



GARDNERVILLE TOWN BOARD

Amended Special Meeting Agenda

Linda Slater, Chair
Lloyd Higuera, Vice Chair
Ken Miller, Board Member
Mary Wenner, Board Member
Mike Henningsen, Board Member

1407 Highway 395 N.
Gardnerville, Nevada 89410
(p)775-782-7134 (f): 775-782-7135
<https://www.townofgardnerville.com>

Contact: Carol Louthan, Administrative Services Manager for any questions or additional information. You may also view the board packet online at the town's website.

Monday, September 16, 2019

8:00 a.m.

Gardnerville Town Hall

MISSION STATEMENT

"The Town of Gardnerville provides high quality services based on community needs in a cost effective and efficient manner. We will strive to protect the community's quality of life while proactively preparing for the future. We will be accessible and fully accountable to our community."

Copies of the finalized agenda were posted on September 9, 2019 or before the third day prior to the meeting date, by Carol Louthan, Administrative Services Manager, Signed: _____ in accordance with NRS Chapter 241 at following locations;

Carson Valley Chamber of Commerce, 1477 Hwy 395 N, Gardnerville NV 89410 at _____:_____ A.M.

Douglas County Historic Courthouse, 1616 8th Street, Minden NV 89423, at _____:_____ A.M.

Gardnerville Post Office, 1267 US Hwy 395 #L, Gardnerville NV 89410 at _____:_____ A.M.

Gardnerville Town Offices, 1407 Hwy 395 N, Gardnerville NV 89410 at _____:_____ A.M. and on the Internet at <https://www.townofgardnerville.com/>

Notice to Persons with Disabilities: Members of the public who are disabled and require special assistance or accommodations at the meeting are requested to notify the Gardnerville Town Offices in writing at 1407 Highway 395, Gardnerville NV 89410, or by calling (775) 782-7134 at least 24 hours in advance.

Notice regarding NRS 237: The Gardnerville Town Board has adopted a Standard Policy No. 7, which contains a motion regarding Business Impact Statements (BIS). When the Town Board approves its agenda, it also approves a motion which includes ratification of staff action taken pursuant to NRS 237-030 et seq. with respect to items on the agenda, and determines that each Rule which is on the agenda for which a BIS has been prepared does impose a direct and significant economic burden on a business or directly restricts the formation, operation or expansion of a business, and each Rule which is on the agenda for which a BIS has not been prepared does not impose a direct and significant economic impact on a business or directly restrict the formation, operation or expansion of a business.

Notice: Items on the agenda may be taken out of order; the Gardnerville Town Board may combine two or more agenda items for consideration; and the Gardnerville Town Board may remove an item from the agenda or delay discussion relating to an item on the agenda at any time. All items shall include discussion and possible action to approve, modify, deny, or continue.

8:00 A.M. Call to Order and Determination of a Quorum

PLEDGE OF ALLEGIANCE – Lloyd Higuera

PUBLIC INTEREST COMMENTS (No Action)

This portion of the meeting is open to the public to speak on any topic not on the agenda and must be limited to 3 minutes. The Gardnerville Town Board is prohibited by law from taking immediate action on issues raised by the public that are not listed on the agenda.

FOR POSSIBLE ACTION: APPROVAL OF AGENDA, with public comment prior to Board action.

The Gardnerville Town Board reserves the right to take items in a different order to accomplish business in the most efficient manner.

ADMINISTRATIVE AGENDA

(Any agenda items pulled from the Consent Calendar will be heard at this point)

1. **For Possible Action:** Discussion to approve, approve with modifications or deny a town special event application for Austin's House Poker Run Fundraiser scheduled for September 21, 2019 at Heritage Park from 9:00 a.m. to 5:00 p.m., considered to be a Class I Use (without requirement for payment of a fee) pursuant to the Town's Park Use and Reservation Policy Rules and Regulations (Rev. 1/2013); with public comment prior to Board action.



GARDNERVILLE TOWN BOARD MEETING AGENDA – CONT'D

2. **For Possible Action:** Discussion to approve, approve with modifications, or deny a town special event application for Main Street Gardnerville's Fall Fest scheduled for October 5, 2019 at Heritage Park from 6:00 a.m. to 6:00 p.m. considered to be a Class I Use (without requirement for payment of a fee) pursuant to the Town's Park Use and Reservation Policy Rules and Regulations (Rev. 1/2013); with public comment prior to Board action.

