



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.

The City will charge a \$50 fee for events (with or without a street closure and will include 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 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 Coordinator: _____

Phone: _____ **Cell:** _____

Fax: _____ **Email:** _____

Sponsoring Organization: _____

Organization Address: _____

City: _____ **State:** _____ **Zip:** _____

Applicant Status:

Fallon residential or community group Government Agency

Not for profit For profit federal Tax ID: _____

Collaborative event (two or more organizations working together)

Private Citizen

Event Title: _____

Event Date: _____ **Time of event:** _____

Set up time: _____ **Break down time:** _____

Clean up/Trash Removal plan: _____

Purpose of Event: Please provide a complete description of your event:

Event status: Open to the public Admission/Donations requested

Not open to public 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, including VIP's. 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 they were issued. Repair or replacement cost of \$60 for barricades will be charged to the above listed contact person.

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.
- Will alcohol be served at the event?** Yes No

If yes, please provide liquor license number _____

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	_____	_____	_____
Public Works	_____	_____	_____
Chief of Police	_____	_____	_____

Conditions required for approval _____

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



Street Closing Permitting and Notification Procedure

A completed event application shall be submitted to the City Clerk's Office for review at a minimum of 30 days prior to the event. Incomplete applications will not be considered or accepted. The City shall notify the applicant when there are conflicts or concerns regarding the application. The City will issue an official sign-off sheet. When the sign-off sheet is returned, a permit will be issued at least seven (7) business days before the proposed street closure date.

The applicant is required to canvass all businesses and residents within a full block, in each direction, of the planned activity to create awareness and collect signatures indicating that businesses and residents were made aware and approve or disapprove the event/street closure. The applicant is responsible for seeing that business tenants and residents on upper floors receive the same notification and consideration as street-level tenants. Each recipient will sign or initial that they have been made aware and will check whether they approve or disapprove. The applicant will submit the original sign-off form to the City's Clerk's Office. Incomplete sign-off sheets will not be accepted and may be grounds for denying permits. If the business owner or resident is unavailable, the event coordinator must leave behind information about the street closure with a contact number.

Businesses shall have three to five (3-5) business days in which to notify the City of any concerns or objections in reference to the proposed street closure. The City shall attempt to resolve concerns or objections reported in consultation with the business and applicant.

Restrictions

- Any group/organization requesting to close a street may be required to provide the city with an insurance policy naming the city as a rider.
- A business proprietor will not be permitted to close a street immediately around the location of his/her business for the sole benefit of that business.
- Holiday weekends may be reason for denial: i.e. the weekend after Thanksgiving is a strong weekend for retailers and thus a street closure may be denied.
- Applicant is responsible to clean, clear, repair or pay to repair damage to surrounding private or city properties resulting from event attendees.
- In the event of an emergency circumstance, natural or civil disasters, the City reserves the right to cancel all outstanding permits on both public and private properties within City limits.
- The City reserves the right to change, modify, update, or waive provisions of these guidelines where necessary for the public's health, safety or welfare.
- The City reserves the right to cancel street closure permits and/or take further restrictive actions where necessary to assure adherence to these guidelines.
- Unless a waiver is granted, all activities must cease by 10 p.m.

Fallon Special Event/Street Closure Sign-Off Sheet

Event Description _____

Date, Time and Location _____

Streets requested to be closed _____

Please record your name, address, signature and if you approve or disapprove this special event or street closure.

	PRINT NAME	ADDRESS	APPROVE/DISAPPROVE	SIGNATURE
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Use additional sheets if necessary

Fallon Special Event/Street Closure Acknowledgement

Event Description _____

Date, Time and Location _____

Streets requested to be closed _____

Acknowledgement of Notice of Street Closure

City of Fallon Police Department	423-2111	
_____	_____	_____
Name	Date	Signature

Churchill County Sheriff's Office	423-3116	
_____	_____	_____
Name	Date	Signature

Banner Churchill Ambulance	423-3151	
_____	_____	_____
Name	Date	Signature

Fallon/Churchill Fire Department	423-6521	
_____	_____	_____
Name	Date	Signature