



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 by the 20th day of the month preceding the event): \_\_\_\_\_

Organization: \_\_\_\_\_ Corporation: Yes \_\_\_ No \_\_\_
(If a corporation, a copy of the Articles of Incorporation must be attached.)

Contact Person: \_\_\_\_\_ email: \_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mailing Address: \_\_\_\_\_
(If corporation, attach home or business phone and addresses of President, Vice-President and Secretary)

Requesting: Town Park \_\_\_ Is request for exclusive use of park: Yes \_\_\_ No \_\_\_
If not requesting exclusive use of park, describe area of park that is being requested:

\_\_\_\_\_

Requesting: Street Closure \_\_\_ Street(s) proposing to be closed: \_\_\_\_\_

(US Hwy 395, SR756, and streets closed at intersections of US Hwy 395 require NDOT Temporary Occupancy Permit. Intersections at US Hwy 395 and Waterloo, Elges, Grant, Stodick, and Muller require Douglas County permission – see last page of this application for more detail. Street closure applicants must submit a temporary traffic control plan for Fire/Emergency access and supply necessary traffic controls. For an additional fee of \$250 the Town of Gardnerville will supply the temporary traffic control plan, cones, and street closure signs.)

Requesting: Other \_\_\_ Specify location of Event/Activities (if other than Town Park or Street):

(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.: \_\_\_\_\_

\_\_\_\_\_

Event date(s): \_\_\_\_\_ Event hours: \_\_\_\_\_
(No events from 12 a.m. – 9 a.m. Include time needed to set up for the event (decorate, etc.) and to clean up the park after the event. You may not paint, mow, add or remove anything that would deface buildings or landscape.)

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: \_\_\_\_\_

\_\_\_\_\_

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

Attach Douglas County Outdoor Festival Permit if more than 500 attendees expected on any day of event:

Event Insurance Carrier: \_\_\_\_\_ Phone: \_\_\_\_\_

(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 required
Will there be live music or professional DJ services:			Yes No
Will you have tents, canopies, bounce houses, dance floors, etc.?			Yes No

If yes, specify quantity, dimensions, etc. on a site map of the Town Park or Street and describe below. **(If requesting use of Heritage Park, the Town will furnish a template indicating utility lines and other event constraints):**

\_\_\_\_\_  
(Town Board approval is required if alcohol is served – a liquor license is required if alcohol is sold. Stakes are not permitted for use in securing tents, etc. - use sand bags or water buckets instead. Bounce houses, dance floors or tents larger than 20’x20’ may be subject to additional security deposits and/or insurance coverage. All loud music must stop by 10 p.m.)

Clean-up/Sanitation/Garbage Plan: \_\_\_\_\_  
(Dumpsters available for a \$50 dumpster service fee (recommended for greater than 100 attendees. Heritage Park restrooms accommodate up to 100 people – rent a port-a-potty for each 100 people over that amount. Verify port-a-potty need by using a “portable restroom calculator” such as is found at: <https://onsiteco.com/how-many-port-a-potties-do-I-need/> or a similar site.)

Water and Sanitation Plan if food sold or consumed during event: \_\_\_\_\_  
(Town of Gardnerville’s water coupler is available at some Town Parks – the applicant must provide their own hoses. Any cooking must be done on the asphalt aprons on the east or west sides of Heritage Park.)

Other Town services, if required: \_\_\_\_\_  
(Electrical outlets, pavilion lighting, etc.)

Event Parking Area: \_\_\_\_\_  
(Event cannot block driveways of private residences around park. Please note that dirt lot east of Heritage Park is private property and may be used for parking only if a letter from the property owner allowing parking for the event is provided with the application. There is ample parking around the Heritage Park and on nearby streets for small and private events that don’t impede emergency access or require a street closure.)

Security Plan if overnight use of Town facilities planned: \_\_\_\_\_  
(Submit Douglas County Sheriff’s Office authorization and approval.)

**IN CASE OF PROBLEMS WITH THE PARK CALL:** \_\_\_\_\_

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

Printed Name

Date

(If applicant is a corporation, must include signature of President, Vice-President, and Secretary of corporation)

**(Town Office Use Only)**

Application Fee \$100 **Due \$** \_\_\_\_\_ **Paid \$** \_\_\_\_\_ **Ck#** \_\_\_\_\_ **Date** \_\_\_\_\_  
**for park use and/or street closure**

**Park** Deposit \$300 **Due \$** \_\_\_\_\_ **Paid \$** \_\_\_\_\_ **Ck#** \_\_\_\_\_ **Date** \_\_\_\_\_

Park Usage \$50/hour (\$300 day max) **Due \$** \_\_\_\_\_ **Paid \$** \_\_\_\_\_ **Ck#** \_\_\_\_\_ **Date** \_\_\_\_\_

Dumpster (optional \$50/each) **Due \$** \_\_\_\_\_ **Paid \$** \_\_\_\_\_ **Ck#** \_\_\_\_\_ **Date** \_\_\_\_\_

Additional Fees/Description **Due \$** \_\_\_\_\_ **Paid \$** \_\_\_\_\_ **Ck#** \_\_\_\_\_ **Date** \_\_\_\_\_

Deposit Refunded **Facility Reviewed** \_\_\_\_\_ **Paid \$** \_\_\_\_\_ **Date** \_\_\_\_\_

**Street Closure**-traffic control plan **Due \$** \_\_\_\_\_ **Paid \$** \_\_\_\_\_ **Ck#** \_\_\_\_\_ **Date** \_\_\_\_\_  
 Cones & signs (optional \$250)

Approved by Town Staff or Town Board: \_\_\_\_\_ Date \_\_\_\_\_

**IF REQUIRED:**

Scheduled for Town Board Agenda: \_\_\_\_\_ Approved: \_\_\_\_\_

Scheduled for Douglas County Commissioner Agenda: \_\_\_\_\_ Approved: \_\_\_\_\_

**STREET CLOSURE REQUIREMENTS:**

1. Submit Park Use/Street Closure/Special Event Application and your temporary traffic control plan for Fire/Emergency access to the Town of Gardnerville for Town Manager's signature.
  2. **MUST CALL Douglas County Sheriff Dispatch @ 775-782-5126 to notify them of your event AT LEAST 48 HOURS PRIOR TO STREET CLOSURE.**
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**IN ADDITION → IF THE CLOSURE IS ON US HIGHWAY 395:**

1. **NDOT** - for Temporary Occupancy Permit to close US Hwy 395 or SR756.  
phone 775-834-8330 fax 775-834-8331 or email [Dist2permits@dot.nv.gov](mailto:Dist2permits@dot.nv.gov)
2. Submit NDOT Temporary Occupancy Permit to **Douglas County Sheriff** for signature 775-782-9900.
3. Submit NDOT Temporary Occupancy Permit to **NHP** for signature 775-684-7381.
4. Resubmit permit to **NDOT** with Sheriff and NHP signatures.

**IN ADDITION → IF THE CLOSURE IS AT AN INTERSECTION OF US HIGHWAY 395 and Elges Avenue, Grant Avenue, Muller Parkway, Stodick Parkway, or Waterloo Lane:**

5. **Douglas County** permission is also required. Contact the Douglas County Clerk 775-782-9017.  
Obtain approval and retain a copy of their signed approval.

**A copy of ALL approved applications and permits  
MUST be at your event**