2nd PUBLIC INTEREST COMMENTS period (No action will be taken)

Adjourn

Gardnerville Town Board

AGENDA ACTION SHEET



1. **For Possible Action:** Discussion to approve, approve with modifications or deny a town special event application for Austin's House Poker Run Fundraiser scheduled for September 21, 2019 at Heritage Park from 9:00 a.m. to 5:00 p.m., considered to be a Class I Use (without requirement for payment of fee) pursuant to the Town's Park Use and Reservation Policy Rules and Regulations (Rev. 1/2013); with public comment prior to Board action.
2. **Recommended Motion:** Approve a town special event application for Austin's House Poker Run Fundraiser scheduled for September 21, 2019 at Heritage Park from 9:00 a.m. to 5:00 p.m based on the information provided by the applicant, the background information and the board's discussion.
3. **Funds Available:** ☐ Yes ☒ N/A
4. **Department:** Administration
5. **Prepared by:** Carol Louthan, Administrative Services Manager
6. **Meeting Date:** September 16, 2019
7. **Agenda:** ☐ Consent ☒ Administrative
8. **Background Information:** The applicant has submitted a completed application and per the Town Policy it appears all necessary provisions have been met in order to recommend approval. The applicant is providing additional sanitary facilities to complement the existing restrooms at Heritage Park. The applicant has obtained a Temporary Liquor License from the Douglas County Sheriff. The applicant has provided proof of the necessary insurance with the Town listed as additional insured.
9. **Other Agency Review of Action:** ☐ Douglas County ☒ N/A
10. **Board Action:**

<input type="checkbox"/> Approved	<input type="checkbox"/> Approved with Modifications
<input type="checkbox"/> Denied	<input type="checkbox"/> Continued



Park Use/Street Closure/Special Event Application
Reservation Form/Release of Liability/Indemnification Agreement
1407 US Highway 395 N - Gardnerville, Nevada 89410
(775) 782-7134 Phone (775) 782-7135 Fax

Date of Application (must be submitted 10 business days prior to event): 8-30-19

Organization: AUSTIN'S HOUSE / AUSTIN KERRY FOUNDATION Corporation: Yes ☐ No ☒
(If a corporation, a copy of the Articles of Incorporation must be attached)

Contact Person: DANAK VILLALOBOS email: Damy.Villalobos@cbselectre.com

Home/Cell Phone: 775-721-7111 Business Phone: 775-782-7111 Fax: 782-7165

Mailing Address: 1674 HWY 395 MINDEN, NV
(If corporation, attach home or business phone and addresses of president, vice-president and secretary)

Requesting: Heritage Park ☒ Is request for exclusive use of park: Yes ☒ No ☐
If Heritage Park but not exclusive use, describe which area of park is being requested:

Requesting: Street Closure Street(s) proposing to be closed: N/A

(US Hwy 395, SR75, and streets closed at intersections of US Hwy 395 require NDOT encroachment permit; Waterloo, Toler, Elges, Grant, Stodick, and Muller require County permission)

Requesting: Other Location of Event/Activities (if other than Heritage Park):

(Submit letter of property owner's permission if event is to be held on private property)

Name and description of event, concessions, fund-raiser, etc.: AUSTIN'S HOUSE POKER
RUN FUNDRAISER TO BENEFIT AUSTIN'S HOUSE

Event date(s): 9/21/19 Event hours (including set up & tear down): 8AM-5PM

This event is: Non-Profit: ☒ For Profit: ☐ Closed to Public: ☐ Open to Public: ☒
(Non-profit organizations must submit IRS 501c letter with application)

If non-profit event, describe who benefits from proceeds of event:

OVER 100% OF PROCEEDS GOES TO AUSTIN'S HOUSE !!

