



# **Nye County**

## **Outdoor Festival License Application Packet**



---

## Nye County Outdoor Festival License Application Packet

### Document and Contact Information

<b>Application Manager:</b>	Nye County Clerk (775) 482-8127 / (775) 751-7040 <a href="mailto:mkampf@nyecountynv.gov">mkampf@nyecountynv.gov</a>
<b>File Name:</b>	Nye County Outdoor Festival License Application Packet
<b>To obtain this document or to make inquiries:</b>	Tonopah Clerk's Office (775) 482-8127 <a href="mailto:mkampf@nyecountynv.gov">mkampf@nyecountynv.gov</a>  Pahrump Clerk's Office (775) 751-7040 <a href="mailto:mkampf@nyecountynv.gov">mkampf@nyecountynv.gov</a>
<b>Requirements for Document acceptance and changes:</b>	Acceptance of, and changes to this document must be reviewed and approved by the Nye County Manager and subsequently the Nye County Board of County Commissioners (BOCC).

### History of Revision

Date	Version	Comments
July 16, 2013	1-2013	Approved and accepted by BOCC



## NYE COUNTY OUTDOOR FESTIVAL LICENSE APPLICATION PACKET

### GENERAL PROCEDURES

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



### OUTDOOR FESTIVAL LICENSE APPLICATION

Applicant Name: \_\_\_\_\_

Application Date: \_\_\_\_\_ Date (s) of Event: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_  
(Address or Legal Description)

Contact's name: \_\_\_\_\_  
(If different than applicant)

Mailing Address: \_\_\_\_\_  
Street City State Zip Code

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

Phone #(s): \_\_\_\_\_ (Business) \_\_\_\_\_ (Home) \_\_\_\_\_ (Cell)

Description of Event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Hours of Operation: \_\_\_\_\_

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

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

When will fee be collected?  Pre-sales  At entrance

List approximate number of participants per day: \_\_\_\_\_

List approximate number of spectators per day: \_\_\_\_\_

List expected peak number of spectators per day: \_\_\_\_\_

Will alcoholic beverages be served?  Yes  No  
(all liquor vendors must be individually licensed with Nye County Sheriff's Office)

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



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

---

Signature of Applicant

---

Date

---

Name of Applicant

---

Contact Email Address