



## **CITY OF FALLON SPECIAL EVENT APPLICATION AND POLICY**

Special events are important to our community. They bring excitement to our City and enhance our quality of life. The City of Fallon is happy to assist Organizations and Groups in providing quality events. To do such, we require completion of the attached application.

The City requires completion of this application for all special event and street closure requests taking place on public property throughout the City of Fallon. This permit is required in order to consider whether the activities proposed are in conformance with applicable laws and regulations and to ensure activities are not detrimental to public health, safety, or welfare. If an event includes a band or other activity that creates substantial noise or requires the closing of a city street or alley, the applicant must complete the attached sign-off sheet.

The City will charge a \$50 fee for events requiring the closure of a street or alley. The fee includes two (2) barricades (additional barricades will be provided at a cost of \$10 each). In addition, the City may require fees for services listed as there are related costs for every event which the City does not anticipate and therefore budget.

Please review the entire application and complete it as accurately as possible to aid us in expediting your application. The following process takes place once your application is received:

- Applications should be sent to City of Fallon, Attn: Elsie Lee, City Clerk's Office, 55 W. Williams Avenue, Fallon, NV 89406 at least 30 days in advance.
- Upon receipt, copies of the request will be sent to the City Attorney, City Engineer and Chief of Police.
- If there are no concerns, the City Clerk's Office will send the Event Coordinator a copy of the signature page.
- A business proprietor or merchant will not be granted a permit to close a street immediately around the location of his/her business for the sole benefit of that business.
- If the application is rejected, reasons for the rejection will be discussed with applicant and efforts will be made to resolve problematic issues.
- Upon city-wide acceptance, approval will be granted after the fee has been collected.
- Event Coordinator may pick up approved application at Fallon City Hall.

**Applications must be received no later than 30 days prior to event date.**



## FALLON SPECIAL EVENT APPLICATION

Date of Application: \_\_\_\_\_

Event Location: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Sponsoring Business/Organization: \_\_\_\_\_

Business/Organization Address: \_\_\_\_\_

### Applicant Status:

- |   |  |
|---|--|
| <input type="checkbox"/> Fallon Residential or community group                            | <input type="checkbox"/> Government Agency |
| <input type="checkbox"/> Not for Profit   | <input type="checkbox"/> For Profit        |
| <input type="checkbox"/> Collaborative Event (two or more organizations working together) | <input type="checkbox"/> Private Citizen   |

Event Title: \_\_\_\_\_

Event Date: \_\_\_\_\_ Time of event: \_\_\_\_\_

Set up time: \_\_\_\_\_ Break down time: \_\_\_\_\_

Clean up/Trash Removal plan: \_\_\_\_\_

### Purpose of Event:

- |                                      |                                     |   |
|--------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> Rally       | <input type="checkbox"/> Festival   | <input type="checkbox"/> Memorial         |
| <input type="checkbox"/> Block Party | <input type="checkbox"/> Fundraiser | <input type="checkbox"/> Race             |
| <input type="checkbox"/> Parade      | <input type="checkbox"/> Education  | <input type="checkbox"/> Private Function |

Other specify: \_\_\_\_\_

### Event Status:

- |   |  |
|---|--|
| <input type="checkbox"/> Open to the Public     | <input type="checkbox"/> Admission/Donations Requested |
| <input type="checkbox"/> Not Open to the Public | <input type="checkbox"/> Registration Fee Required     |

Have you held this event in previous years?  Yes  No

Approximate # of Participants: \_\_\_\_\_ Estimated Audience: \_\_\_\_\_

Approximate # of Event Staff: \_\_\_\_\_

Location and/or route of event (attach site map and emergency plan of action): Describe event activities, entertainment & participants. Attach extra pages if needed: \_\_\_\_\_

Are you requesting that streets be closed for this event?  Yes  No

What streets will be closed? (Be specific – example: Center Street between Maine and Nevada)

Number of barricades needed: \_\_\_\_\_ (Initial street closure fee include two barricades)

Location for the barricades to be dropped off/picked up (must be the same): \_\_\_\_\_

NOTE: Barricades must be returned in same condition as when delivered. The Event Coordinator will be responsible for repair or replacement costs for barricades damaged, lost or stolen.



The following items will require an additional fee from applicant for use of Services.

Please check below all items that apply to your event:

- Selling products/concessions  Yes  No
- Using City power outlets - \$10 per day
- Closing streets/use of barricades (two (2) barricades included, additional barricades are available for \$10 each).
- The City requires an event coordinator to **attach a site map demonstrating event activities and an emergency plan of action** for street closures.
- The City reserves the right to require the presence of a police officer at any event where alcohol is being served. The City also reserves the right to require police presence at non-alcohol events. The fee is \$35 per hr. The applicant will be required to comply with direction provided by the Police Department Support Services Captain (775) 423-0167.

The following services are **NOT** provided by the City:

Please contact appropriate organizations for assistance.

**Tents;**

**Port-o-Potties;**

**Trash & Clean up:** It is the responsibility of the Event Coordinator to ensure trash and clean up services are provided. The City reserves the right to require a refundable event fee of \$100 to restore the premises to its original condition.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**City of Fallon – Department Head Recommendations:**

	Approve	Approve with Conditions	Disapprove
City Attorney	_____	_____	_____
City Engineer	_____	_____	_____
Public Works	_____	_____	_____
Chief of Police	_____	_____	_____

Conditions required for approval: \_\_\_\_\_

The event has been (circle one):    Approved            Approved with Conditions            Disapproved

\_\_\_\_\_  
City Clerk's Office