Number of patrons, customers, spectators, participants, etc. expected to attend on each day of the event:

250
(Douglas County Outdoor Festival Permit is required if more than 500 attendees expected on any day of event)

Event Insurance Carrier: PHILADELPHIA INDEMNITY INS. CO. Phone: 775-783-9333
(Certificate of Insurance must be attached to this application and must name the Town of Gardnerville as additional insured, and date and location of the event - see Special Event Policy for policy limits)

Is a fee charged to attend the event: Yes ☒ No ☐
Is food being served: Yes ☒ No ☐ If yes, Health Permit # _____
Will alcohol be sold or served: Yes ☒ No ☐ Liquor licenses/permits may be required
Will there be band or amplified music: Yes ☒ No ☐
Will you have tents, canopies, bounce houses, dance floors, etc.? Yes ☒ No ☐
If yes, specify quantity, dimensions, etc:

WE USUALLY HAVE THREE 20 X 20 CANOPIES SET-UP
BY LOCAL COMPANY "SIERRA CANOPIES" NOW "ELEVATED EVENTS"

(Stakes are not permitted for use in securing tents, etc.; bounce houses, dance floors or tents larger than 20'x20' may be subject to additional security deposits and/or insurance coverage) WE USE PLASTIC WATER DRUMS

Clean-up/Sanitation/Garbage Plan: RITE OF PASSAGE SENDS 5-6 VOLUNTEERS TO HELP WITH
SET-UP, BREAKDOWN AND CLEAN-UP

ALLIED SEPTIC SVC. DONATES USE OF 2-4 PORTA POTIES
(Groups of 50 or more are require to pay a minimum of one \$25 dumpster service fee; park restrooms accommodate a maximum of 100 people, one port-a-potty is required for every 100 people over 100)

Water and Sanitation Plan if food sold or consumed during event:

SANITATION PLAN IS ABOVE. CASES OF WATER BOTTLES ARE AVAILABLE
(Town's water coupler is available if you use hoses for water) IN ICE-FILLED TROUGHS.

Other Town services, if required:

ELECTRICITY @ GAZEBO FOR MICROPHONE & MUSIC
(Electrical outlets, pavillion lighting, etc.)

Event Parking Area: WILL USE EXISTING PARKING SPACES.
(Event cannot block driveways of private residences around park. Please note that dirt lot east of Heritage Park is private property and may not be used for parking unless a letter of owner's permission is submitted)

Fire/Emergency Medical Services Plan:

(Submit East Fork Fire Protection District authorization and approval)

Security Plan if overnight use of Town facilities planned:

N/A
(Submit Douglas County Sheriff's Office authorization and approval)

Event Layout: All applicants MUST provide a drawing(s) clearly showing event area(s), streets requested for closure, booth spaces, etc. If requesting use of Heritage Park, a Town furnished template will be provided indicating utility lines and other event constraints.

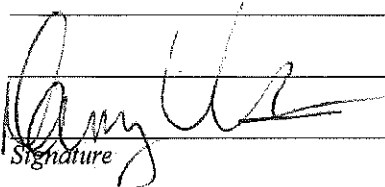
A copy of the approved form MUST be at the event

WAIVER OF LIABILITY

The **UNDERSIGNED**, for himself/herself and on behalf of the above named Applicant Organization or Business, does hereby agree to protect, indemnify, save and keep harmless, the Town of Gardnerville, its elected and appointed officials, employees and volunteers and others working on behalf of the Town of Gardnerville, and Douglas County, Nevada, from any and all claims, demands, suits or loss, including all costs connected therewith, including but not limited to reasonable attorney's fees, administrative costs, and court costs and for any damages which may be asserted, claimed or recovered against or from the Town of Gardnerville, its elected and appointed officials, employees, volunteers or others working on behalf of the Town of Gardnerville, by reason of personal injury, including but not limited to bodily injury or death, and/or property damage, including loss of use thereof, which arise out of or is in any way connected or associated with this Reservation Form and Release of Liability and Indemnification Agreement.

I do hereby certify that, in representation of the above-named Applicant Organization or Business, I have received a copy of the Town's Park Use and Reservation Policy and the Town's Street Closure/Special Events Policy, that I have read those policies, and that the above-named Applicant Organization or Business will observe all rules and regulations contained therein, including any conditions of approval of the Town Board, and any other conditions and/or requirements that may be set forth by Douglas County, Nevada.

