

SPECIAL EVENTS PROMOTER/EVENT ORGANIZER REQUIREMENTS

A promoter permit is required if event attendance exceeds 5,000 people daily or more than 10,000 people total. An event organizer permit is required for any event that is 2 or more days OR has 6 or more food/beverage booths, regardless of number of attendees.

As an event promoter/organizer, you're responsible to ensure the event complies with Northern Nevada Public Health [Regulations](#).

AT LEAST 30 DAYS PRIOR TO EVENT

- OBTAIN SPECIAL EVENT PROMOTER/ORGANIZER PERMIT; PROVIDE THE FOLLOWING WITH APPLICATION:
- LIST OF ALL FOOD AND BEVERAGE VENDORS
 - List must be provided at least 15 days prior to start of event
 - Ensure that food vendors have [Temporary Food Permits](#) , [Annual Mobile Food Permits](#) or a [Cottage Food Registration](#) from Northern Nevada Public Health (NNPH) prior to operating at event
 - Mobiles must be able to return to their servicing area nightly, or a temporary food permit may be required.
- EVENT LAYOUT THAT INCLUDES THE FOLLOWING:
 - Locations of dumpsters, potable water source(s), wastewater tanks, restrooms, hand wash stations, grease collection, back-up refrigeration (if required), 3-compartment sink(s) (if required), power source (if required)
 - A layout is required for business license approval and submittal with the permit
- SOILD WASTE AND RECYLCING PLAN FOR CARDBOARD, GLASS, PLASTIC (PTE) AND ALUMINUM

DURING EVENT

- PROVIDE POWER
 - Must be sufficient for food vendors to keep food at safe hot/cold temperatures
 - Provision of power must not present a hazard to the event patrons or vendors
- MAINTAIN TOILETS, WASTEWATER AND GREASE CONTAINERS
 - Ensure all wastewater and grease is contained during event and properly disposed of after event
 - Must have sufficient toilet facilities for anticipated attendance. Must provide temporary toilet and hand washing facilities if there are not enough sewered toilets available. (See restroom information and table on page 2)
- CONTAIN SOLID WASTE
 - Provide sufficient trash containment
 - Trash must be removed and hauled to a proper waste disposal facility by an approved/permitted solid waste hauler at a frequency that does not allow trash to attract pests, cause odors, or otherwise become a nuisance

EVENTS SPANNING MULTIPLE CONSECUTIVE DAYS

- PROVIDE ANSI CERTIFIED 3-COMPARTMENT SINK FOR DISHWASHING
 - Must have hot and cold running water, drain stoppers, and large enough basins to completely submerge the largest food vendor equipment
 - Ensure sink is maintained and serviced during the event
- PROVIDE BACK-UP REFRIGERATION
 - Refrigerator truck or trailer, or walk-in refrigerator located inside a fixed permitted food establishment at event site

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NON-SEWERED TOILETS – SPECIAL EVENTS

NUMBER OF PEOPLE	NUMBER OF HOURS FOR EVENT									
	1	2	3	4	5	6	7	8	9	10
0-500	2	4	4	5	6	7	9	9	10	12
1,000	4	6	8	8	9	9	11	12	13	13
2,000	5	6	9	12	14	16	18	20	23	25
3,000	6	9	12	16	20	24	26	30	34	38
4,000	8	13	16	22	25	30	35	40	45	50
5,000	12	15	20	25	31	38	44	50	56	63
6,000	12	15	23	30	38	45	53	60	68	75
7,000	12	18	26	35	44	53	61	70	79	88
8,000	12	20	30	40	50	60	70	80	90	100
10,000	15	25	38	50	63	75	88	100	113	125
12,500	18	31	47	63	78	94	109	125	141	156
15,000	20	38	56	75	94	113	131	150	169	188
17,500	22	44	66	88	109	131	153	175	197	219
20,000	25	50	75	100	125	150	175	200	225	250
25,000	38	69	99	130	160	191	221	252	282	313
30,000	46	82	119	156	192	229	266	302	339	376
35,000	53	96	139	181	224	267	310	352	395	438
40,000	61	109	158	207	256	305	354	403	452	501
45,000	68	123	178	233	288	343	398	453	508	563
50,000	76	137	198	259	320	381	442	503	564	626
55,000	83	150	217	285	352	419	486	554	621	688
60,000	91	164	237	311	384	457	531	604	677	751
65,000	98	177	257	336	416	495	575	654	734	813
70,000	106	191	277	362	448	533	619	704	790	876
75,000	113	205	296	388	480	571	663	755	846	938
80,000	121	218	316	414	512	609	707	805	903	1001
85,000	128	232	336	440	544	647	751	855	959	1063
90,000	136	246	356	466	576	686	796	906	1016	1126
95,000	143	259	375	491	607	724	840	956	1072	1188
100,000	151	273	395	517	639	762	884	1006	1128	1251

RESTROOM INFORMATION

Approved toilet facilities must be accessible and available within 200 feet, and no less than 50 feet of any temporary food establishment.

Hand washing facilities must be provided, stocked and maintained when non-sewered toilets are used.

An additional portable hand washing facility shall be provided for each incremental increase of 20 or more non-sewered toilets.