aware that use tax is due on tangible personal property that is given without charge and has significant value (NRS 372.7275). Tangible personal property, as defined in

statute by NRS 372.085, means personal property which may be seen, weighed, measured, felt or touched, or which is in any other manner perceptible to the senses.

Revised 5/19/2009

PROMOTER INSTRUCTIONS FOR ONE TIME EVENTS

1. Provide a list of all vendors to the Nevada Department of Taxation. Include the following information to identify your event: 10-digit Taxpayer ID # (if already assigned), name of event, dates, and location. Also provide the following information for each vendor: vendor's name, address, and phone number. You can mail your vendor list to the district offices closest to where your event is being held.
2. At the beginning of the event, provide each vendor with a "One Time Sales Tax Return". This return is a three-part form on one 8x10 page. The return is to be filled in with the following information in all three sections:
 - a. Name of Business or Individual
 - b. Phone Number
 - c. Business Address
 - d. Business Federal or Individual Social Security Number
 - e. Gross Taxable Sales
 - f. Sales Tax Due
 - g. Signature of vendor
 - h. Assigned Space Number (if applicable)
3. At the end of the event, each vendor must remit the sales tax collected and their "One Time Sales Tax Return" to the promoter. All three sections of the return should be filled out. The Seller's Copy (bottom) is to remain with the vendor. The Promoter's Copy (middle) is retained by the promoter. The Department Copy (top) must be mailed back to the Department with the sales tax collected.
4. The sales tax collected is due back to the Department within 10 business days after the conclusion of the event.
5. If a vendor has an existing sales tax permit, have them clearly indicate that number on all three copies of the One Time Sales Tax Return. They may remit payment of taxes collected at the event on their "regular" Sales & Use Tax Return.
6. Please do not send cash through the mail. If a vendor gives you cash, please convert it to check or money order made payable to: Nevada Department of Taxation.
7. We do not accept two-party checks. If a check or money order is made payable to the promoter, another check will need to be written (either by the promoter or the vendor) and made payable to: Nevada Department of Taxation.
8. Return all unused "one-Time" returns to the department when you remit the sales tax collected.
9. For future events, be sure to contact the Department of Taxation at least 2 weeks in advance.

Free Speech Areas Marina



In accordance to SMC 12.26.030, each Free Speech Area is no less than 10' x 10' adjacent to signage. All areas are to remain clear during Special Events. If more space is needed, it will be created on an as-needed basis.



Free Speech Zones: Victorian Square



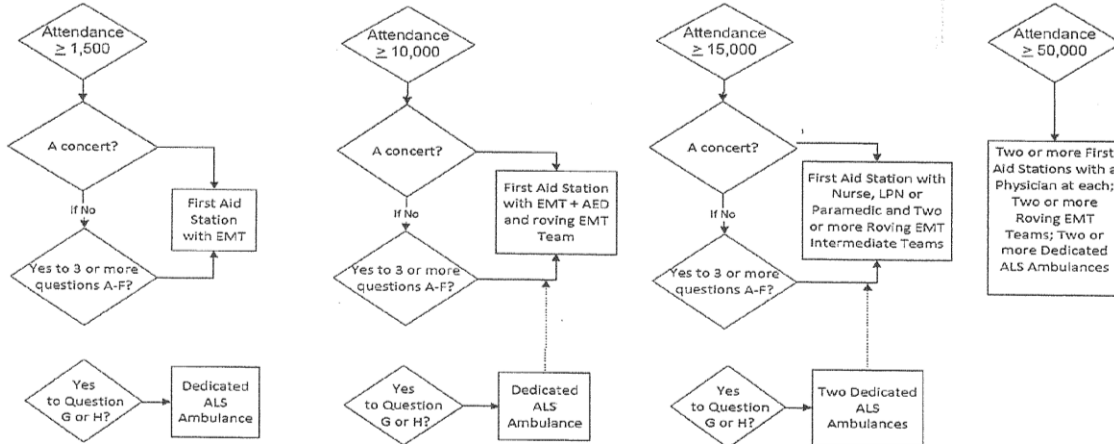
Sparks Municipal Code, Section 12.26.030 - Free speech areas in parks, Victorian Square to be designated. In accordance to SMC 12.26.030, each Free Speech Area is no less than 10' x 10' adjacent to signage. All areas are to remain clear during Special Events. If more space is needed, it will be created on an as-needed basis. If all spaces are full, call 775-353-2231.

Updated 08/02/2021

These maps are available online at cityofsparks.us/eventproduction

EMS COVERAGE FLOW CHART

2.2 EMS Coverage Flow Chart



- QUESTIONS**
- A. High-risk activities such as sports, racing, etc.?
 - B. Environmental hazards or extremes of heat or cold?
 - C. Average age of crowd less than 25 or greater than 50?
 - D. Crowd includes large numbers of persons with acute or chronic illnesses?
 - E. Crowd density presents challenges for patient access or transfer to ambulance?
 - F. Alcohol to be sold at the event, or a history of alcohol or drug use by the crowd at prior events?
 - G. Past history of significant number of patient contacts at the event or patients transported to area hospitals?*
 - H. Event greater than 5 miles from the closest hospital?

- DEFINITIONS**
- First Aid Station:** Fixed location on site staffed by at least one Emergency Medical Technician or a person with a higher skill level capable of providing emergency medical care within their proscribed scope of practice.
- Roving EMT Team:** team of two or more personnel at the basic or EMT intermediate level with treatment supplies to provide emergency medical care.
- Dedicated ALS Ambulance:** An Advanced Life Support ambulance staffed by a Paramedic and Intermediate EMT, or personnel with a higher skill level, and capable of providing transport of patients, but which will immediately respond back to the event site.

* Significant is defined as (1) the number of patient contacts is $\geq 0.7\%$ of the total number of attendees, or (2) transport rate to hospital by ambulance or private vehicle is $\geq 15\%$ of total patient contacts