Authorized Representative(s) of Applicant:

	DANNY VILLALOBOS	7/9/18
Signature	Printed Name	Date

(If applicant is a corporation, must include signature of president, vice-president, and secretary of corporation)

(Town Office Use Only)

Heritage Park:

Usage \$25/hr (\$300/day max)	Paid \$ <u>waived</u>	Ck#	Date:
Park Deposit \$300	Paid \$ <u>300</u>	Ck# <u>2574</u>	Date: <u>8-30-19</u>
Dumpster \$25/each	Paid \$ <u>25</u>	Ck# <u>2574</u>	Date: <u>8-30-19</u>
Additional Fees/Description	\$		
Deposit Refunded	Paid \$	Date:	Facility Reviewed:

Street Closure:

Application Fee \$100 Paid \$ Date:

Approved by Town Staff: C. Louthan Date: 8/30/19

IF REQUIRED:

Scheduled for Town Board Agenda: September 6, 2019 Approved: _____

Scheduled for Douglas County Commissioner Agenda: _____ Approved: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/30/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Summit Partners Insurance 2270 Douglas Blvd #212 Roseville, CA 95661	CONTACT NAME: Jim Degraffenreid		
	PHONE (A/C, No, Ext):	FAX (A/C, No):	
INSURED Austin Kirby Foundation PO Box 960 Minden, NV 89423	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Philadelphia Indemity Ins Co.		63218
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL SUBROGATION	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY		EV55955	09/21/19	09/21/19	EACH OCCURRENCE \$1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR					DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					MED EXP (Any one person) \$
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC					PERSONAL & ADV INJURY \$1,000,000
	OTHER:					GENERAL AGGREGATE \$3,000,000
						PRODUCTS - COM/OP AGG \$3,000,000
						\$
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO					BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY	<input type="checkbox"/> SCHEDULED AUTOS				BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY	<input type="checkbox"/> NON-OWNED AUTOS ONLY				PROPERTY DAMAGE (Per accident) \$
						\$
	UMBRELLA LIAB	<input type="checkbox"/> OCCUR				EACH OCCURRENCE \$
	EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE				AGGREGATE \$
	DED	RETENTION \$				\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N	N/A			E.L. EACH ACCIDENT \$
	if yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

SPECIAL EVENT: Fundraiser to benefit Austin's House (Austin Kirby Foundation) on September 21, 2019, 8:00 am to 5:00 pm. (To include set up and tear down time at facility) to be held at HERITAGE PARK FACILITY, 1447 Courthouse Str, Gardnerville, NV 89410

The certificate holder is an Additional Insured with respects to the insured using the Certificate holders facility at the above event

CERTIFICATE HOLDER

CANCELLATION

Town of Gardnerville 1407 US Highway 395, N. Gardnerville, NV 89410	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Jim Degraffenreid

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Douglas County



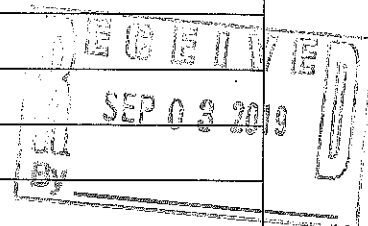
SHERIFF

"A Tradition of Service"

Daniel J. Coverley
SHERIFF

Temporary Liquor License Permit

Non-Profit:	<input checked="" type="checkbox"/>	Profit:	<input type="checkbox"/>
Organization:	Austin's House		
Requested By:	Daniel Villalobos		
Address:	1172 Big Jake Court		
City, State:	Gardnerville, NV 89460		
Telephone:	775-721-7111		
Event:	Austin's House Poker Run		
Event Location	Heritage Park		
Event Date:	09/21/2019		
Event Time:	12:00 PM - 5:00 PM		
Type of License (mark one):	<input checked="" type="checkbox"/> Beer & Wine Only	<input type="checkbox"/> Full Alcohol	
Live Outdoor Entertainment:	<input type="checkbox"/> Yes (see attached Special Event Entertainment Endorsement Application)	<input checked="" type="checkbox"/> No	



Approved by: _____
Parks/Community Center

_____ Date

Approved by: Daniel J. Coverley
Daniel J. Coverley, Sheriff

09/03/2019

_____ Date

Permit Fee:	\$15.00
Date of Application:	09/03/2019

What steps will you take to limit alcohol access to our youth at your event?
(see attached)

What steps will you take to limit alcohol access to our youth at your event?

