



NORTHERN NEVADA PUBLIC HEALTH
 ENVIRONMENTAL HEALTH SERVICES DIVISION
 1001 East Ninth Street • PO Box 11130 • Reno, Nevada
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 www.NNPH.org

Office Use Only

Fee Paid _____

 Date Paid _____
 Cash/CC/Check _____
 Receipt No. _____

**APPLICATION FOR SPECIAL EVENTS
 PROMOTER PERMIT**

A \$100 late fee applies to applications not received with payment at least 14 days prior to the event.

1. Applicant's Full Name: _____

2. Applicant's Address: _____

3. Person, Corporation or Partnership: _____

4. Name(s), Address(es) and Phone Number(s) of Partner(s):

a. _____

b. _____

c. _____

5. Event: _____ Type of Event: _____

6. Begin Date & Time: _____ End Date & Time: _____

7. Event Location(s): _____

8. Solid Waste Contractor: _____ Phone #: _____

9. Liquid Waste Contractor: _____ Phone #: _____

10. Power Contractor: _____ Phone #: _____

11. Food Promoter: _____ Phone #: _____

12. Location(s) of and Contact for Three (3) Compartment Sinks: _____

13. Location(s) and Contact for Backup Refrigeration: _____

14. **REQUIRED ATTACHMENTS** (also see **Special Events Promoter Requirements on Reverse Side**):

Event Layout

List of Food Vendors

Solid Waste and Recycling Plan

I hereby consent to inspection by the HEALTH DISTRICT and acknowledge that issuance and retention of this permit is contingent upon satisfactory compliance with Section 170 of the Regulations of the District Board of Health Governing Food Establishments.

APPLICANT'S SIGNATURE: _____ DATE: _____

Special Events Promoter Requirements

1. In addition to a business license, promoters must obtain a Special Event Permit from the Northern Nevada Public Health (NNPH) if the event attendance exceeds 5,000 people daily or more than 10,000 people total, unless expressly exempted by NNPH from permit requirements.
2. Provide power in sufficient amount to food vendors to meet their needs to keep food at proper temperatures. Ensure that provision of power does not present a hazard to the event patrons or vendors.
3. For multiple day events, back-up refrigeration must be available to food vendors in case of power failure. Ensure this requirement by utilizing a refrigerator truck or a walk-in refrigerator in an annual permitted food establishment that is at the event site.
4. For multiple day events, provide an NSF Standard 3-Compartment Sink with hot and cold running water and drain, with large enough basins to completely submerge the largest food vendor pans. Ensure that the sink is maintained and serviced during the event.
5. Provide a list of food vendors and ensure that food vendors have Temporary Food Permits or Annual Mobile Food Permits from the NNPH prior to operating at event. NNPH does not honor permits from outside jurisdictions.
6. Ensure all wastewater and grease is contained at the event and sufficient toilet facilities are provided for anticipated attendance. Toilets, wastewater and grease containers must be maintained and serviced during the event.
7. Ensure all solid waste is contained at the event and provide sufficient waste containment, pickup and recycling for plastic, aluminum and cardboard as generated.
8. Provide an event layout that ensures all setback and placement regulatory requirements are met. A layout is required for business license approval and for submittal with the permit.

As an event promoter, you are responsible to ensure the event complies with Health District Regulations. Each event is reviewed by Health District staff for licensure. Regulations apply to every event regardless of the Promoters Permit requirement. Regulations can be accessed under Section 170 at:

<http://www.NNPH.org/regulations.php>