Bartender will check all I.D.'s



August 7, 2019

We're back yet again! And, as always, we are busily organizing the 2019 POKER RUN to benefit Austin's House! The date for the event is September 21, 2019, as usual, a Saturday so everyone can attend. If you've joined the fun before you know the drill... be at the Coldwell Banker Select office in Minden around 9:00 in the morning to get your ride pin, your ticket, and a few other surprises that we have for you! Motorcycles, classic cars, or anything with wheels that can make the route are welcome to participate. Nothing is more beautiful than the road from Minden to the Genoa Bar, over to the Gardnerville Rancho's Jethro's, a bar/restaurant in Markleeville (to be named later), and then over to Iggy & Squiggy's at Holbrook Station. The final stop at the Heritage Park in Gardnerville will bring you there just in time for a terrific BBQ and lots of live music and drawings for prizes. It's a great day for the whole family!

As usual, the ticket cost is just \$30 for the primary driver and another \$20 for your rider if you have one. Pay at the door or better yet, in advance so we have a head count for the BBQ. That is a great price for the ride pin, the poker hand, the BBQ and super music and fun. We know you will have a great time! If for some reason you can't make the date, we would love to have you donate a raffle prize or just send a check to support the cause. We will miss you, but it's a nice thing...the right thing...to do for these deserving kids at Austin's House. We can make a tremendous difference in their lives today and in the future.

All donations are tax deductible, and we are happy to give you a receipt for your donation. Perhaps the best thing about the Austin Kirby Foundation fundraiser is that every single penny of your donation, whether cash or prizes, goes to the benefit of the kids. We take nothing out to help defray any of the costs of the event. Everything is donated or else the organizers pay for it themselves! Don't know of any other charity that has over 100% given to the kids that need it.

Please call Danny Villalobos at 775-721-7111 or you can see him at Coldwell Banker Select in Minden. Or you can always send your donation to P O Box 1923 in Minden, NV 89423. That gets it directly to the foundation.

MANY THANKSWE KNOW THAT YOU ARE THE BEST! REMEMBER TO WEAR YOUR PINK!!

Gardnerville Town Board

AGENDA ACTION SHEET



1. **For Possible Action:** Discussion to approve, approve with modifications, or deny a town special event application for Main Street Gardnerville's Fall Fest scheduled for October 5, 2019 at Heritage Park from 6:00 a.m. to 6:00 p.m. considered to be a Class 1 Use (without requirement for payment of fee) pursuant to the Town's Park Use and Reservation Policy Rules and Regulations (Rev. 1/2013); with public comment prior to Board action.
2. **Recommended Motion:** Approve town special event application for Main Street Gardnerville's Fall Fest scheduled for October 5, 2019 at Heritage Park from 6:00 a.m. to 6:00 p.m based on the information provided by the applicant, the background information, and be board's discussion.
3. **Funds Available:** ☐ Yes ☒ N/A
4. **Department:** Administration
5. **Prepared by:** Carol Louthan, Administrative Services Manager
6. **Meeting Date:** September 16, 2019
7. **Agenda:** ☐ Consent ☒ Administrative
8. **Background Information:** The applicant has submitted a completed application and per the Town Policy it appears all necessary provisions have been met in order to recommend approval. The applicant is providing additional sanitary facilities to complement the existing restrooms at Heritage Park. The applicant has obtained a Temporary Liquor License from the Douglas County Sheriff. The applicant has provided proof of the necessary insurance with the Town listed as additional insured.
9. **Other Agency Review of Action:** ☐ Douglas County ☒ N/A
10. **Board Action:**

<input type="checkbox"/> Approved	<input type="checkbox"/> Approved with Modifications
<input type="checkbox"/> Denied	<input type="checkbox"/> Continued



Park Use/Street Closure/Special Event Application
Reservation Form/Release of Liability/Indemnification Agreement
1407 US Highway 395 N - Gardnerville, Nevada 89410
(775) 782-7134 Phone (775) 782-7135 Fax

Date of Application (must be submitted 10 business days prior to event): January 4, 2019

Organization: Main Street Gardnerville Corporation: Yes ☐ No ☒
(If a corporation, a copy of the Articles of Incorporation must be attached)

Contact Person: Debbi Lehr email: info@mainstreetgardnerville.org

Home/Cell Phone: 775-691-6357 Business Phone: 775-782-8027 Fax: 775-782-7135

Mailing Address: 1407 US Highway 395 North Gardnerville, NV 89410
(If corporation, attach home or business phone and addresses of president, vice-president and secretary)

Requesting: Heritage Park ☒ Is request for exclusive use of park: Yes ☒ No ☐
If Heritage Park but not exclusive use, describe which area of park is being requested:

Requesting: Street Closure ☒ Street(s) proposing to be closed: Slaughterhouse Lane and Ezell Street

Will need street closed sign for access to slaughterhouse lane from High School Street

(US Hwy 395, SR75, and streets closed at intersections of US Hwy 395 require NDOT encroachment permit;
Waterloo, Toler, Elges, Grant, Stodick, and Muller require County permission)

Requesting: Other ☒ Location of Event/Activities (if other than Heritage Park):
Heritage Park Garden and depending on church construction, empty lot at Gilman and Ezell for parking
(Submit letter of property owner's permission if event is to be held on private property)

Name and description of event, concessions, fund-raiser, etc.: Fundraiser for MSG includes entertainment,
scarecrow festival, blood drive, marketplace, petting zoo and coffin races

Event date(s): October 5, 2019 Event hours (including set up & tear down): 6am-6pm

This event is: Non-Profit: ☒ For Profit: ☐ Closed to Public: ☐ Open to Public: ☒
(Non-profit organizations must submit IRS 501c letter with application)

If non-profit event, describe who benefits from proceeds of event:

All proceeds will go to the nonprofit organization on Main Street Gardnerville to help pay for
future projects and events in the downtown Gardnerville district

Number of patrons, customers, spectators, participants, etc. expected to attend on **each day** of the event:
350

(Douglas County Outdoor Festival Permit is required if more than 500 attendees expected on any day of event)

Event Insurance Carrier: American Casualty Co. of Reading, PA Phone: 410-685-4625
(Certificate of Insurance must be attached to this application and must name the Town of Gardnerville as additional insured, and date and location of the event - see Special Event Policy for policy limits)

Is a fee charged to attend the event: Yes _____ No X
Is food being served: Yes X No _____ If yes, Health Permit # _____ Will provide closer to event
Will alcohol be sold or served: Yes X No _____ Liquor licenses/permits may be required
Will there be band or amplified music: Yes X No _____
Will you have tents, canopies, bounce houses, dance floors, etc.? Yes X No _____
If yes, specify quantity, dimensions, etc:
Approximately 40 - 10' X 10' Personal canopies secured with weights

(Stakes are not permitted for use in securing tents, etc.; bounce houses, dance floors or tents larger than 20'x20' may be subject to additional security deposits and/or insurance coverage)

Clean-up/Sanitation/Garbage Plan:

Porta potty rental, volunteer clean up and arrangements with town staff to pay for their help

(Groups of 50 or more are require to pay a minimum of one \$25 dumpster service fee; park restrooms accommodate a maximum of 100 people, one port-a-potty is required for every 100 people over 100)

Water and Sanitation Plan if food sold or consumed during event:

Food stations are required to set up their own hand washing station in addition we will be renting 2 hand washing stations

(Town's water coupler is available if you use hoses for water)

Other Town services, if required:

Hose bib, electrical, sound system and pavilion lights

(Electrical outlets, pavilion lighting, etc.)

Event Parking Area: We have arrangement with the church if they have not broken ground if not we as for the TOG lot on corner
(Event cannot block driveways of private residences around park. Please note that dirt lot east of Heritage Park is private property and may not be used for parking unless a letter of owner's permission is submitted)

Fire/Emergency Medical Services Plan:

EFFD and DCSO will be in attendance

(Submit East Fork Fire Protection District authorization and approval)

Security Plan if overnight use of Town facilities planned:

N/A

(Submit Douglas County Sheriff's Office authorization and approval)

Event Layout: All applicants **MUST** provide a drawing(s) clearly showing event area(s), streets requested for closure, booth spaces, etc. **If requesting use of Heritage Park, a Town furnished template will be provided indicating utility lines and other event constraints.**

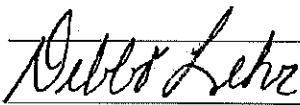
A copy of the approved form MUST be at the event

WAIVER OF LIABILITY

The UNDERSIGNED, for himself/herself and on behalf of the above named Applicant Organization or Business, does hereby agree to protect, indemnify, save and keep harmless, the Town of Gardnerville, its elected and appointed officials, employees and volunteers and others working on behalf of the Town of Gardnerville, and Douglas County, Nevada, from any and all claims, demands, suits or loss, including all costs connected therewith, including but not limited to reasonable attorney's fees, administrative costs, and court costs and for any damages which may be asserted, claimed or recovered against or from the Town of Gardnerville, its elected and appointed officials, employees, volunteers or others working on behalf of the Town of Gardnerville, by reason of personal injury, including but not limited to bodily injury or death, and/or property damage, including loss of use thereof, which arise out of or is in any way connected or associated with this Reservation Form and Release of Liability and Indemnification Agreement.

I do hereby certify that, in representation of the above-named Applicant Organization or Business, I have received a copy of the Town's Park Use and Reservation Policy and the Town's Street Closure/Special Events Policy, that I have read those policies, and that the above-named Applicant Organization or Business will observe all rules and regulations contained therein, including any conditions of approval of the Town Board, and any other conditions and/or requirements that may be set forth by Douglas County, Nevada.

Authorized Representative(s) of Applicant:



Signature

Debbi Lehr

Printed Name

01/04/2019

Date

(If applicant is a corporation, must include signature of president, vice-president, and secretary of corporation)

(Town Office Use Only)

Heritage Park:

Usage \$25/hr (\$300/day max)	Paid \$ _____	Ck# _____	Date: _____
Park Deposit \$300	Paid \$ _____	Ck# _____	Date: _____
Dumpster \$25/each	\$ _____		
Additional Fees/Description	\$ _____		
Deposit Refunded	Paid \$ _____	Date: _____	Facility Reviewed: _____

Street Closure:

Application Fee \$100 Paid \$ waived Date: _____

Approved by Town Staff: _____ Date: _____

IF REQUIRED:

Scheduled for Town Board Agenda: September 16, 2019 Approved: _____

Scheduled for Douglas County Commissioner Agenda: _____ Approved: _____



MAINSTR-37

OWITTELSBERGER

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/25/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS **WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Maury, Donnelly & Parr 24 Commerce St. Baltimore, MD 21202	CONTACT NAME:	
	PHONE (A/C, No, Ext): (410) 685-4625 FAX (A/C, No): (410) 685-3071	
INSURED Main Street Gardnerville Program Corp. 1407 Highway 395 Gardnerville, NV 89410	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: American Casualty Co. of Reading, PA	20427
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X		4030814727	7/1/2019	7/1/2020	EACH OCCURRENCE \$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
							MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						
	OTHER:						
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per person) \$
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/>						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N <input type="checkbox"/> N/A						E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Town of Gardnerville is named as additional insured in regards to the Main Street Fall Fest event on October 5, 2019 for the following addresses:

1443 Courthouse
1447 Courthouse
1461 Ezell

CERTIFICATE HOLDER

CANCELLATION

Town of Gardnerville
1407 U.S. Hwy 395 N
Gardnerville, NV 89410

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

ACORD 25 (2016/03)

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STREET CLOSURE REQUIREMENTS:

1. Submit Street Closure application to Town of Gardnerville for Town Manager's signature.
Submit a copy of this approved application and your traffic plan to the government entities listed below.
2. Douglas County Sheriff @ 1038 Buckeye Rd., Minden, NV. 775-782-9900 Go to Jail Administration.
Retain a copy of their signed approval.
3. **MUST CALL Douglas County Sheriff Dispatch @ 775-782-5126 to remind them of your event AT LEAST 48 HOUR PRIOR TO STREET CLOSURE.**
4. East Fork Fire District @ 1694 County Rd, Minden NV 775-782-9040
Retain a copy of their signed approval.

IN ADDITION, IF THE CLOSURE IS ON US HIGHWAY 395:

5. Nevada Highway Patrol Substation @ 1350 Curry Street, Carson City Nevada 775-684-7381
Retain a copy of their signed approval.

~YOU MUST HAVE A COPY OF ALL THESE SIGNED APPROVALS AT YOUR EVENT~



Douglas County

SHERIFF

"A Tradition of Service"

Daniel J. Coverley
SHERIFF

Temporary Liquor License Permit

Non-Profit:		Profit: XX	
Organization:	MAIN STREET GARDNERVILLE		
Requested By:	BRUBACK, MATTHEW		
Address:	1407 US HWY 395N		
City, State:	GARDNERVILLE, NV 89410		
Telephone:	77-782-8027		
Event:	MAIN STREET FALL FEST		
Event Location	HERITAGE PARK		
Event Date:	10/5/2019		
Event Time:	9 a.m – 3 p.m		
Type of License (mark one):	xx	Beer & Wine Only	Full Alcohol
Live Outdoor Entertainment:	XX	Yes (see attached Special Event Entertainment Endorsement Application)	No

Approved by: NA
Parks/Community Center

Date

Approved by: Daniel J. Coverley
Daniel J. Coverley, Sheriff

7/30/19
Date

Permit Fee:	\$15.00
Date of Application:	7/30/2019

**What steps will you take to limit alcohol access to our youth at your event?
(see attached)**

2-7

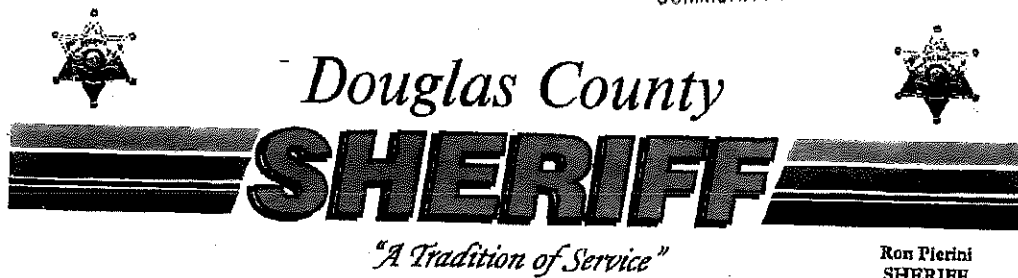
POST OFFICE BOX 218 • MINDEN, NEVADA 89423

Administration 775-782-9900 • Investigations 775-782-9905 • Civil 775-782-9942 • Jail 775-782-9921
Records 775-782-9933 • Dispatch 775-782-5126 • Fax 775-782-9919

RECEIVED

JUL 18 2019

DOUGLAS COUNTY
COMMUNITY DEVELOPMENT



Special Event Entertainment Endorsement Application

Limited to 4 events per year in association with valid Liquor License.
Please allow 4-6 weeks for approval. You will be charged for the cost of advertising.

(for outdoor events with attendance of 500 or more persons,
you must apply for an Outdoor Festival Permit with Douglas County Clerk)

Douglas County Code 5.08.040(B) – Live Entertainment Endorsement

Any person or entity holding a liquor license who wants to offer live entertainment that is held outside the confines of a building associated with a liquor license must apply for a Special Events Entertainment Endorsement. The application must be reviewed by the community development department, health department and fire department before submission to the Board. All applications shall be reviewed individually by the Board only after consideration of the nature of the event, size of the event, traffic congestion, the area of the event, time of the event, police protection, sanitation facilities and compliance with the requirements of Chapter 5.12 when applicable. Liability insurance may be required in an amount dependent upon the above mentioned criteria.

Application Date: 7/9/2019

Applicant's Name: Main Street Gardnerville (Main Street Fall Fest)

Business Address: 1407 US Hwy 395 N, Gardnerville, NV 89410

Event Location: Heritage Park 1447 Courthouse Alley

Applicant Phone #: 775-782-8027

Event Date(s): 10/05/2019 Event Time: 9am-3pm

Description of Event: A small festival combining the Heritage Park Gardens-Harvest Festival, the East Fork Gallery's- Scarecrow Festival, Main Street Gardnerville's -Coffin Races and a marketplace

Type of Entertainment: Activities include demonstrations, arts and crafts and the coffin races

Anticipated Size of Event (# of People): We are hoping for 450 we usually get about 60 people at the Harvest Festival, about 100 at Scarecrow festival and about 300 for the coffin races annually.

Venue Size (sq. ft., acreage, etc.): All of Heritage Park, Heritage Park Gardens, Slaughterhouse Lane and Ezell Lane

Attendance Estimate
300 - 350 people